



**Munisipaliteit
Municipality
Umasipala**

- A G E N D A -

**PORTEFEULJEKOMITEES
PORTFOLIO COMMITTEES**

PLEK **STADSAAL, MALMESBURY**
VENUE **TOWN HALL, MALMESBURY**

DATUM **WOENSDAG, 13 MAART 2024**
DATE **WEDNESDAY, 13 MARCH 2024**

TYD
TIME **10:00** **MUNISIPALE BESTUURS, ADMINISTRASIE- EN FINANSIESKOMITEE (gevolg deur SIVIELE & ELEKTRIESE DIENSTE, ONTWIKKELINGSDIENSTE EN BESKERMINGS-DIENSTE) / MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE (followed by CIVIL & ELECTRICAL SERVICES, DEVELOPMENT SERVICES AND PROTECTION SERVICES)**

J J Scholtz
MUNISIPALE BESTUURDER



Office of the Municipal Manager
7 March 2024

Die Uitvoerende Burgemeester en raadslede
The Executive Mayor and councillors

KENNIS geskied hiermee dat 'n VERGADERING van PORTEFEULJESKOMITEES van die SWARTLAND MUNISIPALE RAAD gehou sal word in die MALMESBURY STADSZAAL op WOENSDAG, 13 MAART 2024 soos volg:
NOTICE is hereby given that a MEETING of PORTFOLIO COMMITTEES of the SWARTLAND MUNICIPAL COUNCIL will be held in the MALMESBURY TOWN HALL on WEDNESDAY, 13 MARCH 2024 as follows:

MUNISIPALE BESTUURS-, ADMINISTRASIE- EN FINANSIESKOMITEE/MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE 10:00

Gevolg deur **SIVIELE- EN ELEKTRIESE DIENSTE/CIVIL AND ELECTRICAL SERVICES** (5 minute na afloop van vorige vergadering)

Gevolg deur **ONTWIKKELINGSDIENSTE / DEVELOPMENT SERVICES** (5 minute na afloop van vorige vergadering)

Gevolg deur **BESKERMINGSDIENSTE / PROTECTION SERVICES** (5 minute na afloop van vorige vergadering)

Die aandag van raadslede word gevestig op Bylae 7 (Gedragskode) van die Strukturewet (Wet 117 van 1998), waarkragtens dit 'n misdryf is indien 'n raadslid op 'n vergadering teenwoordig is tydens die bespreking van of stemming oor 'n saak waarby hy 'n regstreekse of onregstreekse geldelike belang het.

Councillors are referred to Schedule 7 (Code of Conduct) of the Structures Act (Act 117 of 1998) whereby a councillor is guilty of an offence if such councillor is present at a meeting or participates in discussions or voting about any matter in which he/she has a direct or indirect financial interest.

LOCAL GOVERNMENT FUNCTIONS IN TERMS OF THE CONSTITUTION, 1996	
Schedule 4B	Schedule 5B
<ul style="list-style-type: none"> Air pollution Building regulations Child care facilities Electricity and gas reticulation Firefighting services Local tourism Municipal airports Municipal planning Municipal health Services Municipal public transport Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto Stormwater management systems in built-up areas Trading regulations Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems 	<ul style="list-style-type: none"> Beaches and amusement facilities Billboards, and the display of advertisements in public places Cemeteries, funeral parlours and crematoria Cleansing Control of public nuisances Control of undertakings that sell liquor to the public Facilities for the accommodation, care and burial of animals Fencing and fences Licensing of dogs Licensing and control of undertakings that sell food to the public Local amenities Local sport facilities Markets Municipal abattoirs Municipal parks and recreation Municipal roads Noise pollution Pounds Public places Refuse removal, refuse dumps and solid waste disposal Street trading Street lighting Traffic and parking

(GET) J J SCHOLTZ
MUNISIPALE BESTUURDER

MUNISIPALE BESTUUR, ADMINISTRASIE - EN FINANSIESKOMITEE

Voorsitter (DA): rdl I S le Minnie
Ondervoorsitter (DA): rdl N Smit

Lede:

