



NOTULE VAN 'N VERGADERING VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU IN DIE STADSAAL, MALMESBURY OP DONDERDAG, 27 OKTOBER 2022 OM 10:00

TEENWOORDIG:

Speaker, rdh M A Rangasamy
Uitvoerende Burgemeester, rdh J H Cleophas
Uitvoerende Onderburgemeester, rdl J M de Beer

RAADSLEDE:

Bess, D G (DA)	Papier, J R (GOOD)
Booyesen, A M (VF+)	Penxa, B J (ANC)
Daniels, C (DA)	Pieters, C (ANC)
Duda, A A (EFF)	Pypers, D C (DA)
Fortuin, C (ANC)	Smit, N (DA)
Jooste, R J (DA)	Soldaka, P E (ANC)
Le Minnie, I S (DA)	Van Essen, T (DA)
Ngozi, M (ANC)	Van Zyl, M (DA)

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die Speaker verwelkom die Uitvoerende Burgemeester, raadsdames, raadshere, raadslede en amptenare.

Die Munisipale Bestuurder open die vergadering met skriflesing en gebed op die versoek van die Speaker.

Die Speaker dra sy gelukwense oor aan raadslede en amptenare wat die afgelope tyd verjaar het.

2. VERLOF TOT AFWESIGHEID

Verlof tot afwesigheid word verleen aan rdle E C O'Kennedy, G Vermeulen, A K Warnick en rdh B J Stanley.

3. AFVAARDIGINGS/VERKLARINGS EN MEDEDELINGS/VOORLEGGINGS

Geen.

4. NOTULES VIR BEKRAGTIGING

4.1/...



MINUTES OF A MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD IN THE TOWN HALL, MALMESBURY ON THURSDAY, 27 OCTOBER 2022 AT 10:00

PRESENT:

Speaker, ald M A Rangasamy
Executive Mayor, ald J H Cleophas
Deputy Executive Mayor, clr J M de Beer

COUNCILLORS:

Bess, D G (DA)	Papier, J R (GOOD)
Booyesen, A M (VF+)	Penxa, B J (ANC)
Daniels, C (DA)	Pieters, C (ANC)
Duda, A A (EFF)	Pypers, D C (DA)
Fortuin, C (ANC)	Smit, N (DA)
Jooste, R J (DA)	Soldaka, P E (ANC)
Le Minnie, I S (DA)	Van Essen, T (DA)
Ngozi, M (ANC)	Van Zyl, M (DA)

Officials:

Municipal Manager, mr J J Scholtz
Director: Electrical Engineering Services, mr T Möller
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Civil Engineering Services, mr L D Zikmann
Director: Corporate Services, ms M S Terblanche
Director: Development Services ms J S Krieger
Manager: Secretarial and Records, ms N Brand

1. OPENING

The Speaker welcomed the Executive Mayor, alderdames, aldermen, councillors and officials.

The Municipal Manager opened the meeting with a scripture reading and prayer at the request of the Speaker.

The Speaker congratulated councillors and officials who had celebrated birthdays recently.

2. APOLOGIES

Apologies received from clrs E C O’Kennedy, G Vermeulen, A K Warnick and ald B J Stanley.

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

None.

4. MINUTES FOR APPROVAL

4.1/...

4.1 NOTULE VAN 'N GEWONE RAADSVERGADERING GEHOU 28 JULIE 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Gewone Raadsvergadering gehou op 28 Julie 2022 goedgekeur en deur die Speaker onderteken word.

4.2 NOTULE VAN 'N GEWONE RAADSVERGADERING GEHOU OP 25 AUGUSTUS 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Spesiale Raadsvergadering gehou op 25 Augustus 2022 goedgekeur en deur die Speaker onderteken word.

5. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE UITVOERENDE BURGEMEESTER

BESLUIT

Dat kennis geneem word van die Uitvoerende Burgemeester se besluite ingevolge gedelegeerde bevoegdheid, soos vervat in die onderstaande notules:

5.1 NOTULE VAN 'N GEWONE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 13 JULIE 2022

5.2 NOTULE VAN 'N GEWONE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 17 AUGUSTUS 2022
saamgelees met

NOTULES VAN PORTEFEULJEKOMITEEVERGADERINGS GEHOU OP 10 AUGUSTUS 2022

5.3 NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 22 SEPTEMBER 2022
saamgelees met

NOTULES VAN PORTEFEULJEKOMITEEVERGADERINGS GEHOU OP 14 SEPTEMBER 2022

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE MUNISIPALE BESTUURDER

BESLUIT

Dat kennis geneem word van die Munisipale Bestuurder se besluite ingevolge gedelegeerde bevoegdheid, soos vervat in die onderstaande notules:

6.1 NOTULE VAN 'N VERGADERING VAN DIE BODBEOORDELINGSKOMITEE GEHOU OP 16 AUGUSTUS 2022

6.2 NOTULE VAN 'N VERGADERING VAN DIE BODBEOORDELINGSKOMITEE GEHOU OP 22 AUGUSTUS 2022

6.3 NOTULE VAN 'N VERGADERING VAN DIE BODBEOORDELINGSKOMITEE GEHOU OP 13 SEPTEMBER 2022

7. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

8. SAKE VIR BESPREKING

8.1/...

4.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 28 JULY 2022

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

That the minutes of an Ordinary Council Meeting held on 28 July 2022 are approved and signed by the Mayor.

4.2 MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 25 AUGUST 2022

RESOLUTION

(proposed by clr N Smit, seconded by rdl D G Bess)

That the minutes of an Ordinary Council Meeting held on 25 August 2022 are approved and signed by the Mayor.

5. REPORTING IN RESPECT OF THE DELEGATED DECISION MAKING BY THE EXECUTIVE MAYOR

RESOLUTION

That note is taken of the decisions made by the Executive Mayor in accordance with his delegated power in the following minutes:

5.1 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 13 JULY 2022

5.2 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 17 AUGUST 2022

read in conjunction with

MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 10 AUGUST 2022

5.3 MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 22 SEPTEMBER 2022

read in conjunction with

MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 14 SEPTEMBER 2022

6. REPORTING IN RESPECT OF THE DELEGATED DECISION MAKING BY THE MUNICIPAL MANAGER

RESOLUTION

That note is taken of the decisions made by the Municipal Manager in accordance with his delegated power in the following minutes:

6.1 MINUTES OF A MEETING OF THE TENDER AWARD COMMITTEE HELD ON 16 AUGUST 2022

6.2 MINUTES OF A MEETING OF THE TENDER AWARD COMMITTEE HELD ON 22 AUGUST 2022

6.3 MINUTES OF A MEETING OF THE TENDER AWARD COMMITTEE HELD ON 13 SEPTEMBER 2022

7. MATTERS ARISING FROM THE MINUTES

None.

8. MATTERS FOR DISCUSSION

8.1/...

8.1 AANVAARDING VAN DIE VERORDENING INSAKE BEHEER OOR ONDERNEMINGS WAT DRANK AAN DIE PUBLIEK VERKOOP (1/1)

Die konsep Verordening insake die Beheer oor Ondernemings wat Drank aan die Publiek verkoop is op 25 Augustus 2022 aan die Raad voorgelê vir doeleindes om die publieke deelnameproses te deurloop.

Daar is geen kommentaar/insette ontvang teen die sperdatum van 23 September 2022 nie.

Die Uitvoerende Burgemeesterskomitee het op 18 Oktober 2022 die verordening oorweeg vir voorlegging aan die Raad.

Die Speaker bring die aangeleentheid tot stemming en word –

EENPARIG BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdd M van Zyl)

- (a) Dat die volgende verordening aangeneem word deur die Raad, om in werking te tree op datum van afkondiging in die Provinsiale Koerant:
 - Swartland Munisipaliteit: Verordening insake Beheer oor Ondernemings wat Drank aan die Publiek verkoop;
- (b) Dat boetes vir oortredings van die verordening vasgestel word deur die Departement van Justisie.

8.2 KWARTAALVERSLAG (ARTIKEL 52 VAN MFMA): JULIE TOT SEPTEMBER 2022 (7/1/2/2-2)

Die voorlegging van die kwartaalverslag aan die Raad word voorgeskryf deur artikel 52(d) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, Wet 56 van 2003 (MFMA).

Die kwartaalverslag is op 25 Oktober 2022 aan die Munisipale Publieke Verantwoordbaarheidskomitee (MPAC) voorgelê vir bespreking as deel van laasgenoemde se oorsigrol.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl C Daniels)

Dat die Raad kennis neem van die aangehegte kwartaalverslag, soos voorgeskryf deur artikel 52 van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 ten opsigte van die implementering van die begroting sowel as die prestasie teenoor die Topvlak Dienslewering- en Begrotingimplementeringsplan van die Munisipaliteit vir die periode 1 Julie tot 30 September 2022.

8.3 SWARTLAND MUNISIPALITEIT: HERSIENING VAN DIENSSTAAT (4/1/1/2/1)

Die Munisipaliteit se diensstaat is in terme van die Plaaslike Regering: Munisipale Personeelregulasies, Nr 890 en Nr 891 gedateer 20 September 2021 hersien.

Die Munisipale Bestuurder behandel die verslag en bevestig dat die bestaande organisatoriese struktuur, gegewe die konserwatiewe benadering tot die vulling van vakatures en uitbreiding van die struktuur, grotendeels in lyn is met die maatstawwe soos voorgeskryf deur die Personeelregulasies.

Die Munisipale Bestuurder verwys na die lys van nuwe poste en noem dat hierdie behoeftes oor 'n termyn ingefasseer sal word. Daar mag egter nie poste op die organisatoriese struktuur geplaas word wat nie befonds is nie en daarom sal daar geleentheid wees met die goedkeuring van die Geïntegreerde Ontwikkelingsplan om die organisatoriese struktuur dienooreenkomstig te hersien.

Die Speaker bring/...

8.1 ACCEPTANCE OF THE REGULATION IN RESPECT OF CONTROL OVER BUSINESSES SELLING ALCOHOL TO THE PUBLIC (1/1)

The draft Regulation in respect of Control of Businesses selling Alcohol to the Public was submitted to the Council on 25 August 2022 in order to initiate the public participation process.

There were no comments/input received by the closing date 23 September 2022.

The Executive Mayor's Committee considered the regulation on 18 October 2022 for submission to the Council.

The Speaker brought the matter to the vote and it was decided –

UNANIMOUS RESOLUTION

(proposed by clr N Smit, seconded by add M van Zyl)

- (a) That the following by-law be adopted by Council, to take effect on date of promulgation in the Provincial Gazette:
 - Swartland Municipality: By-law relating to Control of Undertakings that sell Liquor to the Public;
- (b) That fines for offences of the by-law be determined by the Department of Justice.

8.2 QUARTERLY REPORT (SECTION 52 VAN MFMA): JULY TO SEPTEMBER 2022 (7/1/2/2-2)

The submission of the quarterly report to the Council is prescribed by section 52(d) of the Local Government Act: Municipal Financial Management, Act 56 of 2003 (MFMA).

The quarterly report was submitted to the Municipal Public Accountability Committee (MPAC) for discussion as part of the latter's oversight role.

RESOLUTION

(proposed by clr D C Pypers, seconded by clr C Daniels)

That Council takes cognisance of the attached quarterly report, as required by Section 52 of the Municipal Finance Management Act, Act 56 of 2003 in respect of the implementation of the budget as well as the performance against the Top Layer Service Delivery and Budget Implementation Plan of the municipality for the period 1 July to 30 September 2022.

8.3 SWARTLAND MUNICIPALITY: REVISION OF RECORD OF SERVICE (4/1/1/2//1)

The Municipality's Record of Service was revised in terms of the Local Government: Municipal Personnel Regulations, No 891 dated 20 September 2021.

The Municipal Manager dealt with the report and confirmed that the existing organizational structure, given the conservative approach to the filling of vacancies and extension of the structure, is largely in line with the guidelines as prescribed by the Personnel Regulations.

The Municipal Manager referred to the list of new posts and stated that these needs would be phased in over a period of time. Posts may not be placed on the organizational structure for which there is no funding and therefore there will be an opportunity to revise the latter with the approval of the Integrated Development Plan.

The Speaker brought the matter to the vote and it was decided (in the absence of four (4) councillors) with eleven (11) votes in favour of the implementation of the revised record of service and the rest of the councillors abstained.

RESOLUTION

(proposed by ald J H Cleophas, seconded by clr N Smit)

8.3/...

Die Speaker bring die aangeleentheid tot stemming en word dit beslis (in die afwesigheid van vier (4) raadslede) met elf (11) stemme ten gunste van die implementering van die hersiende diensstaat met die res van die raadslede wat buite stemming bly.

BESLUIT

(op voorstel van rdh J H Cleophas, gesekondeer deur rdl N Smit)

- (a) Dat die Raad kennis neem van die kommentaar en besware van die vakbonde soos geopper tydens die vergadering van die Plaaslike Arbeidsforum gehou op 20 Oktober 2022;
- (b) Dat die Raad kennis neem van die werkgewer se voorneme om die kommentare rakende die Departement Verkeer/Wetstoepassingbedryf en Voertuig-lisensiëringsadministrasie sowel as die Departement Siviele Bedryf en Onderhoud, Afdeling Riool en Afvalwaterbehandelingsaanleg teen 'n latere datum aan te spreek;
- (c) Dat die Raad die hersiening van die diensstaat goedkeur vir implementering met ingang van 1 Januarie 2023.

**GETEKEN:
SPEAKER**

8.3/...

- (a) That the Council takes note of the comments and objections of the unions as put forward during the meeting of the Local Labour Forum held on 20 October 2022;
- (b) That the Council takes note of the employer's undertaking to address the comments regarding the Department Traffic/Law Enforcement Operations and Vehicle Licencing Administration as well the the Department Civil Operations and Maintenance, Division Sewer and Waste Water Treatment Works at a later date;
- (c) That the staff establishment review be approved by Council for implementation with effect from 1 January 2023.

**SIGNED
SPEAKER**



**NOTULE VAN 'N SPESIALE VERGADERING VAN DIE SWARTLAND MUNISIPALE RAAD VIRTUEEL
GEHOU OP WOENSDAG, 30 NOVEMBER 2022 OM 14:00**

TEENWOORDIG:

Speaker, rdh M A Rangasamy
Uitvoerende Burgemeester, rdh J H Cleophas
Uitvoerende Onderburgemeester, rdl J M de Beer

RAADSLEDE:

Bess, D G (DA)	Pieters, C (ANC)
Booyesen, A M (VF+)	Pypers, D C (DA)
Duda, A A (EFF)	Soldaka, P E (ANC)
Ngozi, M (ANC)	Van Essen, T (DA)
O'Kennedy, E C (DA)	Van Zyl, M (DA)
Papier, J R (GOOD)	Vermeulen G (VF+)
Penxa, B J (ANC)	Warnick, A K (DA)

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING

Die Speaker verwelkom die Uitvoerende Burgemeester, raadsdames, raadshere, raadslede en amptenare.

Die Munisipale Bestuurder open die vergadering met skriflesing en gebed op die versoek van die Speaker.

Die Speaker dra sy gelukwense oor aan raadslede en amptenare wat die afgelope tyd verjaar het.

2. VERLOF TOT AFWESIGHEID

Verlof tot afwesigheid word verleen aan rdle C Fortuin, I S le Minnie, N Smit en rdh B J Stanley.

BESLUIT dat kennis geneem word dat rdle C Daniels en R J Jooste afwesig is sonder verlof.

3. AFVAARDIGINGS/VERKLARINGS EN MEDEDELINGS/VOORLEGGINGS

Geen.

4. SAKE VIR BESPREKING

4.1 RAADSLIDVERGOEDING: IMPLEMENTERING VAN DATATOELAAG (5/10/1)

Die Speaker gee geleentheid aan die Munisipale Bestuurder om die belangrikste aspekte uit die verslag aan die Raad voor te lê.



MINUTES OF A SPECIAL MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD VIRTUALLY ON WEDNESDAY, 30 NOVEMBER 2022 AT 14:00

PRESENT:

Speaker, ald M A Rangasamy
Executive Mayor, ald J H Cleophas
Deputy Executive Mayor, clr J M de Beer

COUNCILLORS:

Bess, D G (DA)	Pieters, C (ANC)
Booyesen, A M (VF+)	Pypers, D C (DA)
Duda, A A (EFF)	Soldaka, P E (ANC)
Ngozi, M (ANC)	Van Essen, T (DA)
O'Kennedy, E C (DA)	Van Zyl, M (DA)
Papier, J R (GOOD)	Vermeulen G (VF+)
Penxa, B J (ANC)	Warnick, A K (DA)

Officials:

Municipal Manager, mr J J Scholtz
Director: Electrical Engineering Services, mr T Möller
Director: Financial Services, mr M A C Bolton
Director: Protection Services mr P A C Humphreys
Director: Civil Engineering Services, mr L D Zikmann
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Manager: Secretarial and Records, ms N Brand

1. OPENING

The Speaker welcomed the Executive Mayor, alderdames, aldermen, councillors and officials

The Municipal Manager opened the meeting with a scripture reading and prayer at the request of the Speaker.

The Speaker congratulated councillors and officials who had celebrated birthdays recently.

2. APOLOGIES

Apologies received from clrs C Fortuin, I S le Minnie, N Smit and ald B J Stanley.

RESOLUTION that note is taken that clrs C Daniels and R J Jooste were absent without an apology.

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

None.

4. MATTER FOR DISCUSSION

4.1 REMUNERATION FOR COUNCILLORS: IMPLEMENTATION OF DATA ALLOWANCE (5/10/1)

4.1/...

Die Munisipale Bestuurder bevestig dat dit 'n bindende bepaling is dat die Nasionale Minister van Samewerkende Regering en Tradisionele Sake die boperkte t.o.v. raadslidvergoeding jaarliks teen 31 Maart moet afkondig. Die rede hiervoor is om plaaslike owerhede in staat te stel om dienoooreenkomstig vir vergoeding van raadslede te begroot.

Die Munisipale Bestuurder bevestig dat die Nasionale Minister, met verwysing na die afkondiging van die 2021/2022 raadslidvergoeding op 2 Junie 2021, telkens faal om die afkondiging betyds te doen. Bevestigend hiervan is dat die afkondiging ten opsigte van die 2022/2023 finansiële jaar (vir implementering vanaf 1 Julie 2022) nog nie ontvang is nie

Die Raad het tydens 'n Spesiale Raadsvergadering gehou op 15 Junie 2022 goedkeuring verleen vir die implementering van die 2021/2022 raadslidvergoeding, onder andere, dat die datatoelaag ten bedrae van R300 ingesluit word by die selfoontoelaag. Die effek hiervan was dat die R300 datatoelaag terugwerkend vanaf herverkiesde en nuwe raadslede verhaal moes word.

'n Wysigingskennisgewing gedateer 2 November 2022 is ontvang – afgekondig in Staatskoerant 47437 – is ontvang waarin bepaal word dat 'n selfoontoelaag en datatoelaag van toepassing is.

Die Munisipale Bestuurder bevestig dat daar nog nie duidelikheid is of die nuwe bepaling terugwerkend van toepassing is nie en dat riglyne in hierdie verband vanaf die Departement van Plaaslike Regering afgewag word.

Die Speaker bring die aangeleentheid tot stemming en word daar –

EENPARIG BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl J M de Beer)

- (a) Dat kennis geneem word van die inhoud van Goewermentskennisgewing No. 2698 soos afgekondig in Staatskoerant 47437 gedateer 2 November 2022, asook die implikasies wat die implementering van die datatoelaag vir die Munisipaliteit inhou ten aansien van die 2022/23 finansiële jaar, soos toegelig in Aanhangsel B tot hierdie verslag;
- (b) Dat kennis geneem word dat daar genoegsame voorsiening in die 2022/23 bedryfsbegroting gemaak is om die datatoelaag te dek, en dat die Raad gevolglik goedkeuring verleen vir die implementering daarvan, met effek vanaf 1 November 2022;
- (c) Dat daar voldoen sal word aan die oorlegplegingsvereistes van die LUR vir plaaslike regering ten einde lg. se instemming te bekom vir die implementering van die datatoelaag.

**GETEKEN:
SPEAKER**

4.1/...

The Speaker gave the Municipal Manager the opportunity to present the important aspects in the report to the Council.

The Municipal Manager confirmed that it is a binding stipulation that the National Minister of Co-operative Governance and Traditional Affairs must promulgate the upper limit in respect of remuneration for councillors, annually by 31 March. The reason for this is in order that the local authorities are then in the position to budget for remuneration for councillors accordingly.

The Municipal Manager confirmed that the National Minister, with reference to the promulgation of the 2021/2022 remuneration for councillors on 2 June 2021, failed to execute the promulgation on time. Confirmation of this is that the promulgation with reference to the 2021/2022 financial year (for implementation from 1 July 2022) has not yet been received.

During A Special Council meeting held on 15 June 2022 the Council approved the implementation of the 2021/2022 remuneration for councillors, inter alia, that the data allowance to the amount of R300 is included in the cell phone allowance. The affect of this was that the R 300 data allowance of re-elected and new councillors had to be recovered.

An amendment notice dated 2 November 2022 has been received – promulgated in Government Gazette 47437 – in which it is stipulated that a cell phone allowance and a data allowance are appropriate.

The Municipal Manager confirmed that there is not yet clarity as to whether the new regulation can be retrospectively applied and that the guidelines in this respect are awaited from the Department of Local Government.

The Speaker brought the matter to the vote and there was a -

UNANIMOUS RESOLUTION

(proposed by clr A K Warnick, seconded by clr J M de Beer)

- (a) That the contents of Government Notice No. 2698 as published in Government Gazette 47437 dated 2 November 2022 be noted, as well as the implications for the Municipality of implementation of the data allowance in respect of the 2022/23 financial year, as explained in Annexure B to this report;
- (b) That cognizance be taken that adequate provision has been made in the 2022/23 operating budget in order to cover the data allowance, and that the Council therefore grants approval for the implementation of same with effect from 1 November 2022;
- (c) That the consultation prescripts of the MEC for local government be complied with in order to obtain the latter's approval for the implementation of the data allowance.

**SIGNED
SPEAKER**



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE KOMITEEKAMER, UITVOERENDE BURGEMEESTER OP DINSDAG, 18 OKTOBER 2022 OM 10:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:

Rdl N Smit
Rdl A K Warnick (virtueel ingeskakel)
Rdl T van Essen

Ander raadslede:

Rdh M A Rangasamy (Speaker)

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester verwelkom teenwoordigers en open die vergadering met gebed.
'n Spesiale woord van verwelkoming word gerig aan die Munisipale Bestuurder en rdl A K Warnick wat onlangs operasies ondergaan het en word hulle 'n spoedige herstel toegewens.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskoning ontvang vanaf rdl D G Bess.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 22 SEPTEMBER 2022

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdh T van Essen)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 22 September 2022 goedgekeur en deur die Burgemeester onderteken word,

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 12 OKTOBER 2022



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE COMMITTEE ROOM, ON TUESDAY, 18 OCTOBER 2022 AT 10:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr N Smit
Clr A K Warnick (attended virtually)
Ald T van Essen

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Director: Protection Services, mr P A C Humphreys
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

The Executive Mayor welcomed all present and opened the meeting with a prayer. A special word of welcome was extended to the Municipal Manager and clr A K Warnick who have had operations recently and were wished a speedy recovery.

2. APOLOGIES

NOTE IS TAKEN of the apology received from clr D G Bess.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

Noine

4. MINUTES

4.1 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 22 SEPTEMBER 2022

RESOLUTION

(proposed by clr J M de Beer, seconded by ald T van Essen)

That the minutes of an Ordinary Executive Mayor's Committee meeting held on 22 September 2022 are approved and signed by the Mayor,

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 12 OCTOBER 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig;
- (b) Dat kennis geneem word dat die watervlakke van reservoirs wat negatief beïnvloed was deur beurtkrag die afgelope twee weke herstel het tot $\pm 90\%$, maar dat die situasie bestuur word gegewe die instelling van Vlak 4-beurtkrag op datum;
- (c) Dat verder kennis geneem word dat daar op tender uitgegaan is vir die aankoop van 'n kragopwekker vir installering by die Rustfontein-pompstasie wat die Glen Lily-reservoir voed en dat befondsing tydens die begrotingsproses oorweeg sal word vir die installering van 'n kragopwekker by die Swartland Watersuiweringswerke by die Voëlvleldam.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.4 BESKERMINGDIENSTE

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig;
- (b) Dat kennis geneem word dat, met verwysing daarna dat die verkeerskantore gesluit moet word gedurende beurtkrag, die Departement Elektriese Ingenieursdienste in proses is om 'n behoefte-bepaling te doen van rugsteunkrag wat benodig word regoor die Munisipaliteit ten tye van beurtkrag om volgehoue dienslewering te verseker;
- (c) Dat, met in ag neming van die aptyt van die publiek om tariefverhogings bo die inflasiekoers te bekostig, die risiko-areas vir volgehoue dienslewering geïdentifiseer sal word vir die infassering van rugsteunkrag oor die meerjarige begrotingstermyn.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1/...

5.1.1 MUNICIPAL MANAGER, ADMINISTRATION AND FINANCES

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the Executive Mayor ratifies the recommendations in the relevant minutes;
- (b) That note is taken that the water levels in the reservoirs which were negatively affected by the load shedding in the last two weeks have been restored to $\pm 90\%$, but that the situation is being managed given the introduction of load shedding level 4 at present;
- (c) That note is also taken that a tender for the purchase of a generator has been issued for installation at the Rustfontein pumping station which feeds the Glen Lily reservoir and that funding will be considered during the budgeting process for the installation of a generator at the Swartland Water Purification Works at the Voëlvlei Dam.

5.1.3 DEVELOPMENT SERVICES

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.4 PROTECTION SERVICES

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the Executive Mayor ratifies the recommendations in the relevant minutes.
- (b) That note is taken that, with reference thereto, that the traffic offices must be closed during load shedding, the Department of Electrical Engineering Services is in the process of doing a demand assessment in respect of back-up power which is necessary throughout the Swartland in times of load shedding in order to ensure sustained service delivery;
- (c) That, taking into account the public's capacity to afford tariff increases above the inflation rate, the areas of risk for sustained service delivery will be identified for phasing in backup power over the multi year budget term.

6. MATTERS ARISING FROM THE MINUTES

None.

7. NEW MATTERS

7.1/...

7.1 AANVAARDING VAN VERORDENING INSAKE BEHEER OOR ONDERNEMINGS WAT DRANK AAN DIE PUBLIEK VERKOOP (1/1)

Die Direkteur: Korporatiewe Dienste noem dat die konsep verordening op 25 Augustus 2022 aan die Raad voorgelê was ten einde die publieke deelnameproses te inisieer.

Die Direkteur: Korporatiewe Dienste meld dat daar geen insette op die konsep verordening ontvang is nie, ook nie vanaf enige SAPD-offisier nie.

BESLUIT (vir voorlegging aan die Raad op 27 Oktober 2022)

- (a) Dat die volgende verordening aangeneem word deur die Raad, om in werking te tree op datum van afkondiging in die Provinsiale Koerant:
 - Swartland Munisipaliteit: Verordening insake Beheer oor Ondernemings wat Drank aan die Publiek verkoop
- (b) Dat boetes vir oortredings van die verordening vasgestel word deur die Departement van Justisie.

7.2 BEVORDERING VAN TOEGANG TOT INLIGTING (PAIA): HERSIENING VAN HANDLEIDING (1/1/1/34)

Die Wet op die Beskerming van Persoonlike Inligting, Wet 4 van 2013 (POPIA) het 'n impak gehad op die bepalings van die Wet op die Bevordering van Toegang tot Inligting, Wet 2 van 2000 (PAIA), onder andere, dat aangeleenthede rakende die verwerking van persoonlike inligting by die PAIA-handleiding ingesluit moet word.

Die Wysigingswet op die Bevordering van Toegang tot Inligting, Wet 31 van 2019 is dus afgekondig om bepalings neer te lê vir die hersiening van die PAIA-handleiding.

Die hersiende PAIA-handleiding is met die sakelys gesirkuleer.

BESLUIT

- (a) Dat die PAIA-handleiding soos opgestel ingevolge artikels 14 en 51 van PAIA, soos gewysig, goedgekeur word;
- (b) Dat kennis geneem word dat dit nie wetlik verplig is om die goedgekeurde PAIA-handleiding aan die Inligtingsreguleerder te voorsien nie, maar dat dit op die webtuiste geplaas moet word en beskikbaar wees by die hoofkantoor van die Munisipaliteit;
- (c) Dat die goedgekeurde PAIA-handleiding aan al die Adjunk-Inligtingsbeamptes gesirkuleer word om enige versoeke tot inligting wat deur die Munisipaliteit gehou word te hanteer.

7.3 SWARTLAND RAADSLID BESKERMINGSBELEID (3/B)

Die Munisipale Bestuurder noem dat die Swartland Raadslid Beskermingsbeleid opgestel is by 'n gebrek aan enige riglyne vanaf Provinsie of enige ander plaaslike owerheid. Dit mag gebeur dat met die toepassing van die beleid sekere leemtes uitgewys word waarvolgens die beleid aangepas sal word.

Die Direkteur: Beskermingsdienste behandel sekere aspekte uit die beleid, spesifiek ten opsigte van rolle van verantwoordelikheid.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl J M de Beer)

Dat die Swartland Raadslid Beskermingsbeleid deur die Uitvoerende Burgemeesters-komitee goedgekeur word met ingang van 18 Oktober 2022.

7.1 ADOPTION OF REGULATION IN RESPECT OF MANAGEMENT OF BUSINESSES WHICH SELL LIQUOR TO THE PUBLIC (1/1)

The Director: Corporate Services stated that the draft regulation was submitted to the Council on 25 August 2022 in order to initiate the public participation process.

The Director: Corporate Services stated that there was no input received in respect of the draft regulation, also not from any SAPS officers

RESOLUTION (for recommendation to the Council on 27 October 2022)

- (a) That the following by-law be adopted by Council, to take effect on date of promulgation in the Provincial Gazette:
 - Swartland Municipality: By-law relating to Control of Undertakings that sell Liquor to the Public;
- (b) That fines for offences of the by-law be determined by the Department of Justice.

7.2 PROGRESS IN RESPECT OF ACCESS TO INFORMATION (PAIA): REVISION OF HANDBOOK (1/1/1/34)

The Protection of Personal Information Act, Act 4 of 2013 (POPIA) has had an effect on the requirements of progress in respect of Access to Information, Act 2 of 2000 (PAIA), inter alia, that matters in respect of processing personal information which must be included in the PAIA hand book.

The Amended Act in respect of the Progress of Access to Information, Act 31 of 2019 was therefore promulgated in order to advise the requirements for the revision of the PAIA handbook.

The revised PAIA handbook was circulated with the agenda.

RESOLUTION

- (a) That the PAIA Manual as compiled in accordance with sections 14 and 51 of PAIA, as amended, be approved;
- (b) That cognisance be taken that it is not a legislative requirement to submit the PAIA Manual to the Information Regulator, but it must be placed on the municipal website and be made available at the Head Office of the Municipality;
- (c) That the PAIA Manual be circulated to all Deputy Information Officers in order to assist with requests for access to information that are held by the Municipality.

7.3 SWARTLAND COUNCILLOR PROTECTION POLICY (3/B)

The Municipal Manager stated that the Swartland Councillor Protection Policy was drawn up in the absence of any guidelines from Province or any other local authority. It may happen that, during the use of the policy, certain deficiencies are shown up where after the policy will be adjusted.

The Director: Protection Services dealt with certain aspects of the policy, specifically in respect of roles of responsibility.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr J M de Beer)

That the Executive Mayoral Committee approve the attached Swartland Councillor Protection Policy with effect from 18 October 2022.

7.4 VOORGESTELDE SKOFTE: REAKSIE-EENHEID EN VERKEER- EN WETSTOE-PASSING (STLES) (4/2/2)

Die Munisipale Bestuurder noem dat die aanstellingsertifikate van lede van die Reaksie-Eenheid op 17 Oktober 2022 uitgereik is. Noudat lede operasioneel aangewend kan word sal daar eers gekyk moet word watter leemtes die Reaksie-Eenheid kan vul.

BESLUIT

Dat die item teruggetrek word om 'n meer holistiese verslag op te stel, met in ag neming van die aanwending van die Reaksie-Eenheid binne die Verkeer- en Wetstoepassingsdiens.

7.5 BEGROTING VIR ONDERHOUD AAN PROVINSIALE HOOFPAAL: 2023/2024 FINANSIËLE JAAR (5/6/1/1/2)

Die Direkteur: Siviele Ingenieursdienste bevestig dat die beraamde uitgawes vir instandhouding en rehabilitasie van Provinsiale Hoofpaaie jaarliks in samewerking met provinsiale amptenare bepaal word.

Die lys van voorgestelde projekte (beraamde totale bedrag van R10 338 000) is met die sakelys gesirkuleer vir voorlegging aan die Distrikspadingenieur vir oorweging en goedkeuring.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl J M de Beer)

Dat die begroting vir die onderhoud aan provinsiale hoofpaaie vir die 2023/2024 finansiële jaar deur die Uitvoerende Burgemeesterskomitee goedgekeur word.

7.6 KWARTAALVERSLAG INSAKE DIE PRESTASIE VAN KONTRAKTEURS (8/1/B/2)

Die verslag ten opsigte van die kwartaalike prestasie-evaluering van kontrakteurs wat ingevolge die Voorsieningkanaalbestuursbeleid aangestel is, word voorgelê ter voldoening aan Artikel 116(2) van die MFMA en die kernprestasie-indikator van die Munisipale Bestuurder, naamlik:

"Number of reports on the management of the contracts or agreements (supply chain) and the performance of contractors submitted to mayoral committee."

Die Munisipale Bestuurder noem dat kontrakbestuur een van die fokusareas van die Ouditeur-Generaal is en dat die verslag uitgebrei sal word om meer volledige rapportering daar te stel.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

Dat kennis geneem word van die kwartaalike verslag ten opsigte van die prestasie van kontrakteurs vir die periode 1 Julie 2022 tot 30 September 2022.

7.7 VERSLAG INSAKE DIE IMPLEMENTERING VAN DIE VOORSIENINGKANAAL-BESTUURSBELEID VIR DIE PERIODE 1 JULIE 2022 TOT 30 SEPTEMBER 2022 (8/1/B/2)

'n Verslag insake die implementering van die Voorsieningkanaalbestuursbeleid moet op 'n kwartaalike basis ingevolge paragraaf 6(3) van die Munisipale Voorsieningkanaalbestuursregulasies aan die Uitvoerende Burgemeester voorgelê word.

Die verslag vir die periode 1 Julie 2022 tot 30 September 2022 is met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl N Smit)

(a)/...

7.4 PROPOSED SHIFTS: REACTION UNIT AND TRAFFIC AND LAW ENFORCEMENT (STLES) (4/2/2)

The Municipal Manager stated that the appointment certificates of members of the Reaction Unit were issued on 17 October 2022. Now that members can be used operationally it must first be established which gaps the Reaction Unit can fill.

RESOLUTION

That the item is withdrawn in order to draw up a more holistic report, taking into account the application of the Reaction Unit within the Traffic and Law Enforcement Service.

7.5 BUDGET FOR THE MAINTENANCE OF PROVINCIAL MAIN ROADS: 2023/2024 FINANCIAL YEAR (5/6/1/1/2)

The Director: Civil Engineering Services confirmed that the estimated expenditure for maintenance and rehabilitation of Provincial Main Roads is determined annually in conjunction with provincial authorities.

The list of proposed projects (estimated total amount of R 10 338 000) was circulated with the agenda for submission to the District Roads Engineer for consideration and approval.

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

That the Executive Mayoral Committee approves the budget of expenses for Provincial Main Roads for the 2023/2024 financial year.

7.6 QUARTERLY REPORT IN RESPECT OF PERFORMANCE OF CONTRACTORS (8/1/B/2)

The report in respect of the quarterly performance evaluation of contractors which is drawn up in accordance with the Supply Chain Management Policy is presented in compliance with Section 116(2) of the MFMA and the core indicators of the Municipal Manager, namely:

"Number of reports on the management of the contracts or agreements (supply chain) and the performance of contractors submitted to mayoral committee."

The Municipal Manager stated that contract management was one of the focus areas of the Auditor General and that the report will be expanded in order to facilitate more complete reporting.

RESOLUTION

(proposed by ald T van Essen, seconded by clr N Smit)

That cognisance is taken of the quarterly report regarding the performance of contractors for the period 1 July 2022 to 30 September 2022.

7.7 REPORT IN RESPECT OF IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JULY 2022 TO 30 SEPTEMBER 2022 (8/1/B/2)

A report in respect of the Supply Chain Management Policy must be presented to the Executive Mayor, on a quarterly basis, in accordance with paragraph 6(3) of the Municipal Supply Chain Management Regulation.

The report for the period 1 July 2022 to 30 September 2022 was circulated with the agenda.

RESOLUTION

(proposed by ald T van Essen, seconded by clr N Smit)

(a)/...

7.7/...

- (a) Dat kennis geneem word van die kwartaalike verslag van die Voorsiening-kanaalbestuursbeleid se implementering vir die periode 1 Julie 2022 tot 30 September 2022, wat ingevolge artikel 6(3) van die Regulasies voorgelê moet word asook die verslae van die Formele Tenders (Aanhangsel A), Informele Tenders (Aanhangsel B) en die Afwykingsverslag (Aanhangsel C);
- (b) Dat verder kennis geneem word van die dienste wat vir dieselfde periode gelewer is, met verwysing na die uitsonderings waar dit onprakties sou wees om die mark te toets en gevolglik aanleiding gegee het tot 'n afwyking van die verkrygingsprosesse ingevolge paragraaf 2(6) van die Voorsiening-kanaalbestuursbeleid (Bylae D);

7.8 UITSTAANDE DEBITEURE: SEPTEMBER 2022 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer.

Die Direkteur: Finansiële Dienste beklemtoon die feit dat kredietbeheer daaglik toegepas moet word en skryf die verhoging in skulde daaraan toe dat kernpersoneel in die betrokke afdeling beskikbaar gestel is om aandag te gee aan versoeke om inligting vanaf die Ouditeur-Generaal vir uitvoering van die eksterne audit.

Die Munisipale Bestuurder bevestig dat daar gereelde intervensies met munisipale personeel is wat agterstallig is met hul diensterekeninge.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir September 2022.

7.9 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

Ingevolge die Batebestuursbeleid moet maandeliks verslag gedoen word insake die uitstaande versekeringseise – die Direkteur: Finansiële Dienste noem dat daar drie nuwe eise geregistreer is.

Die Direkteur: Finansiële Dienste noem dat die verwysingsraamwerk van die ongelukskomitee hiesien sal word om gelde wat betaal moet word wanneer 'n amptenaar nie nalatig was nie, nie te beskou as 'n vrugtelose en verkiste uitgawe nie, maar as 'n bybetaling tot die eis.

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 30 September 2022 soos met die sakelys gesirkuleer.

7.10 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DIENSTE DEUR KONFERENSIE FASILITEITE (8/1/B/2)

Die Raad is in proses om 'n nuwe Geïntegreerde Ontwikkelingsplan (GOP) op te stel en is daar 'n strategiese sessie in die verband belê met die senior bestuurders.

Die formaat van die strategiese sessie behels dat daar, onder andere, in kleiner groepe opgedeel moet word en moet die konferensie fasiliteite hieraan voldoen.

Die Munisipale Bestuurder noem dat daar elf (11) kwotasies ingewin is in 'n poging van die dienste van 'n plaaslike diensverskaffer gebruik te maak. Konferensiefasiliteite en restaurante doen egter nie as 'n reël besigheid met plaaslike owerhede nie, en daarom is daar nie voldoen deur plaaslike diensverskaffers aan die nodige vereistes ingevolge die voorsieningkanaalbestuurs-beleid nie, bv. registrasie op die sentrale databasis, SARS-vereistes, ens.

7.7/...

- (a) That cognisance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C);
- (b) That cognisance is taken of the services rendered for the period 1 July 2022 to 30 September 2022 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D).

7.8 OUTSTANDING DEBTORS: SEPTEMBER 2022(5/7/1/1)

A complete list of outstanding debtors was circulated with the agenda.

The Director: Financial Services emphasized the fact that credit management must be applied daily and attributes the increase in debt to the fact that the core personnel in the relevant division are made available to pay attention to requests to get information from the Auditor General for execution of the external audit.

The Municipal Manager confirmed that there are regular interactions with municipal personnel who are in arrears with their municipal accounts.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for September 2022.

7.9 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly – the Director: Financial Services reported that there were three new claims registered.

The Director: Financial Services stated that the referral framework of the accident committee will be revised in order that the money, which must be paid when an official was not guilty, must not be seen as a useless and squandered expense, but as an excess to the claim.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 30 September 2022 as circulated with the business list.

7.10 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: SERVICES FROM CONFERENCE FACILITIES (8/1/B/2)

The Council is in the process of drawing up a new Integrated Development Plan (IDP) and a strategic session in this connection was convened with senior managers.

The format of the strategic session incorporates, inter alia, that meetings must be divided into smaller groups and conference facilities must therefore provide facilities accordingly.

The Municipal Manager stated that there were eleven (11) quotations received in an effort to make use of local service providers. Conference facilities and restaurants do not as a rule do business with local authorities, therefore local service providers do not comply with the necessary requirements in accordance with the supply chain management policy eg. registration on the central database, SARS requirements etc.

7.10/...

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen om die dienste van *Homemade at Toast* te gebruik vir die strategiese sessie oor 3 dae teen 'n bedrag van R74 800,00 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
 - (i) Dit was moeilik om spesifikasies op te stel, aangesien baie fasiliteite weens Covid-19 afgeskaal het en sommige hul deure gesluit het, daarom is daar tussen datums beweeg om 'n geskikte tyd en fasiliteit te bekom;
 - (ii) Die fasiliteit moet voldoen aan die spesifieke vereistes om 'n strategiese sessie oor die 3 dae aan te bied;
 - (iii) Die fasiliteit vir die 3 dae moet aparte lokale beskikbaar het vir wegbreeksessies;
 - (iv) Die fasiliteit was besoek om te bevestig dat daar aan al die vereistes voldoen word;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R74 800,00 (BTW uitgesluit) teen posnommer 9/241-1253-709 verreken word;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

7.10/...

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to grant approval to use the services of *Homemade at Toast* for the strategic session over 3 days at an amount of R74 800.00 (VAT excluded);
- (c) That the reasons for the deviation from the prescribed procurement procedures are as follows:
 - (i) It was difficult to draw up specifications, as many facilities scaled back due to Covid-19 and some closed their doors, therefore dates were moved to obtain a suitable time and facility;
 - (ii) The facility must meet the specific requirements to host a strategic session over the 3 days;
 - (iii) The facility for the 3 days must have separate premises available for breakout sessions;
 - (iv) The facility was visited to confirm that all the requirements are met;
- (d) That there are sufficient funds available and that the expenditure amounting to R74 800.00 (excluding VAT) is settled against post number 9/241-1253-709;
- (e) That the Manager: Financial Statements in terms of the Supply-channel management policy is instructed to include the above-mentioned reason as a note in the financial statements, when the relevant statements are drawn up.

(SGD) J H CLEOPHAS
EXECUTIVE MAYOR



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP DINSDAG, 11 OKTOBER 2022 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl I S le Minnie
Ondervoorsitter, rdl N Smit

Penxa, B J	Van Essen, T (rdh)
Pypers, D C	van Zyl, M (rdd)
Rangasamy, M A (rdh)	Vermeulen, G
Soldaka, P E	Warnick, A K

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Waarnemende Munisipale Bestuurder, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektiese Ingenieursdienste, mnr T Möller
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemsse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede en versoek rdl D C Pypers om die vergadering met skriflesing en gebed te open.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Munisipale Bestuurder, Administrasie en Finansies.

Verlof tot afwesigheid word verleen aan rdl E C O'Kennedy, die Munisipale Bestuurder, mnr J J Scholtz en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 14 SEPTEMBER 2022

BESLUIT

(voorgestel deur rdd M van Zyl, gesekondeer deur rdl N Smit)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 14 September 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT

BESLUIT

Dat kennis geneem word van die skrywes van dank en waardering aan Swartland Munisipaliteit soos met die sakelys gesirkuleer.



MINUTES OF A MEETING OF THE MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 11 OCTOBER 2022 AT 10:00

PRESENT:

COUN CILLORS:

Chairperson, cllr I S le Minnie
Deputy Chairperson, cllr N Smit

Penxa, B J	Van Essen, T (ald)
Pypers, D C	van Zyl, M (ald)
Rangasamy, M A (ald)	Vermeulen, G
Soldaka, P E	Warnick, A K

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Acting Municipal Manager, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemsse

1. OPENING/APOLOGIES

The chairperson welcomed members and requested cllr D C Pypers to open the meeting with a scripture reading and a prayer.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Municipal Manager, Administration and Finance.

Apologies received from cllr E C O'Kennedy, the Municipal Manager, mr J J Scholtz and the Director: Financial Services, mr M A C Bolton.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES COMMITTEE) HELD ON 14 SEPTEMBER 2022

RESOLUTION

(proposed by ald M van Zyl, seconded by cllr N Smit)

That the minutes of a Portfolio Committee Meeting (Municipal Management, Administration and Finances Committee) held on 14 September 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

3.1 LETTERS OF THANKS AND APPRECIATION TO SWARTLAND MUNICIPALITY

RESOLUTION

That note is taken of the letters of thanks and appreciation received by the Swartland Municipality, circulated with the agenda.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER

Geen

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

Geen

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES**9.1 MAANDVERSLAG: AUGUSTUS 2022**

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Bestuurder: Begrotingskantoor, me H Papier om belangrike aspekte uit te wys.

Rdl P E Soldaka spreek sy kommer uit, dat ten spyte van die Raad se goeie beleggings, die uitstaande skulde van die Raad baie hoog is.

Die Bestuurder: Begrotingskantoor meld dat Swartland Munisipaliteit 'n goeie betalingskoers het, wat tussen 90-100% wissel.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D C Pypers)

Dat kennis geneem word van die maandverslag van die Direkoraat Finansiële Dienste vir Augustus 2022.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**10.1 SALGA: MFFT WERKGROEP GEHOU OP 17 AUGUSTUS 2022**

Die doel van hierdie verslag is om Raadslede in te lig oor die onderwerpe wat bespreek was by die SALGA: MFFT werkgroep gehou op 17 Augustus 2022.

BESLUIT

Dat kennis geneem word van die verslag oor gemeenskap ontwikkeling / veiligheid / gesondheid / nooddienste en rampbestuur werkgroep van SALGA.

(GET) RDL I S LE MINNIE
VOORSITTER

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS IN RESPECT OF MUNICIPAL MANAGER

None

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

7. DELEGATED MATTERS IN RESPECT OF ADMINISTRATION

None

8. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

9. DELEGATED MATTERS IN RESPECT OF FINANCES**9.1 MONTHLY REPORT: AUGUST 2022**

The chairperson tabled the monthly report as circulated with the agenda and requested the Manager: Budget Office, ms H Papier, to point out important aspects.

Cllr P E Soldaka expressed his concern that despite the Council's good investments, the outstanding debts of the Council are very high.

The Manager: Budget Office reported that Swartland Municipality has a good payment rate, varying between 90-100%.

RESOLUTION

(proposed by ald T van Essen, seconded by cllr D C Pypers)

That cognisance be taken of the monthly report of the Director Financial Services for August 2022.

10. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR**10.1 SALGA: MFFT WORKING GROUP HELD ON 17 AUGUST 2022**

The purpose of this report is to inform Council members about the topics that were discussed at the SALGA: MFFT working group held on 17 August 2022.

RESOLUTION

That notice be taken of the report on community development / safety / health / emergency services and disaster management working group of SALGA.

(SGD) CLLR I S LE MINNIE
CHAIRPERSON



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP DINSDAG, 11
OKTOBER 2022 OM 10:12**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste
Ondervoorsitter, rdh T van Essen

Bess, D G	Smit, N
Duda, A A	Stanley, B J (rdh)
Fortuin, C	Van Zyl, M (rdd)
Pieters, C	Warnick, A K

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Waarnemende Munisipale Bestuurder, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willems

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee:
Siviele en Elektriese Dienste.

Verlof tot afwesigheid word verleen aan rdl E C O'Kennedy die Munisipale Bestuurder, mnr J J
Scholtz en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN
ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 14 SEPTEMBER 2022**

5.1.1 MAANDVERSLAG: JULIE 2022: SIVIELE INGENIEURSDIENSTE

Rdl C Fortuin bedank die munisipaliteit vir die ondersteuning vir die gesin van die twee
skoliere, wie se lyke in die munisipale swembad gevind is, in hul tyd van hartseer.

Verder vra rdl C Fortuin hoe ver die ondersoek is oor bovermelde insident.

Die Direkteur: Siviele Ingenieursdienste meld dat owerhede steeds besig is met
bogenoemde ondersoek.

BESLUIT

(voorgestel deur rdl D G Bess, gesekondeer deur rdl N Smit)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste)
gehou op 14 September 2022 goedgekeur word.



**MINUTES OF A MEETING OF THE CIVIL AND ELECTRICAL ENGINEERING SERVICES PORTFOLIO
COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 11 OCTOBER 2022
AT 10:12**

PRESENT:

COUNCILLORS:

Chairperson, clrr R J Jooste
Deputy Chairperson, ald T van Essen

Bess, D G	Smit, N
Duda, A A	Stanley, B J (rdh)
Fortuin, C	Van Zyl, M (ald)
Pieters, C	Warnick, A K

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Acting Municipal Manager, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willems

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Civil
and Electrical Services.

Apologies received from clrr E C O'Kennedy, the Municipal Manager, mr J J Scholtz and the
Director: Financial Services, mr M A C Bolton.

2. MINUTES

**2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (CIVIL AND ELECTRICAL
SERVICES COMMITTEE) HELD ON 14 SEPTEMBER 2022**

5.1.1 MONTHLY REPORT: JULY 2022: CIVIL ENGINEERING SERVICES

Clrr C Fortuin thanked the municipality for the support for the family of the two scholars,
whose bodies were found in the municipal swimming pool, in their time of grief.

Furthermore, clrr C Fortuin asked how far the investigation is on the above-mentioned
incident.

The Director: Civil Engineering Services stated that authorities are still engaged in the
above investigation.

RESOLUTION

(proposed by clrr D G Bess, seconded by clrr N Smit)

That the minutes of a Portfolio Committee Meeting (Civil and Electrical Services) held on
14 September 2022 are approved.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: AUGUSTUS 2022

5.1.1 SIVIELE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag, soos met die sakelys gesirkuleer, ter tafel.

Die Direkteur: Siviele Ingenieursdienste meld dat die huidige vlak van die Voëlvleidam bly op 72%. Verlede jaar hierdie tyd was die vlak van die dam 99%, so daar was 'n groot daling in vergelyking met die vorige jaar.

Rdh B J Stanley spreek sy kommer uit oor klagtes wat ingedien was by die munisipaliteit oor oortollige watergebruik, veral vir boerdery in Chatsworth en dat geen terugvoerig vanaf die munisipaliteit gekry is nie.

Op navraag deur rdl D G Bess oor die volume van die kragopwekker wat nodig is vir die waterpompe om te funksioneer tydens beurtkrag, meld die Direkteur: Siviele Ingenieursdienste dat hy nog besig is om die berekeninge te voltooi om die kapasiteit van die kragopwekker te bepaal.

Rdl C Fortuin spreek haar kommer uit oor die oorvloed van rioolwater in Sentrum-weg, Moorreesburg, waarna sy die verliese beklemtoon wat die inwoners in die genoemde area lei en versoek dat oplossings gekry word vir die probleem.

Die Direkteur: Siviele Ingenieursdienste meld dat die munisipaliteit al verbeteringe aan die rioolstelsel aangebring het. Die inwoners moet opgevoed word oor hoe om die stelsel te implementeer en om nie die stelsel te misbruik nie.

Rdl A A Duda spreek sy kommer uit oor die installering van elektrisiteit by blok A en B in Illinge Lethu.

Die Direkteur: Siviele Ingenieursdienste meld dat die munisipaliteit elektrisiteit daar geïnstalleer het om die inwoners basiese dienste te gee, wat 'n kapitaalprojek is.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

- Dat kennis geneem word van die maandverslag van die Direktoraat Siviele Ingenieursdienste vir Augustus 2022;
- Dat die Direkteur: Siviele Ingenieursdienste 'n ondersoek doen rakende die oorvloed van riool in Moorreesburg, sodat die kwessie aangespreek kan word; en
- Dat die Direkteur: Siviele Ingenieursdienste terugvoering aan die komitee gee, nadat die ondersoek afgehandel is.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Direkteur: Elektriese Ingenieursdienste, mnr T Möller, om belangrike aspekte uit te wys.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT: AUGUST 2022

5.1.1 CIVIL ENGINEERING SERVICES

The chairperson tabled the monthly report as circulated with the agenda.

The Director: Civil Engineering Services reported that the current level of the Voëlvleidam remains at 72%. Last year at this time the level of the dam was 99%, so there was a big drop compared to the previous year.

Ald B J Stanley expressed his concern about complaints that had been submitted to the municipality about excess water use, especially for farming in Chatsworth and that no response had been received from the municipality.

On request by cllr D G Bess about the volume of the generator needed for the water pumps to function during load shedding, the Director: Civil Engineering Services stated that he is still completing the calculations to determine the capacity of the generator.

Cllr C Fortuin expressed her concern about the overflow of sewage water in Sentrum Road, Moorreesburg, after which she emphasizes the losses that the residents in the said area are suffering and requested that solutions be found for the problem.

The Director: Civil Engineering Services stated that the municipality has already made improvements to the sewage system. The residents must be educated on how to implement the system and not to abuse the system.

Cllr A A Duda expressed his concern about the installation of electricity at block A and B in Illinge Lethu.

The Director: Civil Engineering Services stated that the municipality has installed electricity there to provide the residents with basic services, which is a capital project.

RESOLVED

(proposed by cllr A K Warnick, seconded by ald T van Essen)

- That cognisance be taken of the monthly report of the Directorate Civil Engineering Services for August 2022;
- That the Director: Civil Engineering Services carry out an investigation regarding the overflow of sewage in Moorreesburg, so that the issue can be addressed; and
- That the Director: Civil Engineering Services give feedback to the committee, after the investigation has been concluded.

5.1.2 ELECTRICAL ENGINEERING SERVICES

The chairperson tabled the monthly report as circulated with the agenda and requested the Director: Electrical Engineering Services, Mr T Möller, to point out important aspects.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir Augustus 2022.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

**(GET) RDL R J JOOSTE
VOORSITTER**

RESOLUTION

(proposed cllr A K Warnick, seconded by ald T van Essen)

That cognisance be taken of the monthly report of the Directorate: Electrical Engineering Services for August 2022.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

**(SGD) CLLR R J JOOSTE
CHAIRPERSON**



**NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE
VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP DINSDAG, 11 OKTOBER 2022 OM 11:00**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Booyesen, A M	Pypers, D C
De Beer, J M	Rangasamy, M A (rdh)
Le Minnie, I S	Smit, N
Ngozi, M	Soldaka, P E

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Waarnemende Munisipale Bestuurder, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Ontwikkelingsdienste.

Verlof tot afwesigheid word verleen aan rdl C Daniels die Munisipale Bestuurder, mnr J J Scholtz en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-DIENSTE) GEHOU OP 14 SEPTEMBER 2022

Rdl P E Soldaka spreek sy ontevredenheid uit oor sy insette nie verskyn op die vorige notule nie, naamlik:
Dat hy versoek dat die bouinspekteur se verslag beskikbaar gestel moet word.

Die Direkteur: Ontwikkelingsdienste, me J S Krieger meld dat daar by die vorige vergadering, 'n versoek was om 'n werkwinkel met raadslede te hou, wat fokus op behuising. Die werkwinkel sal plaasvind op 26 Oktober 2022 om 14:00. Die werkwinkel sal op al die behuisingkwessies fokus.

Ten slotte meld die Direkteur: Ontwikkelingsdienste dat die informasie met betrekking tot die bouinspekteur se verslag, nie beskikbaar gestel mag word in terme van die POPIA beleid nie. Daar sal in die volgende verslag 'n voorbeeld van 'n dokument wees wat deur die bouinspekteur afgeten word.

BESLUIT

(voorgestel deur rdl I S le Minnie, gesekondeer deur rdl J M de Beer)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 14 September 2022 goedgekeur word.



**MINUTES OF A MEETING OF THE DEVELOPMENT SERVICES PORTFOLIO COMMITTEE OF THE
SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 11 OCTOBER 2022 AT 11:00**

PRESENT:

COUNCILLORS:

Chairperson, cllr G Vermeulen
Deputy chairperson, cllr D G Bess

Booyesen, A M	Pypers, D C
De Beer, J M	Rangasamy, M A (ald)
Le Minnie, I S	Smit, N
Ngozi, M	Soldaka, P E

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Acting Municipal Manager, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemse

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Development Services.

Apologies received from cllr C Daniels, the Municipal Manager, mr J J Scholtz and the Director: Financial Services, mr M A C Bolton.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (DEVELOPMENT SERVICES) HELD ON 14 SEPTEMBER 2022

Cllr P E Soldaka expressed his dissatisfaction about his input not appearing on the previous minutes, namely:
That he requested that the building inspector's report be made available.

The Director: Development Services, Ms J S Krieger stated that at the previous meeting, there was a request to hold a workshop with council members, focusing on housing. The workshop will take place on 26 October 2022 at 14:00. The workshop will focus on all the housing issues.

Conclusively, the Director: Development Services stated that the information regarding the building inspector's report may not be made available in terms of the POPIA policy. In the next report, there will be an example of a document that is approved by the building inspector.

RESOLUTION

(proposed by cllr I S le Minnie, seconded by cllr J M de Beer)

That the minutes of a Portfolio Committee Meeting (Development Services) held on 14 September 2022 are approved.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: AUGUSTUS 2022

Die Voorsitter lê die maandverslag ter tafel.

Die Direkteur: Ontwikkelingsdienste, gee inligting deur insake die vordering met die onderskeie behuisingsprojekte en die verskeie projekte wat in Swartland Munisipaliteit aangebied word deur Gemeenskapontwikkeling.

Rdh M A Rangasamy spreek sy kommer uit oor die GBV- ambassadeurs program, waarvan die Wykskomiteelede bekommerd is dat hulle geen aksies mag implementeer nie en net werksinkels moet bywoon.

Die Direkteur: Ontwikkelingsdienste gee agtergrond oor die doel van die GBV-ambassadeur opleiding. 'n Plan van aksie sal ook gedurende die werksinkel bepaal word.

Rdl A M Booysen spreek haar dank uit insake die SMME Besigheidsondersteuningssessie wat deur Ontwikkelingsdienste gehou was en dat die inligting baie behulpzaam was.

Op navraag deur rdl D C Pypers oor die hoeveelheid huise wat by De Hoop gebou gaan word, meld die Direkteur: Ontwikkelingsdienste dat daar altesaam 395 huise gebou gaan word.

Rdl P E Soldaka lewer kommentaar oor die oorstrooming van rioolwater in Moorreesburg, waarna hy verwys na die verliese van die inwoners en versoek dat die munisipaliteit die inwoners moet bystaan.

Die waarnemende Munisipale Bestuurder, mnr P A C Humphreys meld dat die inwoners gewoonlik versoek dat hulle meubels vervang moet word. Dit word gewoonlik gedek deur die munisipaliteit se versekering.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl I S le Minnie)

Dat kennis geneem word van die maandverslag van die Direkoraat Ontwikkelingsdienste vir Augustus 2022.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat **KENNIS GENEEM** word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 14 September 2022.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

7.1 VERSLAG OOR GEMEENSAP ONTWIKKELING / VEILIGHEID / GESONDHEID / NOODDIENSTE EN RAMPBESTUUR WERKGROEP - SALGA

Hierdie verslag het ten doel om verslag te doen betreffende die aangeleenthede wat bespreek en aangebied was tydens bogenoemde werkgroep.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1 MONTHLY REPORT: AUGUST 2022

The chairperson tabled the monthly report.

The Director: Development Services, gave information regarding the progress with the respective housing projects and the various projects offered in Swartland Municipality by Community Development.

Ald M A Rangasamy expressed his concern about the GBV ambassadors programme, of which the Ward Committee members are concerned that they may not implement any actions and only have to attend workshops.

The Director: Development Services provided background on the purpose of the GBV ambassador training. A plan of action will also be determined during the workshop.

Cllr A M Booysen expressed her thanks regarding the SMME Business Support session held by Development Services and that the information was very helpful.

On enquire by cllr D C Pypers about the amount of houses that will be built at De Hoop, the Director: Development Services stated that a total of 395 houses will be built.

Cllr P E Soldaka commented on the flooding of sewage water in Moorreesburg, after which he referred to the losses of the residents and requests that the municipality should assist the residents.

The acting Municipal Manager, Mr P A C Humphreys stated that the residents usually request that their furniture be replaced. This is usually covered by the municipality's insurance.

RESOLUTION

(proposed by cllr D C Pypers, seconded by cllr I S le Minnie)

That cognisance be taken of the monthly report of the Directorate Development Services for August 2022.

6. REPORTING REGARDING DELEGATED DECISION MAKING BY

6.1 THE MUNICIPAL PLANNING TRIBUNAL

Cognisance be taken of the minutes of the Municipal Planning Tribunal held on 14 September 2022.

7. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

7.1 REPORT ON THE COMMUNITY DEVELOPMENT / SECURITY / HEALTH / EMERGENCY SERVICES AND DISASTER MANAGEMENT WORKING GROUP - SALGA

This report aims to report on the matters that were discussed and presented during the above working group.

RESOLUTION

That notice be taken of the report on community development / safety / health / emergency services and disaster management working group of SALGA.

BESLUIT

Dat kennis geneem word van die verslag oor gemeenskap ontwikkeling / veiligheid / gesondheid / nooddienste en rampbestuur werkgroep van SALGA.

7.2 SALGA : GESAMENTLIKE MENSLIKE NEDERSETTING & STEDELIKE AGENDA EN OMGEWINGSBESTUUR EN KLIMAATVEERSTANDIGHEID WERKSGROEP 18 AUGUSTUS 2022

Hierdie verslag handel oor prosedurele aangeleenthede en die agenda van die Werkgroep vir Menslike Nedersetting en Stedelike Agenda en Omgewingsbestuur en Klimaatveerkragtigheidsbeplanning.

BESLUIT

Dat kennis geneem word van die van die inligting wat gedeel is by die Gesamentlike Menslike Nedersettings en Stedelike Agenda en Omgewingsbestuur en Klimaatweerbareidsgroepe wat op 18 Augustus 2022 gehou is.

**(GET) RDL G VERMEULEN
VOORSITTER**

7.2 SALGA : JOINT HUMAN SETTLEMENT & URBAN AGENDA AND ENVIRONMENT MANAGEMENT AND CLIMATE RESILIENCE WORKING GROUP 18 AUGUST 2022

This report deals with procedural matters and the agenda of the Working Group on Human Settlement and Urban Agenda and Environmental Management and Climate Resilience Planning.

RESOLUTION

That notice be taken of the information shared at the Joint Human Settlements and Urban Agenda and Environmental Management and Climate Resilience Groups held on 18 August 2022.

**(SGD) CLLR D G BESS
DEPUTY CHAIRPERSON**



NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP DINSDAG, 11 OKTOBER 2022 OM 11:30

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M van Zyl
Ondervoorsitter, rdl A K Warnick

Bess, D G	Le Minnie, I S
De Beer, J M	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	Stanley, B J (rdh)

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Waarnemende Munisipale Bestuurder, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Begrotingskantoor, me H Papier
Komiteebeampte, me S Willemsse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Beskermingsdienste.

Verlof tot afwesigheid word verleen aan rdl C Daniels die Munisipale Bestuurder, mnr J J Scholtz en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 14 SEPTEMBER 2022

BESLUIT

(voorgestel deur rdl J M de Beer, gesekondeer deur rdl I S le Minnie)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 14 September 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: AUGUSTUS 2022

5.1.1 VERKEER- EN WETSTOEPASSINGSDIENSTE



MINUTES OF A MEETING OF THE PROTECTION SERVICES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 11 OCTOBER 2022 AT 11:30

PRESENT:

COUNCILLORS:

Chairperson, ald M van Zyl
Deputy chairperson, clrr A K Warnick

Bess, D G	Le Minnie, I S
De Beer, J M	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	Stanley, B J (ald)

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Acting Municipal Manager, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Budget Office, ms H Papier
Committee Officer, ms S Willemsse

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Protection Services.

Apologies received from clrr C Daniels, the Municipal Manager, mr J J Scholtz and the Director: Financial Services, mr M A C Bolton.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (PROTECTION SERVICES) HELD ON 14 SEPTEMBER 2022

BESLUIT

(proposed by clrr J M de Beer, seconded by clrr I S le Minnie)

That the minutes of a Portfolio Committee Meeting (Protection Services) held on 14 September 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT AUGUST 2022

5.1.2 BRANDBESTRYDING

Die voorsitter lê die maandverslag, soos met die sakelys gesirkuleer, ter tafel en gee geleentheid aan die Direkteur: Beskermingsdienste om die belangrikste aspekte uit die maandverslag aan raadslede uit te wys.

Rdl R J Jooste versoek dat die identiteit van die k9-eenheid beskerm word om sodoende hul veiligheid te kan verseker.

Rdh B J Stanley versoek dat die k9-eenheid na dorpe soos Chatsworth en Kalbaskraal moet patroleer, aangesien die misdaad toeneem in die kleiner dorpe.

Die Direkteur: Beskermingsdienste verduidelik dat die K9-eenheid kan slegs suksesvol funksioneer in samewerking met die SAPD. Daar is nie 'n goeie werksverhouding tussen die k9-eenheid en SAPD Malmesbury nie.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl I S le Minnie)

Dat kennis geneem word van die verslae van die onderskeie afdelings in die Direktoraat Beskermingsdienste, nl. Verkeer- en Wetstoepassing en Brandbestryding vir Augustus 2022.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDD M VAN ZYL
VOORSITTER

**5.1.1 TRAFFIC AND LAW ENFORCEMENT SERVICES
5.1.2 FIRE FIGHTING**

The chairperson tabled the monthly report which was circulated with the agenda and requested the Director: Protection Services, mr P A C Humphreys, to highlight important aspects therein to councillors.

Cllr R J Jooste requested that the identity of the k9 unit be protected in order to ensure their safety.

Ald B J Stanley requested that the k9 unit should patrol to towns such as Chatsworth and Kalbaskraal, as the crime is increasing in the smaller towns.

The Director: Protection Services explained that the K9 unit can only function successfully in collaboration with the SAPS. There is not a good working relationship between the k9 unit and SAPS Malmesbury.

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr I S le Minnie)

That cognisance be taken of the monthly reports from the various divisions in the Directorate Protection Services, namely Traffic and Law Enforcement and Fire Fighting, for August 2022.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

(SGD) ALD M VAN ZYL
CHAIRPERSON



**NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE
GEHOUD IN DIE KOMITEEKAMER, UITVOERENDE BURGEMEESTER OP MAANDAG, 24 OKTOBER
2022 OM 09:15**

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdl T van Essen

Ander raadslede:

Rdh M A Rangasamy (Speaker)

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Siviële Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester verwelkom teenwoordigers en versoek rdl Smit om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskoning ontvang vanaf rdl A K Warnick.

3. SAKE VIR BESPREKING

3.1 SWARTLAND MUNISIPALITEIT: HERSIENING VAN DIENSSTAAT (4/1/1/2/1)

Die voorsitter gee agtergrond tot die item en versoek die Munisipale Bestuurder om die verslag te behandel.

Die Munisipale Bestuurder noem dat die kommentaar wat vanaf vakbonde ontvang is, grotendeels handel met posbenamings en nie die diensstaat nie. Posbenamings spruit voort uit die TASK-posevaluering wat onder plaaslike owerhede erken word as die korrekte benaming.

Die Munisipale Bestuurder bevestig dat daar met die opstel van die diensstaat deeglike oorweging verleen is aangaande die samesmelting van sommige departemente, maar dat gegewe die nuwe strategie wat fokus op veiligheid, toekomstige munisipale hof, ens. daar volstaan is met die aantal direktorate.

Die Munisipale Bestuurder noem dat, met verwysing na die aanhangsel insake behoeftes aan bykomende personeel, die diensstaat slegs poste bevat wat befonds is. Die nuwe behoeftes sal dus oor 'n termyn ingefaseer moet word.



**MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE
COMMITTEE ROOM ON MONDAY, 24 OCTOBER 2022 AT 09:15**

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Municipal Manager, mr J J Scholtz
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Director: Protection Services, mr P A C Humphreys
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

The Executive Mayor welcomed all present and requested clr Smit to open the meeting with a prayer.

2. APOLOGIES

That **NOTE IS TAKEN** of the apology received from clr A K Warnick.

3. MATTER FOR DISCUSSION

3.1 SWARTLAND MUNICIPALITY: REVISION OF STAFF ESTABLISHMENT (4/1/1/2/1)

The chairman presented the background to the item and requested the Municipal Manager to deal with the report.

The Municipal Manager stated that the comments received from the unions dealt mainly with titles of posts, and not with the staff establishment. Titles of posts arise from the TASK post evaluations, which are recognised by local authorities as the correct naming.

The Municipal Manager confirmed that with the drawing up of the staff establishment thorough consideration was given in respect of the amalgamation of some departments, but given the new strategy that focuses on safety, future municipal court, etc, the number of directorates is affirmed.

The Municipal Manager stated that, with reference to the attachment in respect of the need for additional personnel, the staff establishment only contains posts for which there is funding. The new needs will therefore be phased in over a period.

3.1/...

Na die goedkeuring van die diensstaat deur die Raad is daar 'n twee-ledige proses:

- (1) Om vakatures op die diensstaat te vul;
- (2) Om prioritisering te doen van die nuwe personeelbehoefes vir befondsing en insluiting by die diensstaat.

Op navraag deur die voorsitter of daar weer geleentheid sal wees om die diensstaat te wysig, bevestig die Munisipale Bestuurder dat aangesien 'n benadering gevolg word van 'structure follow strategy', die diensstaat hersien sal word wanneer die nuwe Geïntegreerde Ontwikkelingsplan goedgekeur is.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdh T van Essen)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die kommentaar en besware van die vakbonde soos geopper tydens die vergadering van die Plaaslike Arbeidsforum gehou op 20 Oktober 2022;
- (b) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die werkgewer se voorneme om die kommentare rakende die Departement Verkeer/Wetstoepassingbedryf en Voertuiglisensiëringsadministrasie sowel as die Departement Siviele Bedryf en Onderhoud, Afdeling Riool en Afvalwaterbehandelingsaanleg teen 'n latere datum aan te spreek;
- (c) Dat die Uitvoerende Burgemeesterskomitee die hersiening van die diensstaat aanbeveel vir goedkeuring deur die Raad vir implementering met ingang van 1 Januarie 2023.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

3.1/...

After approval of the staff establishment by the Council a twofold process follows:

- (1) To fill the vacancies on the staff establishment;
- (2) To carry out prioritization of the new personnel needs for funding and inclusion in the staff establishment.

In answer to the question from the chairman as to whether there will be another opportunity to amend the structure, the Municipal Manager confirmed, that because a rough estimate of "structure follow strategy", the staff establishment will be revised when the new Integrated Development Plan is approved.

RESOLUTION

(proposed by clr N Smit, seconded by ald T van Essen)

- (a) That the Executive Mayoral Committee takes note of the comments and objections of the unions as put forward during the meeting of the Local Labour Forum held on 20 October 2022;
- (b) That the Executive Mayoral Committee takes note of the employer's undertaking to address the comments regarding the Department Traffic/Law Enforcement Operations and Vehicle Licencing Administration as well the the Department Civil Operations and Maintenance, Division Sewer and Waste Water Treatment Works at a later date;
- (c) That the Executive Mayoral Committee recommends the staff establishment review for approval by Council for implementation with effect from 1 January 2023.

(SGD) J H CLEOPHAS
EXECUTIVE MAYOR



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOUD IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 16 NOVEMBER 2022 OM 10:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdl A K Warnick (virtueel ingeskakel)

Ander raadslede:

Die Speaker, rdl M A Rangasamy

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester verwelkom lede en versoek die Munisipale Bestuurder om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskonings ontvang vanaf rdh T van Essen en die Direkteur: Finansiële Dienste.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Die Uitvoerende Burgemeester bring die volgende onder die aandag van die komitee:

- (1) Dit is 'n jaar sedert die 1^{ste} vergadering van die 5^{de} Munisipale Raad en sal die Uitvoerende Burgemeesterskomitee voor die strategiese sessie 'n evaluering doen van sy werksaamhede;

Die Munisipale Bestuurder noem die volgende:

- (1) Die Ouditeur-Generaal (OG) het uitstel gevra vir die inhandiging van die konsep bestuursverslag tot 28 November 2022, aangesien daar nog 'n paar aspekte is wat aangespreek moet word en waarmee die Direkteur: Finansiële Dienste die OG sal bystaan;
- (2) Met die strategiese sessie om hande en die bepaling van 'n visie vir die Munisipaliteit vir die volgende 10/15/20 jaar die besef dat die volgende amptenare nie meer in diens gaan wees nie, naamlik die Direkteur: Finansiële Dienste, Die Direkteur: Elektriese Ingenieursdienste, die Munisipale Bestuurder, die Direkteur: Korporatiewe Dienste en die Snr Bestuurder: Bou-omgewing en dat die prosesse vertrou moet word om die regte



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 16 NOVEMBER 2022 AT 10:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Clr A K Warnick (attended virtually)

Other councillors:

The Speaker clr M A Rangasamy

Officials:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr T Möller
Director: Civil Engineering Services, mr L D Zikmann
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Records, ms N Brand

1. OPENING

The Executive Mayor welcomed members and requested the Municipal Manager to open the meeting with a prayer.

2. APOLOGIES

That **NOTE IS TAKEN** of the apologies received from ald T van Essen and the Director: Financial Services.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

The Executive Mayor brought the following to the attention of the committee:

- (1) It is one year since the 1st meeting of the 5th Municipal Council and the Executive Mayor's Committee will carry out an evaluation of its activities before the strategic session.

The Municipal Manager stated the following:

- (1) The Auditor General (AG) requested a postponement for the submission of the draft management report to the 28 November 2022, because there are still a few aspects which must be discussed, with which the Director: Financial Services will assist the AG;

- (2) With the strategic session around the corner and the determination of the vision for the Municipality for the following 10/15/20 years keeping in mind that the following officials will no longer be in service, namely the Director: Financial Services, the Director: Electrical Engineering Services, the Municipal Manager, and the Senior Manager: Built Environment and that the processes must be relied upon to make the right choices for replacing these key officials.

3./...

- (3) keuses te maak ter vervanging van hierdie sleutel amptenare;
'n Versoek is ontvang vanaf die Wesbank Rugby Voetbalklub wat tans in die Super 12-toernooi speel om die swembad na-ure te gebruik vir oefening en dat die versoek oorweeg sal word met die oog daarop dat die ander klubs wat ook in die Super 12 speel soortgelyk geakkommodeer sal moet word.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 18 AUGUSTUS 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomitee vergadering gehou op 18 Oktober 2022 goedgekeur en deur die Burgemeester onderteken word.

4.2 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 24 OKTOBER 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Spesiale Uitvoerende Burgemeesterskomitee vergadering gehou op 24 Oktober 2022 goedgekeur en deur die Burgemeester onderteken word.

5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 9 NOVEMBER 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.4 BESKERMINGDIENSTE

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

- (3) A request has been received from the Wesbank Rugby Football Club, which is participating in the Super 12 Tournament, to use the swimming pool after hours for training, and that the request must be considered, keeping in mind, that the other clubs, which are also participating in the Super 12, must be similarly accommodated.

4. MINUTES

4.1 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 18 OCTOBER 2022

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

That the minutes of an Ordinary Executive Mayor's Committee meeting held on 18 October 2022 are approved and signed by the Mayor.

4.2 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 24 OCTOBER 2022

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

That the minutes of a Special Executive Mayor's Committee Meeting held on 24 October 2022 are approved and signed by the Mayor.

5. CONSIDERATION OF RECOMMENDATIONS FROM THE MINUTES

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 9 NOVEMBER 2022

5.1.1 MUNICIPAL MANAGER, FINANCES AND ADMINISTRATION

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

That the Executive Mayor ratifies the recommendations in the relevant minutes,

5.1.2 CIVIL AND ELECTRICAL SERVICES

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.3 DEVELOPMENT SERVICES

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.4 PROTECTION SERVICES

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

6. MATTERS ARISING FROM THE MINUTES

6.1 MINUTES OF AN EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 18 OCTOBER 2022

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

6.1 NOTULE VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING GEHOUD OP 18 OKTOBER 2022

6.1.1 ITEM 7.4: VOORGESTELDE SKOFTE: REAKSIE-EENHEID EN VERKEER- EN WETSTOEPASSING (STLES) (2/3)

Die Raad het versoek dat die skofstelsel van die Afdeling: Verkeer- en Wetstoepassingsdienste hersien moet word ten einde optimale dienslewering en dekking, veral oor naweke, te verseker.

Verskeie munisipaliteite se skofroosters is geraadpleeg, bv. Mosselbaai, Langeberg en Stellenbosch, en is Swartland Munisipaliteit se bestaande skofstelsel die beste m.b.t. dekking oor naweke en na-ure.

Die werksmag sal aansienlik uitgebrei moet word as 'n 12-uur skofstelsel geïmplementeer word met gevolglike koste-implikasies waarvoor daar nie tans begroot is nie.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die Uitvoerende Burgemeesterskomitee goedkeur dat daar volstaan word met die *status quo* rakende die skofrooster vir die Afdeling: Verkeer- en Wetstoepassingsdienste;
- (b) Dat die kostes van oortyd binne begrotingsperke bestuur sal moet word;
- (c) Dat daar geleentheid gegun word om die Reaksie-eenheid operasioneel te kry en aan te wend volgens hul reeds opgestelde skofrooster om ekstra dekking te verseker, spesifiek oor naweke (2 skofte met 10 lede per skof), bo en behalwe die bestaande skof van 5 lede;
- (d) Dat die voorgestelde aanwending van die Reaksie-eenheid na ses maande herevalueer sal word;
- (e) Die dat Direkteur: Beskermingsdienste getaak word om 'n ondersoek te loods na die moontlike samewerking tussen Swartland Munisipaliteit en die privaatsektor met die opsies om die onderskeie moniteringskantore te integreer ten einde die hulpbronne te optimaliseer (en om samewerking te verskerp) met die doel om reaksie op CCTV-gebeure te verhoog;
- (f) Dat die Direkteur: Beskermingsdienste en die Hoof: Verkeer- en Wetstoepassingsdienste eweneens versoek word om die operasionele planne van die Verkeer-, Wetstoepassingsdienste, K9- en die Reaksie-eenheid te evalueer ten einde die sigbaarheid van die afdeling in gemeenskappe te verhoog om nie die sigbaarheid slegs te beperk tot die sentrale sakekern nie.

7. NUWE SAKE

7.1 AANSTELLING VAN LEDE VAN DIE DISSIPLINêRE RAAD VIR AANBEVELING AAN DIE RAAD (5/15/1/5)

Die Dissiplinêre Raad is ingestel as 'n onafhanklike adviserende liggaam om ingevolge die *Financial Misconduct Regulations* die Raad by te staan in ondersoeke na finansiële wangedrag.

Die doel van die verslag is om die lede met ingang van 1 Januarie 2023 te bevestig.

Besluit/...

6.1.1 ITEM 7.4: PROPOSED SHIFTS: REACTION UNIT AND TRAFFIC AND LAW ENFORCEMENT (STLES) (2/3)

The Council requested that the shift system of the Division: Traffic and Law Enforcement Services must be revised in order to ensure optimum service delivery and coverage, especially over weekends.

Several municipality's shift rosters were consulted eg. Mossel Bay, Langeberg and Stellenbosch, and Swartland Municipality's existing shift system is the best with reference to coverage over weekends and after hours.

The workforce must be considerably extended if a 12 hour shift system is implemented with consequent cost implications, which at present have not been budgeted for.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That the Executive Mayoral Committee approve that the status quo remains for the Traffic and Law Enforcement Division;
- (b) That the costs of overtime must be managed within the budgetary limits;
- (c) That the opportunity is granted for the Reaction Unit to become operational and to utilise their current shift roster to ensure extra coverage specifically over weekends (2 shifts at 10 members per shift), over and above the current shift of 5 members;
- (d) That the proposed utilisation of the Reaction Unit be re-evaluated after six months;
- (e) That the Director: Protection Services is tasked with piloting an investigation into the possible co-operation between Swartland Municipality and the private sector with the option to integrate the various monitoring offices in order to optimise the resources (and in order to tighten up co-operation) with the aim of raising reaction to CCTV events;
- (f) That the Director: Protection Services and the Head: Traffic and Law Enforcement Services are both requested to evaluate the operational plans of the Law Enforcement Services, K9- and the Reaction Unit in order to raise the visibility of the division in the community and not only limit the visibility to the central business district.

7. NEW MATTERS

7.1 APPOINTMENT OF MEMBERS OF THE DISCIPLINARY COUNCIL FOR RECOMMENDATION TO THE COUNCIL (5/15/1/5)

The Disciplinary Council was formed as an independent body in order to support the Council with investigations into financial misconduct in accordance with the *Financial Misconduct Regulations*.

The purpose of the report is to confirm the members as of 1 January 2023.

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

- (a) That Section 4(3) of the Financial Misconduct Regulations, the term of office for members of the Disciplinary Board must not exceed a period of three years. Therefore the Executive Mayoral Committee is requested to consider the comments in 2 above and the following proposals to ensure continuity and further existence of the Disciplinary Board:
 - (i) The appointment of Mr. CB de Jager as Chairperson of the Disciplinary Board from 1 January 2023 to 31 October 2024. Mr CB De Jager's 2nd

7.1/...

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat paragraaf 4(3) van die *Financial Misconduct Regulations* bepaal dat die ampstermyn van lede van die Dissiplinêre Raad nie 'n termyn van drie jaar mag oorskry nie en dat die Uitvoerende Burgemeesterskomitee, met in ag neming van die kommentaar in paragraaf 2 van die verslag, die volgende goedkeuring verleen ten einde kontinuïteit in die bestaan van die Dissiplinêre Raad te verseker:
- (i) die aanstelling van mnr C B de Jager as voorsitter van die Dissiplinêre Raad met ingang van 1 Januarie 2023 tot 31 Oktober 2024. Mnr de Jager se tweede termyn as lid van die Prestasie en Risiko Ouditkomitee eindig 31 Oktober 2024;
 - (ii) die verlenging van die ampstermyn van die Direkteur: Korporatiewe Dienste, me M S Terblanche, en die Senior Bestuurder: Menslike Hulpbronne, me S de Jongh, vanaf 1 Januarie 2023 to 31 Desember 2025;
- (b) Dat vergoeding betaalbaar aan die eksterne lid van die Dissiplinêre Raad gelykstaande sal wees aan die sittingsfooi vir bywoning van vergaderings van die Prestasie en Risiko Ouditkomitee.

7.2 MENS LIKE HULPBRONNE: TALENTBESTUURSRAAMWERK (4/2/B)

Die Direkteur: Korporatiewe Dienste bevestig dat die voorgestelde Talentbestuursraamwerk voortspruit uit voldoening aan die Munisipale Personeel-regulasies soos afgekondig in September 2021.

Die doel van die raamwerk is 'n poel van talent te identifiseer en te ontwikkeling tot voordeel van die organisasie oor 'n langtermyn, m.a.w. watter amptenare het 'n positiewe impak op die organisasie en hoe kan hulle behou word.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

Dat die Uitvoerende Burgemeesterskomitee die aangehegte Talentbestuursraamwerk goedkeur met ingang van 1 Desember 2022.

7.3 (1) HERSIENING VAN DIE PRIVAATHEIDSBELEID EN POPIA-IMPLEMENTERINGSPLAN EN (2) REAKSIEPLAN VIR PERSOONLIKE INLIGTINGSBREUK (1/1/1/99)

'n Bepaling ingevolge die Privaatheidsbeleid, soos goedgekeur op 28 Junie 2021, is die totstandkoming van 'n POPIA-koördineringskomitee om spesifieke take uit te voer ter voldoening aan die Wet op die Beskerming van Persoonlike Inligting, Wet 4 van 2013 (POPIA).

Gevolgiik is 'n POPIA-implementeringsplan opgestel en is daar goeie vordering gemaak met die implementering van POPIA.

'n Verdere bepaling van POPIA is dat 'n plan opgestel moet wat die reaksies moet bepaal op 'n persoonlike inligtingsbreuk ten einde lg. doeltreffend aan te spreek en by die Inligtingsreguleerder aan te meld, indien nodig.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat die hersiende Privaatheidsbeleid goedgekeur word ten opsigte van die gewysigde frekwensie van die vergaderings van die POPIA-koördineringskomitee na sesmaandeliks in plaas van kwartaalliks;
- (b)/...

term of office as member of the Performance and Risk Audit Committee ends on 31 October 2024;

- (ii) Extension of the current term of office for Ms M Terblanche, Director: Corporate Services and Ms S de Jongh, Manager: Human Resources from 1 January 2023 to 31 December 2025;

- (b) That the remuneration payable to the external member of the Disciplinary Board will be the same as attendance of the Performance and Risk Audit Committee.

7.2 HUMAN RESOURCES: TALENT MANAGEMENT FRAMEWORK (4/2/B)

The Director: Corporate Services confirmed that the proposed Talent Management Framework arises from compliance with the Municipal Personnel Regulations promulgated in September 2021.

The purpose of the framework is to identify a pool of talent, and to develop it to benefit the organization in the long term, in other words which officials have a positive impact on the organization and how they can be kept in service.

RESOLUTION

(proposed by clr N Smit, seconded by clr J M de Beer)

That the Executive Mayor's Committee approves the attached Talent Management Framework as of 1 December 2022.

7.3 (1) REVISION OF THE PRIVACY POLICY AND POPIA IMPLEMENTATION PLAN AND (2) REACTION PLAN FOR PERSONAL INFORMATION BREACH (1/1/1/99)

A stipulation in accordance with the Privacy Policy, as approved on 28 June 2021, was the establishment of a POPIA co-ordinating committee in order to undertake certain tasks in compliance with the Protection of Personal Information Act, Act 4 of 2013 (POPIA).

As a result a POPIA Implementation Plan was drawn up and good progress has been made with the implementation of POPIA.

Another stipulation of POPIA is that a plan must be drawn up which must determine the response to a personal information breach in order to address the latter effectively and to inform the information regulator, if necessary.

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

- (a) That the revised Privacy Policy be approved in respect of the amended frequency of the meetings of the POPIA coordination committee to six-monthly instead of quarterly;
- (b) That cognisance be taken of the progress with the implementation of actions in terms of the POPIA implementation plan and that the outstanding and ongoing actions will be monitored on a six-monthly basis by the POPIA coordination committee;
- (c) That the Personal Information Breach Response Plan be approved with immediate effect.

7.4 ELECTRONIC RECORDS MANAGEMENT: E-MAIL POLICY (2/7/B)

The Provincial Archive and Record Services of the Western Cape Act, Act 3 of 2005 stipulates that the Municipality manages its records by means of a properly structured system of record management,

The Act has the same type of application to records by means of which e-mails received and sent are recorded, such as those received and sent by any other media, and has the Electronic Record Management: E-mail Policy, with the purpose of ensuring that these requirements are adhered to.

7.3/...