DA : rdle A K Warnick, T van Essen, M A Rangasamy, E C O'Kennedy,
D C Pypers & M van Zyl
ANC : rdle B J Penxa & P E Soldaka
VF PLUS : rdl G Vermeulen

(1) Doen aanbevelings aan UBK oor:

- (a) Afbakening en verkiesings
- (b) Strategiese Dienste
- (c) Interne Oudit
- (d) Risikobestuur
- (e) Prestasiebestuur
- (f) Administrasie
- (g) Regspleging
- (h) Rekordbestuur en Argiefdienste
- (i) Sekretariaatdienste en Wykskomitees
- (j) Openbare Betrekkinge
- (k) Eiendomsadministrasie
- (l) Kontrakadministrasie
- (m) Kommunikasie en Kliëntediens
- (n) Biblioteke
- (o) Saalfasiliteite
- (p) Toerisme (museums en gedenkwaardighede ingesluit)
- (q) Menslike Hulpbronbestuur
- (r) Vlootbestuur
- (s) Bate- en voorraadbestuur
- (t) Begrotings
- (u) Inkomste- en Uitgawebeheer
- (v) Krediet-/Invorderingsbestuur
- (w) Finansiële dienste
- (x) Versekering
- (y) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

MUNICIPAL MANAGER, ADMINISTRATION AND FINANCE COMMITTEE

Chairman (DA): cllr I S le Minnie
Vice Chairman (DA): cllr N Smit

Members:

DA : cllrs A K Warnick, T van Essen, M A Rangasamy, E C O'Kennedy,
D C Pypers & M van Zyl
ANC : cllrs B J Penxa & P E Soldaka
VF PLUS : cllr G Vermeulen

(1) Make recommendations to EMC regarding:

- (a) Demarcation and Election
- (b) Strategic Services
- (c) Internal Audit
- (d) Risk Management
- (e) Performance Management
- (f) Administration
- (g) Administration of Legal Actions
- (h) Records Management and Archive Services
- (i) Secretariat Services and Ward Committees
- (j) Public Affairs
- (k) Property Administration
- (l) Contract Administration
- (m) Communication and Client Services
- (n) Libraries
- (o) Hall Facilities
- (p) Tourism (museums and memorials included)
- (q) Human Resources Management
- (r) Staff attraction and retention strategy and plan
- (s) Fleet Management
- (t) Asset and Stock Management
- (u) Budget
- (v) Revenue and Expenditure Management
- (w) Credit and Collections Management
- (x) Financial Services
- (y) Insurance
- (z) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Municipal Manager, Administration and Finance)
- (b) Reports from special sub committees



- AGENDA -
PORTEFEULJEKOMITEEVERGADERINGS,
13 MAART 2024
PORTFOLIO COMMITTEE MEETINGS,
13 MARCH 2024

**- MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIESKOMITEE / MUNICIPAL
MANAGEMENT, ADMINISTRATION AND FINANCE COMMITTEE -**
10:00

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJEKOMITEESVERGADERING (MUNISIPALE
BESTUUR, ADMINISTRASIE EN FINANSIES) GEHOU 14 FEBRUARIE 2024 /**
**MINUTES OF A PORTFOLIO COMMITTEE MEETING (MUNICIPAL MANAGEMENT,
ADMINISTRATION AND FINANCE) HELD ON 14 FEBRUARY 2024**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation* bl 1-4

3. **AFVAARDIGINGS/OORHANDIGINGS/VOORLEGGINGS**
DELEGATIONS/PRESENTATIONS

Geen / *None*

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / *None*

5. **GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER**
DELEGATED MATTERS W.R.T. MUNICIPAL MANAGER
 - 5.1 **MAANDVERSLAG: KANTOOR VAN DIE MUNISIPALE BESTUURDER, JANUARIE
2024 / MONTHLY REPORT: OFFICE OF THE MUNICIPAL MANAGER, JANUARY
2024** P 5-7

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / *None*

7. **GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE**
DELEGATED MATTERS W.R.T. ADMINISTRATION