- (b) Dat daar kennis geneem word van die vordering met die implementering van aksies ingevolge die POPIA-implementeringsplan waarvan die uitstaande en deurlopende aksies op 'n sesmaandelikse basis deur die POPIA-koördineringskomitee gemonitor sal word;
- (c) Dat die Reaksieplan vir Persoonlike Inligtingsbreuke met onmiddellike effek goedgekeur word.

7.4 ELEKTRONIESE REKORDBESTUUR: E-POSBELEID (2/7/B)

Die Wet op die Provinsiale Argief- en Rekorddiens van die Wes-Kaap, Wet 3 van 2005 vereis dat die Munisipaliteit sy rekords deur middel van 'n behoorlik gestruktureerde stelsel van rekordhouding bestuur.

Die Wet is op dieselfde manier van toepassing op rekords wat d.m.v. e-posse ontvang en geskep word as op rekords wat met enige ander media ontvang en geskep word en het die Elektroniese Rekordbestuur: E-Posbeleid ten doel om te verseker dat daar aan hierdie vereiste voldoen word.

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

- (a) Dat goedkeuring verleen word vir die implementering van die Elektroniese Rekordbestuur: E-posbeleid met ingang van 1 Januarie 2023;
- (b) Dat die diensverskaffer, Business Engineering, versoek word om alle rekenaargebruikers deeglik op te lei in die toepassing van die beleid voor 1 Januarie 2023 en 'n handleiding oor die toepassing van die beleid beskikbaar te stel.

7.5 ESKOM STRAATLIGTE DIENSVLAKOOREENKOMS (16/2/B)

Daar word al vir 'n geruime tyd met Eskom onderhandel om die onderhoud van straatligte in die Eskom voorsieningsgebiede oor te neem.

Alhoewel Eskom sedert 2018 die onderhoud aan straatligte gestaak het en die funksie aan die Munisipaliteit oorhandig het, is daar nie 'n formele ooreenkoms aangegaan nie.

'n Diensvlakooreenkoms is uiteindelik vanaf Eskom ontvang vir aanvaarding en implementering wat die verhouding en pligte tussen Eskom en die Munisipaliteit met betrekking tot die instandhouding van straatligte in die Eskom voorsieningsgebiede beheer.

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl N Smit)

Dat die Uitvoerende Burgermeesterskomitee kennis neem van die Diensvlakooreenkoms met Eskom en die Munisipale Bestuurder gemagtig word om die ooreenkoms namens die Munisipaliteit te onderteken.

7.6 VERVANGING VAN VOC SEINKANON, MOORREESBURG (17/13/1)

Die voorneme om die VOC seinkanon te verskuif is in beginsel deur die Uitvoerende Burgemeesterskomitee op 17 Augustus 2022 goedgekeur met die doel om 'n publieke deelnameproses te deurloop.

Die voorneme is geadverteer en ook aan die betrokke wykskomitees deurgegee. Lg. is ten gunste van die verskuiwing van die VOC seinkanon en geen verdere insette en kommentaar is vanaf die publiek ontvang nie.

Na verdere gesprekke met die VOC stigting is daar versoek om die seinkanon te vervang met 'n historiese ploeg.

Besluit/...

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

- (a) That approval be granted for the implementation of the Electronic Records Management: E-mail Policy with effect from 1 January 2023;
- (b) That the service provider, Business Engineering, be requested to train all computer users in the application of the policy before 1 January 2023 and to make available a manual on the application of the policy.

7.5 ESKOM STREETLIGHT SERVICE LEVEL AGREEMENT (16/2/B)

There have been negotiations for some time with Eskom to take over the maintenance of streetlights in the Eskom supply areas.

Although Eskom has suspended the maintenance of streetlights since 2018 and handed over the function to the Municipality, a formal agreement was never entered into.

A service level agreement has at last been received from Eskom for assuming and implementing the relations and obligations between Eskom and the Municipality, with reference to the maintenance of streetlights in the Eskom supply areas.

RESOLUTION

(proposed by clr D G Bess, seconded by clr N Smit)

That the Executive Mayoral Committee takes note of the Service Level Agreement with Eskom and authorise the Municipal Manager to sign the agreement on the municipality's behalf.

7.6 REPLACEMENT OF VOC SIGNAL CANON, MOORREESBURG (17/13/1)

The intention to move the VOC signal canon was approved in principle by the Executive Mayor's Committee on 17 August 2022 in order to initiate the public participation process.

The intention was advertised and also sent through to the relevant ward committees. The latter is in favour of the moving of the VOC signal canon and no further input or comments were received from the public.

After further discussions with the VOC foundation there was a request to replace the signal cannon with a historical plough.

RESOLUTION

(proposed by clr J M de Beer, seconded by clr N Smit)

- (a) That the attached letter from the VOC Foundation be noted;
- (b) That approval be granted for the signal canon in front of the Moorreesburg town hall to be replaced with a historical plough;
- (c) That an appropriate plaque be attached to the memorial.

7.7 RENEWAL OF LEASE AGREEMENT WITH SA POST OFFICE (LTD) (12/2/4-12/1)

The Council leases property to the SA Post Office Limited, portion of Erf 163, Riebeeck West on which private post boxes were previously erected.

A request has been received from the lessee to extend the lease agreement for another three years.

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

7.6/...

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl N Smit)

- (a) Dat kennis geneem word van die aangehegte skrywe vanaf die VOC Stigting;
- (b) Dat goedkeuring verleen word dat die seinkanon voor die Moorreesburg stadsaal met 'n historiese ploeg vervang word;
- (c) Dat 'n toepaslike gedenkplaat by die gedenkteken aangebring word.

7.7 HERNUWING VAN HUUROOREENKOMS MET SA POSKANTOOR BEPERK (12/2/4-12/1)

Die Raad verhuur eiendom aan die SA Poskantoor Beperk, gedeelte van Erf 163, Riebeeck-Wes waarop voorafvervaardigde private posbusse opgerig is.

'n Aansoek is ontvang vanaf die huurder om die bestaande huurooreenkoms met 'n verdere termyn van drie jaar te verleng.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat 'n verdere huurooreenkoms met SA Poskantoor Beperk aangegaan word vir 'n termyn van drie (3) jaar, met ingang 1 Januarie 2023, vir die huur van 'n gedeelte van Erf 163, Riebeeck-Wes vir die bedryf van privaat posbusse;
- (b) Dat huurgeld van R440.00 plus BTW per jaar gehef word en dat die huurgeld jaarliks met 6% eskaleer;
- (c) Dat die huurvoorwaardes soos tans geld van krag sal wees.

7.8 HUUR VAN AKKOMMODASIE VIR DIE WETSTOEPASSINGS REAKSIE-EENHEID

Die behoefte aan addisionele kantoorakkommodasie het ontstaan weens die uitbreiding van die Verkeer- en Wetstoepassingsdienste met die Reaksie-eenheid (20 amptenare) en die K9-eenheid (9 amptenare).

Daar is aanvanklik oorweeg om die Carnegie-gebou in Moorreesburg te gebruik vir kantoorakkommodasie, maar voldoen die gebou nie aan die vereistes van die Wet op Beheer van Vuurwapens, Wet 60 van 2002 ten opsigte van die aanbring van 'n kluis. Lg. kan ook nie geïnstalleer word nie, aangesien die Carnegie-gebou oor erfenis-status beskik.

'n Kennisgewing is in die plaaslike koerante geplaas vir die huur van kantoorakkommodasie en was daar slegs een aansoek ontvang.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die aanbod van JR Trust (JAR Loubser) aanvaar word vir die huur van akkommodasie vir die Wetstoepassings Reaksie-eenheid vir die volgende termyne en bedrae:
 - 1 Januarie 2023 tot 30 Junie 2023 ten bedrae van R11 400.00 per maand;
 - 1 Julie 2023 tot 30 Junie 2024 ten bedrae van R13 240.00 per maand;
 - 1 Julie 2024 tot 30 Junie 2025 ten bedrae van R15 114.00 per maand;
- (b) Dat 'n huurooreenkoms met JR Trust aangegaan word vir die huurtermyn vanaf 1 Januarie 2023 tot 30 Junie 2025 met die opsie om die huur te hernu;
- (c) Dat daar tydens die 2022/2023 aansuiweringsbegroting 'n toepaslike posnommer vir die uitgawe geallokeer word en dat die uitgawe befonds sal word uit die voorwaardelike toekenning ontvang vanaf die Departement van Gemeenskapsveiligheid;

- (a) That a lease agreement be entered into with SA Post Office Limited, for a further term of three (3) years, with effect from 1 January 2023, for a portion of erf 163, Riebeeck-West for the operation of private mailboxes;
- (b) That an annual rental of R440.00 plus VAT be charged, to escalate at a rate of 6% per annum;
- (c) That the current conditions of lease remain unchanged.

7.8 LEASE OF ACCOMMODATION FOR THE LAW ENFORCEMENT REACTION UNIT

The need for additional office accommodation has arisen due to the extension of the Traffic and Law Enforcement Services with the Reaction Unit (20 officers) and the K9 Unit (9 officers).

The use of the Carnegie Building in Moorreesburg was originally considered for office accommodation, but the building does not comply with the requirements of the Management of Firearms Act, Act 60 of 2002 in respect of the installation of a safe. The latter cannot be installed because of the heritage status of the building.

A notice was placed in the local newspaper for the lease of office accommodation and only one application was received.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That council approves the offer for accommodation for the Law Enforcement Reaction-unit from JR Trust (JAR Loubser) for the following periods and amounts:
 - 1 January 2023 until 30 June 2023 for an amount of R 11 400.00 per month;
 - 1 July 2023 until 30 June 2024 for an amount of R 13 240.00 per month;
 - 1 July 2024 until 30 June 2025 for an amount of R 15 114.00 per month;
- (b) That a lease agreement be put in place with JR Trust for the period 1 January 2023 until 30 June 2025, with the option to renew the lease;
- (c) That the applicable vote be provided in the 2022/2023 Adjustments Operating Budget to accommodate these rental fees to be funded from the Conditional grant from DOCS;
- (d) That it is noted that municipal services are included in the rent.

7.9 SALE OF OBSOLETE ASSETS PER PUBLIC AUCTION (5/14/3/5)

The Asset Management Policy regulates the disposal of assets in order to ensure that it is fair, just, transparent, competitive and cost effective and that it complies with the Municipality's Supply Chain Management Policy.

The criteria for the disposal of assets consists of the following:

- The useful life of the asset has expired;
- The asset is old;
- It is uneconomic to repair the asset or the asset is irreparable.

The list of obsolete assets from the various directorates was circulated with the agenda.

RESOLUTION

(proposed by clr D G Bess, seconded by clr J M de Beer)

That council approves the attached list of assets to be sold by public auction and for same to be removed from the asset register.

7.8/...

- (d) Dat kennis geneem word dat munisipale dienste by die huurgeld ingesluit is.

7.9 VERKOOP VAN UITGEDIENDE BATES PER OPENBARE VEILING (5/14/3/5)

Die Batebestuursbeleid reguleer die beskikking van bates deur te verseker dat dit regverdig, billik, deursigtig, mededingend en koste-effektief geskied en dat daar voldoen word aan die Voorsieningskanaalbestuursbeleid van die Munisipaliteit.

Die kriteria vir wegdoening van bates behels die volgende:

- Die bruikbare leeftyd van die bate het verstryk;
- Die bate is verouderd;
- Dit is onekonomies om die bate te herstel of dit is onherstelbaar.

Die lyste van uitgediende bates van die onderskeie direktorate is met die sakelys gesirkuleer.

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl J M de Beer)

Dat goedkeuring verleen word dat die uitgediende bates, soos gelys, tydens die openbare veiling verkoop word en dienoreenkomstig vanaf die bateregister verwyder word.

7.10 UITSTAANDE DEBITEURE: OKTOBER 2022 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer en beloop vir Oktober 2022 'n bedrag van R44 174 895.71.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Oktober 2022.

7.11 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

Ingevolge die Batebestuursbeleid moet maandeliks verslag gedoen word insake die uitstaande versekeringseise.

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Oktober 2022 soos met die sakelys gesirkuleer.

7.12 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE VOORSIENING EN INSTALLERING VAN 'VARIABLE SPEED DRIVES' BY DIE RUSTFONTEIN WATERPOMPSTASIE (8/1/B/2)

Gedurende middel September 2022 is vlak 5 en vlak 6 beurtkrag deur Eskom ingestel wat 'n geweldige impak gehad het op die vlak van grootmaat reservoirs as gevolg van pompure wat verlore geraak het.

Verskeie maatreëls is ingestel om die vloei uit die grootmaat reservoirs te beperk, maar was dit noodsaaklik om noodkragopwekking by die Rustfontein Waterpompstasie te implementeer.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl N Smit)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningskanaalbestuurbeleid;

7.10 OUTSTANDING DEBTORS: OCTOBER 2022 (5/7/1/1)

A complete report in respect of outstanding debtors was circulated with the agenda and amounts for October 2022 to R44 174 895.71.

RESOLUTION

(proposed by clr N Smit, seconded by clr J M de Beer)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for October 2022.

7.11 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 31 October 2022 as circulated with the business list.

7.12 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT SUPPLY AND INSTALLATION OF 'VARIABLE SPEED DRIVES' AT THE RUSTFONTEIN WATER PUMPING STATION (8/1/B/2)

During the middle of September 2022 levels 5 and 6 load shedding were introduced by Eskom which had a serious impact on the level of the bulk reservoirs due to the loss of pumping hours.

Various measures were introduced in order to limit the flow from the bulk reservoirs, but it was necessary to introduce emergency power generation at the Rustfontein water pump station.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr N Smit)

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approved the supply and installation of two variable speed drives at the Rust Fontein Booster Pump Station by WJ Cotter Electrical as an emergency to prevent prolonged interruptions in water supply;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
- The implementation of load shedding at levels 5 and 6 and the consequential loss of pumping hours has resulted in the bulk reservoirs at Glen Lilly reaching critically low levels;
 - The continuation of load shedding necessitates the application of emergency power generation at the Rust Fontein booster pump station in order to avert prolonged interruption in water supply;
 - The said pump station had to be equipped with two soft starters in order to accommodate an emergency power generation unit;
- (d) That cognizance be taken that the expenditure was allocated to mSCOA Code: 9/105-376-128 and that there is sufficient funding available for the tendered amount of R465 000 (excluding VAT);
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.12/...

- (b) Dat verder kennis geneem word van die aksie van die waarnemende Munisipale Bestuurder om goedkeuring te verleen vir die installering van twee "variable speed drives" by die Rustfontein Waterpompstasie, deur *W J Cotter Electrical* ten bedrae van R465 000,00 (BTW uitgesluit) ten einde langdurige periodes van wateronderbrekings te voorkom ;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
- (i) Die implementering van beurtkrag op vlakke 5 en 6 en die gevolglike verlies aan pompure het daartoe gelei dat die grootmaat reservoirs by Glen Lilly kritiek lae vlakke bereik het;
 - (ii) Die voortsetting van beurtkrag noodsaak die implementering van noodkragopwekking by die Rustfontein Waterpompstasie om langdurige onderbreking in watertoevoer te voorkom;
 - (iii) Die genoemde pompstasie is dus toegerus met twee 'soft starters' om 'n noodkragopwekkingseenheid te akkommodeer;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R465 000 (BTW uitgesluit) teen posnommer 9/105-376-128 verreken word;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.13 AANSOEK OM VAKANSIEVERLOF DEUR MUNISIPALE BESTUURDER EN DIREKTEURE EN AANWYS VAN WAARNEMENDE MUNISIPALE BESTUURDER (4/8/3)

Die Munisipale Bestuurder moet by die Uitvoerende Burgemeesterskomitee aansoek doen om verlof en word derhalwe -

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl N Smit)

- (a) Dat die aansoek om verlof van die Munisipale Bestuurder vir die volgende dae in beginsel goedgekeur word, naamlik:
- 19 tot 21 Desember 2022, en dan 28 Desember 2022 tot 6 Januarie 2023 (10 dae), met inbegrip daarvan dat dit weens omstandighede mag verander, na oorlegpleging met die Uitvoerende Burgemeester;
- (b) Dat daar kennis geneem word dat die Direkteur: Siviele Ingenieursdienste gedurende voormelde tydperk sal waarneem as Munisipale Bestuurder, en indien, om welke rede ookal die Direkteur: Siviele Ingenieursdienste nie beskikbaar is nie, die Direkteur: Elektriese Ingenieursdienste sal waarneem;
- (c) Dat elke Direkteur, die waarnemende Direkteure in hulle onderskeie departement sal aanwys, ten einde goeie kommunikasie en dienslewering te verseker.

**(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER**

7.13 APPLICATION FOR LEAVE BY THE MUNICIPAL MANAGER AND DIRECTORS AND APPOINTMENT OF AN ACTING MUNICIPAL MANAGER (4/8/3)

The Municipal Manager must apply to the Executive Mayor's Committee for leave and therefore -

RESOLUTION

(proposed by clr J M de Beer, seconded by clr N Smit)

- (a) That the application for leave of the Municipal Manager for the following days is approved in principle, namely:
- (i) 19 to 21 December 2022, and then 28 December 2022 to 6 January 2023 (10 days), including that it may change due to circumstances, after consultation with the Executive Mayor;
- (b) That it be noted that the Director: Civil Engineering Services will act as Municipal Manager during the aforementioned period, and if, for whatever reason, the Director: Civil Engineering Services is unavailable, the Director: Electrical Engineering Services will act;
- (c) That each Director will appoint the acting Directors in their respective department, in order to ensure good communication and service delivery.

**(SGD) J H CLEOPHAS
EXECUTIVE MAYOR**



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9 NOVEMBER 2022 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl I S le Minnie
Ondervoorsitter, rdl N Smit

O'Kennedy, E C
Pypers, D C
Soldaka, P E

Van Essen, T (rdh)
van Zyl, M (rdd)
Vermeulen, G

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede. Rdl N Smit en D C Pypers lewer 'n rolspeel om 'n geestelike boodskap oor te dra, waarna rdl Smit die vergadering open met gebed.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Munisipale Bestuurder, Administrasie en Finansies.

Verlof tot afwesigheid word verleen aan rdl B J Penxa, A K Warnick en die Speaker, rdh M A Rangasamy.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 11 OKTOBER 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdd M van Zyl)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 11 Oktober 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT

BESLUIT

Dat kennis geneem word van die skrywes van dank en waardering aan Swartland Munisipaliteit soos met die sakelys gesirkuleer.



MINUTES OF A MEETING OF THE MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 9 NOVEMBER 2022 AT 10:00

PRESENT:

COUN CILLORS:

Chairperson, clr I S le Minnie
Deputy Chairperson, clr N Smit

O'Kennedy, E C
Pypers, D C
Soldaka, P E

Van Essen, T (ald)
van Zyl, M (ald)
Vermeulen, G

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Secretarial and Record Services, ms N Brand

1. OPENING/APOLOGIES

The chairperson welcomed members. Cllrs N Smit and D C Pypers delivered a role play to convey a spiritual message, after which clr Smit opened the meeting with prayer.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Municipal Manager, Administration and Finance.

Apologies received from cllrs B J Penxa, A K Warnick and the Speaker, ald M A Rangasamy.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES COMMITTEE) HELD ON 11 OCTOBER 2022

RESOLUTION

(proposed by clr N Smit, seconded by ald M van Zyl)

That the minutes of a Portfolio Committee Meeting (Municipal Management, Administration and Finance Committee) held on 11 October 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

3.1 LETTERS OF THANKS AND APPRECIATION TO SWARTLAND MUNICIPALITY

RESOLUTION

That note is taken of the letters of thanks and appreciation received by the Swartland Municipality, circulated with the agenda.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER

Geen – die prestasie-metingsverslae (ingesluit die SDBIP) was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

Geen – die prestasie-metingsverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

Geen – die prestasie-metingsverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

(GET) RDL I S LE MINNIE
VOORSITTER

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS IN RESPECT OF MUNICIPAL MANAGER

None - the performance measurement reports (including the SDBIP) were presented during the Council meeting held on 27 October 2022.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

7. DELEGATED MATTERS IN RESPECT OF ADMINISTRATION

None - the performance measurement reports (including the SDBIP) were presented during the Council meeting held on 27 October 2022.

8. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

9. DELEGATED MATTERS IN RESPECT OF FINANCES

None - the performance measurement reports (including the SDBIP) were presented during the Council meeting held on 27 October 2022.

10. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

None

(SGD) CLLR I S LE MINNIE
CHAIRPERSON



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9
NOVEMBER 2022 OM 10:07**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste
Ondervoorsitter, rdh T van Essen

Bess, D G	Pieters, C
Duda, A A	Smit, N
Fortuin, C	Van Zyl, M (rdd)
O'Kennedy, E C	

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee:
Siviele en Elektriese Dienste.

Verlof tot afwesigheid word verleen aan rdl A K Warnick en rdh B J Stanley.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN
ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 11 OKTOBER 2022**

BESLUIT

(op voorstel van rdd M van Zyl, gesekondeer deur rdl N Smit)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste)
gehou op 11 Oktober 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: SEPTEMBER 2022



**MINUTES OF A MEETING OF THE CIVIL AND ELECTRICAL ENGINEERING SERVICES PORTFOLIO
COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 9 NOVEMBER 2022
AT 10:07**

PRESENT:

COUNCILLORS:

Chairperson, cllr R J Jooste
Deputy Chairperson, ald T van Essen

Bess, D G	Pieters, C
Duda, A A	Smit, N
Fortuin, C	Van Zyl, M (ald)
O'Kennedy, E C	

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Secretarial and Record Services, ms N Brand

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Civil
and Electrical Services.

Apologies received from cllr A K Warnick and ald B J Stanley.

2. MINUTES

**2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (CIVIL AND ELECTRICAL
SERVICES COMMITTEE) HELD ON 11 OCTOBER 2022**

RESOLUTION

(proposed by ald M van Zyl, seconded by cllr N Smit)

That the minutes of a Portfolio Committee Meeting (Civil and Electrical Services) held on
11 October 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT: SEPTEMBER 2022

[Nota: Die prestasietemingsverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.]

5.1.1 SIVIELE INGENIEURSDIENSTE

Die voorsitter versoek die Direkteur: Siviele Ingenieursdienste om die belangrikste aspekte uit die verslag toe te lig.

Die Direkteur: Siviele Ingenieursdienste noem dat die hidrologiese jaar eindig op 31 Oktober en dat die damvlak van die Voëlveidam, tans op 66%, kommerwekkend laag is. Die totale reënval in die afgelope hidrologiese jaar was 323 mm, wat 100 mm minder is as die gemiddelde reënval.

Die damvlak van die Voëlveidam wat die 2017 droogte voorafgegaan het was op 72% en daarom sal daar dringend besin moet word oor die pad vorentoe ten opsigte van waterbeperkings. Vir hierdie doel het die Wes-Kaapse Watervoorsieningsforum 'n vergadering belê om moontlike waterbesparingsmaatreëls te oorweeg.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die maandverslag van die Direkoraat Siviele Ingenieursdienste vir September 2022.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Direkteur: Elektriese Ingenieursdienste om met die verslag te handel.

Die Direkteur: Elektriese Ingenieursdienste bevestig dat die verskil tussen inkomste (R49 157 138) en aankope vanaf Eskom (R20 728 489) toegeskryf kan word aan die laer 'tyd van gebruikstarief' wat Eskom gedurende die somermaande hef. Verder dra gereelde beurtkrag daartoe by dat minder elektrisiteit vanaf Eskom aangekoop word.

Die Direkteur: Elektriese Ingenieursdienste wys daarop dat energieverliese steeds baie laer as die norm van 8% is, maar bevestig dat dit 'n fokusarea sal bly.

Op navraag deur rdl A A Duda insake voordele vir kliënte wat elektrisiteit aankoop, word die volgende genoem ter opheldering van die navraag –

- (1) Inkomste uit elektrisiteitsverkope is een van die hoof inkomstebronne vir die Munisipaliteit;
- (2) Eskom het aansoek gedoen by die Energie Reguleerder vir 'n 32% verhoging vir die 2023/2024;
- (3) Eskom se tariefverhoging vanaf 1 April 2022 waar eg. die kragvoorsiener is, is 9.61%;
- (4) Die munisipale tariefverhoging was beperk tot 6.8% vir die 2022/2023 finansiële jaar, terwyl die aankooptarief vanaf Eskom met 8,1% verhoog is.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die maandverslag van die Direkoraat Elektriese Ingenieursdienste vir September 2022.

6. SAKES VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 AANVAARDING VAN DIE WATERDIENSTE OUDITVERSLAG VIR 2021/2022 (16/1/1/B)

Die Direkteur: Siviele Ingenieursdienste noem dat die Munisipaliteit – as 'n Waterdienste Owerheid – ingevolge die bepalinge van die Wet op Waterdienste, Wet 108 van 1997 verplig is om jaarliks 'n ouditverslag op te stel aangaande die implementering van die Waterdienste Ontwikkelingsplan.

[Note: The performance measurement reports were presented at the Council meeting held on 27 October 2022.]

5.1.1 CIVIL ENGINEERING SERVICES

The chairperson requested the Director: Civil Engineering Services to clarify the most important aspects from the report.

The Director: Civil Engineering Services mentioned that the hydrological year ends on 31 October and that the dam level of the Voëlveidam, currently at 66%, is alarmingly low. The total rainfall in the last hydrological year was 323 mm, which is 100 mm less than the average rainfall.

The dam level of the Voëlveidam that preceded the 2017 drought was at 72% and therefore there will be an urgent need to reflect on the way forward in terms of water restrictions. For this purpose, the Western Cape Water Supply Forum convened a meeting to consider possible water saving measures.

RESOLVED

(proposed by ald T van Essen, seconded by cllr D G Bess)

That cognisance be taken of the monthly report of the Directorate Civil Engineering Services for September 2022.

5.1.2 ELECTRICAL ENGINEERING SERVICES

The chairperson tabled the monthly report as circulated with the agenda and requested the Director: Electrical Engineering Services, Mr T Möller, to deal with the report.

The Director: Electrical Engineering Services confirmed that the difference between income (R49 157 138) and purchases from Eskom (R20 728 489) can be attributed to the lower 'time of use rate' that Eskom charges during the summer months. Furthermore, regular load shedding contributes to less electricity being purchased from Eskom.

The Director: Electrical Engineering Services pointed out that energy losses are still much lower than the norm of 8%, but confirmed that this will remain a focus area.

On inquiry by cllr A A Duda regarding benefits for customers who purchase electricity, the following is mentioned to clarify the inquiry -

- (1) Income from electricity sales is one of the main sources of income for the Municipality;
- (2) Eskom applied to the Energy Regulator for a 32% increase for the 2023/2024;
- (3) Eskom's tariff increase from 1 April 2022 where eg. the power supplier is, is 9.61%;
- (4) The municipal tariff increase was limited to 6.8% for the 2022/2023 financial year, while the purchase tariff from Eskom was increased by 8.1%.

RESOLUTION

(proposed ald T van Essen, seconded by cllr D G Bess)

That cognisance be taken of the monthly report of the Directorate: Electrical Engineering Services for September 2022.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

6.1 ADOPTION OF THE WATER SERVICES AUDIT REPORT FOR 2021/2022 (16/1/1/B)

The Director: Civil Engineering Services mentioned that the Municipality - as a Water Services Authority - in terms of the provisions of the Water Services Act, Act 108 of 1997 is obliged to draw up an annual audit report regarding the implementation of the Water Services Development Plan.

Aanbeveling/...

6.1/...

AANBEVELING

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

- (a) Dat die Waterdienste Ouditverslag vir 2021/2022 goedgekeur word;
- (b) Dat die Waterdienste Ouditverslag op die munisipale webtuiste beskikbaar gestel word vir die publiek of enige ander belanghebbende partye en dat 'n hardekopie beskikbaar gestel word in die kantoor van die Direkteur: Siviële Ingenieursdienste.

6.2 AANVAARDING VAN DIE WATERDIENSTE ONTWIKKELINGSPLAN: SEKTORALE VERSLAG AS INSETTE VIR GOP, 2022/2023 (16/11/1/B)

Die Waterdienste Ontwikkelingsplan (*Water Services Development Plan – WSDP*) is 'n belangrike sektorale plan tot die Geïntegreerde Ontwikkelingsplan (GOP). Die doel van die WSDP, as 'n strategiese dokument, is om te verseker dat watervoorsiening effektief, bekostigbaar, ekonomies en volhoubaar gelever word en bevat dus belangrike insette tot die GOP. Die hersiening van die WSDP loop dus saam met die opstel van die nuwe GOP.

Die Direkteur: Siviële Ingenieursdienste moedig raadslede aan om die bestuurs-opsomming tot die verslag op die webtuiste van die Munisipaliteit te gaan lees, aangesien dit 'n goeie oorsig gee insake die inhoud van die verslag.

Die Munisipale Bestuurder noem dat daar 'n kennisgewing ontvang is van die voorneme van die Nasionale Minister van Waterwese, Mnr Senzo Mchunu, om die bedieningsgebied van Overberg Water uit te brei na die hele Wes-Kaap, met ander woorde die nasionalisering van watervoorsiening.

Die Waterkoördineringsforum van die Weskus sal gesamentlike kommentaar voorberei en aan SALGA teen 1 Desember 2022 voorsien.

AANBEVELING

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

- (a) Dat die Waterdienste Ontwikkelingsplan (WSDP) se insette as 'n sektorale plan tot die Geïntegreerde Ontwikkelingsplan (GOP) aanvaar word en opgeneem word as deel van die GOP-proses gedurende 2022/2023;
- (b) Dat die Waterdienste Ontwikkelingsplan op die munisipale webtuiste beskikbaar gestel word vir die publiek of enige ander belanghebbende partye en dat 'n hardekopie beskikbaar gestel word in die kantoor van die Direkteur: Siviële Ingenieursdienste.

6.3 SALGA WERKGROEPE: RAPPORTERING (11/11/24)

Rdh T van Essen het die volgende SALGA-werkgroepe se vergadering gedurende Oktober 2022 bygewoon, naamlik –

- (1) *Joint Provincial Working Group on Electricity and Energy Provision and Public Works and Water and Sanitation;*
- (2) *Provincial Working Group on Public Transport.*

BESLUIT

Dat kennis geneem word van die aangehegte opsomming van die uitkomst van die vergaderings bygewoon deur, Rdh T van Essen, van die vermelde werkgroepe van SALGA.

(GET) RDL R J JOOSTE
VOORSITTER

RECOMMENDATION

(proposed by ald T van Essen, seconded by cllr D G Bess)

- (a) That the Water Services Audit Report for 2021/2022 be approved;
- (b) That the Water Services Audit Report be made available on the municipal website for the public or any other interested parties and that a hard copy be made available in the office of the Director: Civil Engineering Services.

6.2 ADOPTION OF THE WATER SERVICES DEVELOPMENT PLAN – INTEGRATED DEVELOPMENT PLAN SECTOR INPUT REPORT FOR 2022/2023 (16/11/1/B)

The Water Services Development Plan (WSDP) is an important sectoral plan to the Integrated Development Plan (IGP). The purpose of the WSDP, as a strategic document, is to ensure that water supply is delivered effectively, affordably, economically and sustainably and therefore contains important inputs to the IDP. The revision of the WSDP therefore runs concurrently with the drafting of the new IDP.

The Director: Civil Engineering Services encouraged councillors to read the management summary to the report on the website of the Municipality, as it gives a good overview of the content of the report.

The Municipal Manager mentioned that a notice has been received of the intention of the National Minister of Water Affairs, Mr Senzo Mchunu, to extend the service area of Overberg Water to the entire Western Cape, in other words the nationalization of water supply.

The West Coast Water Coordination Forum will prepare joint comments and provide them to SALGA by 1 December 2022.

RECOMMENDATION

(proposed by ald T van Essen, seconded by cllr D G Bess)

- (a) That the Water Services Development Plan's (WSDP) input is accepted as a sectoral plan to the Integrated Development Plan (IGP) and incorporated as part of the IDP process during 2022/2023;
- (b) That the Water Services Development Plan be made available on the municipal website for the public or any other interested parties and that a hard copy be made available in the office of the Director: Civil Engineering Services.

6.3 SALGA WORKING GROUPS: REPORTING (11/11/24)

The following working groups of SALGA were attended by alderman T van Essen, namely:

- (1) Joint Provincial Working Group on Electricity and Energy Provision and Public Works and Water and Sanitation held on 10 October 2022;
- (2) Provincial Working Group on Public Transport held on 14 October 2022.

RESOLUTION

That notice be taken of the attached summary of the outcomes of the meetings attended by, Ald T van Essen, of the stated working groups of SALGA.

(SGD) CLLR R J JOOSTE
CHAIRPERSON



NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9 NOVEMBER 2022 OM 10:38

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Booyesen, A M Pypers, D C
De Beer, J M Smit, N
Le Minnie, I S Soldaka, P E

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviële Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Ontwikkelingsdienste.

Verlof tot afwesigheid word verleen aan rdl M Ngozi en die Speaker, rdh M A Rangasamy.

BESLUIT dat kennis geneem word dat rdl C Daniels afwesig is sonder verlof.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGSDIENSTE) GEHOU OP 11 OKTOBER 2022

BESLUIT

(voorgestel deur rdl I S le Minnie, gesekondeer deur rdl D C Pypers)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 11 Oktober 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5./...



MINUTES OF A MEETING OF THE DEVELOPMENT SERVICES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 9 NOVEMBER 2022 AT 10:38

PRESENT:

COUNCILLORS:

Chairperson, cllr G Vermeulen
Deputy chairperson, cllr D G Bess

Booyesen, A M Pypers, D C
De Beer, J M Smit, N
Le Minnie, I S Soldaka, P E

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviële Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Development Services.

Apoloiges received from cllr M Ngozi and the Speaker, ald M A Rangasamy.

RESOLVED that it be noted that cllr C Daniels is absent without leave.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (DEVELOPMENT SERVICES) HELD ON 11 OCTOBER 2022

RESOLUTION

(proposed by cllr I S le Minnie, seconded by cllr D C Pypers)

That the minutes of a Portfolio Committee Meeting (Development Services) held on 11 October 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1 MONTHLY REPORT: SEPTEMBER 2022

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: SEPTEMBER 2022

[Nota: Die prestasieverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.]

Die Voorsitter lê die maandverslag ter tafel.

Die Direkteur: Ontwikkelingsdienste bevestig dat daar teen einde Oktober 'n totaal 422 huise in die De Hoop-behuisingsprojek oorhandig is. Aandag word gegee aan die Darling GAP-behuisingsprojek en sal die kontrakteur binnekort met die projek begin.

Die Direkteur: Ontwikkelingsdienste bring die volgende geleenthede onder die aandag van raadslede, naamlik –

- (1) SASSA dienspunte gedurende November in Moorreesburg, Darling, Riebeeck-Wes, Riebeeck Kasteel en Malmesbury;
- (2) Thusong Mobiele dienste op Darling, 29 November 2022 vanaf 10:00 in die Darling Gemeenskapsaal;
- (3) Program insake Geslagsgebaseerde Geweld, spesifiek gedurende die 16 dae van aktivisme, waarvan 'n volledige program aan raadslede op 'n latere stadium beskikbaar gestel sal word.

Rdl P E Soldaka noem dat, gegewe die geweld in gemeenskappe, daar baie jeugdiges in Moorreesburg is wat niks het om te doen nie. Verder beskik Moorreesburg ook nie oor 'n fasiliteit waarna leerders na skool kan gaan nie en versoek dat hierdie behoefte oorweeg moet word.

Die Direkteur: Ontwikkelingsdienste bevestig dat daar 'n EPWP-werker aangestel is vir Moorreesburg wat die Afdeling: Gemeenskapsontwikkeling sal bystaan met jeugontwikkeling, bv. om gemeenskappe te besoek om inligting uit te gee.

Die Direkteur: Ontwikkelingsdienste noem – op navraag van rdl P E Soldaka – dat die Swartland Sosiale Ontwikkelingsforum (SSDF) uit verskeie rolspelers bestaan, onder andere, provinsiale departemente en NGO's en dat daar aandag aan verskeie fokusareas gegee word, ingesluit jeugontwikkeling. Die Direkteur: Ontwikkelingsdienste meld verder dat met die opstel van die nuwe GOP dit interessant sal wees om te sien wat die prioriteite van die jeug is en om beplanning daarvolgens te rig.

Rdl A M Booysen bedank die Direkteur: Ontwikkelingsdienste vir die werkwinkel wat gereël was om raadslede in te lig aangaande behuisingsaspekte.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl I S le Minnie)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir September 2022.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat KENNIS GENEEM word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 11 Oktober 2022.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

7.1 SALGA WERKGROEP: VERSLAG OOR GEMEENSKAPSONTWIKKELING, VEILIGHEID, GESONDHEID, NOODDIENSTE EN RAMPBESTUUR (11/11/24)

Die SALGA werkgroep insake Gemeenskapsontwikkeling, Veiligheid, Gesondheid, Nooddienste en Rampbestuur wat gedurende Oktober 2022 bygewoon deur:

7.1/...

[Note: The performance measurement reports were presented at the Council meeting held on 27 October 2022.]

The chairperson tabled the monthly report.

The Director: Development Services confirmed that a total of 202 houses in the De Hoop housing project were handed over by the end of October. Attention is being given to the Darling GAP housing project and the contractor will start the project soon.

The Director: Development Services brought the following opportunities to the attention of board members, namely –

- (1) SASSA service points during November in Moorreesburg, Darling, Riebeeck West, Riebeeck Kasteel and Malmesbury;
- (2) Thusong Mobile services on Darling, 29 November 2022 from 10:00 in the Darling Community Hall;
- (3) Program in matters of Gender-Based Violence, specifically during the 16 days of activism, of which a complete program will be made available to council members at a later stage.

Cllr P E Soldaka mentioned that, given the violence in communities, there are many youths in Moorreesburg who have nothing to do. Furthermore, Moorreesburg does not have a facility where learners can go to school and requests that this need be considered.

The Director: Development Services confirmed that an EPWP worker has been appointed for Moorreesburg who will assist the Division: Community Development with youth development, e.g. to visit communities to give out information.

The Director: Development Services mentioned - upon inquiry from cllr P E Soldaka - that the Swartland Social Development Forum (SSDF) consisted of several role players, among others, provincial departments and NGOs and that attention is given to several focus areas, including youth development. The Director: Development Services further stated that with the drawing up of the new IDP it will be interesting to see what the priorities of the youth are and to direct planning accordingly.

Cllr A M Booysen thanked the Director: Development Services for the workshop that was organized to inform councillors regarding housing aspects.

RESOLUTION

(proposed by cllr D C Pypers, seconded by cllr I S le Minnie)

That cognisance be taken of the monthly report of the Directorate Development Services for September 2022.

6. REPORTING REGARDING DELEGATED DECISION MAKING BY

6.1 THE MUNICIPAL PLANNING TRIBUNAL

Cognisance be taken of the minutes of the Municipal Planning Tribunal held on 11 October 2022.

7. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

7.1 REPORT ON THE COMMUNITY DEVELOPMENT / SECURITY / HEALTH / EMERGENCY SERVICES AND DISASTER MANAGEMENT WORKING GROUP – SALGA (11/11/24)

The SALGA working group on Community Development, Safety, Health, Emergency Services and Disaster Management attended during October 2022 by:

- Councillor A K Warnick
- Councillor D Bess
- Director: Protection Services – Mr. P Humphreys
- Manager: Community Development – Mrs. H Balie
- Manager: Traffic and Law Enforcement- Mr. Roman Steyn

- rdl A K Warnick
- rdl D G Bess
- die Direkteur: Beskermingsdienste
- die Bestuurder: Gemeenskapsontwikkeling
- die Bestuurder: Verkeer- en Wetstoepassingsdienste

BESLUIT

Dat kennis geneem word van die verslag met aanbevelings en uitkomst van vermelde SALGA werkgroep en dat die volledige dokumente beskikbaar is in die kantoor van die Bestuurder: Gemeenskapsontwikkeling.

7.2 SALGA PROVINSIALE WERKGROEP: VERSLAG OOR MENSLIKE NEDERSETTING EN STEDELIKE SAKE (11/1/24)

Die SALGA provinsiale werkgroep insake Menslike Nedersettings en Stedelike Sake was gedurende Oktober bygewoon deur:

- die Direkteur: Ontwikkelingsdienste
- die Bestuurder: Menslike Nedersettings
- die Senior Bestuurder: Bou-omgewing.

BESLUIT

Dat kennis geneem word van die verslag met aanbevelings en uitkomst van vermelde SALGA provinsiale werkgroep.

(GET) RDL G VERMEULEN
VOORSITTER

RESOLUTION

That notice be taken of the report with recommendations and outcomes of the said SALGA provincial working group and that the documents are available in the Office of the Manager: Community Development.

7.2 SALGA PROVINCIAL WORKING GROUP: REPORT ON HUMAN SETTLEMENT AND URBAN AFFAIRS (11/1/24)

The SALGA provincial working group on Human Settlements and Urban Affairs was attended during October by:

- the Director: Development Services
- the Manager: Human Settlements
- the Senior Manager: Built Environment

RESOLUTION

That notice be taken of the report with recommendations and outcomes of the said SALGA provincial working group.

(SGD) CLLR G VERMEULEN
CHAIRPERSON



NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9 NOVEMBER 2022 OM 10:53

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M van Zyl

Bess, D G	Le Minnie, I S
De Beer, J M	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	

Die Uitvoerende Burgemeester, rdh J H Cleophas (in ex-officio hoedanigheid)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Sekretariaat en Rekords, me N Brand

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Die voorsitter bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Beskermingsdienste.

Verlof tot afwesigheid word verleen aan rdl A K Warnick en rdh B J Stanley.

BESLUIT dat kennis geneem word dat rdl C Daniels afwesig is sonder verlof.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 11 OKTOBER 2022

BESLUIT

(op voorstel van rdl I S le Minnie, gesekondeer deur rdl D G Bess)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 11 Oktober 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 PROSEDURE VIR AFWESIGHEIDSVARLOF

Die Munisipale Bestuurder versoek raadslede, met verwysing na die afwesigheid van rdl C Daniels, om die proses te volg soos voorgeskryf deur die Verordening insake die Hou van Vergaderings om verskoning aan te bied as 'n vergadering nie bygewoon kan word nie.

VIR KENNISNAME



MINUTES OF A MEETING OF THE PROTECTION SERVICES PORTFOLIO COMMITTEE OF THE SWARTLAND MUNICIPAL COUNCIL HELD ON TUESDAY, 9 NOVEMBER 2022 AT 10:53

PRESENT:

COUNCILLORS:

Chairperson, ald M van Zyl

Bess, D G	Le Minnie, I S
De Beer, J M	Papier, J R
Fortuin, C	Pieters, C
Jooste, R J	

The Executive Mayor, ald J H Cleophas (ex-officio)

OFFICIALS:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Protection Services, mr P A C Humphreys
Director: Corporate Services, ms M S Terblanche
Director: Development Services, ms J S Krieger
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Manager: Secretarial and Record Services, ms N Brand

1. OPENING/APOLOGIES

The chairperson welcomed members.

The chairperson confirmed the presence of councillors serving on the Portfolio Committee: Protection Services.

Apologies received from cllr A K Warnick and ald B J Stanley.

RESOLVED that it be noted that cllr C Daniels is absent without leave.

2. MINUTES

2.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING (PROTECTION SERVICES) HELD ON 11 OCTOBER 2022

BESLUIT

(proposed by cllr I S le Minnie, seconded by cllr D G Bess)

That the minutes of a Portfolio Committee Meeting (Protection Services) held on 11 October 2022 are approved.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

3.1 PROCEDURE FOR LEAVE OF ABSENCE

The Municipal Manager requested councillors, with reference to the absence of cllr C Daniels, to follow the process as prescribed by the By-law regarding the Conduct of Meetings regarding submitting apologies if a meeting cannot be attended.

NOTED

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: SEPTEMBER 2022

[Nota: Die prestasieverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.]

5.1.1 VERKEER- EN WETSTOEPASSINGSDIENSTE

5.1.2 BRANDBESTRYDING

Die voorsitter lê die maandverslae ter tafel en gee geleentheid aan die Direkteur: Beskermingsdienste om belangrike aspekte daaruit te behandel.

Die Direkteur: Beskermingsdienste, met verwysing na die pogings tot grondgrype op Darling, bevestig dat 'n interdik deur die Hoërhof bekom is. Dit is daarom belangrik dat die GAP-behuisingsprojek op Darling spoedig 'n aanvang neem.

Die Direkteur: Beskermingsdienste wys raadslede daarop dat transaksiegelede op verskeie verkeersdienste met ingang van 1 September 2022 verhoog het.

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl R J Jooste)

Dat kennis geneem word van die verslae van die onderskeie afdelings in die Direkoraat Beskermingsdienste, nl. Verkeer- en Wetstoepassing en Brandbestryding vir September 2022.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 SALGA PROVINSIALE WERKGROEP: NOODDIENSTE EN RAMPBESTUUR (11/11/24)

Die SALGA provinsiale werkgroep insake Nooddienste en Rampbestuur is op 17 Oktober 2022 bygewoon deur:

- rdl A K Warnick
- die Direkteur: Beskermingsdienste

BESLUIT

Dat kennis geneem word van die verslag met besprekings en uitkomst van die SALGA provinsiale werkgroep: Nooddienste en Rampbestuur gehou op 17 Oktober 2022.

(GET) RDD M VAN ZYL
VOORSITTER

4. MATTERS ARISING FROM THE MINUTES

None

5. DELEGATED MATTERS

5.1. MONTHLY REPORT SEPTEMBER 2022

[Note: The performance measurement reports were presented at the Council meeting held on 27 October 2022.]

5.1.1 TRAFFIC AND LAW ENFORCEMENT SERVICES

5.1.2 FIRE FIGHTING

The chairperson tabled the monthly report which was circulated with the agenda and requested the Director: Protection Services, Mr P A C Humphreys, to highlight important aspects therein to councillors.

The Director: Protection Services, with reference to the attempted land grabs at Darling, confirmed that an interdict has been obtained by the High Court. It is therefore important that the GAP housing project at Darling gets underway soon.

The Director: Protection Services pointed out to councillors that transaction fees on various traffic services have increased with effect from 1 September 2022.

RESOLUTION

(proposed by cllr J M de Beer, seconded by cllr R J Jooste)

That cognisance be taken of the monthly reports from the various divisions in the Directorate Protection Services, namely Traffic and Law Enforcement and Fire Fighting, for September 2022.

6. MATTERS FOR RECOMMENDATION TO THE EXECUTIVE MAYOR

6.1 SALGA PROVINCIAL WORKING GROUP: EMERGENCY SERVICES AND DISASTER MANAGEMENT (11/11/24)

The SALGA provincial working group on Emergency Services and Disaster Management was attended on 17 October 2022 by:

- cllr A K Warnick
- the Director: Protection Services

RESOLUTION

That notice be taken of the report with discussions and outcomes of the SALGA provincial working group: Emergency Services and Disaster Management held on 17 October 2022.

(SGD) ALD M VAN ZYL
CHAIRPERSON



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOUD IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 14 DESEMBER 2022 OM 10:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdh T van Essen
Rdl A K Warnick

Ander raadslede:

Die Speaker, rdl M A Rangasamy

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Begrotingskantoor, me H Papier
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester verwelkom lede en versoek rdl D G Bess om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskonings ontvang vanaf die Direkteur: Finansiële Dienste.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

3.1 SERVICE EXCELLENCE AWARDS

Die Munisipale Bestuurder noem dat die Munisipaliteit gedurende Oktober 2022 uitgenooi is om in te skryf vir die *Service Excellence Awards* wat bestaan uit twee kategorieë, naamlik (1) beste munisipale projek en (2) beste plaaslike owerheid.

Daar is agt projekte ingeskryf, waarvan drie projekte deur is na die finale rondte, naamlik (1) *Red Tape Reduction* t.o.v. bouplanaansoek, (2) Vroeëkinderonwikkelingsprojek en (3) Highlands Stortingsterrein.

Die Munisipale Bestuurder bevestig verder dat Swartland Munisipaliteit ook deur is na die finale rondte vir die toekenning as beste plaaslike owerheid.

VIR KENNISNAME



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 14 DECEMBER 2022 AT 10:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen
Clr A K Warnick

Other councillors:

The Speaker, ald M A Rangasamy

Officials:

Municipal Manager, mr J J Scholtz
Director: Protection Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr T Möller
Director: Civil Engineering Services, mr L D Zikmann
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Budget Office, ms H Papier
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

The Executive Mayor welcomed members and requested clr D G Bess to open the meeting with a prayer.

2. APOLOGIES

That **NOTE IS TAKEN** of apology received from the Director: Financial Services.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

3.1 SERVICE EXCELLENCE AWARDS

The Municipal Manager stated that the Municipality was invited, during October 2022, to enter the *Service Excellence Awards* which consists of two categories, namely (1) best municipal project and (2) best local authority.

Eight projects were entered, of which three projects reached the final round, namely (1) *Red Tape Reduction* in respect of building plan applications, (2) Early Childhood Development Project and (3) Highlands Dump Site.

The Municipal Manager also confirmed that Swartland Municipality is through to the final round for the award as best local authority.

FOR NOTING

3.2 BOODSKAP DEUR UITVOERENDE BURGEMEESTER

Die voorsitter noem dat die Kantoor van die Uitvoerende Burgemeester gesluit sal wees tot en met 16 Januarie 2023, maar dat lede van die Uitvoerende Burgemeesterskomitee telefonies beskikbaar sal wees.

Die voorsitter wens almal 'n geseënde en veilige Feesgety toe.

VIR KENNISNAME

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 16 NOVEMBER 2022

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 16 November 2022 goedgekeur en deur die Burgemeester onderteken word, onderhewig aan die toevoeging van die Direkteur: Beskermingsdienste onder item 3.

5. SAKE VOORTSPRUITEND UIT DIE NOTULE

Geen.

6. MAANDVERSLAG: OKTOBER 2022

6.1 MUNISIPALE BESTUURDER (7/1/2/2-7)

Die Munisipale Bestuurder versoek dat slegs die syfers t.o.v. Oktobermaand in ag geneem moet word, aangesien die inligting t.o.v. November vroegtydig voltooi is.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Munisipale Bestuurder ten opsigte van Oktober 2022.

6.2 KORPORATIEWE DIENSTE (7/1/2/2-1)

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Korporatiewe Dienste ten opsigte van Oktober 2022.

6.3 FINANSIËLE DIENSTE (7/1/2/2-4)

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Finansiële Dienste ten opsigte van Oktober 2022.

6.4 SIVIELE INGENIEURSDIENSTE (7/1/2/2-6)

Die Direkteur: Siviele Ingenieursdienste noem dat daar tydens 'n vergadering gehou op 8 November 2022 met al die gebruikers van die Weskaapse Watervoorsieningstelsel besluit is om nie waterbeperkings in te stel nie.

Stad Kaapstad gaan wel hul verordening toepas t.o.v. strenger maatreëls vir die besproeiing van tuine en was van motors.

3.2 MESSAGE FROM THE EXECUTIVE MAYOR

The chairman stated that the Office of the Executive Mayor will be closed up to and including the 16 January 2023, but that the members of the Executive Mayor's Committee would be available telephonically.

The chairman wished everyone a happy and safe festive season.

FOR NOTING

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 16 NOVEMBER 2022

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 16 November 2022 are approved and signed by the Mayor, subject to the addition of the Director: Protection Services under item 3.

5. MATTERS ARISING FROM THE MINUTES

None.

6. MONTHLY REPORTS OCTOBER 2022

6.1 MUNICIPAL MANAGER (7/1/2/2-7)

The Municipal Manager requested that only the figures in respect of the month of October must be taken into account, because the information in respect of November was completed early.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Municipal Manager in respect of October 2022.

6.2 CORPORATE SERVICES (7/1/2/2-1)

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Directorate: Corporate Services in respect of October 2022.

6.3 FINANCIAL SERVICES (7/1/2/2-4)

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Directorate: Financial Services in respect of October 2022.

6.4 CIVIL ENGINEERING SERVICES (7/1/2/2-6)

The Director: Civil Engineering Services stated that, during a meeting held on 8 November 2022 with all the users of the Western Cape Water Services System, it was decided not to introduce water restrictions.

The City Of Cape Town may enforce their regulation in respect of the irrigation of gardens and washing of cars.

6.4/...

Dat, indien Swartland Munisipaliteit ook voormelde oorweeg, die Direkteur: Siviele Ingenieursdienste gedurende Januarie 2023 'n verslag dienoreenkomstig sal voorlê.

Daar gaan gereelde kommunikasie uit na die publiek t.o.v. die besparing op watergebruik, aangesien beurtkrag ook 'n groot invloed het op die vlakke van reservoires in die munisipale gebied.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Siviele Ingenieursdienste ten opsigte van Oktober 2022.

6.5 ELEKTRIESE INGENIEURSDIENSTE (7/1/2/2-6)

Die Direkteur: Elektriese Ingenieursdienste behandel die vordering op kapitaalprojekte. Op navraag aangaande die vandalisme en diefstal by die Wesbank Sportgronde, noem die Direkteur: Elektriese Ingenieursdienste dat die herstelwerk weereens duisende rande beloop het en dat daar op 23 November weer toerusting beskadig is nadat 'n beheerkas uitgebreek is.

Die Direkteur: Beskermingsdienste noem dat daar x2 wagte en x2 sekuriteitshonde by wyse van 'n tender aangestel is om die Wesbank Sportgronde te beveilig, waarvan die uitgawes aan die voorsitter deurgegee sal word.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Elektriese Ingenieursdienste ten opsigte van Oktober 2022.

6.6 ONTWIKKELINGSDIENSTE (7/1/2/2-5)

Die Direkteur: Ontwikkelingsdienste bevestig dat daar in totaal 268 huise in die De Hoop-behuisingsprojek (ingesluit 13 persone in rolstoele) oorhandig is. Daar gaan gepoog word om gedurende die week van 19 Desember nog huise te oorhandig in 'n poging om nie die huise oor die Feesgety te laat leeg staan nie om vandalisme te beperk.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Ontwikkelingsdienste ten opsigte van Oktober 2022.

6.7 BESKERMINGSDIENSTE (7/1/2/2-3)**6.7.1 VERKEER- EN WETSTOEPASSINGSDIENSTE****6.7.2 BRANDWEERDIENSTE****BESLUIT**

(op voorstel van rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Beskermingsdienste ten opsigte van Oktober 2022.

7. NUWE SAKE**7.1 NOTULE VAN DIE VERGADERINGS VAN DIE MUNISIPALE PRESTASIE EN RISIKO OUDITKOMITEE ONDERSKEIDELIK GEHOUD OP 23 EN 29 AUGUSTUS 2022, ASOOK DIE JAARVERSLAG VIR DIE PERIODE 1 JULIE 2021 TOT 30 JUNIE 2022 (5/15/1/3)**

Die Ouditkomitee/...

6.4/...

That, if the Swartland Municipality also considers the afore mentioned, the Director: Civil Engineering Services will present a report accordingly during January 2023.

Regular communications will be issued to the public in respect of the saving of water usage, because load shedding also has a huge influence on the level of reservoirs in the municipal area.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the monthly report in respect of October 2022 from the Directorate: Civil Engineering Services.

6.5 ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)

The Director: Electrical Engineering Services dealt with the regulation in respect of capital projects. In answer to a question in respect of the vandalism and theft at the Wesbank Sports Grounds, the Director: Electrical Engineering Services stated that the repairs once again amount to thousands of rands and that on 23 November 2022 equipment was again damaged after a control box was broken out.

The Director: Protection Services stated that 2x guards and 2x security dogs have been appointed by means of a tender to safeguard the Wesbank Sports Grounds, for which the expenditure will be supplied to the chairman.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Directorate: Electrical Engineering Services in respect of October 2022.

6.6 DEVELOPMENT SERVICES (7/1/2/2-5)

The Director: Development Services confirmed that a total of 268 houses in the De Hoop Housing Project have been handed over (including to 13 persons in wheelchairs). An effort will be made during the week of 19 December to hand over more houses in an effort not to let houses stand empty during the Festive Season in order to limit vandalism.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Directorate: Development Services in respect of October 2022.

6.7 PROTECTION SERVICES (7/1/2/2-3)**6.7.1 TRAFFIC AND LAW ENFORCEMENT SERVICES****6.7.2 FIRE FIGHTING SERVICES****RESOLUTION**

(proposed by ald T van Essen, seconded by clr D G Bess)

That note is taken of the contents of the monthly report from the Directorate: Protection Services in respect of October 2022.

7. NEW MATTERS**7.1 MINUTES OF THE MEETINGS OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE HELD ON 23 AND 29 AUGUST 2022 RESPECTIVELY, AS WELL AS THE ANNUAL REPORT FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2022 (5/15/1/3)**

The Audit Committee/...

7.1/...

Die Ouditkomitee dien as 'n volwaardige onafhanklike komitee van die Raad en vervul sy funksie ingevolge die bepalings van artikel 166 van die Plaaslike Regering: Munisipale Finansiële Bestuurswet, Nr 56 van 2003.

Die notules van die Munisipale Prestasie en Risiko Ouditkomiteevergadering onderskeidelik gehou op 23 Augustus en 29 Augustus 2022 is met die sakeliks gesirkuleer en bevat geen aanbevelings aan die Uitvoerende Burgemeesterskomitee vir oorweging nie.

Die verslag sluit verder die jaarverslag van die komitee in vir die period 1 Julie 2021 tot 30 Junie 2022.

BESLUIT

Dat kennis geneem word van die notules van die Munisipale Prestasie en Risiko Ouditkomitee se vergaderings van 23 en 29 Augustus 2022 asook die jaarlikse verslag van die Ouditkomitee vir die tydperk 1 Julie 2021 to 30 Junie 2022.

7.2 HERSIENING VAN DIE ONDERNEMINGSRISIKOBESTUURSBELEID (5/15/1/6)

Die beleid het ten doel om 'n proses te vestig waardeur risiko's geïdentifiseer kan word wat 'n bedreiging inhou vir volhoubare dienslewering en die bereiking van die Munisipaliteit se doelwitte. Die proses behels verder die mitigering van die geïdentifiseerde risiko's om die bestuur van die Munisipaliteit te optimaliseer.

Die gewysigde Ondernemingsrisikobestuursbeleid is met die sakeliks gesirkuleer vir oorweging en goedkeuring.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

- (a) Dat die huidige Ondernemingsrisikobestuursbeleid goedgekeur word vir implementering omrede dit 'n verskeidenheid van voordele vir die Munisipaliteit inhou, byvoorbeeld:
 - meer doeltreffende, betroubare en koste effektiewe dienslewering;
 - meer betroubare besluitneming;
 - minder verrassings en krisisse deur bestuur in staat te stel om effektief te handel met potensiële opkomende risiko's wat onsekerheid kan skep; en
 - beter uitsette en uitkomst deur die verbetering in die bestuur van projekte en programme;
- (b) Dat die "Risk Appetite"-vlak van 15 – "Impact x Likelihood" = 15 (5x3) & (3x5) aanvaar word;
- (c) Dat "Risk Tolerance"-vlakke van 16 (4x4) en hoër nie aanvaarbaar is nie en bestuur moet word.

7.3 HERSIENING VAN BEDROG VOORKOMING- EN ANTI-KORRUPISIE STRATEGIE (5/15/1/6)

Swartland Munisipaliteit is deur die organisasie se etiese waardes daartoe verbind om besigheid op 'n eerlike en deursigtige wyse te doen en dit vorm die grondslag van die Bedrog Voorkoming en Anti-Korrupsie Strategie.

Die strategie spreek die opsporing, voorkoming en bekamping van bedrog en korrupsie aan ten einde dit teen te werk.

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

Dat die hersiende Bedrog Voorkoming- en Anti-Korrupsie Strategie goedgekeur word.

7.4/...

7.1/...

The Audit Committee serves as a completely independent committee from the Council and fulfils its function in accordance with the stipulations of section 166 of the Local Government: Municipal Financial Management Act, Act 56 of 2003.

The minutes of the Municipal Performance and Risk Audit Committee held on 23 and 29 August respectively were circulated with the agenda and do not contain any recommendations to the Executive Mayor's Committee for consideration.

The report also contains the annual report from the committee for the period 1 July 2021 to 30 June 2022.

RESOLUTION

That cognizance be taken of the minutes of the meetings of the Municipality's Performance and Risk Audit Committee of 23 and 29 August 2022 as well as the Audit Committee's annual report for the period 1 July 2021 to 30 June 2022.

7.2 REVISION OF THE UNDERTAKING RISK MANAGEMENT POLICY (5/15/1/6)

The policy aims to establish a process in which risks can be identified which are a threat to sustainable service delivery and the Municipality's goals. The process also contains the mitigation of identified risks for the optimization of the management of the Municipality.

The revised Undertaking Risk Management Policy was circulated with the agenda for consideration and approval.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That the current Enterprise Risk Management Policy be approved as it will deliver a range of benefits to the municipality such as the following:
 - more efficient, reliable and cost effective delivery of services;
 - more reliable decisions;
 - fewer surprises and crises by placing management in a position to effectively deal with potential new and emerging risks that may create uncertainty; and
 - better outputs and outcomes through improved project and programme management;
- (b) That the acceptance of the Risk Appetite Level at 15 - Impact x Likelihood = 15 (5x3) & (3x5);
- (c) That the Risk Tolerance Levels of 16 (4x4) and above are not acceptable and should be managed.

7.3 REVISION OF FRAUD PREVENTION AND ANTI CORRUPTION STRATEGY (5/15/1/6)

Swartland Municipality is bound by the organization's ethical values in order to do business in an honest and transparent manner and this forms the basis of the Fraud Prevention and Anti Corruption Strategy.

The strategy addresses the tracking down, prevention and combating of fraud and corruption with a view to working against it.

RESOLUTION

(proposed by clr J M de Beer, seconded by clr D G Bess)

That the Anti-Fraud and Corruption strategy be approved.

7.4/...

7.4 AANVAARDING VAN DIE NUWE VOORKEURVERKRYGINGSBELEID EN WYSIGINGS AAN DIE VOORSIENINGKANAALBESTUURSBELEID (8/1/B/2)

Die Raad is gedurende Mei 2022 ingelig aangaande die ongeldigheid van die voorkeurverkrygingsregulasies na aanleiding van die hofspraak, *Minister of Finance v Afrubusiness NPC [2022] ZACC 4*.

Die Raad se Voorkeurverkrygingsbeleid is derhalwe onttrek en voorkeurverkryging is toegepas in ooreenstemming met die Nasionale Tesourie se vrystelling tot en met die afkondiging van nuwe regulasies.

Die nuwe Voorkeurverkrygingsregulasies is afgekondig by wyse van Goewermements-kennissgewing No 2721 in Staatskoerant No 47452 gedateer 4 November 2022. Die nuwe Voorkeurverkrygingsregulasies tree in werking op 16 Januarie 2023.

Die nuwe regulasies noodsaak die aanvaarding van 'n nuwe Voorkeurverkrygingsbeleid en wysigings aan die Raad se Voorsieningkanaalbestuursbeleid.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

- (a) Dat die voorgestelde Voorkeurverkrygingsbeleid, aangeheg as Bylae B, goedgekeur word vir implementering met ingang van 16 Januarie 2023, onderhewig aan die volgende wysiging:

Locality of supplier	Numer of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of the Western Cape	4	2
Within the boundaries of the Swartland Municipality	6	3

- (b) Dat die voorgestelde wysigings aan die Raad se Voorsieningkanaalbestuursbeleid, aangeheg as Bylae C, goedgekeur word vir in werking treding op 16 Januarie 2023;
- (c) Dat kennis geneem word van die advies soos ontvang vanaf die Provinsiale Tesourie in bogenoemde verband;
- (d) Dat daar 'n werkwinkel gereël word met direkteure, amptenare en lede van die Uitvoerende Burgemeesterskomitee om die inhoud van die nuwe beleide te verduidelik.

7.5 GOEDKEURING VAN DIE 4^{DE} GENERASIE GEÏNTEGREERDE AFVALBESTUURS-PLAN (16/4/B)

Die Raad is verplig om, ingevolge die *National Environmental Management Waste Act (Act 59 of 2008)* – slegs uitgegee in Engels – 'n Geïntegreerde Vaste Afvalbestuursprogram te hê, wat elke vyf jaar hersien moet word.

Die hoofdoel van die plan is die transformasie van werkswyses t.o.v. die verwydering en wegdoening van vaste afval en om volhoubare praktyke te vestig met in ag neming van die omgewing.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl J M de Beer)

Dat die 4^{de} Generasie Geïntegreerde Afvalbestuursplan goedgekeur word vir voorlegging aan die Munisipale Raad vir aanvaarding.

7.6 VOORGESTELDE STRAATNAME VIR DIE DE HOOP ONTWIKKELING (16/5/6/1)

Dienslewering deur verskeie sektore word bemoeilik deur die feit dat die De Hoop-ontwikkeling nog nie oor straatadresse beskik nie. Die behuiskingskomitee is daarom genader om straatname voor te stel.

7.4 ACCEPTANCE OF THE NEW PREFERENTIAL PROCUREMENT POLICY AND AMENDMENTS TO THE SUPPLY CHAIN MANAGEMENT POLICY (8/1/B/2)

During May 2022 the Council was notified in respect of the invalidity of the preferential procurement regulations as a result of the court case, *Minister of Finance v Afrubusiness NPC [2022] ZACC 4*.

The Council's Preferential Procurement Policy was therefore withdrawn and preferential procurement was applied in agreement with the National Treasurer's exemption up until the promulgation of new regulations.

The new Preferential Procurement Regulations were promulgated in the Government Notice No 2721 in Government Gazette No 47452 dated 4 November 2022. The new Preferential Procurement Regulations take effect on 16 January 2023.

The new regulations necessitate the acceptance of a new Preferential Procurement Policy and amendments to the Council's Supply Chain Management Policy.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)0

- (a) That the proposed Preferential Procurement Policy, as presented in Appendix B, be approved and adopted by Council to take effect on 16 January 2023;

Locality of supplier	Numer of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of the Western Cape	4	2
Within the boundaries of the Swartland Municipality	6	3

- (b) That the proposed amendments to Council's Supply Chain Management Policy, as presented in Appendix C, be approved, effective 16 January 2023;
- (c) That the advisory as received from the Provincial Treasury in the above regard, be noted;
- (d) That a workshop be organized with directors, officials and members of the Executive Mayor's Committee to explain the content of the new policies.

7.5 APPROVAL OF THE 4TH GENERATION INTEGRATED SOLID WASTE MANAGEMENT PLAN (16/4/B)

The Council is obliged to have an Integrated Solid Waste Management Programme in accordance with the *National Environmental Management Waste Act (Act 59 of 2008)* – only issued in English – which must be revised every five years.

The main purpose of the plan is the transformation of procedures in respect of removal and disposal of solid waste and the establishment of sustainable practises taking into account the environment.

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

That the draft 4th Generation IWMP for Swartland Municipality be approved by the Executive Mayoral Committee and recommended to Council for adoption.

7.6 PROPOSED STREET NAMES FOR DE HOOP DEVELOPMENT (16/5/6/1)

Service delivery by various sectors is hampered by the fact that the De Hoop development does not have street names yet. The housing committee was approached to put forward suggestions for street names.

The street names suggested by the De Hoop housing committee, have been assessed according to the Council's policy, and with the exception of one name, rejected. The

7.6/...

Die straatname, soos voorgestelde deur die De Hoop-behuisingskomitee, is ingevolge die Raad se beleid beoordeel en is, met die uitsondering van een naam, afgekeur. Die verslag bevat dus verdere voorstelle van straatname vir oorweging.

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl N Smit)

Dat die voorgestelde straatname goedgekeur word vir registrasie by die Kantoor van die Landmeter-Generaal, naamlik:

- (1) Berghaanstraat
- (2) Korhaanstraat
- (3) Jakkalsvoëlstraat
- (4) Tarentaalstraat
- (5) Loeriestraat
- (6) Volstruisstraat
- (7) Ibisstraat
- (8) Tobiestraat
- (9) Reierstraat
- (10) Patrysstraat
- (11) Fisantstraat
- (12) Kwartelstraat
- (13) Pelikaanstraat
- (14) Sterretjiesstraat

7.7 VERHUUR VAN RAADSEIENDOM TE MOORREESBURG (12/1/3/1-9/1)

Die Raad verhuur die buitegebou op erf 3432, Moorreesburg sedert 1 Desember 2014 aan me C Alberts. Me C Alberts het die eiendom aan me J Eden verkoop en is ig. begierig om ook die stoorkamer vanaf die Raad te huur.

Die Munisipale Bestuurder noem dat daar in die toekoms besin sal word oor die uit-die-hand-vervreemding van die verhuurde eiendom, aangesien die eienaar slegs toegang tot sy erf verkry oor die verhuurde eiendom.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die voormelde huurperseel vir 'n termyn van 12 maande met ingang van 1 Desember 2022 aan me J Eden verhuur word vir doeleindes van 'n stoorkamer;
- (b) Dat die huurgeld na R320.00 plus BTW, per maand verhoog word;
- (c) Dat die bestaande huurvoorwaardes dieselfde bly.

7.8 UITSTAANDE DEBITEURE: OKTOBER 2022 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer en beloop vir November 2022 'n bedrag van R37 064 945.86 beloop - 'n vermindering van R7 109 949.85.

BESLUIT

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir November 2022.

7.9 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

Ingevolge die Batebestuursbeleid moet maandeliks verslag gedoen word insake die uitstaande versekeringseise.

Besluit/...

7.6/...

report contains therefore further street name proposals for consideration.

RESOLUTION

(proposed by clr D G Bess, seconded by clr N Smit)

That Council approves the street names as proposed for registration at the Office of the Surveyor General:

- (1) Berghaanstreet
- (2) Korhaanstreet
- (3) Jakkalsvoëlstreet
- (4) Tarentaalstreet
- (5) Loeriestreet
- (6) Volstruisstreet
- (7) Ibisstreet
- (8) Tobiestreet
- (9) Reierstreet
- (10) Patrysstreet
- (11) Fisantstreet
- (12) Kwartelstreet
- (13) Pelikaanstreet
- (14) Sterretjiesstreet

7.7 LEASE OF COUNCIL PROPERTY IN MOORREESBURG (12/1/3/1-9/1)

The Council has leased the outbuilding on erf 3432, Moorreesburg to ms C Alberts since 1 December 2014. Ms C Alberts has sold the property to ms J Eden and the latter is also eager to lease the storeroom from the Council.

The Municipal Manager stated that it will make sense to alienate the leased property out-of-hand in the future because the owners will still only have access to their property through the leased property.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the aforementioned lease property be leased to ms J Eden for a term of 12 months as from 1 December 2022 for storeroom purposes;
- (b) That the lease tariff be increased to R320.00, plus VAT, per month;
- (c) That the existing conditions of lease remain unchanged.

7.8 OUTSTANDING DEBTORS: OCTOBER 2022 (5/7/1/1)

A complete list of outstanding debtors was circulated with the agenda and for the month of November 2022 amounts to R 37 064 945.86 – a decrease of R 7 109 949.85.

RESOLUTION

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for November 2022.

7.9 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy a report in respect of outstanding insurance claims must be submitted monthly.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 31 November 2022 as circulated with the business list.

7.9/...

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 November 2022 soos met die sakelys gesirkuleer.

7.10 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: MUNISIPALE FINANSIËLE VOLHOUBAARHEIDSINDEKS (8/1/B/2)

Die Munisipale Finansiële Volhoubaarheidsindeks (MFSI™) dien as 'n maatstaf vir plaaslike owerhede om finansiële volhoubaarheid te meet en te verbeter. Ratings Afrika is die alleen diensverkaffer en voorsien 'n omvattende verslag ten opsigte van die finansiële volhoubaarheid van die Munisipaliteit.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen aan die uitvoering van die Munisipale Finansiële Volhoubaarheidsindeks deur Ratings Afrika ten bedrae van R40 000.00 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
 - (i) Alhoewel daar baie ander graderingsagentskappe is, is Ratings Afrika die enigste verskaffer wat 'n volhoubare finansiële ontleding en uitgebreide maatstawwe voorsien wat gebruik kan word deur die finansiële hoof as 'n bestuursinligtingsinstrument by die opstel van begrotings. Die Munisipale Finansiële Volhoubaarheidsindeks (MFSI™) is 'n unieke instrument gebou rondom munisipale finansiële volhoubaarheid. Dit is onprakties om die mark te toets;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R40 000.00 (BTW uitgesluit) teen posnommer 9/209-496-888 verreken word;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.11 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: HERSTEL VAN “AIR SCOUR BLOWER”, MALMESBURY WWTW (8/1/B/2)

Die “air scour blower” is 'n belangrike komponent in die membraanstelsel van die Malmesbury Riolsuiweringswerke om te verseker dat die suiweringsprosesse die gewenste uitvloeisel van afvalwater lewer. Dit is noodsaaklik dat die meganiese komponente op 'n gereelde basis gediens en herstel word.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om goedkeuring te verleen vir die diens en herstelwerk aan die Aerzen blower-eenheid by die Malmesbury Riolsuiweringswerke deur Aerzen Airgas (Pty) Ltd, synde die oorspronklike vervaardiger-ondersteuner in Suid-Afrika, ten bedrae van R76 756.88 (BTW uitgesluit);

7.10 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: MUNICIPAL FINANCIAL SUSTAINABLE INDEX (8/1/B/2)

The Municipal Financial Sustainable Index (MFSI™) serves as a gauge for local authorities in order to measure financial sustainability and to improve thereon. Ratings Africa is the only supplier and submitted a complete report in respect of the financial sustainability of the Municipality.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve the Municipal Financial Sustainability Index (MFSI) service for the amount of R 40 000 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) Whilst there are many other rating agencies, Ratings Afrika is the only provider of this kind of sustainable financial analysis on municipalities allowing for extensive benchmarking and use of same by the CFO as a management information tool when preparing budgets. The Municipal Financial Sustainability Index (MFSI™) is a unique tool built around municipal financial sustainability. It is impractical to test the market;
- (d) That it be noted that the expenditure will be allocated to vote 9/209-496-888 and that there is sufficient funding available for the quoted amount of R 40 000 excluding VAT;
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

7.11 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIR OF “AIR SCOUR BLOWER”, MALMESBURY WWTW (8/1/B/2)

The “air scour blower” is an important component in the membrane system of the Malmesbury Sewerage Purification Works in order to ensure that the purification process delivers the desirable outflow of sewerage water. It is necessary that the mechanical components are serviced and repaired on a regular basis

RESOLUTION

(proposed by ald T van Essen seconded by clr A K Warnick)

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve that the service and repairs of an Aerzen blower unit at the Malmesbury waste water treatment works be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd; amounting to R76 756.88 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) Aerzen Airgas (Pty)Ltd is the original manufacturer support in South Africa for the German manufactured Aerzen blower units; and
 - (ii) The service is only available from the single service provider;
- (d) That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/239-57-1041 and that there is sufficient funding available for the quoted amount of R76,756.88 (excluding VAT);

7.11/...

- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Aerzen Airgas (Pty) Ltd is die oorspronklike vervaardiger-ondersteuner in Suid-Afrika vir die Duits-vervaardigde Aerzen-belugtingseenhede;
 - (ii) Die diens kan dus slegs gelever word deur 'n alleen diensverskaffer;
- (d) Dat die uitgawe teen posnommer 9/239-57-104-1041 verreken word en dat voldoende fondse beskikbaar is vir die gekwoteerde bedrag van R76 756.88 (BTW uitgesluit);
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.12 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: HERSTEL VAN BESPROEIINGSPOMP, MALMESBURY WWTW (8/1/B/2)

Die gesuiwerde afvalwater vanaf die Malmesbury Rioolsuiweringswerke word gebruik deur verskeie sportgronde en die Malmesbury Golfbaan as besproeiingswater.

Die besproeiingspomp het onklaar geraak en is Tricom Africa genader om die herstelwerk te verrig.

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuursbeleid;
- (b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die besproeiingspomp by die Malmesbury Rioolsuiweringswerke deur Tricom African ten bedrae van R70 945.28 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) indien die normale verkrygingsproses gevolg is, sou die besproeiingspomp vir 'n geruime tyd buite werking gewees het;
 - (ii) voormelde sou daartoe lei dat die sportgronde en die setperke by die golfbaan skade sou lei sonder besproeiing;
 - (iii) die herstel van die besproeiingspomp is dus as 'n noodgeval hanteer;
- (d) Dat die uitgawe teen posnommer 9/249-429-259 verreken word en dat voldoende fondse beskikbaar is vir die gekwoteerde bedrag van R70 945.28 (BTW uitgesluit);
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.13 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: HERSTELWERK AAN DIE DROMSKERM BY DIE MALMESBURY WWTW INLAATWERKE (8/1/B/2)

Die inlaatwerke by die Malmesbury Rioolsuiweringswerke is toegerus met twee dromskerm. Die dromskerm is deel van die primêre behandelingsproses waar vreemde voorwerpe soos lappe, motormotorenjins, klippe ens. verwyder word ten einde meganiese toerusting verder af in die behandelingsproses te beskerm.

Besluit/...

7.11/...

- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.12 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIRS TO IRRIGATION PUMP, MALMESBURY WWTW (8/1/B/2)

The purified waste water from the Malmesbury Sewerage Purification Works is used by various sports grounds and the Malmesbury Golf Course for irrigation purposes.

The irrigation pumps have failed and Tricom Africa have been approached to undertake the repair work.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve the repairs to the irrigation pump at the Malmesbury WWTW by Tricom Africa, amounting to R70 945.28 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The irrigation pump would have been left out of service for an extended period of time following due process;
 - (ii) This would have resulted damages to playing fields and golf course greens without operational irrigation systems;
 - (iii) The repair work to the pump was therefore handled as an emergency;
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/249-849-259 and that there is sufficient funding available for the quoted amount of R 70,945.28 (excluding VAT);
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.13 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIRS TO THE DRUM SCREEN AT THE MALMESBURY WWTW INTAKE WORKS (8/1/B/2)

The intake works at the Malmesbury Sewerage Purification Works is equipped with two drum screens. The drum screens are part of the primary handling process where foreign objects such as rags, motor engines, stones etc are removed in order to protect the mechanical equipment further on in the handling process.

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve repairs to the drum screen at the inlet works of the Malmesbury Wastewater Treatment Works, by approving G W Trautmann in the amount of R59 436.04 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The drum screen would have been left out of service for an extended period of time following due process;
 - (ii) This would have resulted in inevitable damages to downstream mechanical equipment; and

7.13/...

BESLUIT

(op voorstel van rdh T van Essen, gesekondeer deur rdl A K Warnick)

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die herstelwerk aan die dromskerm by die Malmesbury Rioolsuiweringswerke deur G W Trautmann ten bedrae van R59 436.04 (BTW uitgesluit) goed te keur;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) indien die normale prosesse gevolg was, sou die dromskerm vir 'n geruime tyd buite werking gelaat word;
 - (ii) voormelde sou lei tot onafwendbare skade aan die meganiese toerusting verder af in die proses;
 - (iii) die herstelwerk by die Malmesbury Rioolsuiweringswerke was dus as 'n noodgeval gehanteer;
- (d) Dat kennis geneem word dat die uitgawe ten bedrae van R59 436.04 (BTW uitgesluit) teen posnommer: 9/239-851-689 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.14 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: HERSTELWERK AAN DOMPELPOMPE BY DIE RIOOLPOMPSTASIE IN ABBOTSDALE (8/1/B/2)

Die Abbotsdale rioolpompstasie versamel en vervoer rou riool vanaf Abbotsdale na die Malmesbury Rioolsuiweringswerke en is toegerus met twee pompstelle. Beide pompe het gelyktydig meganiese foute opgedoen as gevolg van vreemde voorwerpe in die tsel en tot die oorstrooming van rou riool aanleiding gegee.

BESLUIT

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstel van die dompelpompe by die rioolpompstasie in Abbotsdale deur CAW vir 'n bedrag van R42 571.25 (BTW uitgesluit);
- (c) Dat die rede vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Die dompelpompe sou vir 'n lang tydperk buite werking gelaat gewees het indien die normale verkrygingsproses gevolg is;
 - (ii) Dit sou gelei het tot die oorstroomings van rou riool in die omgewing en die faling van die rioolversamelingstelsel;
 - (iii) Die herstelwerk aan die pompe is dus as 'n noodgeval hanteer;
- (d) Dat kennis geneem word dat die uitgawe teen posnommer 9/240-849-381 verreken word en dat daar voldoende fondse beskikbaar is vir die gekwoteerde bedrag van R42 571.25 (BTW uigesluit);
- (e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.15/...

(iii) The repair work to the drum screen therefore had to be handled as an emergency;

- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 59,436.04 excluding VAT;
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.14 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIRS TO THE IMMERSION PUMPS AT THE SEWERAGE PUMPING STATION IN ABBOTSDALE (8/1/B/2)

The Abbotsdale sewerage pump station collects and transports raw sewerage from Abbotsdale to the Malmesbury Sewerage Purification Works and is equipped with two pumping systems. Both pumps have had mechanical faults at the same time as a result of foreign matter in the system and gave rise to an overflow of raw sewerage.

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Channel Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve the repairs the submersible pumps at the sewer pump station in Abbotsdale by CAW for an amount of R42 571.25 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The submersible pumps would have been left out of service for an extended period of time following due process;
 - (ii) This would have resulted in flooding of raw sewerage in the environment and failure of the sewerage collection system;
 - (iii) The repair work to the pumps had therefore to be handled as an emergency;
- (d) That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 42,571.25 (excluding VAT);
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.15 ABBOTSDALE: BOTTERKLOOF (ERF 167) HOUSING PROJECT: SUSPENSION OF DEVELOPMENT CONTRIBUTIONS (15/3/3-1)

Botterkloof Farming (Pty) Ltd suspended the payment of development contributions during January 2019 because the development of 25 flats formed part of the subsidised housing project.

The suspension only included the development contributions levied by Swartland Municipality, and not the development contributions for district water, which at the time was levied by the West Coast District Municipality.

The owner/developer has applied for the suspension of R136 131.25 as development contributions to district water since 2019 levied by Swartland Municipality.

RESOLUTION

(proposed by clr N Smit, seconded by clr D G Bess)

7.15 ABBOTSDALE: BOTTERKLOOF (ERF 167) BEHUISINGSPROJEK: KWYTSKELDING VAN ONTWIKKELINGSBYDRAES (15/3/3-1)

Die Botterkloof Boerdery (Pty) Ltd is gedurende Januarie 2019 kwytsgekeld van die betaling van ontwikkelingsbydraes, aangesien die ontwikkeling van 26 woonstelle deel vorm van 'n gesubsidieerde behuisingsprojek.

Die kwytskelding het slegs ontwikkelingsbydraes ingesluit wat deur Swartland Munisipaliteit gehef word, en nie die ontwikkelingsbydrae tot streekwater wat destyds deur die Weskus Distrikmunisipaliteit gehef is nie.

Die eienaar/ontwikkelaar het aansoek gedoen vir die kwytskelding van R136 131.25 as ontwikkelingsbydrae tot streekwater wat sedert 2019 deur Swartland Munisipaliteit gehef word.

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat die eienaar/ontwikkelaar kwytsgekeld word van die betaling van die ontwikkelingsbydrae ten opsigte van die voorsiening van streekwater ten bedrae van R136 131.25, aangesien die projek deel vorm van 'n gesubsidieerde behuisingsprojek;
- (b) Dat toepaslike voorwaardes, indien enige, rakende oordrag van eienaarskap aan die begunstigdes op administratiewe vlak oorweeg word.

**(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER**

- (a) That the owner/developer be released from paying the development contribution in respect of the supply of regional water amounting to R136 131.25, as the project forms part of a subsidized housing project;
- (b) That applicable conditions, if any, regarding transfer of ownership to the beneficiaries are considered at the administrative level.

**(SGD) J H CLEOPHAS
EXECUTIVE MAYOR**



MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE VIRTUALLY HELD ON TUESDAY, 11 OCTOBER 2022 AT 15:00

PRESENT

Director: Corporate Services, Ms M S Terblanche (chairperson)
 Director: Financial Services, Mr M A C Bolton
 Director: Electrical Engineering Services, Mr T Möller
 Manager: Supply Chain Management, Mr P Swart
 Director: Development Services, Ms J S Krieger
 Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022

RESOLVED

That the minutes of the Bid Adjudication Committee held on 13 September 2022 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 30 SEPTEMBER 2022

FOR COGNISANCE

4. MATTERS ARISING FROM MINUTES

4.1 TENDER T08/22/23: SUPPLY AND FITMENT OF A FIRE FIGHTING SUPERSTRUCTURE ON A 2X4 UD CRONER (8/2/2)

Tenders were invited for the supply and fitment of a fire fighting superstructure on a 2x4 UD Croner that was previously procured by means of tender T69/21/22. Fire fighting equipment for the vehicle was also procured by means of tender T68/21/22.

Two tenders were received which both adhered to the tender requirements and tender specifications – see table below for the preferential procurement evaluation.

BIDDER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTOR LEVEL	PREFERENCE POINTS	TOTAL POINTS
F.E.S Manufacturing	R 1 288 845.11	80.00	2	18	98.00
Ramcom Cape (Pty Ltd)	R 1 696 469.29	54.70	0	0	54.70

Recommendation/...

RECOMMENDATION¹

(a) That the tender for the Supply and Fitment of a Fire Fighting Superstructure on a 2x4 UD Croner 280 be awarded to *FES Manufacturing (Pty) Ltd* for the amount of R1 288 845.11 (Vat incl) / R 1 120 734.88 (Vat excl);

(b) That the expense be allocated to vote number 9/125-486-424.

4.2 TENDER T12/22/23: SUPPLY OF CATERING SERVICES FOR THE SONDEZA CAMP BEING HELD FROM 7 TO 15 DECEMBER 2022 AT GANZEKRAAL HOLIDAY RESORT, SITUATED ON THE WEST COAST (8/2/2)

Tenders for the supply of catering services at the Sondeza Camp were invited and two tenders were received.

See table below for the preferential procurement evaluations as both tenders adhered to the tender requirements and tender specifications.

TENDERER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTION LEVEL	PREFERENCE POINTS	TOTAL POINTS
Feedem Group	R 211 641.70	80.00	1	20	100.00
Oppikaai Restaurant (Pty) Ltd	R 298 350.00	47.22	1	20	67.22

RECOMMENDATION²

(a) That the tender for the delivery of catering services for the 2022 Sondeza camp from 7 to 15 December 2022 be awarded to *Feedem Group (Pty) Ltd* for the amount of R211 641.70 (R184 036.26 excluding VAT);

(b) That the expense be allocated to the following vote number 9/201-1317-82 (Catering).

4.3 TENDER T07/22/23: ELECTRIFICATION OF INFORMAL HOUSES IN ILINGE LETHU, MALMESBURY (16/2/4/2)

Tenders were invited for the construction of new electrification networks for the informal areas in Ilinge Lethu, Malmesbury.

All seven (7) tenders received are considered responsive in terms of the conditions of the tender and were evaluated in accordance with the 80/20 preference point system:

Tenderer	Tender Price Including VAT	Points for Price	Contribution Level	Preferential Points	Total Points
JT Maritz Electrical cc	R 5 139 963.33	73.31	1	20	93.31
Motheo Construction Group (Pty) Ltd	R 5 726 177.40	63.42	1	20	83.42
Adenco Construction (Pty) Ltd	R 5 780 293.21	62.51	1	20	82.51
HCC Energy (Pty) Ltd	R 4 743 242.00	80.00	1	0	80.00
VE Reticulation (Pty) Ltd	R 5 997 062.03	58.85	1	20	78.85
Anchor Powerlines (Pty) Ltd	R 6 903 752.34	43.56	2	18	61.56
Alsou Ondernemings (Pty) Ltd	R 6 496 635.45	50.43	1	0	50.43

Recommendation/...