7.1 **MAANDVERSLAG: DIREKTORAAT KORPORATIEWE DIENSTE, JANUARIE 2024 /**
MONTHLY REPORT: DIRECTORATE CORPORATE SERVICES, JANUARY 2024
..... P 9-12

8. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / None

9. **GEDELEGEERDE SAKE M.B.T. FINANSIES**
DELEGATED MATTERS W.R.T. FINANCE

9.1 **MAANDVERSLAG: DIREKTORAAT FINANSIËLE DIENSTE, JANUARIE 2024 /**
MONTHLY REPORT: DIRECTORATE FINANCIAL SERVICES, JANUARY 2024
.....p 13-34

10. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / None

SIVIELE EN ELEKTRIESE DIENSTE

Voorsitter (DA): rdl R J Jooste
Ondervoorsitter (DA): rdh T van Essen

Lede:

DA : rdle D G Bess, A K Warnick, N Smit, A M Williams, E C O'Kennedy,
M van Zyl
ANC : rdle C Fortuin & C Pieters
EFF : rdl M F Gaika

(1) Doen aanbevelings aan UBK oor:

- (a) Elektrisiteit
- (b) Radiokommunikasie
- (c) IT en databestuur
- (d) Water
- (e) Riool
- (f) Paaie, strate en stormwater
- (g) Parke en geriewe
- (h) Sportfasiliteite (bedryf en onderhoud)
- (i) Sport en ontspanning (sportontwikkeling en gebruik beplan van velde)
- (j) Begraafplase en krematoriums
- (k) Beplanning: siviele dienste
- (l) Reinigingsdienste
- (m) Geboue (nuwe, sowel as onderhoud aan bestaande)
- (n) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae (Elektries/Siviel)
- (b) Verslae van spesiale subkomitees

CIVIL AND ELECTRICAL SERVICES

Chairman (DA): cllr R J Jooste
Vice Chairman (DA): ald T van Essen

Members:

DA : cllrs D G Bess, A K Warnick, N Smit, A M Williams, E C O'Kennedy,
M van Zyl
ANC : cllrs C Fortuin & C Pieters
EFF : cllr M F Gaika

(1) Make recommendations to EMC regarding:

- (a) Electricity
- (b) Radio Communication
- (c) IT and Data Management
- (d) Water
- (e) Sewerage
- (f) Roads, Streets and Stormwater
- (g) Parks and Amenities
- (h) Sport Facilities (management and maintenance)
- (i) Sport and Recreation (coordinate the use of sport fields)
- (j) Cemeteries and Crematoriums
- (k) Planning: Civil Services
- (l) Cleansing Services
- (m) Buildings (new, as well as maintenance of existing buildings)
- (n) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Electrical/Civil)
- (b) Reports from special sub committees

- SIVIELE EN ELEKTRIESE DIENSTE / CIVIL AND ELECTRICAL SERVICES -

1. **OPENING / VERLOF TOT AFWESIGHEID
OPENING / LEAVE OF ABSENCE**

2. **NOTULES / MINUTES**

2.1 **NOTULE VAN 'N PORTEFEULJEKOMITEESVERGADERING (SIVIEL EN
ELEKTRIES) GEHOU 14 FEBRUARIE 2024 / MINUTES OF A PORTFOLIO
COMMITTEE MEETING (CIVIL AND ELECTRICAL) HELD ON 14 FEBRUARY 2024**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation*p 35-38

3. **VOORLEGGINGS/AFVAARDIGINGS
DELEGATIONS/PRESENTATIONS**

Geen / *None*

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES
MATTERS ARISING FROM THE MINUTES**