¹ Confirmed by the Municipal Manager on 13 October 2022

² Confirmed by the Municipal Manager on 13 October 2022

RECOMMENDATION³

- (a) That the tender for the electrification of the informal houses in Ilinge Lethu in Malmesbury be awarded to *JT Maritz Electrical cc* for the amount of R 5 139 963.33 including VAT (R 4 469 533.33 VAT excluded) with completion period of 16 weeks per financial year;
- (b) That the contract be financed by means of the 2022/23 and 2023/24 capital budget, vote 9/117-559-358(CRR).

(sgd) M S TERBLANCHE
CHAIRPERSON

³ Confirmed by the Municipal Manager on 13 October 2022



MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE VIRTUALLY HELD ON TUESDAY, 8 NOVEMBER 2022 AT 15:00

PRESENT

Director: Corporate Services, Ms M S Terblanche (chairperson)
 Director: Financial Services, Mr M A C Bolton
 Director: Electrical Engineering Services, Mr T Möller
 Manager: Supply Chain Management, Mr P Swart
 Director: Development Services, Ms J S Krieger
 Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 11 OCTOBER 2022

RESOLVED

That the minutes of the Bid Adjudication Committee held on 11 October 2022 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 1 NOVEMBER 2022

FOR COGNISANCE

4. MATTERS ARISING FROM MINUTES

4.1 APPENDMENT TO TENDER T41/21/22: COMMUNITY DEVELOPMENT PROJECT: CONSTRUCTION OF PEDESTRIAN WALKWAYS AND RECREATIONAL PARK IN THE SWARTLAND MUNICIPAL AREA (8/2/21)

RESOLUTION

That the item be referred back to the Bid Evaluation Committee in order to provide background on the appeal received which necessitated the appendment to the report with regard to the eligibility criteria of tenderers.

4.2 RT57-2019 TRANSVERSAL TENDER: SUPPLY AND DELIVERY OF SPORT UTILITY VEHICLE (8/2/22)

RESOLUTION

That the item be referred back to the Bid Evaluation Committee as the incorrect quotation was included in the documentation and also quoted in the recommendation.

4.3 TENDER T09/22/23: RENDERING OF SECURITY SERVICES AT VARIOUS SWIMMING POOLS IN THE SWARTLAND MUNICIPAL AREA FOR THE PERIOD 1 NOVEMBER 2022 TO 28 FEBRUARY 2023 (8/2/2/9)

4.3/...

RESOLUTION

That the item be referred back to the Bid Evaluation Committee to clarify the matter that the award of the tender is based on the tendered tariffs per shift as the grand total was calculated only for preferential procurement purposes.

4.4 TENDER T10/22/23 - RENDERING OF SECURITY SERVICES AT WESBANK SPORTSGROUND, MALMESBURY FOR THE PERIOD 1 NOVEMBER 2022 TO 30 JUNE 2023 (8/2/2/9)

RESOLUTION

That the item be referred back to the Bid Evaluation Committee to clarify the matter that the award of the tender is based on the tendered tariffs per shift as the grand total was calculated only for preferential procurement purposes.

4.5 TENDER T16/22/23: PROVISION OF ARBORICULTURE & TREE PRESERVATION AND GARDENING & HORTICULTURE LEARNERSHIPS TRAINING FOR THE PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023 (8/2/2/1)

The Arboriculture: Tree Preservation and Gardening and Horticulture Leanship are training needs identified as part of the Workplace Skills Plan.

The tender makes provision for the training of officials for the National Certificate: Arboriculture and Tree Preservation NQF3 (SAQA ID: 65490) and National Certificate: Gardening and Horticulture NQF4 (SAQA ID: 21024) for the period ending 31 December 2023.

A total of three (3) tenders were received of which two (2) tenderers did not tender for both NQF-levels and was therefore disqualified.

RECOMMENDATION¹

- (a) That the tender of BC Landscape Training & Consultancy (Pty) Ltd be awarded for the provision of training for Arboriculture: Tree Preservation and Gardening and Horticulture learnerships for the period 1 January 2023 to 31 December 2023 for the tendered "Price per Person" rates;
- (b) That the following rates as tendered by BC Landscape Training & Consultancy (Pty) Ltd be accepted:

Description	Amount per person (VAT excl.)	Amount per person (VAT incl.)
National Certificate: Arboriculture: Tree Preservation NQF3	R 32 300.00	R 37 145.00
National Certificate: Gardening & Horticulture NQF4	R 25 000.00	R 28 750.00
Assessment fee	R 1 500.00	R 1 500.00

Assessment fee is VAT 0 rated

- (c) That the expenditure be allocated to vote number 9/213-1195-953.

4.6 TENDER T22/22/23: SUPPLY AND DELIVERY OF BUS SHELTERS IN THE SWARTLAND MUNICIPAL AREA FOR THE PERIOD ENDING 30 JUNE 2023 (8/2/2/1)

Tenders were invited for the supply and delivery of bus shelters in the Swartland municipal area.

The tenders were compiled as a rate based tender and a total of five (5) tenders were received of which three preferred tenderers will be placed on a panel in order to procure bus shelters on an - as and when needed - basis.

¹ Confirmed by the Municipal Manager on 9 November 2022

4.6/...

See table below for the calculation of the preferential points in accordance with the 80/20 preferential points system:

TENDERER	TENDERED PRICE (incl. VAT)	PREFERENTIAL POINTS				RANKING
		PRICE	Contribution Level	B-BBEE	TOTAL	
Nebakosi Trading (Pty) Ltd	R 38 571.42*	80.00	1	20	100.00	1
Capax Consulting (Pty) Ltd	R 41 235.02	74.48	1	20	94.48	2
Obhejane Trading (Pty) Ltd	R 41 594.35	73.73	1	20	93.73	3
West Coast Skies Services CC	R 47 601.95	61.27	1	20	81.27	4
Syvuya 826 (Pty) Ltd	R 48 000.00*	60.44	1	20	80.44	5

RECOMMENDATION²

- (a) The rates based tender T22.22.23 for the Supply and Delivery of bus shelters in the Swartland Municipal Area be accepted from Nebakosi Trading (Pty) Ltd, Capax Consulting (Pty) Ltd and Obhejane Trading (Pty) Ltd for the following tendered rates for the period ending 30 June 2023:

NO	TENDERER	PRICE (EXCL. VAT)	PRICE (INCL. VAT)
1	Nebakosi Trading (Pty) Ltd	R 38 571.42*	R 38 571.42*
2	Capax Consulting (Pty) Ltd	R 35 856.54	R 41 235.02
3	ObhejaneTrading (Pty) Ltd	R 36 169.00	R 41 594.35

*Nebakosi Trading (Pty) Ltd is not VAT registered.

- (b) That the expense be allocated against vote number 9/110-205-13 (Projects: Ward Committee Roads) for the 2022/2023 financial year.
- (c) In the event Nebakosi Trading (Pty) Ltd fails to supply, Capax Consulting (Pty) Ltd will be considered for the supply of the bus shelters as per Clause 8.3 – Evaluation and Adjudication criteria.
- (d) In the event Capax Consulting (Pty) Ltd fails to supply, Obhejane Trading (Pty) Ltd will be considered for the supply of the bus shelters as per Clause 8.3 – Evaluation and Adjudication criteria.

4.7 TENDER T21/22/23: UPGRADING OF THE MUNICIPAL IT INFRASTRUCTURE; SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF 3 x SERVERS FOR VMWare HOSTS AND 1 x SERVER FOR ONLINE BACKUPS (8/2/2/3)

Tenders for above goods and services were invited and a total of five (5) tenders were received. One tender was withdrawn due to an incorrect pricing schedule submitted.

See table below for the preferential procurement evaluation of the remaining tenders:

Tenderer	Tender amount (including VAT)	Preferential Points			
		Points for Price	Contribution level	Procurement point	Total
First Technology Western Cape (Pty) Ltd	R 1 813 105.93	80.00	1	20	100.00
Datacentrix (Pty) Ltd	R 1 853 806.00	78.20	1	20	98.20
Infinitix Connect (Pty) Ltd	R 2 079 800.30	68.23	2	18	86.23
PMH IT Management and Services (Pty) Ltd	R 2 489 276.00	50.17	0	0	50.17

Recommendation/...

² Confirmed by the Municipal Manager on 9 November 2022

4.7/...

RECOMMENDATION³

- (a) That the tender of First Technology Western Cape (Pty) LTD for upgrading of the Municipal IT infrastructure; supply, delivery, installation and commissioning of 3 x servers for VMware hosts and 1 x server for online backups with a delivery period from 3-4 months depending on stock at a cost of R 1 813 105.93 including VAT, (R 1 576 613.85 excluding VAT) be accepted and awarded.
- (b) That the expenditure be allocated to the capital budget votes Backup Solution 9/118-576-484 and New Server SM virtual environment 9/118-379-729
- (c) That it be noted that the remaining funds be kept for the exchange rate fluctuation.

4.8 TENDER T20/22/23: SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOP PC'S (8/2/2/3)

Tenders were invited for the supply and delivery of laptops and desktop PC's with accessories. A total of 25 tenders were received of which two (2) tenders did not meet the tender requirements and specifications.

See table below for the preferential procurement evaluation of the remaining tenders:

Tenderer	Tender amount (including VAT)	Preferential Points			
		Points for Price	Contribution level	Procurement point	Total
KPG Agencies CC	R 569 388.00	80.00	1	20	100.00
DataCentrix (Pty) Ltd	R 573 969.60	79.36	1	20	99.36
Technology Strategy Corporation PTY Ltd	R 575 782.64	79.10	1	20	99.10
Vitalize (Pty) Ltd	R 592 194.29	76.80	1	20	96.80
CA Computer Solution International CC	R 593 466.93	76.62	1	20	96.62
Mantella IT Support Services	R 605 813.10	74.88	2	18	92.88
CHM Vuwani Computer Solutions (Pty) Ltd	R 614 417.40	73.67	1	20	93.67
PMH IT Management & Services	R 744 407.00	55.41	0	0	55.41
Phambiri Technology Pty Ltd	R 624 570.08	72.25	1	20	92.25
Business Connexion (Proprietary) Limited	R 625 912.80	72.06	2	18	90.06
Bidvest Office (Pty) Ltd	R 661 377.14	67.08	0	0	67.08
Magwinta Solutions (Pty) Ltd	R 669 333.35	65.96	1	20	85.96
Siyinkosi Enterprises Pty Ltd	R 622 540.60	72.53	1	20	92.53
GPC Projects (Pty) Ltd	R 712 410.81	59.91	1	20	79.91
Phandu Communications (Pty) Ltd	R 718 255.50	59.08	1	20	79.08
DataTegra (Pty) Ltd	R 725 076.43	58.13	1	20	78.13
Innovo Networks	R 774 633.74	51.16	1	20	71.16
At Your Service	R 676 508.40	64.95	0	0	64.95
Tech Alliance (Pty) Ltd	R 781 539.83	50.19	1	20	70.19
NHN Bricks & Concrete	R 761 554.00	53.00	1	20	73.00
Tyzack Projects (Pty) Ltd	R 883 911.71	35.81	1	20	55.81
GiftedJack (Pty) Ltd	R 962 908.80	24.71	1	20	44.71
Kathabong (Pty) Ltd	R 1 149 981.27	-1.57	1	20	18.43

³ Confirmed by the Municipal Manager on 9 November 2022

4.8/...

RECOMMENDATION⁴

- (a) That the tender of KPG Agencies CC for the supply and delivery of x12 laptops and x12 desktop pc's with a delivery period from 6-8 weeks depending on stock availability at cost of R569 388.00 including VAT, (R 495 120.00 excluding VAT) be accepted and awarded;
- (b) That the expenditure be allocated to the capital budget votes DeskTops 9/118-201-729, Laptops 9/118-64-729 and laptop for Library service against vote 9/102-360-739 (Equipment Libraries);
- (c) That it be noted that the remaining funds will be used to procure Laptops and desktops of other specification that was not included in this tender and for the Rand/Dollar exchange rate fluctuation.

(sgd) M S TERBLANCHE
CHAIRPERSON

⁴ Confirmed by the Municipal Manager on 9 November 2022



MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE VIRTUALLY HELD ON MONDAY, 14 NOVEMBER 2022 AT 10:00

PRESENT

Director: Corporate Services, Ms M S Terblanche (chairperson)
 Director: Financial Services, Mr M A C Bolton
 Director: Electrical Engineering Services, Mr T Möller
 Manager: Supply Chain Management, Mr P Swart
 Director: Development Services, Ms J S Krieger
 Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

None.

4. MATTERS ARISING FROM MINUTES

4.1 APPENDMENT TO TENDER T41/21/22: COMMUNITY DEVELOPMENT PROJECT: CONSTRUCTION OF PEDESTRIAN WALKWAYS AND RECREATIONAL PARK IN THE SWARTLAND MUNICIPAL AREA (8/2/21)

Tender T41/21/22 was awarded to Umzali Civils (Pty) Ltd on 17 August 2022. Although the outcome of the evaluation and non-responsiveness of tenders remains unchanged, the evaluation report was amended to include all eligibility criteria as the following two criteria was omitted from the report, namely:

- Bargaining Council Certificates;
- Bank Code Rating – minimum of a C bank code/rating for construction value up to R7 million.

RECOMMENDATION¹

- That the Bid Adjudication Committee notes the appendment to the depiction of eligibility of tenderers;
- That the Bid Adjudication committee notes there is no change to the outcome of the non-responsiveness of tenderers based on the eligibility criteria evaluation;
- That the Bid Adjudication committee notes the Tender of Umzali Civils (Pty) Ltd meets all minimum eligibility criteria;
- That the award of Tender T41/21/22 for the Construction of Non-Motorised Transport Facilities (Pedestrian Sidewalks and Walkways) and Recreational Park in Malmesbury to Umzali Civils (Pty) for the rates supplied, stands.

¹ Confirmed by the Municipal Manager on 14 November 2022

4.2 RT57-2019 TRANSVERSAL TENDER: SUPPLY AND DELIVERY OF SPORT UTILITY VEHICLE (8/2/22)

An amount of R644 459 is allocated in the 2022/2023 financial year for the replacement of vehicle, CK 1 in accordance with the Fleet Management Policy.

The Finance Department opted to participate in the Transversal Term Contracts of National Treasury as this method of procurement is cost saving, simple, time saving and affords more certainty to procure an exact product.

The Finance Department confirmed compliance with all the necessary requirements of the transversal contract and all other legislative requirements.

RECOMMENDATION²

- That participation in National Treasury's Transversal Term Contract be used as the method of procurement for a SUV, in order to replace CK1 Mayoral Vehicle;
- That it be noted that the *Guide to Participation in Transversal Term Contracts Facilitated by National Treasury* was followed during the procurement process;
- That the supply and delivery of a Fortuner 2.4 GD-6 4X4 A/T (white), as per specification, be awarded to TOYOTA South Africa Motors (PTY) LTD for the amount of R630 817.55 VAT inclusive (VAT cannot be claimed from SARS on passenger vehicles);
- That the expenditure is set off against vote number 9/116-621-394.

4.3 TENDER T09/22/23: RENDERING OF SECURITY SERVICES AT VARIOUS SWIMMING POOLS IN THE SWARTLAND MUNICIPAL AREA FOR THE PERIOD 1 NOVEMBER 2022 TO 28 FEBRUARY 2023 (8/2/29)

Tenders were invited to procure security services at the various swimming pools in the Swartland municipal area according to pre-planned schedules.

The following services are needed:

- X2 Security guards (1 man and 1 woman, of which 1 must be a dog handler) with a security dog at the Malmesbury swimming pool;
- X1 Security guard (dog handler) with security dog at the Moorreesburg swimming pool;
- X1 Security guard (dog handler) with a security dog at the Darling swimming pool.

A total of 20 tenders were received of which four (4) tenders did not meet the tender conditions – see table below for the evaluation of the responsive tenders in accordance with the 80/20 preferential point system.

BIDDER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTOR LEVEL	PREFERENCE POINTS	TOTAL POINTS
World Focus 1322	R84 548.00	80.00	0	0	80.00
Husselman Protection Services and Projects	R101 573.54	63.89	1	20	83.89
Expol Security Services	R108 906.15	56.95	1	20	76.95
SS Solutions (Pty) Ltd t/a Seal Security	R128 215.80	38.68	0	0	38.68
Dogs and All	R129 605.00	37.37	0	0	37.37
Jabulani Security	R132 262.90	34.85	1	20	54.85
Tikedi Holdings t/a Tugela Risk Management	R141 675.00	25.95	1	20	45.95
Aim Protection Services (Pty) Ltd	R148 660.00	19.34	1	20	39.34

² Confirmed by the Municipal Manager on 14 November 2022

BIDDER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTOR LEVEL	PREFERENCE POINTS	TOTAL POINTS
Gray Security Solutions (Pty) Ltd	R151 644.75	16.51	1	20	36.51
World Class Protection	R156 770.00	11.66	1	20	31.66
Redlight Security	R158 830.00	9.71	2	18	27.71
High Speed Projects (Pty) Ltd	R163 415.00	5.38	2	18	23.38
Kuzingca Protection Services	R222 898.97	-50.91	1	20	-30.91
Blackstone Security Services	R228 735.00	-56.43	1	20	-36.43
Bakamawisa Security and Projects	R254 718.10	-81.02	0	0	-81.02
Rise Security Services (Pty) Ltd	R2 452 492.40	-2160.57	1	20	2140.57

RECOMMENDATION³

(a) That Husselman Protection Services and Projects be appointed for the delivery of security services at the respective swimming pools within the Swartland Municipal area for the period ending 28 February 2023 for the tendered tariffs per shift (Husselman Protection Services and projects are not VAT registered);

(b) That the contract be funded against vote number 9/238-1017-1319.

4.4 TENDER T10/22/23 - RENDERING OF SECURITY SERVICES AT WESBANK SPORTSGROUND, MALMESBURY FOR THE PERIOD 1 NOVEMBER 2022 TO 30 JUNE 2023 (8/2/2/9)

Tenders were invited to procure security services at the Wesbank sports grounds, Malmesbury according to pre-planned schedules.

The following service is needed:

- X2 Grade D guards and 2 protection dogs.

A total of 25 tenders were received of which one (1) tender did not comply with the tender conditions – see table below for the evaluation of the remaining tenders in accordance with the 80/20 preferential point system.

BIDDER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTOR LEVEL	PREFERENCE POINTS	TOTAL POINTS
Skywatch Security	R188 754.19	80.00	1	20	100.00
Kuzingca Protection Services	R233 526.12	61.02	1	20	81.02
Darling Security Services	R261 797.50	49.04	0	0	49.04
High Speed Projects (Pty) Ltd	R274 160.00	43.80	2	18	61.80
GAP Management (Pty) Ltd	R284 069.41	39.60	1	20	59.60
Dogs and All	R306 130.00	30.25	0	0	30.25
World Focus 1322	R356 877.20	8.74	0	0	8.74
Expol Security Services	R370 162.00	3.11	1	20	23.11
Aim Protection Services (Pty) Ltd	R390 390.00	-5.46	1	20	14.54
Tikedi Holdings t/a Tugela Risk Management	R406 000.00	-12.08	1	20	7.92
Echo Sat (Pty) Ltd	R411 210.74	-14.28	1	20	5.72
World Class Protection	R414 480.00	-15.67	1	20	4.33

³ Confirmed by the Municipal Manager on 14 November 2022

BIDDER	TENDER PRICE	POINTS FOR PRICE	CONTRIBUTOR LEVEL	PREFERENCE POINTS	TOTAL POINTS
Husselmann Protection Services and Projects	R417 450.00	-16.93	1	20	3.07
Jabulani Security	R440 325.00	-26.62	1	20	-6.62
West Run Security and Cleaning Services	R445 464.00	-28.80	1	20	-8.80
SS Salutions (Pty) Ltd t/a Seal Security	R499 664.65	-51.77	0	0	-51.77
Isibuya Security Services (Pty) Ltd	R516 983.97	-59.11	1	20	-39.11
Sebenzisana Trading 10 (Pty) Ltd	R537 067.99	-67.63	2	18	-49.63
Xoliswa M Holdings (Pty) Ltd	R574 469.44	-83.48	1	20	-63.48
Greystone Trading 389cc t/a Grey Security Services cc	R693 864.00	-134.08	1	20	-114.08
Bakamawisa Security and Projects	R667 161.00	-122.76	0	0	-122.76
Redlight Security	R853 244.00	-201.63	2	18	-183.63
Gray Security Solutions (Pty) Ltd	R1 123 845.50	-316.32	1	20	-296.32
Rise Security Services (Pty) Ltd	R7 276 403.97	-2923.97	1	20	-2903.97

RECOMMENDATION⁴

(a) That Skywatch Security be appointed to render security services at Wesbank sportsground, Malmesbury for the period ending 30 June 2023 for the tendered tariffs per shift.

(b) That the contract be funded from vote number 9/237-1017-1319.

4.5 TENDER T13/22/23: PREPARING AND MAINTAINING OF FIRE BREAKS IN THE SWARTLAND MUNICIPAL AREA FOR THE PERIOD ENDING 30 JUNE 2023 (8/2/2/1)

A total of five tenders were received for Tender T13/22/23 for the preparing and maintaining of fire breaks in the Swartland municipal area and one tender was disqualified.

The remaining tenders were evaluated in accordance with the 80/20 preferential points system. Points were calculated in accordance with the 80/20 preference point system and were based on the information that was provided in the procurement schedule completed by the tenderer

(1) Malmesbury - Paardeberg, Klipkoppie, Other Surrounding Areas

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.50	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	54.86	1	20	74.86
Dirkse Cleaning	R 7.00	0.00	1	20	20.00
Marianne Jacobs	R 6.00	22.86	1	20	53.59
EL - Channun	R 5.50	34.29	1	20	54.29

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(2) Moorreesburg/...

⁴ Confirmed by the Municipal Manager on 14 November 2022

4.5/...

(2) Moorreesburg

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.10	80.00	0	0	80.00
Deon Gardening & Construction	R 5.75	11.61	1	20	31.61
Dirkse Cleaning	R 6.00	5.16	1	20	25.16
Marianne Jacobs	R 6.00	5.16	1	20	25.16
EL - Channun	R 6.00	5.16	1	20	25.26

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(3) Riebeeck Valley

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.10	80.00	0	0	80.00
Deon Gardening & Construction	R 5.75	11.61	1	20	31.61
Dirkse Cleaning	R 7.00	-20.65	1	20	-0.65
Marianne Jacobs	R 6.00	5.16	1	20	25.16
EL - Channun	R 6.50	-7.74	1	20	12.26

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(4) Chatsworth

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.10	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	41.29	1	20	61.29
Dirkse Cleaning	R 7.00	-20.65	1	20	-0.65
Marianne Jacobs	R 6.00	5.16	1	20	25.16
EL - Channun	R 6.50	-7.74	1	20	12.26

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(5) Abbotsdale, Kalbaskraal

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.25	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	46.77	1	20	66.77
Dirkse Cleaning	R 7.00	-12.31	1	20	7.69
Marianne Jacobs	R 6.00	12.31	1	20	32.31
EL - Channun	R 6.50	0.00	1	20	20.00

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(6)/...

4.5/...

(6) Yzerfontein

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 4.00	80.00	0	0	80.00
Deon Gardening & Construction	R 8.05	-1.00	1	20	19.00
Dirkse Cleaning	R 7.00	20.00	1	20	40.00
Marianne Jacobs	R 6.00	40.00	1	20	60.00
EL - Channun	R 7.00	20.00	1	20	40.00

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(7) Darling

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.20	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	45.00	1	20	65.00
Dirkse Cleaning	R 8.00	-40.00	1	20	-20.00
Marianne Jacobs	R 6.00	10.00	1	20	30.00
EL - Channun	R 6.00	10.00	1	20	30.00

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(8) Grotto Bay

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.20	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	45.00	1	20	65.00
Dirkse Cleaning	R 7.00	-15.00	1	20	5.00
Marianne Jacobs	R 6.00	10.00	1	20	30.00
EL - Channun	R 7.00	-15.00	1	20	5.00

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(9) Koringberg

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.20	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	45.00	1	20	65.00
Dirkse Cleaning	R 7.00	-15.00	1	20	5.00
Marianne Jacobs	R 6.00	10.00	1	20	30.00
EL - Channun	R 7.00	-15.00	1	20	5.00

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

(10)/...

4.5/...

(10) Riverlands

Tenderer	Tender Rate per square meter (Incl. VAT)	Preferential Points			
		Points for Price	Contribution Level	Procurement Points	Total
Lewis Bush Clearing and Alien Fire Fighting	R 3.10	80.00	0	0	80.00
Deon Gardening & Construction	R 4.60	41.29	1	20	61.29
Dirkse Cleaning	R 7.00	-20.65	1	20	-0.65
Marianne Jacobs	R 6.00	5.16	1	20	25.16
EL - Channun	R 7.00	-20.65	1	20	-0.65

Lewis Bush Clearing and Alien Fire Fighting did not claim preferential points (Level 1)

RECOMMENDATION⁵

- (a) That the tender for the Preparing and Maintaining of Fire Breaks in the Swartland Municipality area be awarded to Lewis Bush Clearing and Alien Fire Fighting for the tendered tariffs (VAT included) per square meter for the period ending 30 June 2023:

Area	Lewis Bush Clearing and Alien Fire Fighting
Malmesbury Paardeberg Klipkoppie Other surrounding areas	R3.50
Moorreesburg	R3.10
Riebeeck Valley	R3.10
Chatsworth	R3.10
Abbotsdale, Kalbaskraal	R3.25
Yzerfontein	R4.00
Darling	R3.20
Grotto Bay	R3.20
Koringberg	R3.20
Riverlands	R3.10

- (b) It must be noted that the tender prices are per square metres, therefore no total amount can be awarded. The Chief: Fire Officer will be responsible for inspections, evaluations and verifications in all areas before work can commence and to ensure accuracy of invoices submitted;
- (c) That the expense be allocated to vote number: 9/232-1212-598.

4.6 TENDER T15/22/23: BILL PAYMENT RECEIPTING SERVICES FOR SWARTLAND MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2025 (8/2/21)

Tenders were invited for Bill Payment Receipting Services for Swartland Municipality for the period ending 30 June 2025.

The tender document stipulates that: *"This tender will be evaluated based on the tenderer having the largest footprint in the Swartland Municipal area, and not necessarily on the lowest tendered tariff."*

The express reason for this condition is to improve service delivery by having more accessible pay points available to the consumers in the Swartland municipal area.

Although the tender evaluation is based on the tenderer having the largest footprint, the preferential procurement points were also calculated – see table below:

⁵ Confirmed by the Municipal Manager on 14 November 2022

4.6/...

TENDERER	TENDER AMOUNT VAT INCL	POINTS FOR PRICE	BBBEE		TOTAL PREFERENCE POINTS
			LEVEL	POINTS	
Pay At Services (Pty) Ltd	R 664 822.62	80.00	8	2	82.00
Easypay (Pty) Ltd	R 712 705.84	74.24	8	2	76.24

RECOMMENDATION⁶

- (a) That Tender T15.22.23 for Bill Payment Receipting Services for Swartland Municipality be awarded to Pay At Service (Pty) Ltd for the period ending 30 June 2025 based on the higher footprint of stores as indicated in the tender documents – see attached;
- (b) That the following tendered tariffs of Pay At Services (Pty) Ltd be accepted:

Description	Transaction Fee Per Transaction
First Year: 1 December 2022 – 30 June 2023	R23.21
Second Year: 1 July 2023 – 30 June 2024	R24.37
Third Year: 1 July 2024 – 30 June 2025	R25.59

- (c) That the expenditure be allocated to the applicable vote numbers in the Operating Budget.

(sgd) M S TERBLANCHE
CHAIRPERSON

⁶ Confirmed by the Municipal Manager on 14 November 2022



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
19 Januarie 2023

7/1/1 MY
WYK: n.v.t.

ITEM 8.1 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 26 JANUARIE 2023

ONDERWERP: VOORLEGGING VAN KONSEP JAARVERSLAG: 2021/2022 FINANSIËLE JAAR
TABLING OF DRAFT ANNUAL REPORT: 2021/2022 FINANCIAL YEAR

1. AGTERGROND / BACKGROUND

The format of the annual report is prescribed by MFMA Circular 63 dated 26 September 2012.

The draft 2021/2022 annual report was submitted to the Office of the Auditor General and the comments received by the Auditor General is already incorporated in the draft annual report. The draft 2021/2022 annual report is attached separately.

During the public participation process comments will be requested from the provincial treasury and provincial department responsible for local government and will be considered by the MPAC during the drafting of the oversight report.

2. WETGEWING / LEGISLATION

Section 127 of the Municipal Finance Management Act, 2003 stipulates that the mayor of a municipality must, within seven months after the end of a financial year, i.e. by end January of the following year, table in the municipal council the annual report of the municipality.

The annual report, in terms of section 121 of the MFMA, must include – inter alia –

- *the annual financial statements of the municipality;*
- *the Auditor-General's audit report on those financial statements;*
- *the annual performance report of the municipality prepared in terms of section 46 of the Municipal Systems Act and the Auditor-General's audit report on same.*

In terme van wetgewing moet die volgende stappe aan uitvoering gegee word:

In terms of legislation the following actions must be adhered to:

A.	Voorlegging van jaarverslag aan Raad [art 127(2), MFMA]	Voor einde Januarie	<i>Tabling of annual report in council [section 127(2), MFMA]</i>
B.	Onmiddellik na tertafellegging, moet die rekenpligtige beampste (1) die jaarverslag openbaar maak; (2) die plaaslike gemeenskap uitnoui om vertoë daaromtrent te rig; en (3) die verslag aan die Ouditeur-Generaal, provinsiale tesourie en provinsiale departement vir plaaslike regering voorlê. [art 127(5), MFMA]	31 Januarie 2023 Sperdatum vir kommentaar: 28 Februarie 2023	<i>Immediately following tabling of the annual report, the accounting officer must (1) make public the annual report; (2) invite the local community to submit representations about same; and (3) submit the annual report to the Auditor-General, provincial treasury and provincial department responsible for local government. [section 127(5), MFMA]</i>
C.	MPAC 'n gedetailleerde analise en hersiening te doen van die jaarverslag, om vertoë ontvang te verwerk en 'n konsep oorsigverslag op te stel vir oorweging deur die volle Raad op 30 Maart 2023;	7 Maart 2023	<i>MPAC to undertake a detailed analysis and review of the annual report and to consider representations and to draft an oversight report for consideration by the full council on 30 March 2023;</i>
D.	Die jaarverslag, asook vertoë in verband daarmee, moet binne twee maande na tertafellegging deur die raad oorweeg/ bespreek word, en 'n oorsigverslag moet aangeneem word wat die raad se kommentaar bevat.	30 Maart 2023	<i>The annual report, along with the representations made, must be submitted to council for consideration within two months after tabling, and an oversight report containing council's comments, must be adopted at such meeting.</i>

	Hierdie vergadering is oop vir die publiek en lede van die plaaslike gemeenskap of staatsorgane moet 'n redelike tyd gegun word om die raad toe te spreek. (artikels 129 & 130, MFMA)		<i>This meeting is open to the public and members of the local community or organs of state must be allowed reasonable time to address the council. (sections 129 & 130, MFMA)</i>
E.	(1) Afskrifte van die notules van die voormelde vergadering moet aan die Ouditeur-Generaal, provinsiale tesourie en die provinsiale departement vir plaaslike regering voorgelê word, en (2) moet die oorsigverslag binne sewe dae nadat dit aanvaar is, openbaar gemaak (geadverteer) word. [art 129(2) & (3)]	(1) teen 3 April 2023 (2) teen 5 April 2023	<i>(1) Copies of the minutes of the above meetings must be submitted to the Auditor-General, provincial treasury and provincial department for local government, and (2) the oversight report must be made public (advertised) within seven days after its adoption by council. [section 129(2) & (3)]</i>

3. **RECOMMENDATION**

- (a) *That cognisance be taken of the annual report in respect of the 2021/2022 financial year, as tabled in terms of section 127(2) of the MFMA, and of which the tabling is done in the format as prescribed by National Treasury's MFMA Circular 63 of 2012;*
- (b) *That cognisance be taken of the following steps to be taken in terms of section 127 of the MFMA, being*
(i) *disclosure of the annual report;*
(ii) *inviting the public to submit representations in connection with the report;*
(iii) *inviting the public and relevant organs of state to attend the council meeting on 30 March 2023, when the annual report and oversight report will be discussed;*
(iv) *submission of the annual report to the Auditor-General, provincial treasury and the provincial department responsible for local government;*
- (c) *That the MPAC, after the closing of comments on the annual report, undertake a detailed analysis of the representations received in order to compile the draft oversight report for consideration by the Council on 30 March 2023;*
- (d) *That councillors who are not members of the MPAC take note that they should also be conducting their own review of the report by inter alia having discussions with their constituents, ward committees and ward representatives to encourage inputs and comments for consideration at the full council meeting on 30 March 2023.*

3. **AANBEVELING**

- (a) Dat kennis geneem word van die jaarverslag vir die 2021/2022 finansiële jaar soos voorgelê in terme van artikel 127(2) van die MFMA, en opgestel in die formaat soos voorgeskryf deur MFMA Omsendbrief 63 van 2012 van Nasionale Tesourie;
- (b) Dat kennis geneem word van die opvolgaksies waaraan in terme van artikel 127 van die MFMA uitvoering gegee sal word, te wete –
(i) die openbaarmaking van die jaarverslag;
(ii) die rig van 'n uitnodiging aan die publiek om verhoë daaromtrent te rig;
(iii) uitnodiging aan die publiek en die relevante staatsorgane om die raadsvergadering op 30 Maart 2023 by te woon, wanneer die jaarverslag en oorsigverslag bespreek sal word;
(iv) voorlegging van die jaarverslag aan die Ouditeur-Generaal, provinsiale tesourie en die provinsiale departement verantwoordelik vir plaaslike regering;
- (c) Dat die MPAC, na afloop van die sluiting van kommentaar op die jaarverslag, 'n gedetailleerde analise sal doen van die verhoë wat ontvang is, ten einde die konsep oorsigverslag op te stel vir oorweging deur die Raad op 30 Maart 2023;
- (d) Dat raadslede wat nie op die MPAC dien nie, kennis neem dat dit ook van hulle verwag word om hul eie evaluering van die jaarverslag te doen, onder andere in konsultasie met hul kiesers, wykskomitees en wyksverteenwoordigers om insette en kommentare aan te moedig vir oorweging by die volle raadsvergadering op 30 Maart 2023.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
18 Januarie 2023

7/1/2/2-2
WYK: ALLE

ITEM 8.2 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOUD SAL WORD OP 26 JANUARIE 2023.

ONDERWERP: KWARTAALVERSLAG (ARTIKEL 52 van MFMA) – OKTOBER - DESEMBER 2022

SUBJECT: QUARTERLY REPORT (SECTION 52 of MFMA) – OCTOBER - DECEMBER 2022

1. AGTERGROND / BACKGROUND

Die doel van hierdie verslag is om te voldoen aan die vereistes van Artikel 52 (d) van die Wet op Munisipale Finansiële Bestuur, No. 56 van 2003, wat die algemene verantwoordelikhede van die Burgermeester voorskryf om aan die raad die finansiële posisie asook die finansiële vordering van die munisipaliteit voor te lê, gemeet teenoor die goedgekeurde begroting vir die 2de kwartaal soos op 31 Desember 2022.

Hierdie verslag bevat ook die nie-finansiële inligting in die vorm van die munisipaliteit se prestasie gemeet teen die teikens soos uiteengesit in die Topvlak Dienslewering en Begroting Implementeringsplan van 2022/2023.

The purpose of this report is to comply with the requirements of Section 52 (d) of the Municipal Finance Management Act, No. 56 of 2003, which prescribes the general responsibilities of the Mayor to table to council the financial position as well as the financial progress of the municipality, measured against the approved budget for the 2nd quarter as at 31 December 2022.

This report also includes the non-financial information in the form of the municipality's performance measured against the targets set out in the Top Level Service Delivery and Budget Implementation Plan 2022/2023.

2. WETGEWING / LEGISLATION

2.1 Local Government: Municipal Systems Act 32 of 2000

2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. KOPPELING AAN DIE GOP / LINK TO THE IDP

The quarterly report links with Chapter 7 of the IDP - Strategic Goal 4 (Caring, Competent and Responsive Institutions, Organisations and Business) and more specifically with the following Strategic Objectives:

- 4.7 (Sound long-term financial planning including making the right investment decisions)
- 4.8 (Sound financial management, budgeting and expenditure control)
- 4.9 (Broaden the tax/ revenue base)

4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

Not applicable.

Grants and Subsidies received and recognised for the period October to December 2022:

• LG Equitable Share	: R 41 655 000
• Human Settlements Grant	: R 12 986 720
• Municipal Infrastructure Grant (MIG)	: R 10 198 000
• Integrated National Electrification Programme	: R 7 600 000
• Library Grant	: R 3 874 000
• EPWP	: R 843 000

5. AANBEVELING / *RECOMMENDATION*

Dat die raad kennis neem van die aangehegte kwartaalverslag, soos voorgeskryf deur Artikel 52 van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 ten opsigte van die implementering van die begroting sowel as die prestasie teenoor die Topvlak Dienslewering en Begroting Implementeringsplan van die munisipaliteit vir die periode 1 Oktober tot 31 Desember 2022.

That Council takes cognisance of the attached quarterly report, as required by Section 52 of the Municipal Finance Management Act, Act 56 of 2003 in respect of the implementation of the budget as well as the performance against the Top Layer Service Delivery and Budget Implementation Plan of the municipality for the period 1 October to 31 December 2022.

(get) J Scholtz

MUNICIPAL MANAGER



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2023-01-26

7/1/1/2
WARDS: All wards

ITEM 8.3 OF THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 26 JANUARY 2023

SUBJECT: MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT
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1. BACKGROUND AND DISCUSSION

Section 72(1) of the Municipal Finance Management Act (MFMA), Act 56 of 2003, stipulates that the accounting officer of a municipality must by 25 January of each year assess the performance of the municipality during the first half of the financial year and submit a report on such assessment to -

- the mayor of the municipality;
- the National Treasury; and
- the relevant provincial treasury.

In terms of Section 54(1)(f) of the MFMA the mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.

The document tabled at this meeting was compiled in accordance with the prescriptions of the Municipal Budget and Reporting Regulations (GN 393 of 17 April 2009).

The mid-year budget and performance assessment report must include both financial and non-financial information.

2. INPUTS AND COMMENTS

The report was compiled in collaboration with the Financial Services Department.

3. LEGISLATION

The following acts and regulations are applicable:

- Section 72 of the MFMA (Mid-year budget and performance assessment)
- Section 54 of the MFMA (Budgetary control and early identification of financial problems)
- Regulations 33, 34 and 35 of the Municipal Budget and Reporting Regulations

On the adjustments budget:

- Regulation 23 of the Municipal Budget and Reporting Regulations

4. ALIGNMENT TO THE IDP

The performance management system measures among others the implementation of Chapter 7 of the IDP.

5. FINANCIAL IMPLICATION

None

6. AANBEVELING / RECOMMENDATION

- (a) Dat kennis geneem word van die halfjaarlikse begrotings- en prestasie-evaluasie met betrekking tot die eerste helfte van die 2022/2023 finansiële jaar en meer spesifiek die noodsaaklikheid om die oorspronklike begroting te hersien deur middel van 'n aansuiweringsbegroting.

- (a) *That cognizance be taken of the mid-year budget and performance assessment i.r.o. the first half of the 2022/2023 financial year and more specifically the need to revise the original budget by way of an adjustments budget.*

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER

DATUM / DATE: 26 Jan 2023

ITEM 8.4 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOU SAL WORD OP 26 JANUARIE 2023

ONDERWERP: GOEDKEURING VAN DIE 2022/2023 HALF-JAARLIKSE AANSUIWERINGSKAPITAAL EN BEDRYFSBEGROTING

SUBJECT: APPROVAL OF THE 2022/2023 MID-YEAR ADJUSTMENTS CAPITAL AND OPERATING BUDGET

1. BACKGROUND

The Municipal Finance Management Act places specific responsibilities and obligations on the Accounting Officer and Executive Mayor regarding the progress made in respect of the implementation of the originally approved budget and performance measured against the goals set out in the Service Delivery and Budget Implementation Plan. To assist the Mayor with his duties in respect of tabling the adjustment budget, the budget steering committee met on 12 January 2023 to discuss and consider the adjustments as a result of the half-year performance ended 31 December 2022.

Opportunity was given to the Chief Financial Officer to present the detail in respect of the mid-year adjustments and to allow for considering performance to date. During this engagement the BSC in the main wanted to ensure consolidation of expenditure and that the achievement of the objectives set in the main budget is not compromised.

Further to the above, the Provincial Adjustments Budgets resulted in additional grant funding being promulgated for Financial Management Capability and Municipal Water Resilience. The roll-overs approved by Provincial Treasury for the Resourcing Funding for the Establishment and Support of a K9 Unit, Reaction Unit, Student Bursaries and Public Employment Support must also be approved in the Mid-year Adjustments budget.

1.2 SECTION 72 MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT (LEGISLATIVE RESPONSIBILITIES)

- (1) The accounting officer of a municipality must by 25 January of each year-
 - (a) assess the performance of the municipality during the first half of the financial year, taking into account-
 - (i) the monthly statements referred to in section 71 for the first half of the financial year;
 - (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
 - (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
 - (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and
 - (b) submit a report on such assessment to-
 - (i) the mayor of the municipality;
 - (ii) the National Treasury; and
 - (iii) the relevant provincial treasury.
- (2) The statement referred to in section 71 (1) for the sixth month of a financial year may be incorporated into the report referred to in subsection (1) (b) of this section.

- (3) The accounting officer must, as part of the review-
 - (a) make recommendations as to whether an adjustments budget is necessary; and
 - (b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

SECTION 28 MUNICIPAL ADJUSTMENTS BUDGETS

(2) An adjustments budget-

- (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
- (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
- (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
- (e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- (f) may correct any errors in the annual budget; and
- (g) may provide for any other expenditure within a prescribed framework.

2. HIGH-LEVEL DISCUSSION / MOTIVATION

The adjustments in respect of the Capital Budget for 2022/2023 (**Annexure A-1: Adjusted 2022/23 Capital Budget**) will result in a decrease of R23 201 001, which will decrease the 2022/2023 capital budget from R191 095 805 to R167 894 804. Capital projects already completed, of which the final envisaged expenditure is known, will also be adjusted.

The adjustments in respect of the Operating Budget (**Annexure B: Adjusted 2022/23 Operating Budget**) for 2022/2023 will result in the gross budgeted surplus of R64 652 106 decreasing to R61 496 587 including capital grants and contributions. **The budgeted net deficit excluding capital grants and contributions was R12 456 894 and will decrease to a budgeted net deficit of R6 448 923. At this juncture it is appropriate to emphasize that the aforementioned net deficit of R6 448 923 is the more appropriate measurement of budgeted deficits** from a budgeted cash flow perspective.

The aforementioned was mainly the result of additional grant funding and the downward grant adjustment of the Human Settlements grant being promulgated in the Provincial Adjustments Budgets (**Annexure D: Allocation Letter**). The adjustments budget was also informed by an in-depth analysis and consideration of the performance for the mid-year ended 31 December 2022 inclusive of considering the 2021/22 audited outcomes insofar as it impacted the figures in the original budget.

The adjustments to the 2022/2023 balance sheet budget are due to a combination of adjustments to the capital and operating budgets.

2.1 OPERATING EXPENDITURE

Operating expenditure must decrease from R1 029 331 855 to R1 025 575 992. The R3 755 863 decrease in operating expenditure was influenced in the main by the following: (Self explanatory notes attached as **Annexure B-1**)

1. Employee Related Costs – Wages, Salaries and Social Contributions increases by R4 336 204 based on the reasons provided in the attached Annexure B-1;
2. Remuneration Of Councillors increases by R308 914 based on the new Upper limits for Councillors;

3. Contribution to Debt impairment decreases by R543 362 mainly based on available information and modelling done, linked to year to date payment rates;
4. Bad Debts Written Off decreases by R5 662 338 mainly as a result of payment rates for Fines extensively;
5. Finance charges increases by R3 204 130 based on the new landfill site working paper estimation brought about by changes in the interest rates;
6. Bulk Purchases: Electricity decreases by R19 801 556 due to the effect of loadshedding;
7. Other materials increases by R5 093 429 based on the reasons provided in the attached Annexure B-1;
8. Contracted Services increases by R4 772 082 based on the reasons provided in the attached Annexure B-1;
9. Grants and Subsidies Paid increases by R238 927 mainly due to the additional allocation for Student bursaries;
10. Operational Cost increases by R1 324 493 based on the reasons provided in the attached Annexure B-1;
11. Accounting Losses increases by R2 973 213 mainly due to the envisaged accounting Loss on the disposal of Assets.

Note: The difference between the actual adjustment amounts listed above and the adjustment amounts in the B-schedule are because of virements within departments that now also forms part of the proposed adjusted budget.

2.2 OPERATING REVENUE

Operating revenue must decrease from R1 093 983 961 to R1 087 072 579. The R6 911 382 decrease in operating revenue was influenced in the main by the following: (Self explanatory notes attached as **Annexure B-2**)

1. Revenue from Electricity service charges decreases by R14 696 857 due to the effect of loadshedding;
2. Revenue from Refuse Removal service charges increases by R600 000 based on the mid-year performance;
3. Revenue from Sewerage service charges increases by R406 963 based on the mid-year performance;
4. Rent of Facilities and Equipment increases by R179 830 based on the mid-year performance;
5. Interest earned on External investments increases by R20 087 682, mainly due to the increased positive cashflow balance of the 2021/22 audited period;
6. Interest earned on Outstanding Debtors decreases by R292 390 based on 2021/22 audited performance and the arrangement to accommodate the SASSA payment dates;
7. Fines decreases by R4 344 000 based on the 2021/22 audited performance of traffic fines;
8. Licenses and permits increases by R124 129 based on the mid-year performance;
9. Transfers Recognised – Operational increases by R3 497 901 based on the reasons provided in the attached Annexure B-2;
10. Transfers Recognised – Capital decreases by R6 006 515 mainly due to the adjustments to the DHS and MIG funded projects;

11. Public Contributions and Donations decreases by R3 156 975 due to the adjustment to the project on the capital budget;
12. Other revenue increases by R900 032 based on the reasons provided in the attached Annexure B-2;
13. Gains decreases by R4 211 182 based on the reasons provided in the attached Annexure B-2.

2.3 CAPITAL EXPENDITURE

CAPITAL PROJECTS ABOVE THE THRESHOLD AS ENVISAGED BY SECTION 19 OF THE MFMA

SECTION 19 (1) requires that council considers the operational costs over the MTREF and beyond prior to approving these capital projects:

- (1) "A municipality may spend money on a capital project only if-
 - (a) the money for the project, excluding the cost of feasibility studies conducted by or on behalf of the municipality, has been appropriated in the capital budget referred to in section 17 (2);
 - (b) the project, including the total cost, has been approved by the council;
 - (c) section 33 has been complied with, to the extent that this section may be applicable to the project; and
 - (d) the sources of funding have been considered, are available and have not been committed for other purposes."

SECTION 19 (2) requires the following:

- (2) "Before approving a capital project in terms of subsection (1) (b), the council of a municipality must consider-
 - (a) the projected cost covering all financial years until the project is operational; and
 - (b) the future operational costs and revenue on the project, including municipal tax and tariff implications."

An adjustment to the 2022/23 Capital budget also affects the original Section 19 disclosure, due to amendments made to Waste Water Treatment Works: Moorreesburg and Resealing of Swartland Roads with the total project cost still being within the overall planning. **(Annexure A-2: Capital Projects to Sec 19)**;

The effect of the adjustments on the finance sources are as follows: (Self explanatory notes attached as **Annexure A-1: Adjusted 2022/23 Capital Budget**)

FINANCING SOURCES	Original Budget 2022/23	Viremented Budget 2022/23	Mid-Year Adj Budget 2022/23	Increase / (Decrease)
Capital Replacement Reserve (CRR)	115 812 892	115 812 892	99 949 294	(15 863 598)
Municipal Infrastructure Grant (MIG)	23 810 000	23 810 000	33 810 000	10 000 000
Dept. Human Settlements (DHS)	20 059 000	20 059 000	3 945 000	(16 114 000)
Regional Socio-Economic Project (RSEP)	1 200 000	1 200 000	1 200 000	-
Integrated National Electrification Programme (INEP)	17 600 000	17 600 000	17 600 000	-
Dept. Cultural Affairs and Sport	50 000	50 000	50 000	-
Community Safety Grant	30 000	30 000	137 485	107 485
Contributions	12 533 913	12 533 913	11 203 025	(1 330 888)
GRAND TOTAL	191 095 805	191 095 805	167 894 804	(23 201 001)

2.4 UNAUTHORISED EXPENDITURE AS DISCLOSED IN THE AUDITED 2021-2022 ANNUAL FINANCIAL STATEMENTS

In terms of regulation 23(6)(b) of the MBRR, “a special adjustments budget tabled in the municipal council when the mayor tables the annual report in terms of section 127(2) of the MFMA, which may only deal with unauthorised expenditure from the previous financial year, which the council is being requested to authorise in terms of section 32(2)(a)(i) of the MFMA”. This adjustments budget may only deal with those instances of unauthorised expenditure from the previous financial year that formed part of the 2021/2022 notes in the annual financial statements:

- **Unauthorised expenditure that occurred in the previous financial year, and**
- Any unauthorised expenditure identified by the Auditor-General during the annual audit process;

The following Unauthorized Expenditure has been “incurred” in the amount of R 11 717 297 for the 2021/2022 financial year:

	2022	2021
67. Unauthorised expenditure		
Opening balance as previously reported	13 258 009	1 107 201
Opening balance as restated	13 258 009	1 107 201
Add: Expenditure identified - current	11 717 297	13 258 009
Less: Authorised by council	(13 258 009)	(1 107 201)
Closing balance	11 717 297	13 258 009

The Department of Financial Services overspent their budget primarily due to an impairment on land (R 5 874 146) for which no budget was allocated. Such impairment will not result in any monetary outflows.

The Department of Civil Services overspent their budget primarily due to Retentions on the Waste Water Treatment Works for which no budget was allocated (R 1 003 956). Such retentions are also the primary reason for the overspend on the capital budget as disclosed in note 56 of the AFS. This is as a result of the deemed capital expenditure due to accrual of the retentions rather than the actual payment thereof. The retentions are included in the following financial period's budgets when such will likely become payable. This is therefore a non-cash transaction for the current year.

The Department of Development Services is currently implementing Housing Projects that are funded by the Provincial Department of Human Settlements. These projects run over multiple years with a multi-year grant funded budget. Each year, the municipality budgets for equal revenue and expenditure based on the gazetted grant allocation from the department for the period 1 April 2021 to 31 March 2022. The contractor appointed to construct the housing project for the De Hoop area has met the department's performance delivery measures by 31 April. The construction however had to continue as this is a multi-year project despite the municipal annual budget having been depleted. Such resulted in an overspent of the municipal budget (which may only appropriate funding in line with the gazetted allocations per the municipal financial year ending 30 June 2022). All payments to the supplier were funded by grant receipts that were received in June 2022. The overspent is as a direct result of invoices presented for payment in July 2022, but upon verification controls, (whereby new year invoices are verified to ensure allocation within the correct period) the expense was found to relate to services being rendered in the year under review, and accordingly was journalised to "accruals" resulting in unauthorised expenditure (R 4 839 195). The expenditure is fully funded by additional grant revenue received in the year under review.

RECOMMENDATIONS (as recommended by the by the Executive Mayoral Committee on 18 January 2023)

- (a) That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- (b) That council takes note of the proposed adjustment (as it relates to Section 19) in respect of the Waste Water Treatment Works: Moorreesburg and Resealing of Swartland Roads (**Annexure A-2: Capital Projects ito Sec 19**);
- (c) That approval be granted to amend the high-level capital and operating budget for 2022/2023 with no amendments to the outer years as follows:

	Original Budget 2022/23	Mid-Year Adj Budget 2022/23	Adjustments	Original Budget 2023/24	Original Budget 2024/25
Capital budget	191 095 805	167 894 804	(23 201 001)	195 834 903	165 690 722
Operating Expenditure	1 029 331 855	1 025 575 992	(3 755 863)	1 061 375 491	1 139 864 061
Operating Revenue	1 093 983 961	1 087 072 579	(6 911 382)	1 123 993 179	1 174 158 797
Budgeted (Surplus)/ Deficit	(64 652 106)	(61 496 587)	3 155 519	(62 617 688)	(34 294 736)
Less: Capital Grants & Contributions	77 109 000	67 945 510	(9 163 490)	73 351 000	35 935 000
(Surplus)/ Deficit	12 456 894	6 448 923	(6 007 971)	10 733 312	1 640 264

- (d) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2022/2023 financial year or beyond but will result in a decreased budgeted net deficit from R12 456 894 to a budgeted net deficit of R6 448 923;
- (e) That the unauthorised expenditure of R11 717 297 for the 2021/2022 financial year be authorised in this adjustments budget in line with section 32(2)(a)(i) of the Act;
- (f) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in (**Annexure C: Budget Report and B-Schedules 2022/23 – 2024/25**);
- (g) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (h) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

AANBEVELINGS (soos aanbeveel deur die Uitvoerende Burgemeesterskomitee op 18 Januarie 2023)

- (a) Dat kennis geneem word dat die Begrotingsbeheerkomitee vergader het om die verduidelikings en motivering van die finansiële personeel en ander direkteure te oorweeg in 'n poging om die Uitvoerende Burgemeester te adviseer insake die pad vorentoe;
- (b) Dat die raad kennis neem van die voorgestelde aanpassing (wat verband hou met Artikel 19) ten opsigte van die Waste Water Treatment Works: Moorreesburg en Resealing of Swartland Roads (**Annexure A-2: Capital Projects ito Sec 19**);
- (c) Dat goedkeuring verleen word om die hoë-vlak kapitaal- en bedryfsbegroting vir 2022/2023 as volg te wysig met geen veranderinge aan die buite jare nie;

	Oorspronklike Begroting 2022/23	Half-Jaarlikse Aansuiwerings begroting 2022/23	Aanpassings	Oorspronklike Begroting 2023/24	Oorspronklike Begroting 2024/25
Kapitaalbegroting	191 095 805	167 894 804	(23 201 001)	195 834 903	165 690 722
Bedryfsuitgawes	1 029 331 855	1 025 575 992	(3 755 863)	1 061 375 491	1 139 864 061
Bedryfsinkomste	1 093 983 961	1 087 072 579	(6 911 382)	1 123 993 179	1 174 158 797
Begrote (Surplus)/ Tekort	(64 652 106)	(61 496 587)	3 155 519	(62 617 688)	(34 294 736)
Minus: Kapitaal Toekennings, Donasies & Ontwikkelingsbydraes	77 109 000	67 945 510	(9 163 490)	73 351 000	35 935 000
(Surplus)/ Tekort	12 456 894	6 448 923	(6 007 971)	10 733 312	1 640 264

- (d) Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2022/2023 finansiële jaar nie maar sal lei tot 'n afname in die begrote netto tekort van R12 456 894 na 'n begrote netto tekort van R6 448 923;
- (e) Dat die ongemagtigde uitgawe van R11 717 297 vir die 2021/2022 finansiële jaar gemagtig word as deel van die aansuiweringsbegroting in lyn met artikel 32(2)(a)(i) van die Wet;
- (f) Dat die aangepaste begrotingskedules soos vereis deur die Begroting en Verslagdoening Regulasies goedgekeur word soos vervat in (**Annexure C: Budget Report and B-Schedules 2022/23 – 2024/25**);
- (g) Dat die Direkteur: Finansiële Dienste voldoen aan die vereistes van die Begrotingsomsendbriewe en –formate in die konteks van die verslagdoeningsvereistes aan Provinsiale en Nasionale Tesourie;
- (h) Dat die Dienslewering – en Begroting Implementeringsplan (SDBIP) toepaslik dienooreenkomstig gewysig word.

(Get) M BOLTON

DIREKTEUR: Finansiële Dienste



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager

13 January 2023

4/1/1/2/1

ITEM 8.5 VAN DIE AGENDA VAN 'N RAADSVERGADERING WAT GEHOUD SAL WORD OP 26 JANUARIE 2023

ONDERWERP:	SWARTLAND	MUNISIPALITEIT:	FINALE	AANVAARDING	VAN	HERSIENDE
			DIENSSTAAT			
SUBJECT:	SWARTLAND	MUNICIPALITY:	FINAL	ADOPTION	OF	REVIEWED
			ESTABLISHMENT			

1. BACKGROUND/DISCUSSION

- 1.1 The staff establishment was reviewed in terms of the Local Government: Municipal Staff Regulations Nos 890 and 891 dated 20 September 2021.
- 1.2 On 27 October 2022 the Council approved staff establishment review. For the sake of completeness, the previous resolution is indicated below:

BESLUIT

- a) Dat die Raad kennis neem van die kommentaar en besware van die vakbonde soos geopper tydens die vergadering van die Plaaslike Arbeidsforum gehou op 20 Oktober 2022;

That the Council takes note of the comments and objections of the unions as put forward during the meeting of the Local Labour Forum held on 20 October 2022;

- b) Dat die Raad kennis neem van die werkgever se voorneme om die kommentare rakende die Departement Verkeer/Wetstoepassingbedryf en Voertuiglisensiëringsadministrasie sowel as die Departement Siviele Bedryf en Onderhoud, Afdeling Riool en Afvalwaterbehandelingsaanleg teen 'n latere datum aan te spreek;

That the Council takes note of the employer's undertaking to address the comments regarding the Department Traffic/Law Enforcement Operations and Vehicle Licencing Administration as well the the Department Civil Operations and Maintenance, Division Sewer and Waste Water Treatment Works at a later date;

- c) Dat die Raad die hersiening van die diensstaat goedkeur vir implementering met ingang van 1 Januarie 2023.

That the staff establishment review be approved by Council for implementation with effect from 1 January 2023.

- 1.3 In terms of Regulation 6(7) of the Municipal Staff Regulations, Swartland Municipality submitted to the MEC a copy of the following for consideration on 2 November 2022:

- a) Council resolution dated 27 October 2022,
- b) Report informing the staff establishment, and
- c) The Staff Establishment.

1.4/...

1.4 In terms of Regulation 6(8), within one month of receiving the documents the MEC must consider the proposed staff establishment and submit comments to the municipal council. If the MEC does not provide comments within the period the municipal council may finally approve the municipality's staff establishment. It is hereby confirmed that to date, the MEC has not submitted any comments to the municipal council. The municipal council may therefore finally adopt the staff establishment.

1.5 The following additional amendments of the staff establishment as motivated below, are however submitted for final approval by Council:

1.5.1 Directorate Financial Services

In terms of the Auditor General Risk Findings it is essential that the following new posts be created:

(a) With regards to the Department Supply Chain Management (page 6 of the Organisational Structure):

New Supply Chain Management Preferential Regulations were enacted with effect from 16 January 2023 where the threshold of R30 000 was reduced to R10 000 requiring an amendment to the structure in the forms of Buyers/Evaluators to attend to the extensive workload of securing quotations and subsequent awards. This needs to be supported by a new senior practitioner reporting to a SCM Manager to ensure compliance as envisaged by both the SCM Regulations and Preferential Procurement Regulations and to ensure that the SCM Manager is allocated to the bid committee system as the current SCM Manager currently performs dual roles contrary to the legislative requirements.

(b) With regards to the Department Financial Statements and Asset Management (page 7 of the Organisational Structure):

A position of Head of Financial Statements is urgently required to take responsibility for the GRAP accounting requirements, quarterly Annual Financial Statements to ensure a function of developing and separate quality review and management.

(c) With regards to the Division Credit Control (page 8 of the Organisational Structure):

There is an urgent need for four posts of Senior Clerk: Indigent Audit to properly manage indigent cases to prepare for future audits and to ensure that only deserving consumers are allocated the subsidy. This entails data collection and verification of living conditions and level(s) of income which would be reviewed by a senior official.

1.5.2 Directorate Infrastructure and Civil Engineering Services

(a) With regards to the Department Civil Operations and Maintenance, Division Sewer and Waste Water Treatment Works (WWTW) (page 21 of the Organisational Structure):

The post of General Assistant (T3) at the PPC/Moorreesburg Waste Water Treatment Works has been vacant since 30 September 2021. The Director: Civil Engineering Services confirmed that the filling of the vacancy was not necessary at that stage, as the Moorreesburg WWTW was being upgraded and the project will only be finalised by 30 June 2023. He approved that a need for additional capacity at the Malmesbury WWTW be addressed through a contract utilising the savings from the non-filling of this vacancy. On 20 December 2022 the Director confirmed the need for administrative support to the Area Superintendent at the Malmesbury WWTW and that the post be transferred from Moorreesburg to Malmesbury. The post is to be utilised in Malmesbury as support to the Area Superintendent to the benefit of the whole Swartland. The Job Description will be amended in this regard.

2. **LEGISLATION**

Section 66 of the Local Government: Municipal Systems Act (Act 32 of 2000).
Local Government: Municipal Staff Regulations No's 890 and 891 dated 20 September 2021

3./...

3. **ALIGNMENT TO THE IDP**

In terms of Chapter 7 of the IDP this amendment to the organisational structure is aligned to Strategic Goal 5, namely Sufficient, Affordable and Well-Run Services.

4. **FINANCIAL IMPLICATION**

The financial implication of the new posts added to the staff establishment is summarised below:

Summary	Financial Implication
Department Supply Chain Management	R 844 303 per annum (R281 434 envisaged if 4 months of the current 2022/23 year)
Department Financial Statements and Asset Management	R 844 303 per annum (R281 434 envisaged if 4 months of the current 2022/23 year) Financed from the NT Equitable Share Allocation
Division Credit Control	R 1 033 217 per annum (R344 406 envisaged if 4 months of the current 2022/23 year) Financed from the NT Equitable Share Allocation
Civil Engineering Services	None
Total	R 907 274 for current year

The envisaged expense is sufficiently financed in the 2022/2023 current salary budget.

5. **RECOMMENDATION**

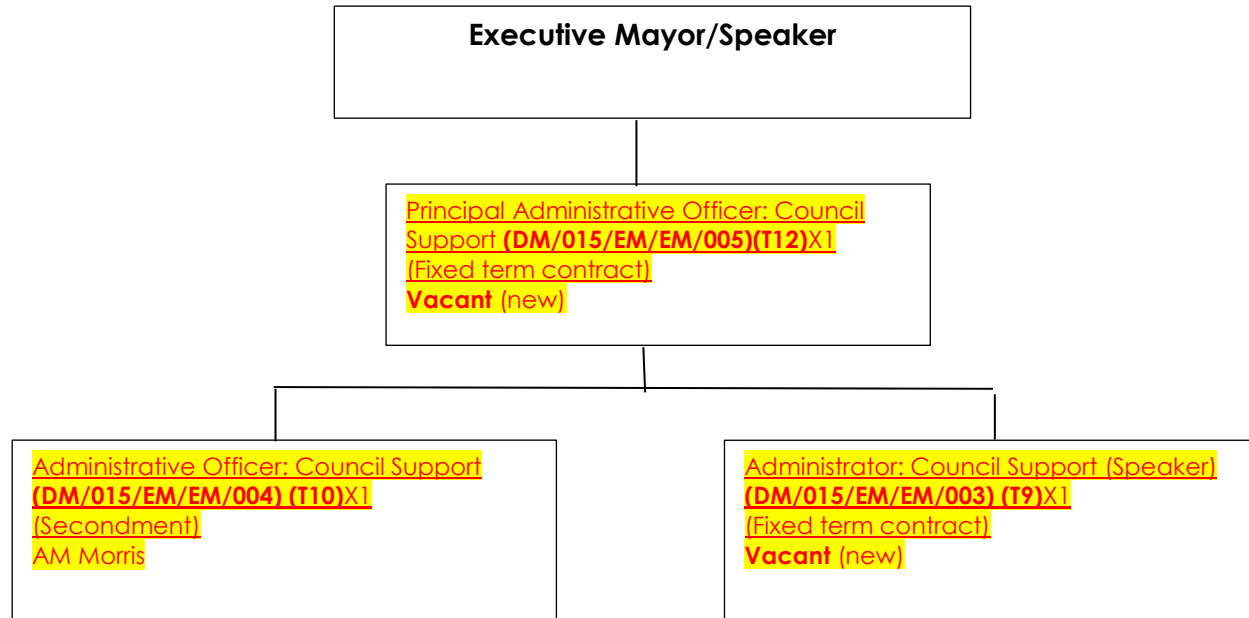
- a) Dat die Raad die besluit van 27 Oktober 2022 bekragtig met insluiting van die voormelde wysigings, vir implementering met ingang van 1 Januarie 2023.

That the Council confirm the resolution of 27 October 2022 with the inclusion of the aforementioned amendments, for implementation with effect from 1 January 2023.

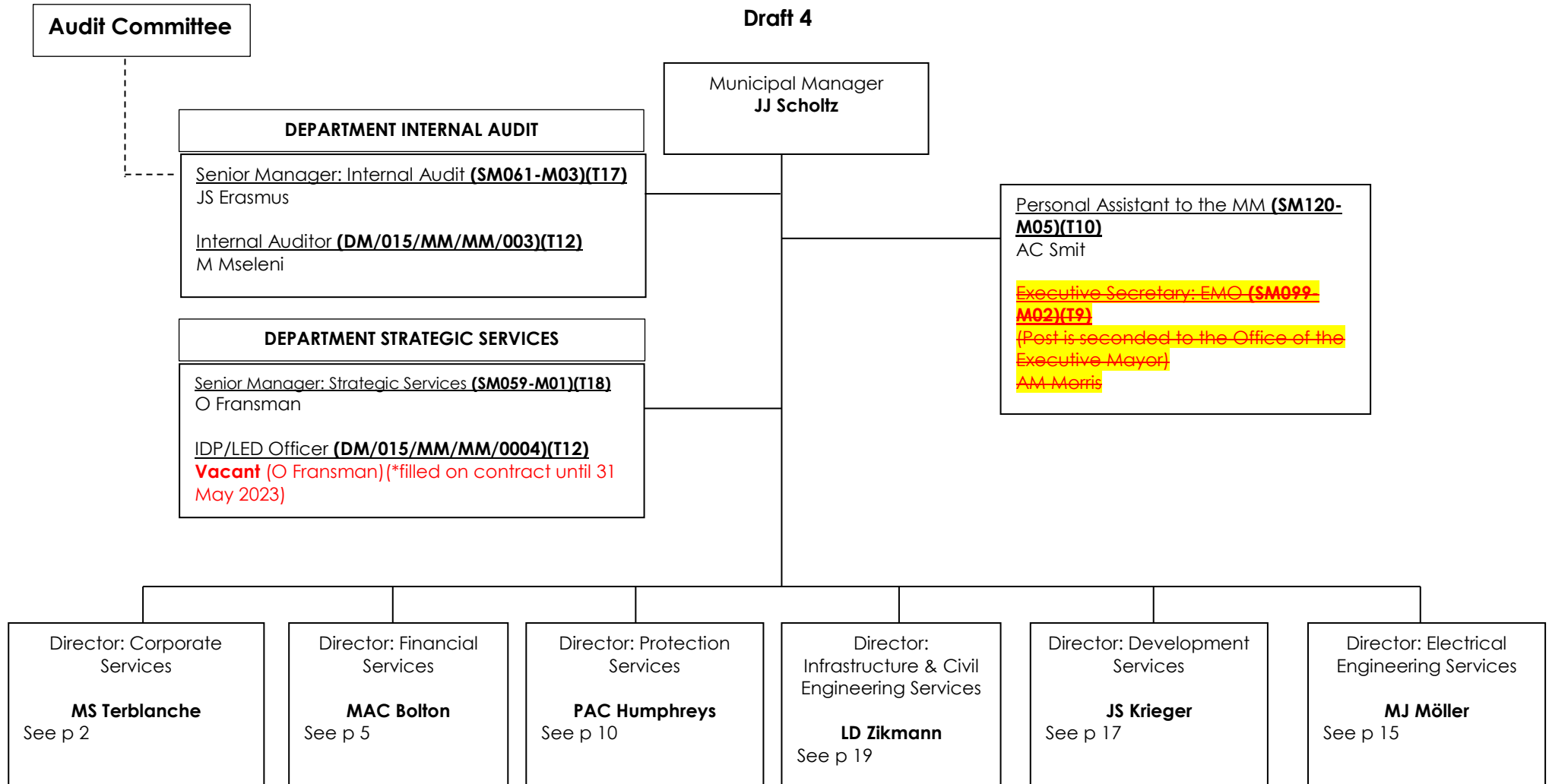
(get) J J Scholtz

MUNICIPAL MANAGER

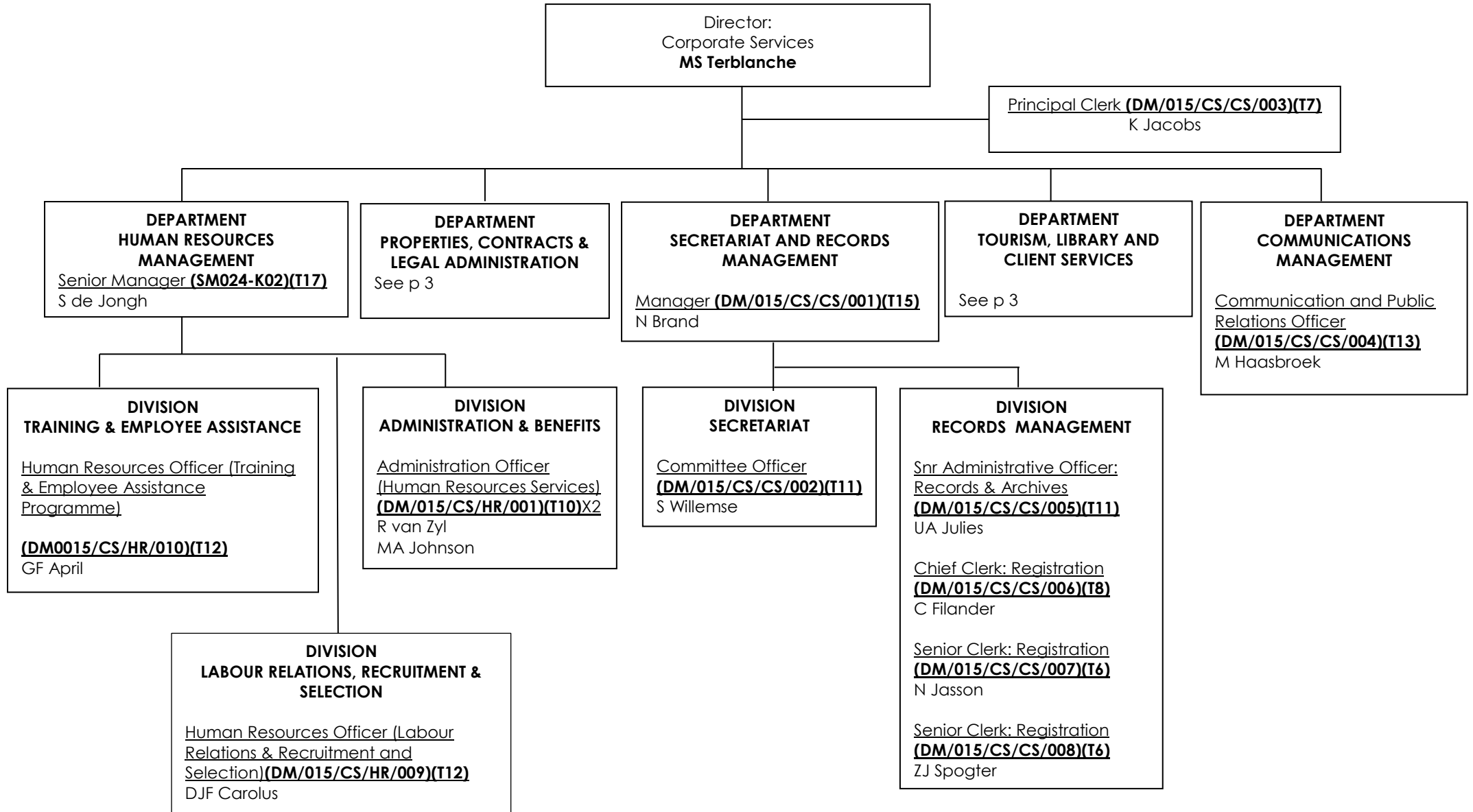
**SWARTLAND MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE
OFFICE OF THE POLITICAL OFFICE BEARERS
Draft 4**



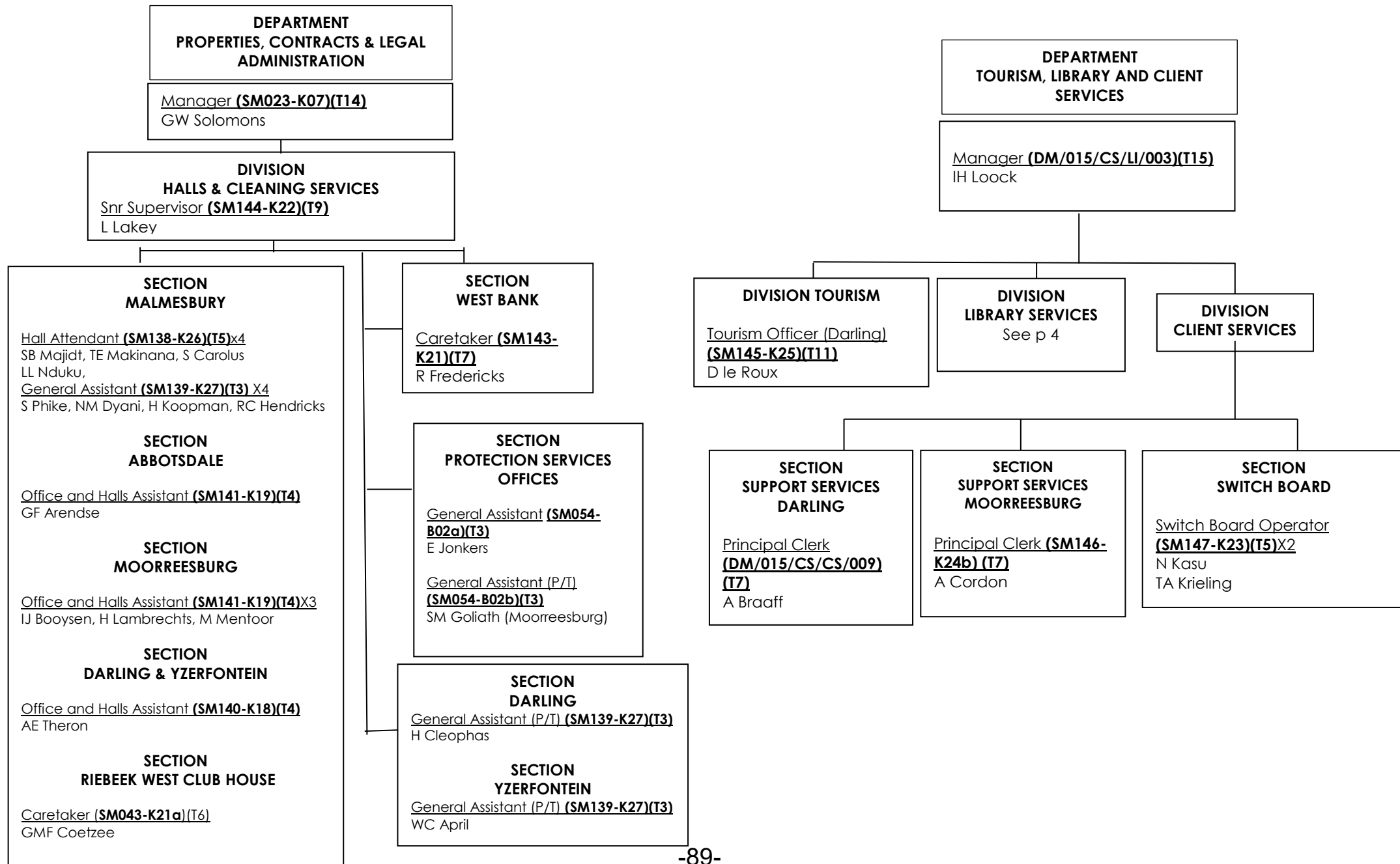
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OFFICE OF THE MUNICIPAL MANAGER
Draft 4**



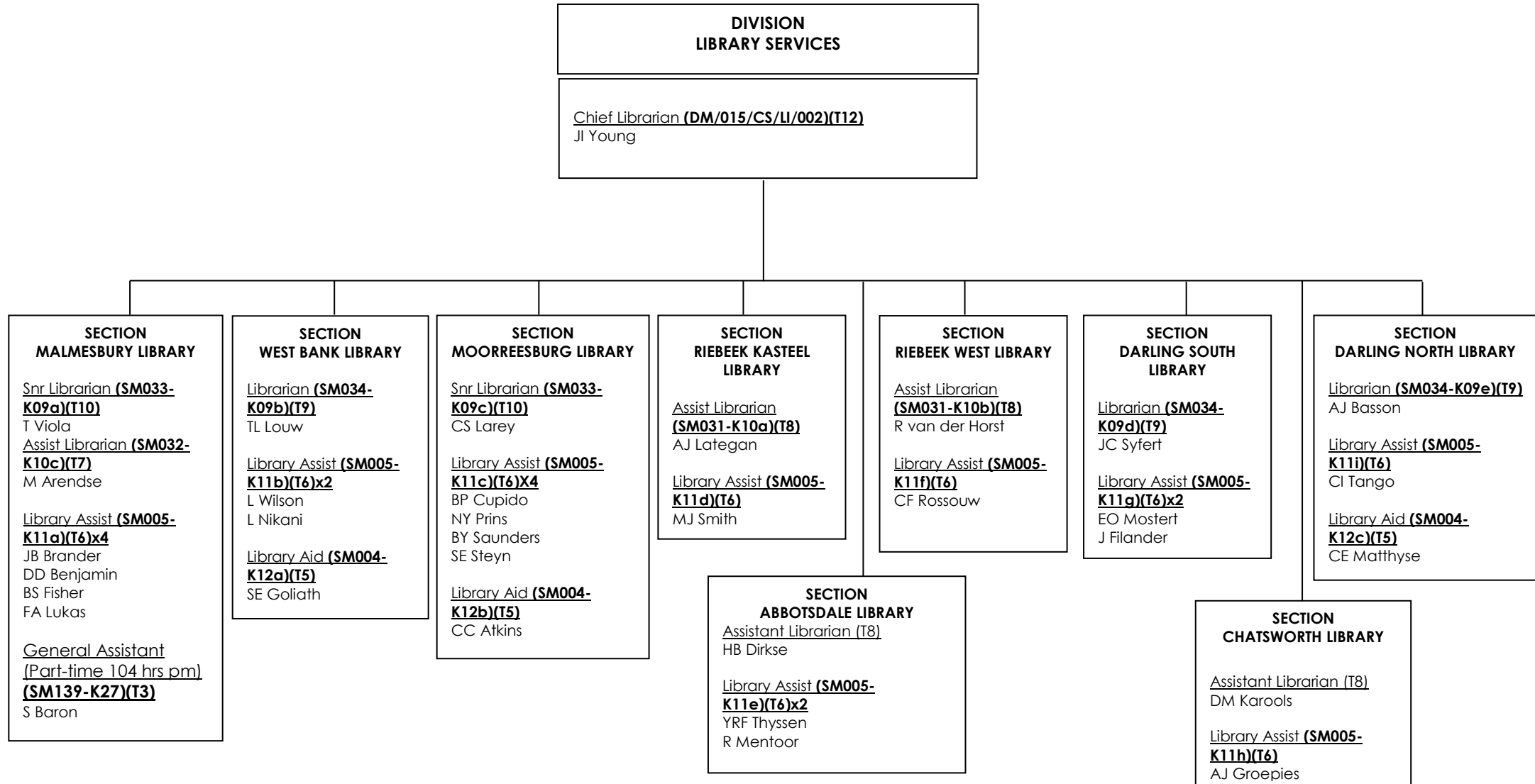
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PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE CORPORATE SERVICES
Draft 4**



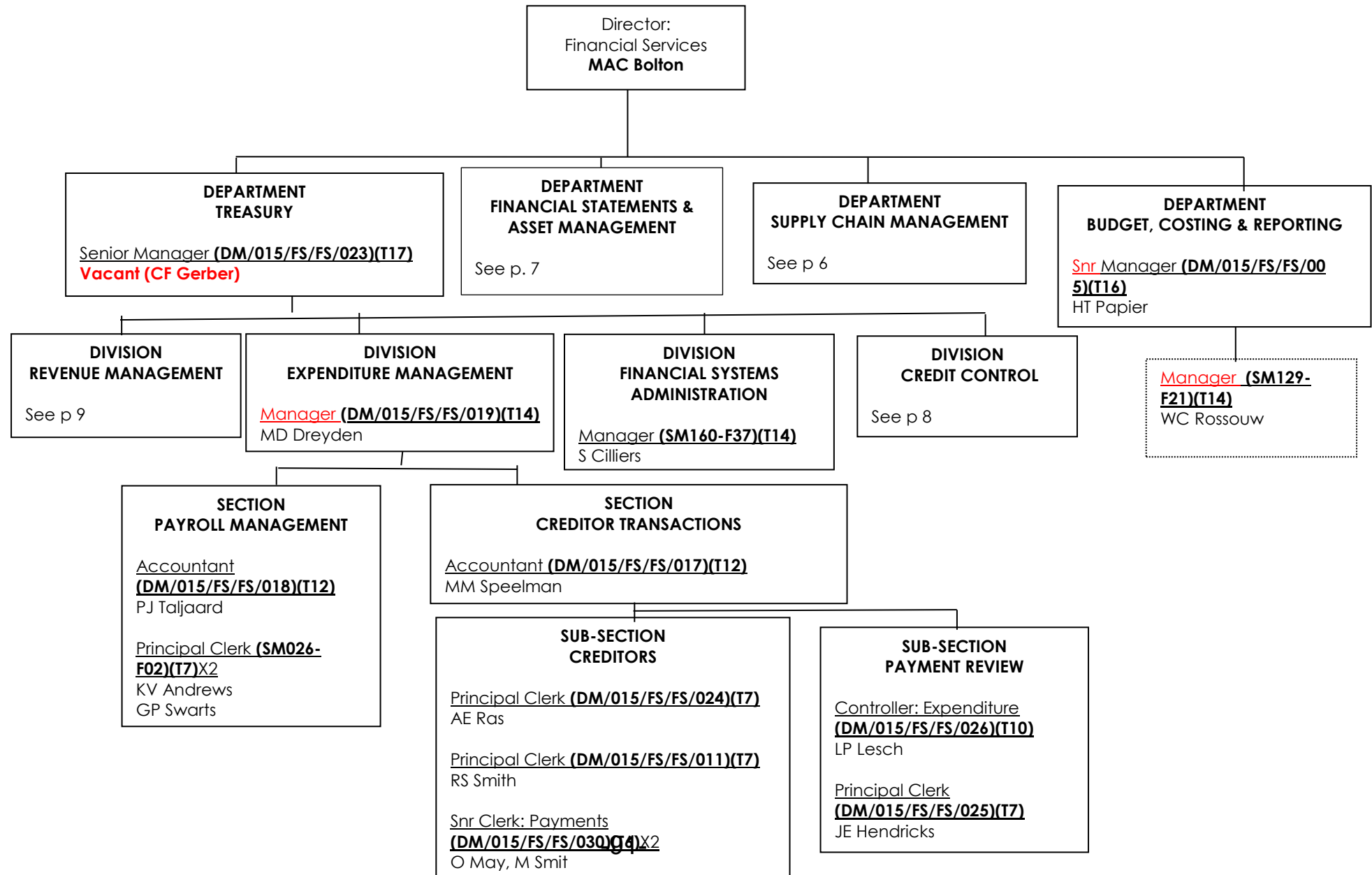
DIRECTORATE CORPORATE SERVICES



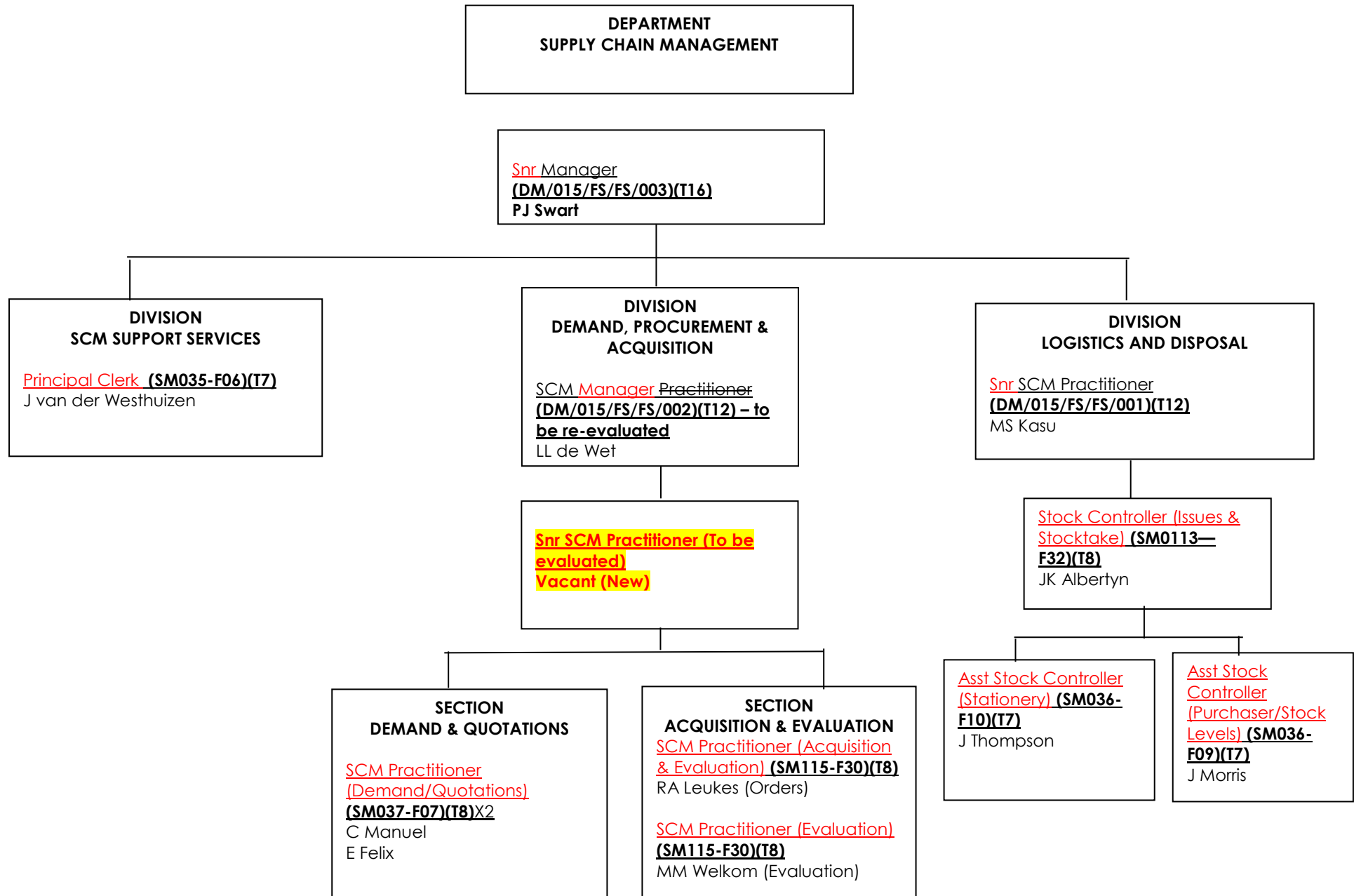
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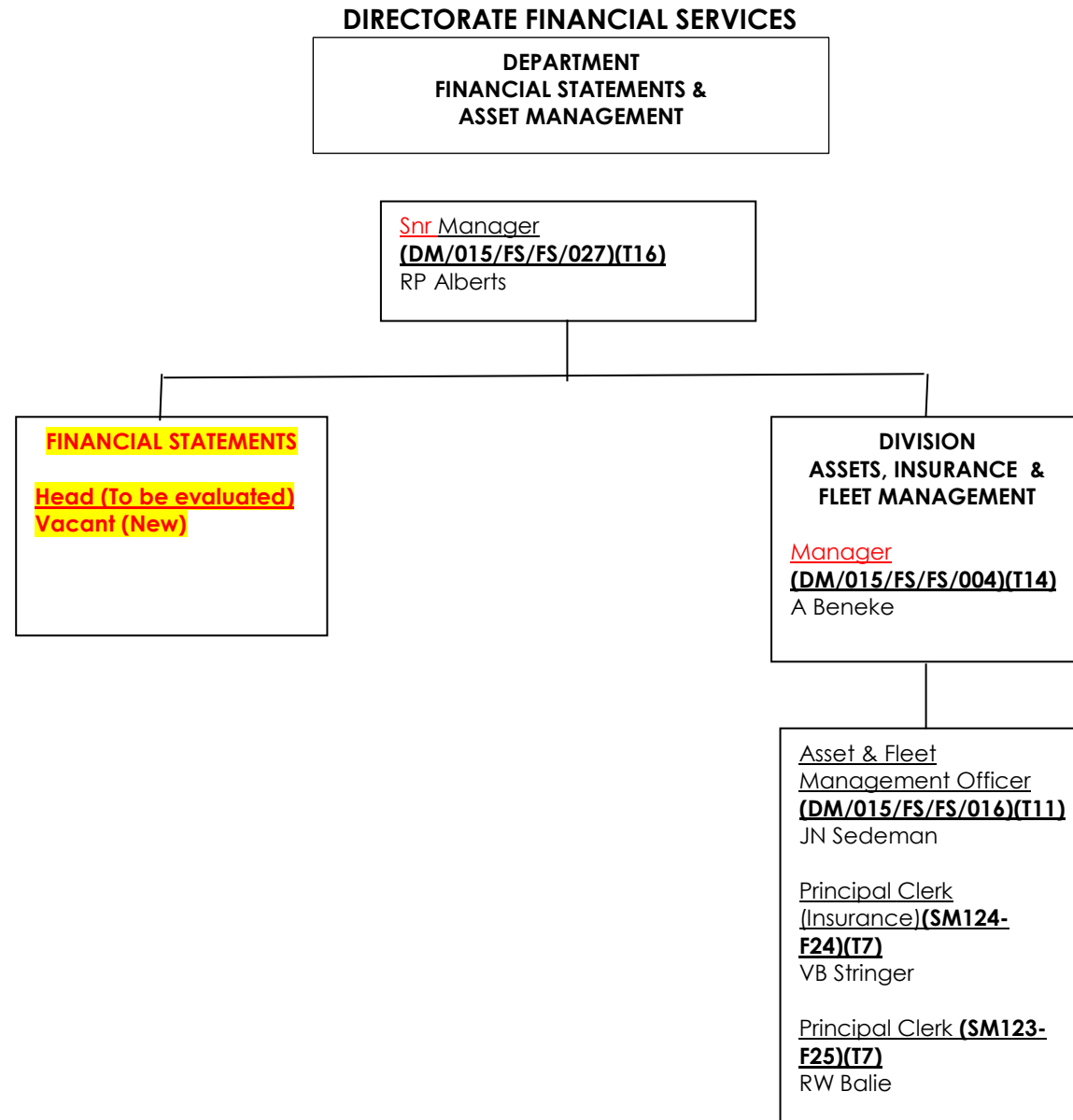