Geen / *None*

5. **GEDELEGEERDE SAKE
DELEGATED MATTERS**

5.1 **MAANDVERSLAG: JANUARIE 2024 / MONTHLY REPORT: JANUARY 2024**

5.1.1 **SIVIELE INGENIEURSDIENSTE / CIVIL ENGINEERING SERVICES (7/1/2/2-4)**
.....p 39-65

5.1.2 **ELEKTRIESE INGENIEURSDIENSTE / ELECTRICAL ENGINEERING
SERVICES (7/1/2/2-6).....p 67-81**

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR**

Geen / *None*

ONTWIKKELINGSDIENSTE

Voorsitter (VF PLUS): rdl G Vermeulen
Ondervoorsitter (DA): rdl D G Bess

Lede:

DA : Uitvoerende Onderburgemeester, rdle N Smit, M A Rangasamy,
D C Pypers, I S le Minnie
ANC : rdle M Ngozi & P E Soldaka
VF PLUS : rdl A M Booyesen

(1) Doen aanbevelings aan UBK oor:

- (a) Omgewingsgesondheid (nie verwante aangeleenthede)
- (b) Sosiale dienste en welsyn (bv. armoedebestryding)
- (c) Behuising (behoeftebepaling), Behuisingsadministrasie en Huurbehuising
- (d) Gemeenskapsontwikkeling en –bemagtiging
- (e) Woonwapark
- (f) Beroepsgesondheid en –veiligheid
- (g) Ruimtelike ontwikkelingsbeplanning (streek en plaaslik)
- (h) Stadsbeplanning en grondgebruikbeheer
- (i) Natuurbewaring
- (j) GIS bestuur
- (k) Boubeheer
- (l) Eiendomswaardasies
- (m) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(2) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

DEVELOPMENT SERVICES

Chairman (VF PLUS): cllr G Vermeulen

Vice Chairman (DA): cllr D G Bess

Members:

DA : Executive Deputy Mayor, cllrs N Smit, M A Rangasamy,
D C Pypers, I S le Minnie

ANC : cllrs M Ngozi & P E Soldaka

VF PLUS : cllr A M Booysen

(1) Make recommendations to EMC regarding:

- (a) Environmental Health (unrelated matters)
- (b) Social Services and Welfare (eg. poverty alleviation)
- (c) Housing (need analysis), Housing Administration and Rental Housing
- (d) Community Development and Empowerment
- (e) Caravan Parks
- (f) Environmental Health and Safety
- (g) Spatial Development Planning (regional and local)
- (h) Town Planning and Land Use Management
- (i) Nature Conservation
- (j) GIS Management
- (k) Building Control
- (l) Property Valuations
- (m) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Development Services)
- (b) Reports from special sub committees

- ONTWIKKELINGSDIENSTE / DEVELOPMENT SERVICES -

1. **OPENING / VERLOF TOT AFWESIGHEID**
OPENING / LEAVE OF ABSENCE

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJEKOMITEESVERGADERING (ONTWIKKELINGS-
DIENSTE) GEHOU 14 FEBRUARIE 2024 / MINUTES OF A PORTFOLIO COMMITTEE
MEETING (DEVELOPMENT SERVICES) HELD ON 14 FEBRUARY 2024**
Voorgelê vir bekragtiging (vir korrektheid) / *For confirmation*p 83-86

3. **VOORLEGGINGS/AFVAARDIGINGS**
DELEGATIONS/PRESENTATIONS

Geen / *None*

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES**
MATTERS ARISING FROM THE MINUTES

Geen / *None*

5. **GEDELEGEERDE SAKE M.B.T. ONTWIKKELINGSDIENSTE**
DELEGATED MATTERS W.R.T. DEVELOPMENT SERVICES
 - 5.1 **MAANDVERSLAG: JANUARIE 2024 / MONTHLY REPORT: JANUARY 2024**
(7/1/2/2-2)
.....p 87-114

6. **VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR / REPORTING**
REGARDING DELEGATED DECISIONMAKING BY
(vir kennisname / *for cognisance*)
 - 6.1 **NOTULE VAN MUNISIPALE BEPLANNINGSTRIBUNAAL GEHOU OP 14**
FEBRUARIE 2024 / MINUTES OF MUNICIPAL PLANNING TRIBUNAL HELD ON 14
FEBRUARY 2024p 115-127

7. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR

Geen / *None*

BESKERMINGSDIENSTE

Voorsitter (DA): rdd M van Zyl
Ondervoorsitter (DA): rdl A K Warnick

Lede:

DA : Uitvoerende Onderburgemeester, rdle I S le Minnie, A M Williams, R J Jooste,
D G Bess,
ANC : rdle C Pieters & C Fortuin
GOOD: rdl J R Papier

(3) Doen aanbevelings aan UBK oor:

- (a) Beskermingsdienste (burgerlike beskerming, buurtwagte, rampe, ens.)
- (b) Verkeer -en Wetstoepassingsdienste
- (c) Vergunnings
- (d) Beheer oor informele handelaars
- (e) Brandweerdienste
- (f) Taxi's en publieke vervoer
- (g) Veiligheid en sekuriteit (landelik en stedelik)
- (h) Beheer oor diere
- (i) Plakkerbeheer
- (j) Gemeenskapspolisiëring (samewerking met SAPD, ens.)
- (k) Plaaslike ekonomiese ontwikkeling (deel van alle komitees)

(4) Volmag oor:

- (a) Maandverslae
- (b) Verslae van spesiale subkomitees

PROTECTION SERVICES

Chairman (DA): ald M van Zyl

Vice Chairman (DA): rdl A K Warnick

Members:

DA : Executive Deputy Mayor, cllrs I S le Minnie, A M Williams, R J Jooste,
D G Bess,

ANC : cllrs C Pieters & C Fortuin

GOOD: cllr J R Papier

(1) Make recommendations to EMC regarding:

- (a) Protection Services (civil protection, neighbourhood watches, disasters, etc.)
- (b) Traffic- and Law Enforcement Services
- (c) Permits
- (d) Control over Informal Traders
- (e) Fire Fighting Services
- (f) Taxi's and public transport
- (g) Safety and Security (rural and urban)
- (h) Control over animals
- (i) Control over squatters
- (j) Community Policing (collaboration with SAPS, etc.)
- (k) Local Economic Development (included in all committees)

(2) Authority over:

- (a) Monthly Reports (Fire Fighting, Traffic- and Law Enforcement Services)
- (b) Reports from special sub committees

- **BESKERMINGSDIENSTE / PROTECTION SERVICES** -

1. **OPENING / VERLOF TOT AFWESIGHEID
OPENING / LEAVE OF ABSENCE**

2. **NOTULES / MINUTES**
 - 2.1 **NOTULE VAN 'N PORTEFEULJESKOMITEESVERGADERING (BESKERMINGSDIENSTE) GEHOU 14 FEBRUARIE 2024 / MINUTES OF A PORTFOLIO COMMITTEE MEETING (PROTECTION SERVICES) HELD ON 14 FEBRUARY 2024**
.....p 129-132

3. **VOORLEGGINGS/AFVAARDIGINGS
DELEGATIONS/PRESENTATIONS**

Geen / None

4. **SAKE VOORTSPRUITEND UIT DIE NOTULES
MATTERS ARISING FROM THE MINUTES**

Geen / None

5. **GEDELEGEERDE SAKES M.B.T. BESKERMINGSDIENSTE
DELEGATED MATTERS W.R.T. PROTECTION SERVICES**
 - 5.1 **MAANDVERSLAG: JANUARIE 2024 / MONTHLY REPORT: JANUARY 2024**
 - 5.1.1 **PRESTASIEVERSLAG / PERFORMANCE REPORT**p 133-137
 - 5.1.2 **VERKEERS- EN WETSTOEPASSINGSDIENSTE / TRAFFIC- AND LAW ENFORCEMENT SERVICES (7/1/2/2-3)**.....p 139-197
 - 5.1.3 **BRANDBESTRYDING / FIRE BRIGADE SERVICE (7/1/2/2-3)**p 199-209

6. **SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER
MATTERS FOR RECOMMENDATIONS TO THE EXECUTIVE MAYOR**

Geen / None

**(GET/SGD) J J SCHOLTZ
MUNISIPALE BESTUURDER / MUNICIPAL MANAGER**