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PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE FINANCIAL SERVICES
Draft 4**

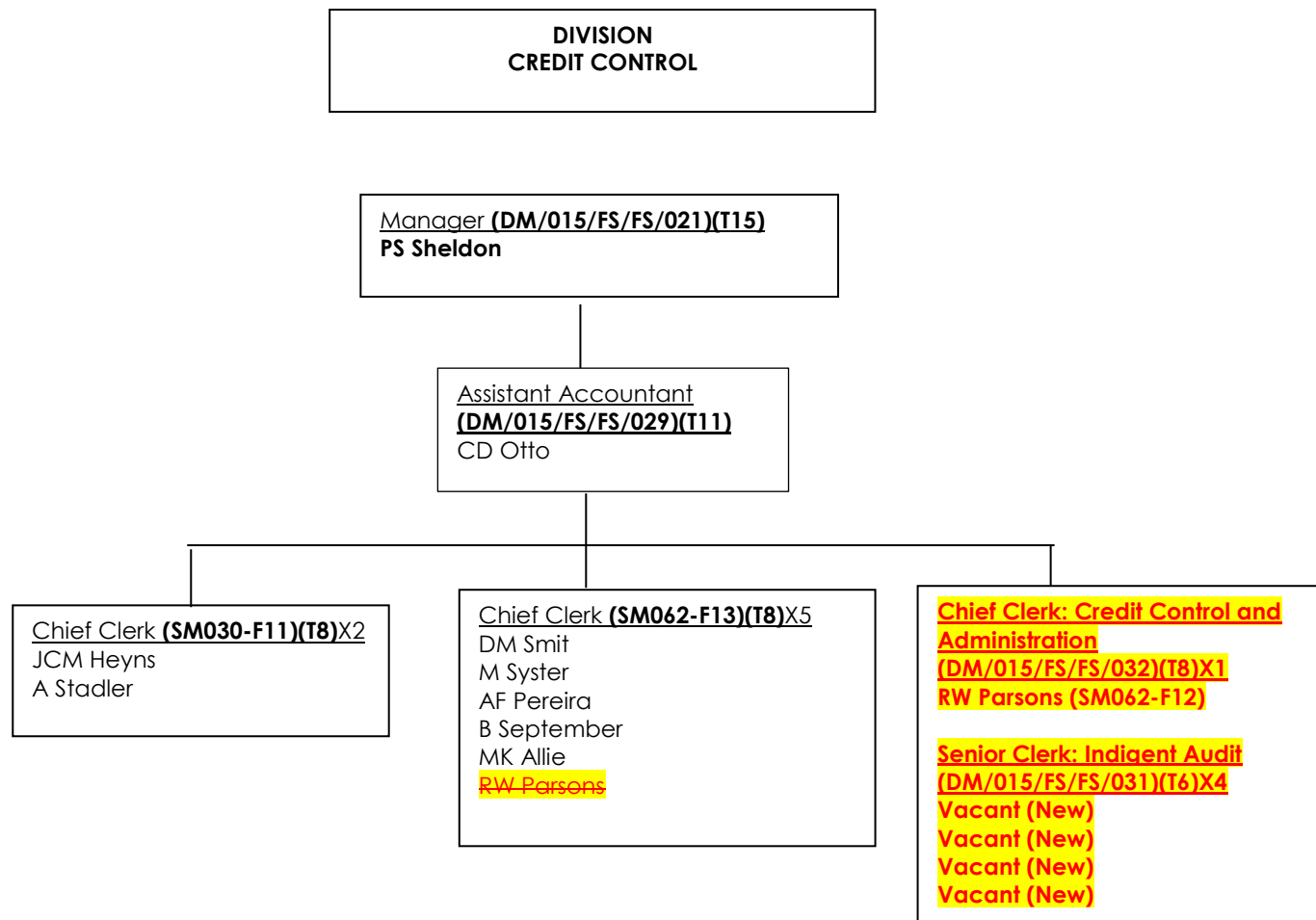


DIRECTORATE FINANCIAL SERVICES

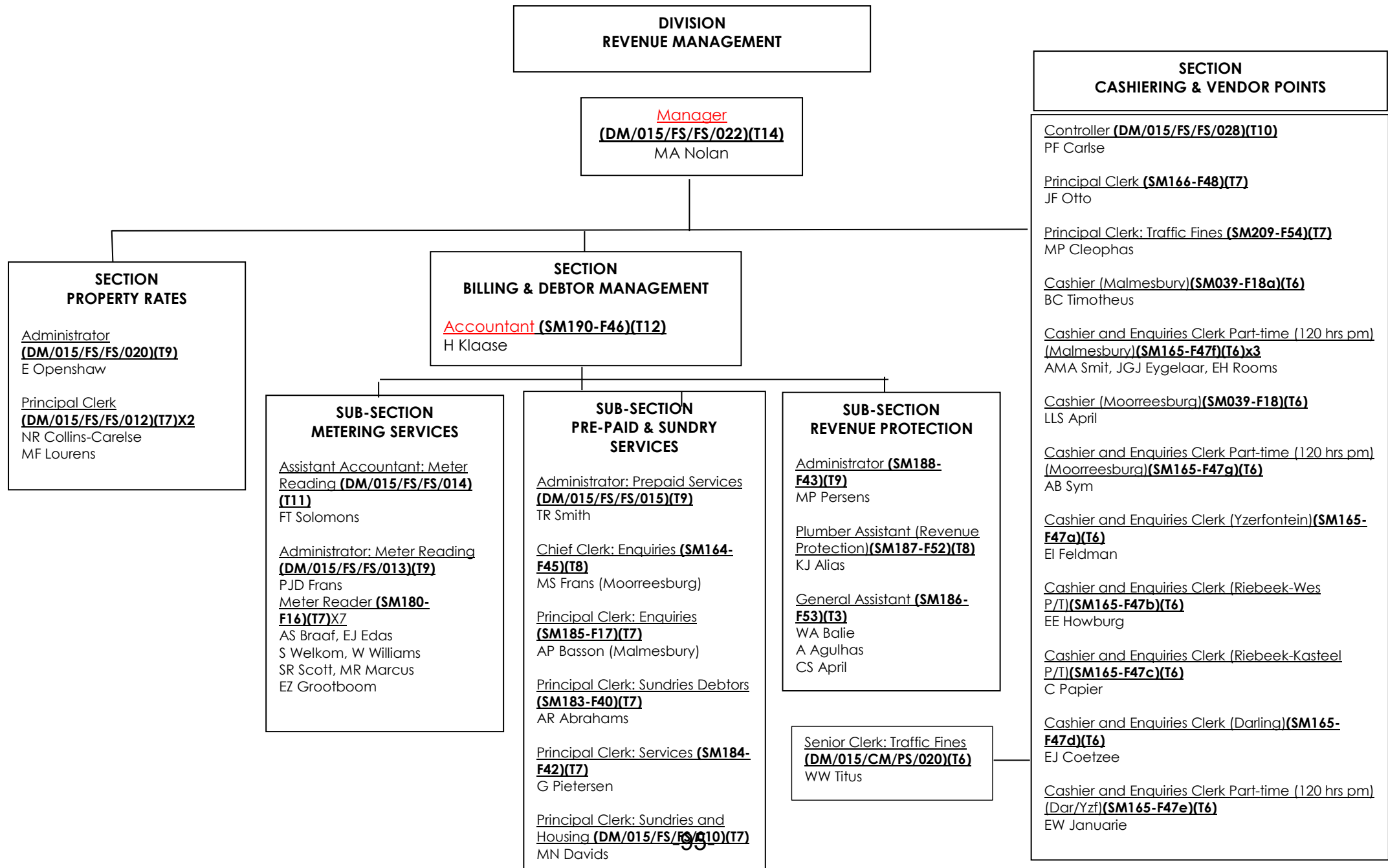




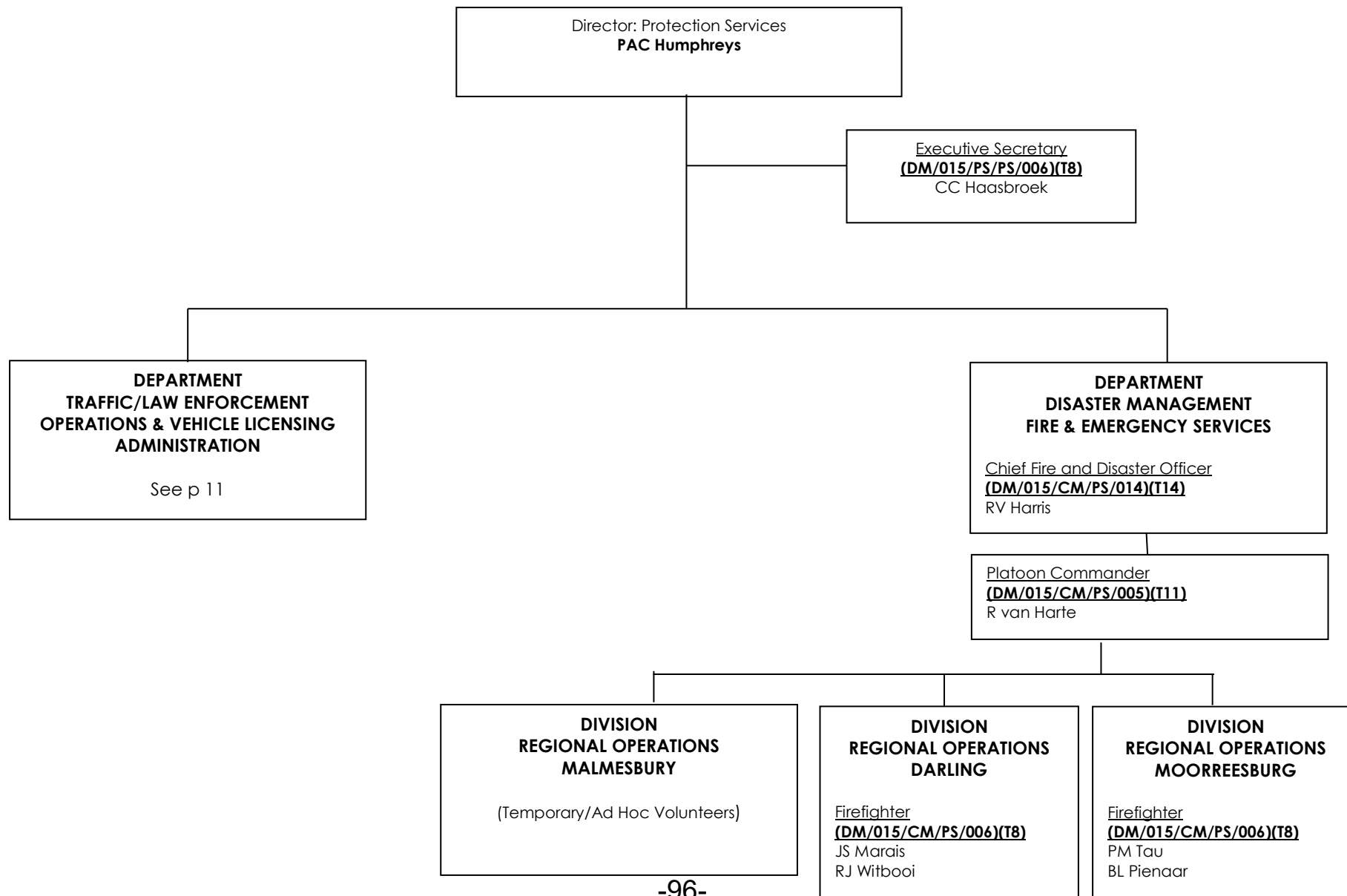
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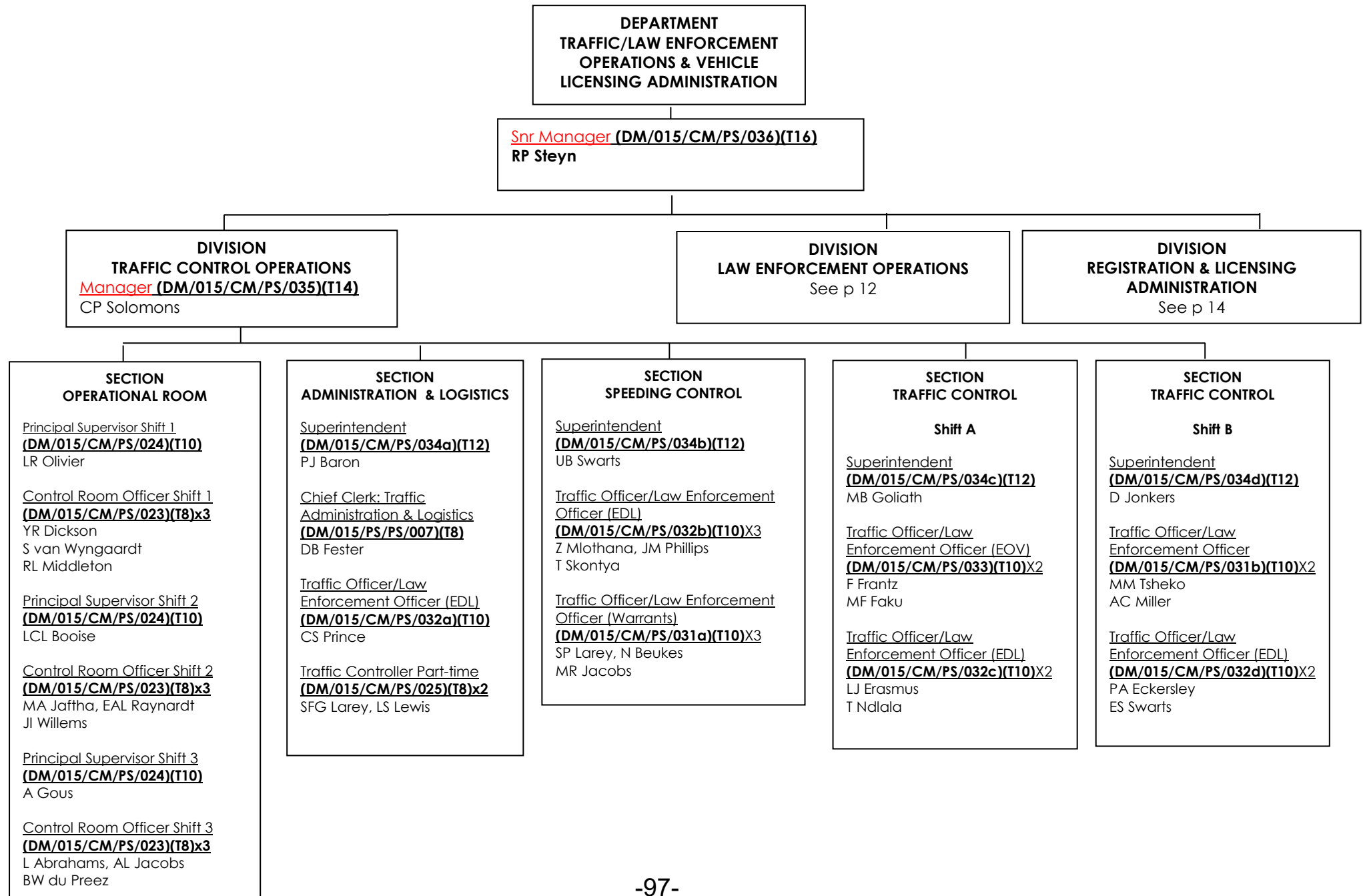
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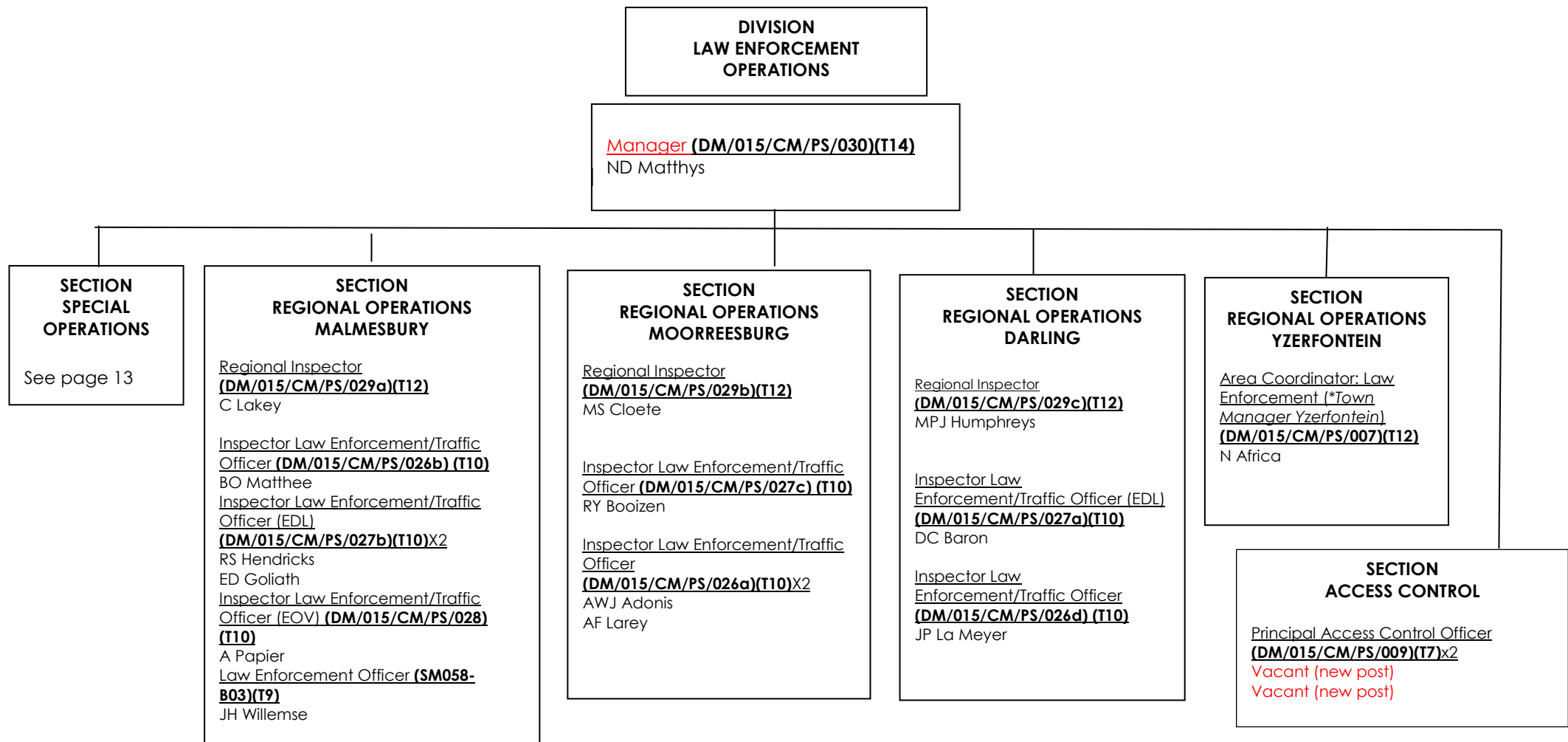
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PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE PROTECTION SERVICES
Draft 4**



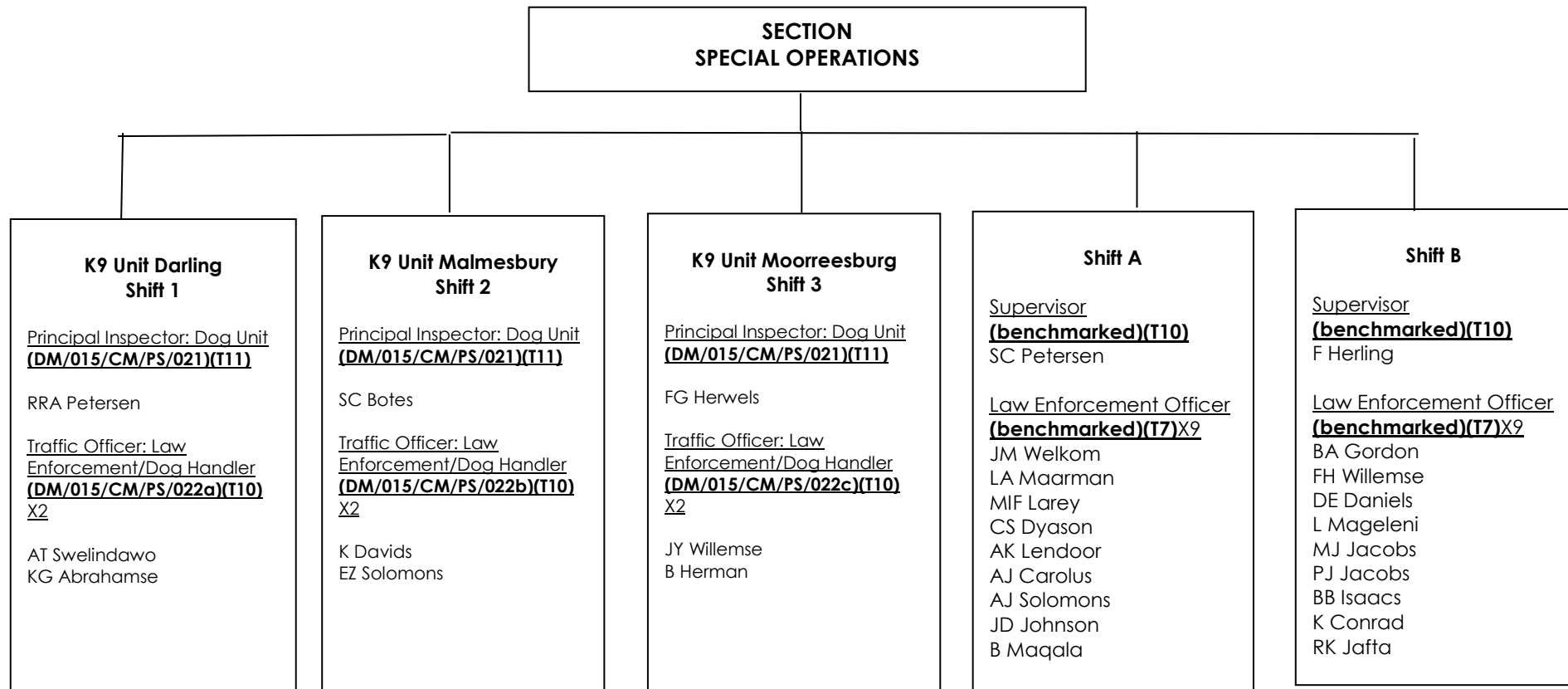
DIRECTORATE PROTECTION SERVICES



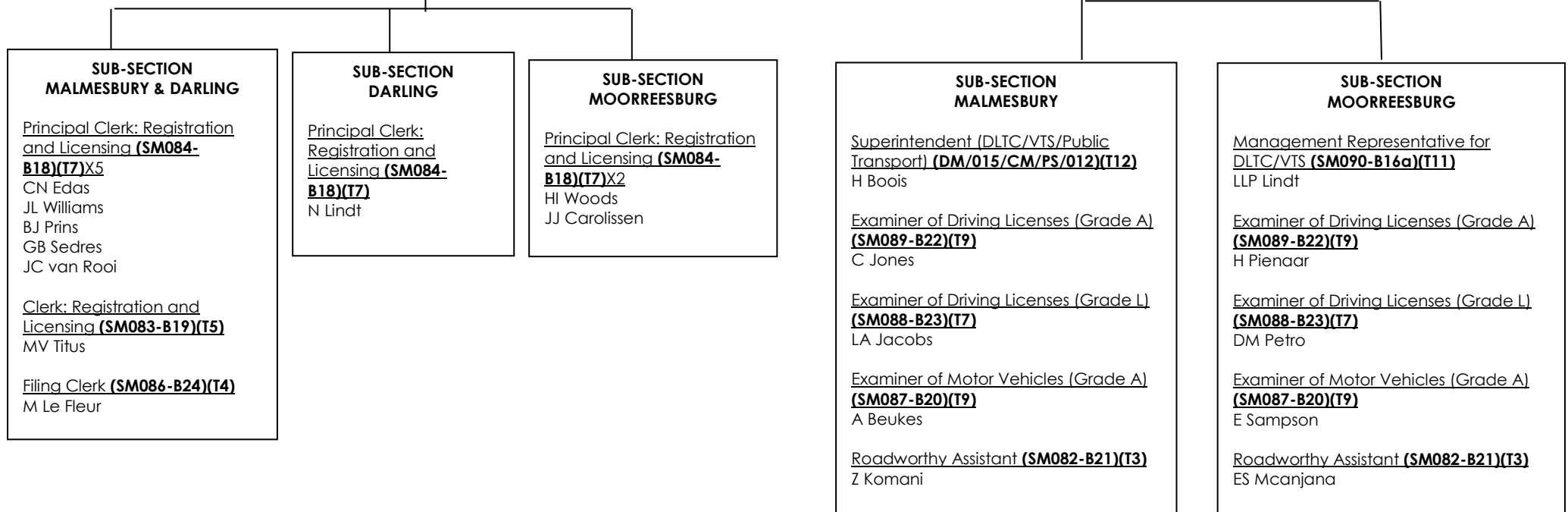
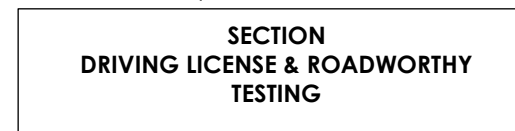
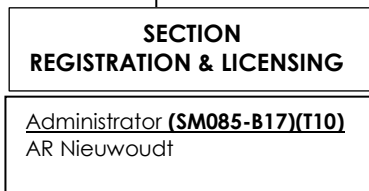
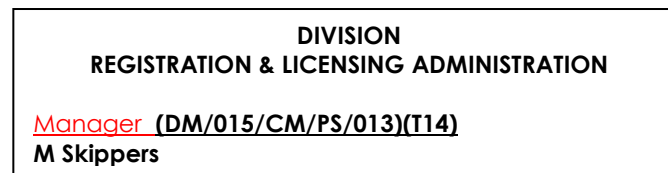
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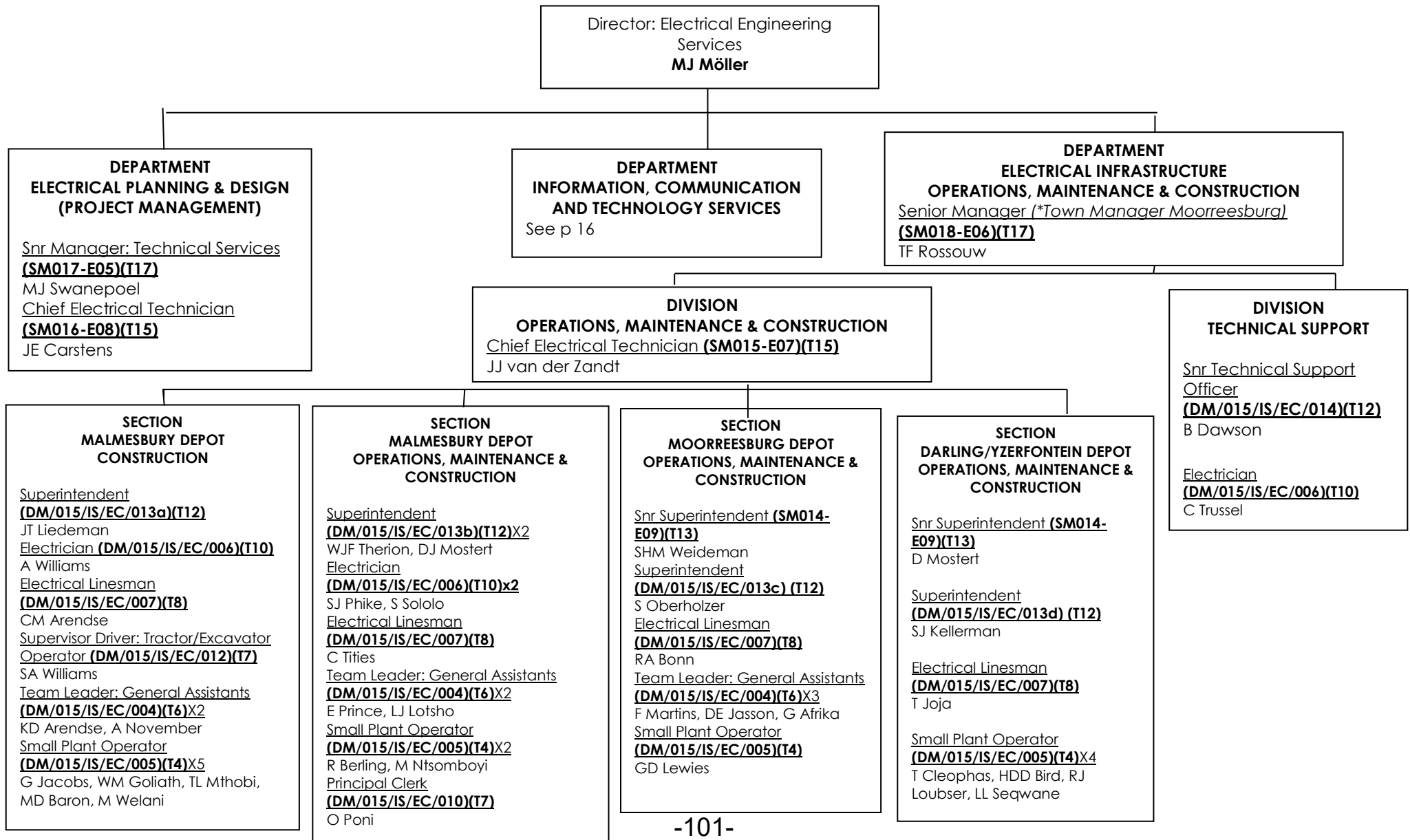
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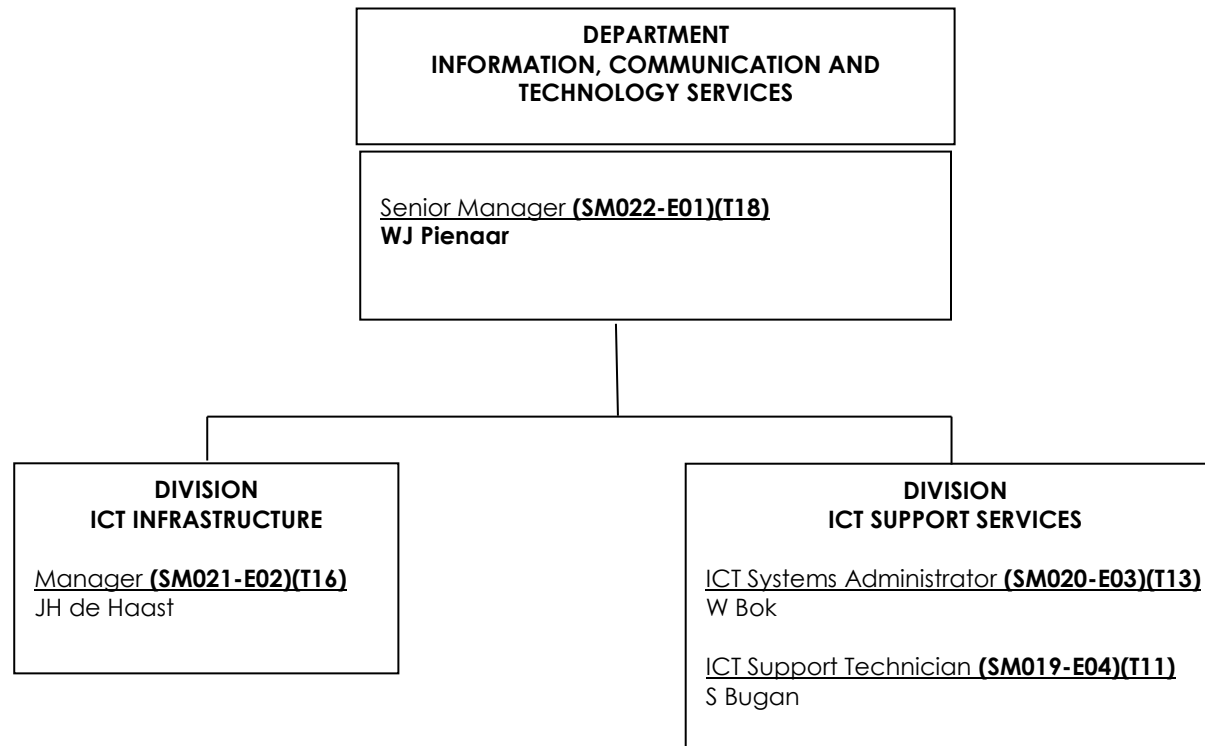


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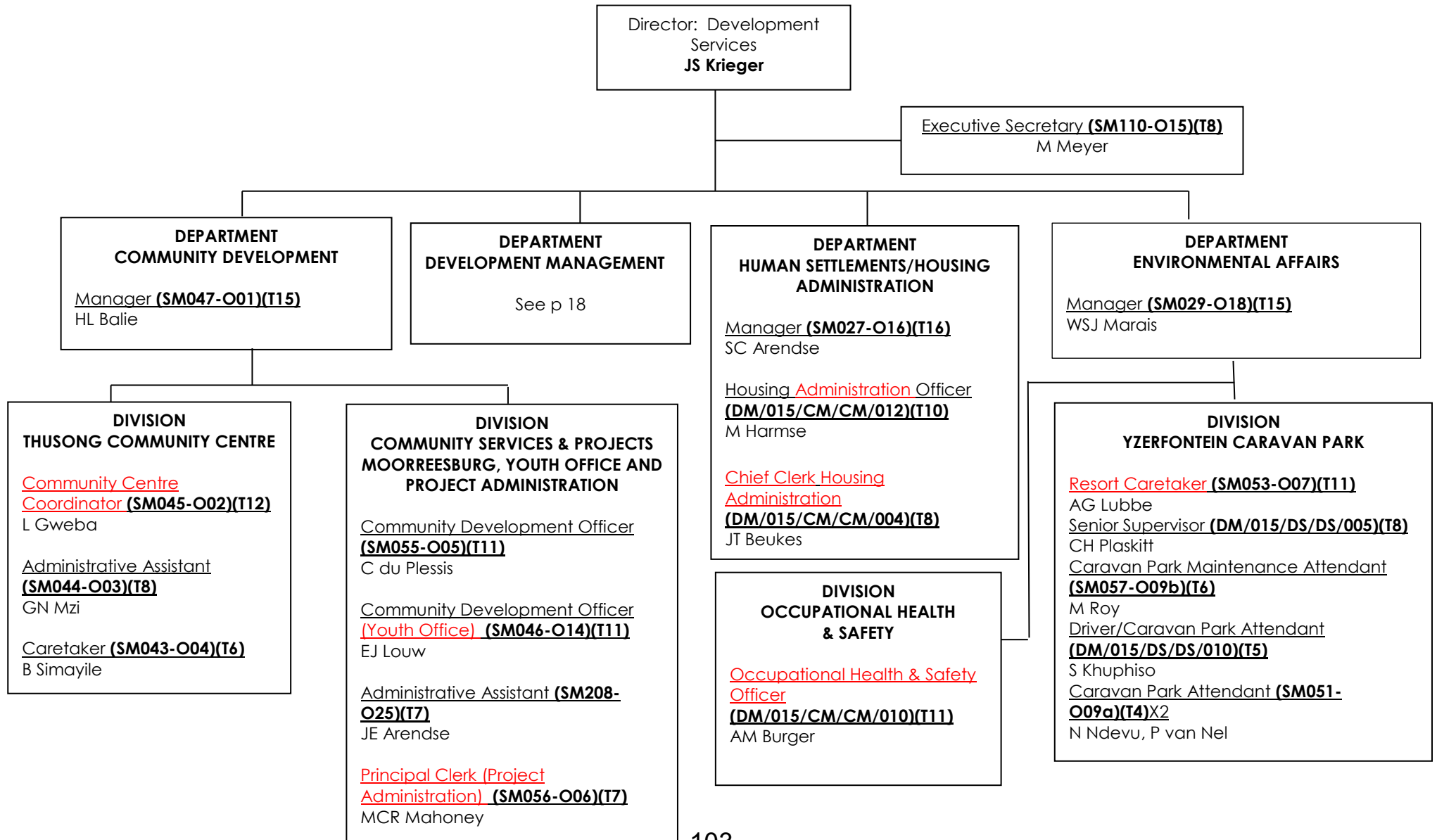


**SWARTLAND MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE ELECTRICAL ENGINEERING SERVICES
Draft 4**

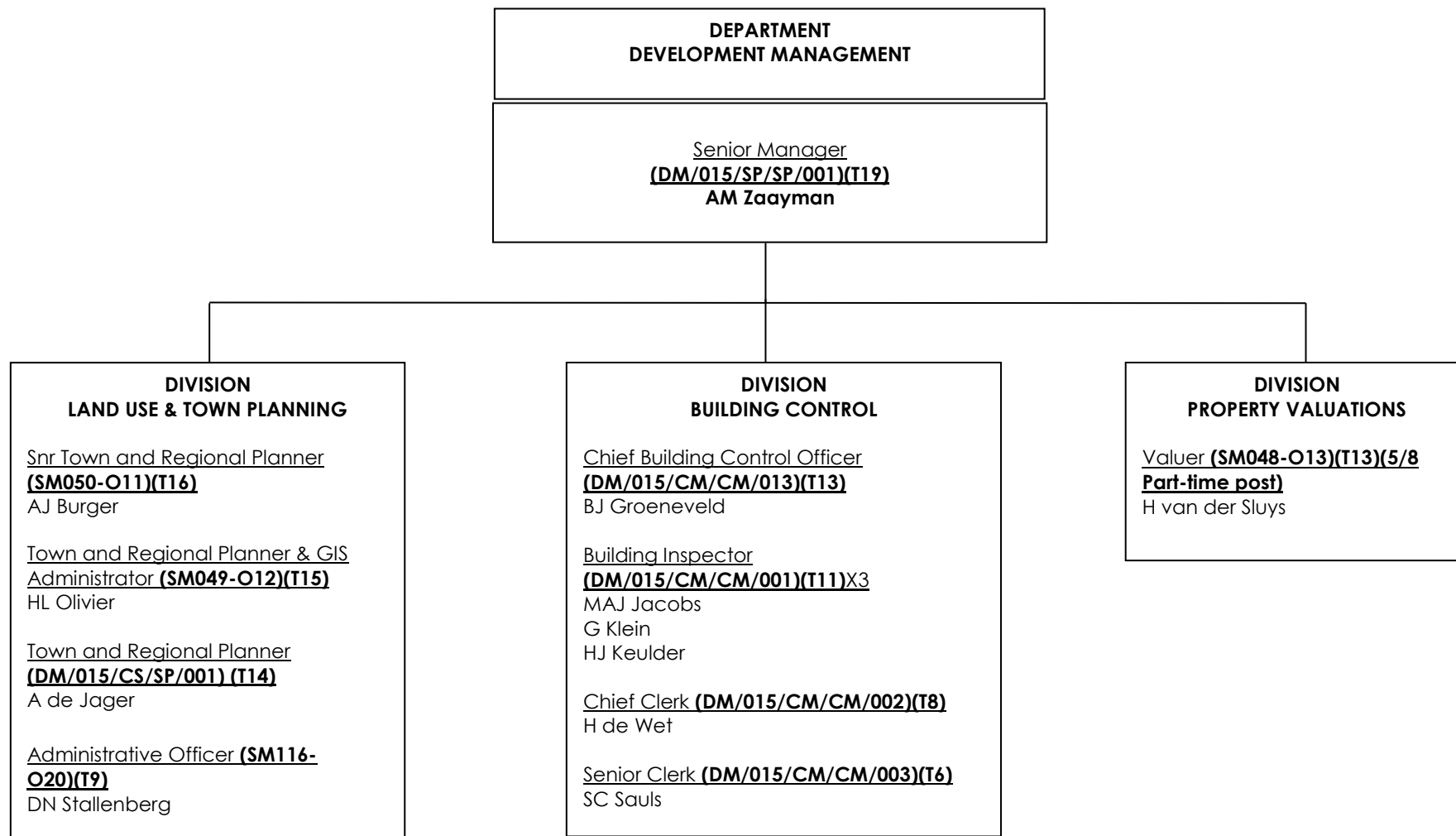


DIRECTORATE ELECTRICAL ENGINEERING SERVICES

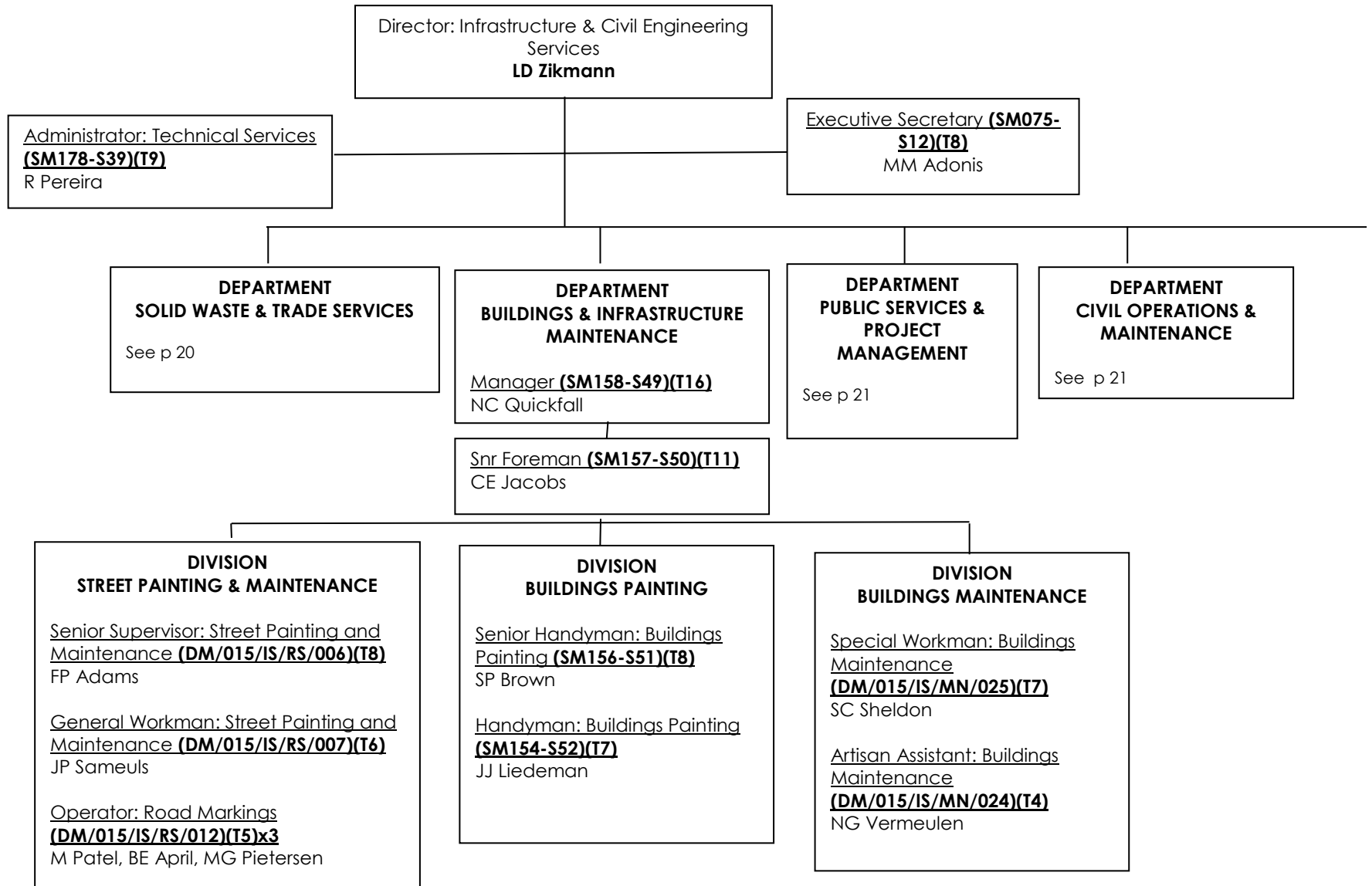
**SWARTLAND MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE DEVELOPMENT SERVICES
Draft 4**

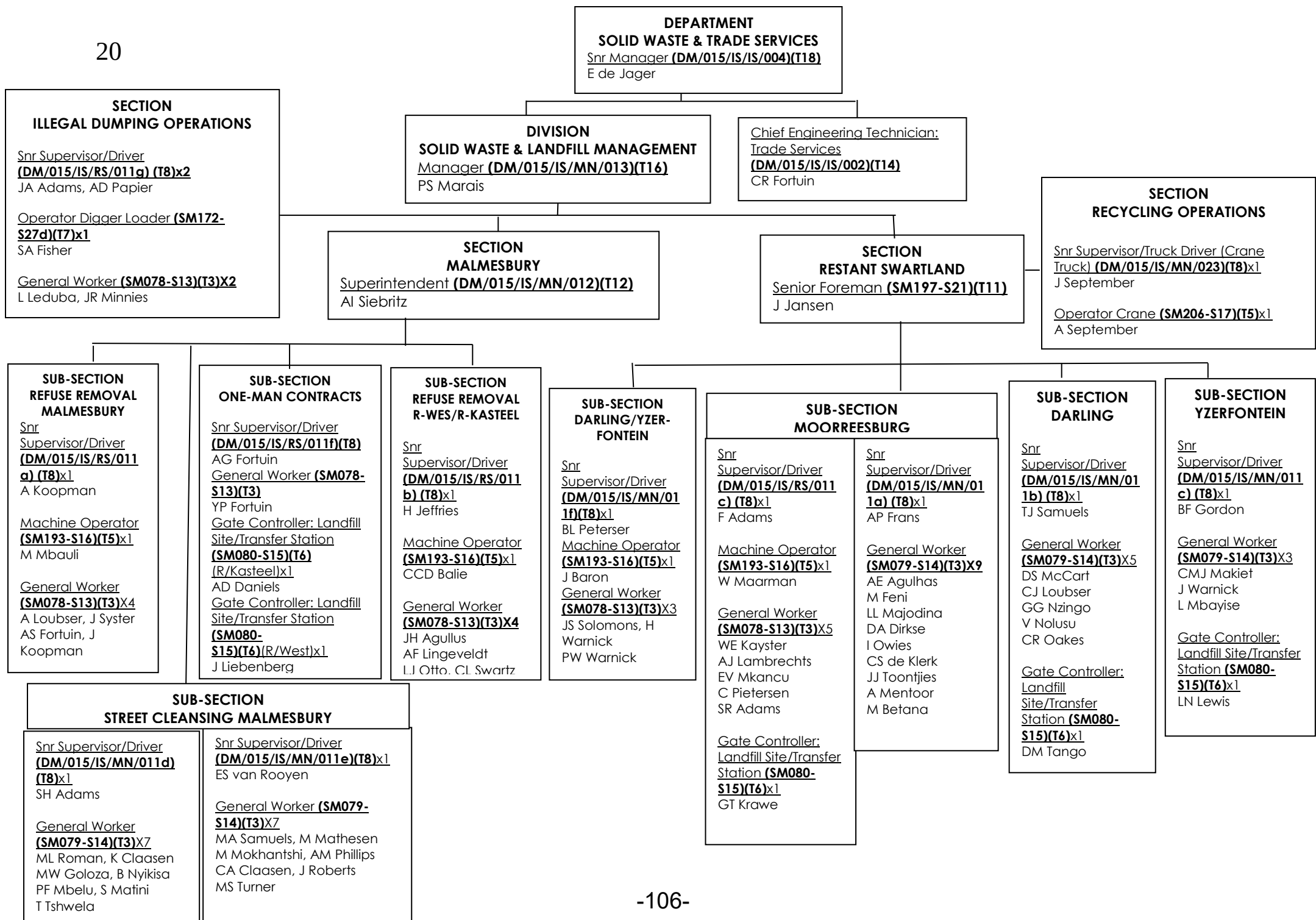


DIRECTORATE DEVELOPMENT SERVICES

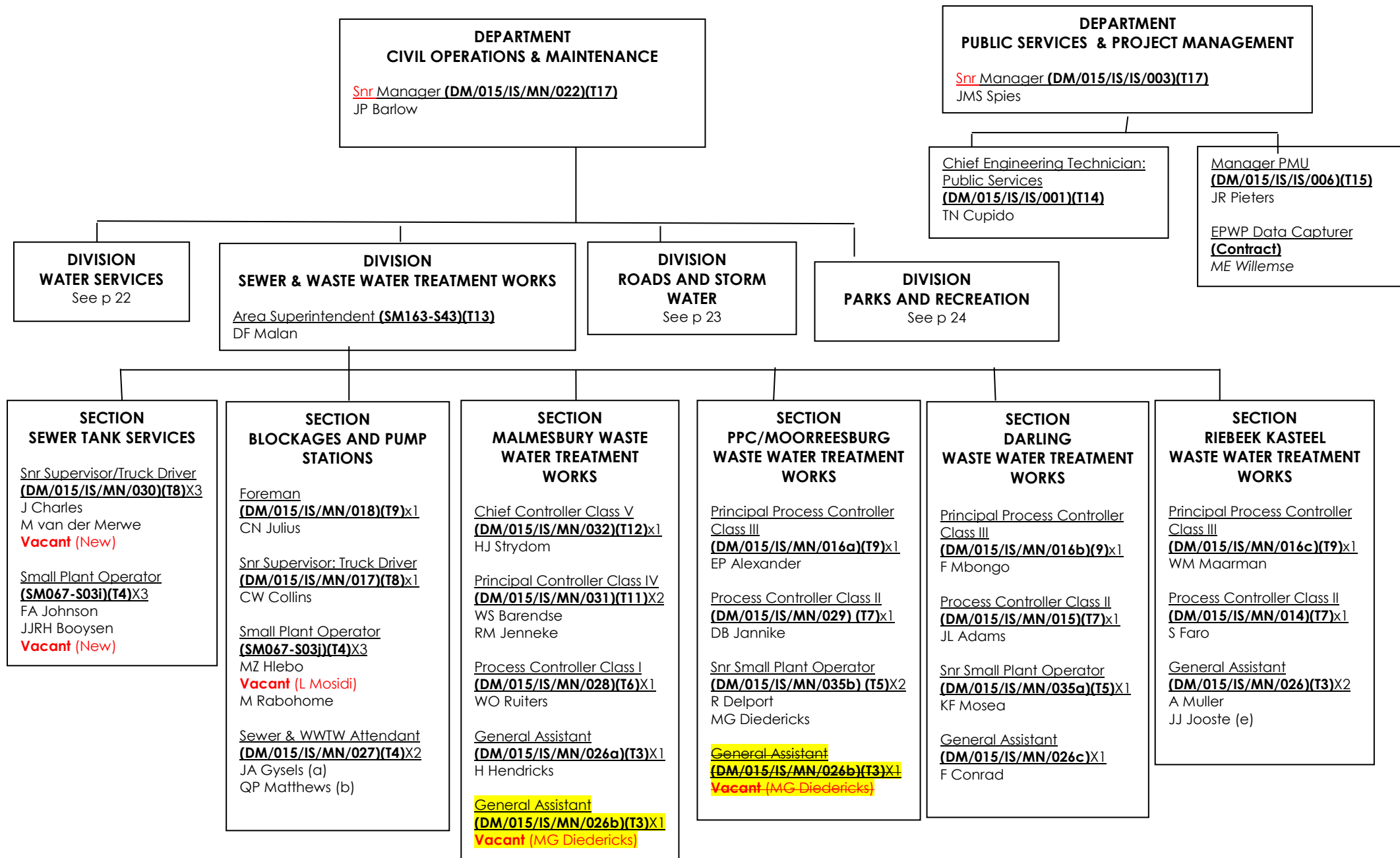


**SWARTLAND MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE & CIVIL ENGINEERING SERVICES
Draft 4**





DIRECTORATE INFRASTRUCTURE & CIVIL ENGINEERING SERVICES



DIRECTORATE INFRASTRUCTURE & CIVIL ENGINEERING SERVICES

DEPARTMENT CIVIL OPERATIONS & MAINTENANCE

DIVISION WATER SERVICES

Area Superintendent (SM200-S42)(T13)
EG Howburg

SECTION WATER SERVICES MAINTENANCE MALMESBURY

SECTION WATER SERVICES MAINTENANCE DARLING

(1)
Snr Supervisor/Truck
Driver (SM192-
S30f)(T8)x1
GC Liedeman

Small Plant
Operator (SM067-
S03a)(T4)x1
JJ Fortuin

General Assistant
(SM169-S01x)(T3)x1
R Jankie

(3)
Operator Digger
Loader (SM172-
S27d)(T7)x1
ML Stoto

Supervisor/
Storeman (SM170-
S25a)(T7)x1
**Vacant (BG
Lawrence)**

(2)
Bricklayer (SM069-
S06d)(T9)x1
WA Liedeman

General Assistant (SM169-
S01t)(T3)x2
RS Stringer
S Maqoko

(4)
Plumber
(DM/015/IS/MN/020)
(T10)x1
E Wilsnach

Supervisor / Driver
(DM/015/IS/MN/021)
(T7)x1
K Tieties

Small Plant Operator
(SM067-S03p)(T4)x1
DM Juries

Team Leader (Gen
Assts)(SM066-
S02i)(T6)x1
K Syster

General Assistant
(SM169-S01r)(T3)x1
HEJ Lategan

(5)
Plumber
(DM/015/IS/MN/020)
(T10)x1
H Appollis

Small Plant Operator
(SM067-S03s)(T4)x1
TR Kriel

Team Leader (Gen
Assts)(SM066-
S02i)(T6)x1
JJ Pietersen

General Assistant
(SM169-S01a)(T3)x2
P Titus
WJ Matala

(6)
Plumber
(DM/015/IS/MN/020)
(T10)x1
K Carolis

Small Plant Operator
(SM067-S03r)(T4)x1
R Warries

Team Leader (Gen
Assts)(SM066-
S02k)(T6)x1
GJ Lategan

General Assistant
(SM169-S01u)(T3)x1
BM Fortuin

(7)
Plumber
(DM/015/IS/MN/020)
(T10)x1
LH Julius

Small Plant Operator
(SM067-S03t)(T4)x1
EG Fredericks

General Assistant
(SM169-S01v)(T3)x2
M Booysen
W Talmakkies

SECTION WATER SERVICES MAINTENANCE MOORREESBURG

Plumber (DM/015/IS/MN/020) (T10)x1
CH Vercuil
Team Leader (Gen Assts)(SM066-
S02f)(T6)x1
WD Morris
Small Plant Operator
(DM/015/IS/MN/019a) (T4)x1
ND Nair
General Assistant (SM169-S01s)(T3)x2
MJ Nelani, W Dirkse

Plumber
(DM/015/IS/MN/020)
(T10)x1
BG Lawrence

Small Plant Operator
(DM/015/IS/MN/019(b))
(T4)x2
WA Hector
N Papier

General Assistant (SM169-
S01w)(T3)x1
V Damon

DIRECTORATE INFRASTRUCTURE & CIVIL ENGINEERING SERVICES

DEPARTMENT CIVIL OPERATIONS & MAINTENANCE

DIVISION
ROADS AND STORM WATER
Area Superintendent (SM201-S41)(T13)
JR Smith

Supervisor/Storeman
(SM170-S25b)(T7)x1
IF Groepies

SECTION DARLING

Asst Superintendent
(DM/015/IS/RS/005a)(T11)
IHN Maarman

Artisan/Bricklayer
(DM/015/IS/RS/003c)(T9)x1
MJ Warnick

Operator Grader (Final Layer)
(SM173-S28c)(T9)x1
A Goliath

Snr Supervisor/Truck Driver
(SM192-S30d)(T8)x2
AM Damon, JJ Damon

Snr Supervisor/Truck Driver
(DM/015/IS/RS/011)(T8)x1
JJS Esau

Operator Digger Loader
(SM172-S27c)(T7)x1
FA Moni

Supervisor/Storeman
(SM170-S25c)(T7)x1
RJ van Schalkwyk

Team Leader (Gen Assts)
(SM066-S02e)(T6)x1
X Mkwambi

Small Plant Operator
(DM/015/IS/RS/010b)(T4)x2
F Warnick, G Philander (Yzer)

General Assistant (SM169-S01h)(T3)x5
MA Erasmus, SM Erasmus (Yzer), DJ Wearley, MT Lutshongo, XA Tatsi

SECTION CONSTRUCTION & MAINTENANCE Team A

Asst Superintendent
(DM/015/IS/IS/005b)(T11)
CS Felix

Artisan/Bricklayer
(DM/015/IS/RS/003b)(T9)
DD Adams

Snr Supervisor/Truck Driver
(SM192-S30c)(T8)
IJ Snyders

Team Leader (Gen Assts)
(SM066-S02d)(T6)x1
K Welkom

Small Plant Operator [CT2]
(SM067-S03c)(T4)x2
J Moses, CB Rhodes

General Assistant [CT2]
(SM169-S01d)(T3)x5
C Hendricks
M Plaatjie
JP Jonathan
F Lewies
C Cekiso

SUBSECTION MAINTENANCE: ROADS & STORMWATER (RIEBEKE)

Snr Supervisor/Truck Driver
(SM192-S30a)(T8)
BS Dolmag

Team Leader (Gen Assts)
(SM066-S02c)(T6)
LD Solomons

Small Plant Operator [ST2]
(DM/015/IS/RS/010a)(T4)x6
W Adams, JF Muller
P Ceaser, KC Mouton
LC Sovath, M Swarts

SUBSECTION CONSTRUCTION & MAINTENANCE (GRADING)

Operator Grader (Final Layer)
(SM173-S28a)(T9)x1
P Boois

General Assistant [CT1]
(SM169-S01b)(T3)x1
R Stapelton

SECTION CONSTRUCTION & MAINTENANCE Team B

Asst Superintendent
(DM/015/IS/IS/005b)(T11)
AJ Berling

Artisan/Bricklayer
(DM/015/IS/RS/003b)(T9)
WJ Prezens

Snr Supervisor/Truck Driver
(SM192-S30c)(T8)
J Welkom

Operator Loader (SM171-S26a)(T6)x1
F Goliath

Small Plant Operator [CT1]
(SM067-S03d)(T4)x2
DJ Dirks, EA Mabona

General Assistant [CT3] (SM169-S01e)(T3)x5
B Dyantyl
S Ngwenya
LD Herrings
YS Hendricks
YLK Mbongo

SECTION MAINTENANCE: PATCHWORK

Foreman
(DM/015/IS/RS/004)(T9)x1
A Samson

Team Leader (Gen Assts)
(SM066-S02b)(T6)x1
EC September

Small Plant Operator (SM067-S03b)(T4)x1
F Engelbrecht

General Assistant (SM169-S01f)(T3)x4
J Le Fleur, SA Nero, SL Dotwana, VJ Nodada

SUBSECTION MAINTENANCE: ROADS & STORMWATER MALMESBURY

Snr Supervisor/Truck Driver
(SM192-S30a)(T8)
JV Oor

Small Plant Operator [ST1]
(SM067-S03a)(T4)x1
FA Fortuin

General Assistant [ST1]
(SM169-S01c)(T3)x2
HP Daniels
F Welkom

SECTION MOORREESBURG

Asst Superintendent
(DM/015/IS/RS/005c)(T11)
GE Adonis

Artisan/Bricklayer
(DM/015/IS/RS/003a)(T9)x1
C Lewies

Snr Supervisor/Truck Driver
(SM192-S30b)(T8)x1
MA Liwani

Operator Grader (Final Layer)
(SM173-S28b)(T9)x1
JC Baadjies

Operator Digger Loader
(SM172-S27a)(T7)x1
A Tieties

Team Leader (Gen Assts)
(SM066-S02a)(T6)x1
CR King

Small Plant Operator (SM067-S03f)(T4)x1
RPE Boois

General Assistant (SM169-S01a)(T3)x5
BD Mehlomakhulu, F Kock
SOJ Stal, M de Bruyn
GMM Rhodes

DIRECTORATE INFRASTRUCTURE & CIVIL ENGINEERING SERVICES

DEPARTMENT CIVIL OPERATIONS & MAINTENANCE

DIVISION PARKS AND RECREATION

Area Superintendent **(SM162-S44)(T13)**
R du Plessis

Supervisor/Storeman
(DM/015/IS/PC/004)(T7) x1
GS Sheldon

Senior Coordinator: Sports
(DM/015/IS/PC/018) (T11) x1
CW Booys

SECTION PARKS & FACILITIES MOORREESBURG

Senior Foreman
(DM/015/IS/PC/017c)(T10) x1
RB Wildschutt

Supervisor/ Truck Driver
(DM/015/IS/PC/015)(T8) x1
T Lentsa

Supervisor/Tractor Driver
(SM191-S29b)(T7) X2
K Pieters, AA Milford

Caretaker Sports Fields
(Gene Louw)**(SM137-S36b)(T7)** x1
K Swarts

Caretaker Sports Fields
(Rosenhof)**(SM137-S36a)(T7)** x1
AH van Rooyen

Handyman
(DM/015/IS/PC/012a)(T5) X4
D Diedericks, A Adams
B Sekhamane
DT Maduna (b)

Handyman
(DM/015/IS/PC/011)(T5) x1
FF Frans

Handyman
(Koringberg)**(DM/015/IS/PC/013)(T5)** x1
RJ Blaauw

General Assistant
(SM169-S01o)(T3) X6
D Gabriël, GMM
Jonas
L Rametsi, SV Boois
W Baron, WA Boois

SUB-SECTION SWIMMING POOL

Lifeguard/Caretaker
(SM068-S05b)(T9) x1
DR Faroa

SECTION PARKS, OPEN AREAS, CEMETERIES & SPORTS FIELDS MALMESBURY

Senior Foreman
(DM/015/IS/PC/017a)(T10) x1
B Bezuidenhout

Supervisor/Tractor Driver
(SM191-S29a)(T7) X4
M Kaptein
M Fortuin
MJ Sedeman
DA Fortuin

Snr Team Leader (Gen Assts)
(DM/015/IS/PC/008)(T6) x1
K Snyers

Handyman
(DM/015/IS/PC/005a)(T5) X5
M Laserus, CC Daniels
PJ Swarts. WC Farmer
F Mbengo

General Assistant **(SM169-S01l)(T3)** X7
A Green, DGP Snell
VE Noqazo, P Koopman
AR Dyason, T Lebata
J Roto

SUB-SECTION PARKS, OPEN AREAS, CEMETERIES & SPORTS FIELD RIEBEEK-WES/ RIEBEEK- KASTEEL

Supervisor/Tractor Driver
(DM/015/IS/PC/010)(T7) x1
G Koks
Handyman
(DM/015/IS/PC/009) X2
T Owies, **Vacant (PJ Snyders)**

SUB-SECTION SWIMMING POOL MALMESBURY

Lifeguard/Caretaker
(SM068-S05c)(T9) X2
W Damon
M Madlingozi

Handyman: Swimming Pool
(DM/015/IS/PC/006)(T5) x1
ED Arendse

SUB-SECTION GENERAL MAINTENANCE & GARDENING MALMESBURY

Foreman/Truck Driver
(DM/015/IS/PC/016)(T8) x1
DD April

General Assistant **(SM169-S01y)(T3)** X3
JW Cornelius J Dyason, MR Mpikashé

SUB-SECTION SPORTS FIELDS

Caretaker Sports Fields
(Wesbank)**(SM137-S36c)(T7)** x1
GC Januarie

Caretaker Sports Fields
(Chatsw)**(SM137-S36d)(T7)** x1
MA van Roodt

Groundsman
(DM/015/IS/PC/014)(T6) x1
T Tshwela

SECTION PARKS AND FACILITIES DARLING

Senior Foreman
(DM/015/IS/PC/017b)(T10) x1
PJ van Schalkwyk

Supervisor/Tractor Driver
(SM191-S29c)(T7) x1
A Boois

Snr Caretaker: Sports Fields
(DM/015/IS/PC/007)(T7) x1
F Adams

Handyman
(DM/015/IS/PC/005c)(T5) X4
GD Samuels, T Tom
J Solmons, F Teba

General Assistant **(SM169-S01m)(T3)** X3
L Carstens, G Solomons
RW Philander

General Assistant (Yzerfontein)
(SM169-S01n)(T3)
W Lowies

SUB-SECTION SWIMMING POOL

Lifeguard/Caretaker **(SM068-S05a)(T9)** x1
U Jaca



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Civil Engineering Services
19 January 2023

16/4/B

ITEM 8.6 OF THE AGENDA OF AN ORDINARY COUNCIL COMMITTEE MEETING TO BE HELD ON 26 JANUARY 2023

SUBJECT: APPROVAL OF THE DRAFT 4TH GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

1. BACKGROUND

An IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (Nemwa) that has been promulgated and came into effect on 1 July 2009, with the main goal being the transformation of collection and disposal methodologies and sustainable practices on waste avoidance and environmental sustainability. The Nemwa requires the IWMP to be updated every five years.

The 3rd generation IWMP for Swarthland Municipality was adopted by the Council in May 2017. It expires in 2022 and consequently a 4th generation IWMP was drafted.

The Nemwa further requires that during the process of drafting an IWMP it be availed to the public and the Department of Environmental Affairs and Development Planning (DEA&DP) to afford the opportunity to provide inputs and comments.

Accordingly, a report and the draft 4TH Generation IWMP was tabled at a meeting of the Executive Mayoral Committee held 13 July 2022 informing the Committee of the process of drafting the 4TH Generation IWMP and the availability of the document for comments and inputs. Upon consideration of the report the Committee resolved that the process to solicit comments from the public and the DEA&DP may be followed.

Comments and inputs were invited via a notice in the local media on 23 August 2022 and copies of the draft 4TH Generation IWMP were made available in electronic format and in hard copy at libraries. No comments were received from the public with closure on 23 September 2022. Comments were received from the DEA&DP in their letter dated 04 October 2022 of which a copy is attached to this report. The comments from the DEA&DP were incorporated in the draft 4TH Generation IWMP.

2. SCOPE OF THE IWMP

The scope of an IWMP is an investigation into the status quo condition of the solid waste management service. This investigation aims to include various aspects such as legislation, waste types and generation, waste facilities and infrastructure and financing.

The status quo is evaluated to determine gaps and needs of the system and identifies goals and objectives for improvement. A monitoring and reviewing program is included to ensure that the IWMP is implemented and up to date.

The draft 4TH Generation IWMP comprises the following sections and annexures:

Sections

- **Executive Summary**
- **Section 1: Introduction:** Contains terms of reference, background, scope of the IWMP, methodology, aims and goals, geographic area of study and stakeholder participation.
- **Section 2: Status Quo:** Deals with legislation, demographics, waste classification, waste management structures and economics of waste management practices.
- **Section 3: Gaps and needs assessment:** Deals with legislation, waste quantities, collection needs, waste transportation and transfer, waste minimisation, recycling and re-use initiatives, airspace requirements, institutional needs, alternatives and funding mechanisms.

- **Section 4: Strategy and implementation:** Goals – see *Item 4* in this report.
- **Section 5: Monitoring and review:** Establishment of IWMP steering committee and monitoring schedule/programme
- **Section 6: Conclusions and recommendations**

Annexures

- **Annexure 1:** Swartland Organic Waste Diversion Plan (OWDP)
- **Annexure 2:** Waste Characterisation
- **Annexure 3:** Collection Schedules
- **Annexure 4:** Hazardous and Health Care Risk Waste Management
- **Annexure 5:** Public Comment Advertisement
- **Annexure 6:** D:EA&DP Comments

3. AIMS AND GOALS OF THE IWMP

The primary objective of the IWMP is to integrate and optimize waste management in order to maximize efficiency and minimise associated environmental impacts and financial costs. The plan takes particular notice of the importance of local authority waste management planning and it underlines the following principles of the National Waste Management Strategy:

- Prevention of waste generation;
- Recovery of waste where generation cannot be prevented, and
- Safe disposal of waste that cannot be recovered.

The main goals of the Swartland IWMP are aligned with the goals of the Western Cape Provincial IWMP, the National Waste Management Strategy, the Municipal Spatial Development Framework, the Municipal Integrated Development Plan, the National Development Plan and the Provincial Spatial Development Framework.

4. STRATEGY AND IMPLEMENTATION

Section 4 of the IWMP discuss the gaps and needs identified during the investigation into the status quo condition of the solid waste management service, the aligned goals and planned projects of Swartland Municipality. The following goals and objectives were identified:

Goal 1: Strengthened education, capacity and advocacy towards Integrated waste Management

- *Objective 1* – Facilitate consumer and industry responsibility in integrated waste management
- *Objective 2* – Promote and ensure awareness and education of integrated waste management
- *Objective 3* – Build and strengthen waste management capacity

Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure

- *Objective 1* – Facilitate waste management planning
- *Objective 2* – Promote industry waste management planning
- *Objective 3* – Promote the establishment of integrated waste management infrastructure and services
- *Objective 4* – Ensure effective and efficient waste information management

Goal 3: Effective and efficient utilisation of resources

- *Objective 1* - Minimise the consumption of natural resources
- *Objective 2* - Stimulate job creation within the waste economy
- *Objective 3* - Increase waste diversion through reuse, recovery and recycling

Goal 4: Improved compliance with environmental regulatory framework

- *Objective 1* – Strengthen compliance monitoring and enforcement
- *Objective 2* – Remediate and rehabilitate contaminated land
- *Objective 3* – Facilitate the development of waste policy instruments
- *Objective 4* – Promote self/co-regulatory measures

5. WASTE MINIMISATION, RECYCLING AND RE-USE INITIATIVES

The key component of modern waste management is arguably waste minimisation as a whole. Waste minimisation must continually be promoted to all domains of society.

Although Swartland Municipality has a successful recycling operation at the Highlands landfill, the total diversion from landfill must be increased to achieve targets.

The recently adopted Organic Waste Diversion Plan has set targets of 50% organic diversion in 2022 and 100% by 2027. These targets were set by the Western Cape Provincial Government. In addition to this, crushing of building rubble for alternative uses must also be explored.

6. RECOMMENDATION

That the draft 4th Generation IWMP for Swartland Municipality be approved by the Executive Mayoral Committee and recommended to Council for adoption.

AANBEVELING

Dat die konsep 4^{de} Generasie Geïntegreerde Afvalbestuursplan goedgekeur word vir voorlegging aan die Munisipale Raad vir aanvaarding.

(get) L D Zikmann

MUNISIPALE BESTUURDER



Memo

To : William Meyers
From : August Hoon
cc : Dean Gilbert
Date : 4 October 2022
Re : Commenting on the draft Swartland 4th generation IWMP

The Swartland Municipality has drafted a very good IWMP report, however, the DEA& DP has the following comments and recommendations regarding the report –

1. The public participation process can also include the use of Homeowner's Associations, social media platforms such as Facebook and Instagram or Twitter to inform the Swartland residents.
2. The Extended Producer Responsibility (EPR) Regulations (Packaging and lighting and electric sectors currently being implemented as well as the new notice for the lubricants, batteries and pesticides sectors) and the Waste Tyre Management Plan need to be included under the "Legislation" section (section 2.1). Municipalities need to be aware of these changes in policy and legislation as they affect industry sectors within their municipal areas.
3. The economic and employment profile of the municipal area has not been included under the "Demographic profile". Also, can the Municipality include the 2021 population per sub-area in Table 2-1.
4. The Municipality must kindly clarify whether the costs for illegal dumping clean-ups are included under the "Clean-up Campaign" or "Cleaning Public Open Spaces" (page 125 under Street Cleaning, Table 2-38).
5. The Municipality must indicate where the waste generation rates per capita were sourced (Table 2-10).
6. The Municipality must kindly clarify what is going on from page 135 – 138, is it part of the implementation plan? What is it meant to be?
7. Swartland Municipality recovers recyclable material at a dirty MRF located at the landfill site. While studies conducted on waste recovery from clean and dirty MRFs indicate that dirty MRFs can be effective for small communities with low waste volumes, it still creates more

contaminated recyclables that are often not suitable for recycling. The waste characterisation study also reflects that separation at source with effective awareness raising is still more effective for when waste volumes are high in a Municipality, notwithstanding the role of a dirty MRF in the system of recovery. The Municipality is encouraged to explore cost-effective separation at source strategies that can contribute toward better recovery rates. The Municipality must also consider implementing projects that allow income opportunities from waste for local impoverished communities.

Private recyclers are available in the area, mostly scrap dealers, but there are missed opportunities for waste minimisation as these recyclers do not report diversion records to the Municipality. The buy-back centres, and existing waste pickers can form part of an integrated waste management system, which can further boost the Municipality's waste diversion rates and create opportunities for marginalised communities. Consulting the EPR schemes for assistance with this initiative will reduce costs to the Municipality.

8. The Municipality can also place more effort on awareness since the efforts mentioned in the report have been in place for several years and may need to be reviewed to assess their effectiveness in getting the message across to residents of Swartland Municipality. The idea of a person solely focussing on waste awareness is noted and commended.
9. The Municipality must also strongly focus on implementing their organic waste diversion plan as soon as possible.
10. With reference to section 2.4.5.1, Recyclers, on page 94, which reads as follows: "Apart from the Highlands Material Recovery Facility, the recycling statistics are not reported by the other recyclers as the information is seen as sensitive". The National Environmental Management: Waste Act (59/2008): National Waste Information Regulations (annexure 1) indicates a list of activities that are required to submit a registration on the Integrated Pollutant and Waste Information System (IPWIS). Private recyclers must comply with the relevant legislation. Furthermore, if the private recyclers do not meet the threshold, it will be beneficial for them to register and report as it will count towards the diversion rate of the municipality. The Municipality should encourage them to register on the IPWIS.
11. All facilities that are registered on the IPWIS must have their WIR number displayed within the Swartland IWMP report so that it is evident that the facilities are compliant with the National Waste Information Regulations. These registered activities that the Municipality manages must be shown within the report against their WIR numbers. Also, the Municipality must state the reporting frequency of each of the registered activities within the report to show how up to date and compliant the facilities are in terms of IPWIS and the regulations.

August Hoon

Control Environmental Officer (Grade: B): Head: Waste Management Planning



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
12 Januarie 2023

15/1/4/1
WYK: 1-12

ITEM 8.7 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 26 JANUARIE 2023

SUBJECT: FIRST DRAFT : AMENDMENT OF SWARTLAND SPATIAL DEVELOPMENT FRAMEWORK 2023-2028

1. **BACKGROUND/DISCUSSION**

Swartland Municipality has appointed the local firm C K Rumboll & Partners to compile the amendment of our Municipal Spatial Development Framework inter alia to comply and be aligned with national, provincial and local legislation.

The "first draft" of the amendment of our municipal spatial development framework has been received on 15 December 2022.

2. **PURPOSE**

The purpose of the Swartland Municipal Spatial Development Framework is to create a document that set out the necessary policy directives to guide spatial development in the municipal area in a desirable and sustainable manner.

The future growth, land development and land use planning in the municipal area be based on the vision and principles that was agreed upon to address spatial challenges/problems and to ensure the creation and support of integrated, sustainable and livable environments through the creation and support of socio-economic opportunities.

An important aspect of the amendment of the Swartland Municipal Spatial Development Framework is the alignment of the content of the document with national, provincial and local legislation and policy, including the regulations as provided in the Spatial Planning Land Use Management Act (SPLUMA), the Land Use Planning Act (LUPA), the Swartland Municipality : Land Use Planning By-Law, the Municipal Systems Act (MSA) and to follow the next cycle of the Swartland Integrated Development Plan in order to fulfill alignment with this document and the depiction of the Integrated Development Plan proposals with spatial implications

3. **CONTENT**

The "first draft" of the amendment of the Swartland Municipal Spatial Development Framework document has the following content namely:

CHAPTER 1: Purpose of the SDF, Principles and Tools

- 1.1 Purpose
- 1.2 Spatial Context
- 1.3 Report Structure
- 1.4 Status of Swartland SDF and IDP, National and Provincial Policies Alignmen
- 1.5 Values and Performance Qualities
 - 1.5.1 Spatial Elements of Settlements and Regions
 - 1.5.2 Structural Tools
- 1.6 Policy as Structural Tool
 - 1.6.1 Environmental Principles and Guidelines
 - 1.6.2 Critical Biodiversity Framework
 - 1.6.3 Bioregional Spatial Planning Categories
 - 1.6.4 Coastal Management Lines
- 1.7 Application

CHAPTER 2: Issues, Vision and Goals

- 2.1 Strengths, Weaknesses, Opportunities and Threats
- 2.2 Swartland Priorities
- 2.3 Conceptual Proposal
- 2.3 Spatial Vision and Strategy
- 2.4 Spatial Objectives
- 2.5 Planning Legislation and Policy Frameworks

CHAPTER 3: Spatial Analysis, Legislative & Sectoral Plan Directives

- 3.1 Spatial Analysis and Legislative Directives
 - 3.1.1 Biophysical Environment
 - 3.1.1.1 Geology and Soils
 - 3.1.1.2 Climate
 - 3.1.1.3 Climate Change & Vulnerable Systems
 - 3.1.1.4 Topography
 - 3.1.1.5 Hydrology
 - 3.1.1.6 Biodiversity
 - 3.1.1.7 Vegetation
 - 3.1.1.8 Mining
 - 3.1.1.9 Agriculture
 - 3.1.1.10 Tourism
 - 3.1.2 Socio-Economic Environment
 - 3.1.2.1 Demographics
 - 3.1.2.2 Health
 - 3.1.2.3 Education
 - 3.1.2.4 Municipal Expenditure and Investment
 - 3.1.2.5 Economy
 - 3.1.3 Built- Environment
 - 3.1.3.1 Hierarchy and Role of Settlements
 - 3.1.3.2 Transport
 - 3.1.3.3 Solid Waste Management
 - 3.1.3.4 Energy
 - 3.1.3.5 Sewerage
 - 3.1.3.6 Water
 - 3.1.3.7 Housing
 - 3.1.3.8 Amenities
 - 3.1.3.9 Heritage
- 3.2 Spatial Analysis and Sectoral Plan Directives

CHAPTER 4: Land Demand, Supply and Settlement Development Guidelines

- 4.1 Land Demand and Supply Projections
 - 4.1.1 Population Growth Projections
 - 4.1.2 Land Demand
 - 4.1.3 Bulk Infrastructure Capacity
- 4.2 Land Supply
 - 4.2.1 Settlement Form and Function
 - 4.2.2 Urban Edges
 - 4.2.3 Urban Design Guidelines

CHAPTER 5: Spatial Development Proposals: All towns

CHAPTER 6: Spatial Development Proposals: Rural & Regional – Cross Border

- 6.1 Swartland Landscapes and Spatial Policy Guidelines
 - 6.1.1 Spatial Integration with Neighbouring Municipalities
- 6.2 Regional and Rural Proposals
 - 6.2.1 Objective 1: Grow economic prosperity
 - 6.2.2 Objective 2: Proximate convenient and equal access
 - 6.2.3 Objective 3: Sustain material, physical and social well-being
 - 6.2.4 Objective 4: Protect and grow place identity and cultural integrity
 - 6.2.5 Objective 5: Protect ecological and agricultural integrity

CHAPTER 7: Environmental Management Framework

CHAPTER 8: Capital Expenditure Framework

Attached find the executive summary of the “first draft” of the amendment of the Swartland Spatial Development Framework.

4. PUBLIC PARTICIPATION PROCESS

Public open days will be held soon as indicated on the schedule below to share more in depth information regarding the content of the “first draft” of the amendment of the Swartland Spatial Development Framework.

WARD	WARD COUNCILLOR	MEETING DATE	TIME	VENUE
1 and 2	Marlene van Zyl Desmond Pypers	Monday, 30 January 2023	16:00 - 20:00	Rosenhof Community Hall
3	Nicolene Smit	Tuesday, 31 January 2023	16:00 - 20:00	Riebeek-West Town Hall
4	Richard Jooste	Wednesday, 1 February 2023	16:00 - 20:00	Chatsworth Community Hall
5	Michael Rangasamy	Thursday, 2 February 2023	16:00 - 19:00	Yzerfontein, Community Hall
6	A K Warnick	Monday, 6 February 2023	16:00 - 20:00	Darling Community Hall
7	Basil Stanley	Tuesday, 7 February 2023	16:00 - 20:00	Abbotsdale Community Hall
8, 9, 10 and 11	Anet de Beer Tijmen van Essen Mkhululi Ngozi Colin Daniëls	Wednesday, 8 February 2023	16:00 – 20:00	Wesbank Community Hall
12	Desiree Bess	Tuesday, January 2023 31	16:00 – 20:00	Riebeek Kasteel Community Hall

Ample opportunity during the public participation process earmarked for February/March 2023 be available to make further comments regarding the content of the “first draft” of the amendment to the Swartland Municipal Spatial Development Framework.

5. **RECOMMENDATION** (as considered by the Executive Mayoral Committee on 18 January 2023)

- The Swartland Municipal Council take cognisance of the first draft of the amendment of the Swartland Spatial Development Framework.
- The Swartland Municipal Council to approve the publication of the “first draft” of the amendment of the Swartland Municipal Spatial Development Framework for public comment in terms of section 7(1)(b) of the By-Law.
- The Municipality submit the “first draft” of the amendment of the Swartland Municipal Spatial Development Framework to the Provincial Minister for comment.
- The commenting period will be the months of February and March 2023 with open days in the majority of towns of the Swartland as per schedule.

(get) A M Zaayman

MUNICIPAL MANAGER

AMZ/ds

K:Zaayman/Verslae22_First Draft Swartland SDF



SWARTLAND SPATIAL DEVELOPMENT FRAMEWORK, 2023 -2028 EXECUTIVE SUMMARY

CREATED BY



C.K. RUMBOLL & PARTNERS
TOWN PLANNERS
PROFESSIONAL SURVEYORS
16 RAINIER STREET, MALMESBURY



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Executive Summary

Status of the Swartland SDF, 2023 – 2028, Draft 1

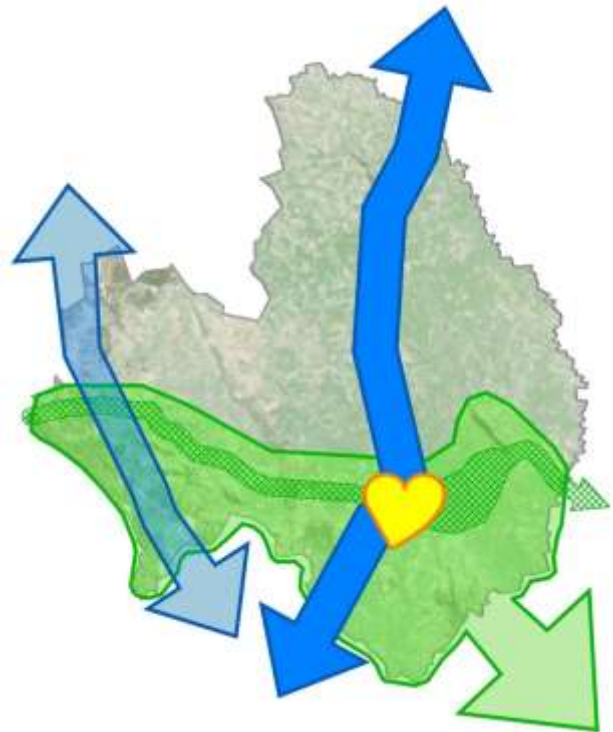
The Swartland SDF, 2023 -2028 will be adopted as core component of the 5th generation Swartland IDP, 2023 – 2028 (MSA Section 26(e)). The rewrite of the SDF included the review of the next five year cycle SDF projects and 20 year development plan and alignment it with the Capital Expenditure Framework of Swartland Municipality. The rewrite forms part of Swartland Integrated Development Plan (IDP) development 5 year cycle. SDF Draft 1 will be circulated for public participation, after adoption by Swartland Council.

Purpose & Vision

The purpose of the Swartland Spatial Development Framework (SDF), 2023 - 2028 is to guide growth and development in the municipal area or space in a sustainable manner. Hence, future growth, development and land use planning departs from a vision and principles that underscore the protection, creation (development) and support (change) of integrated, sustainable settlements and liveable environments to enable economic and social prosperity. Therefore the spatial vision for the Swartland is:

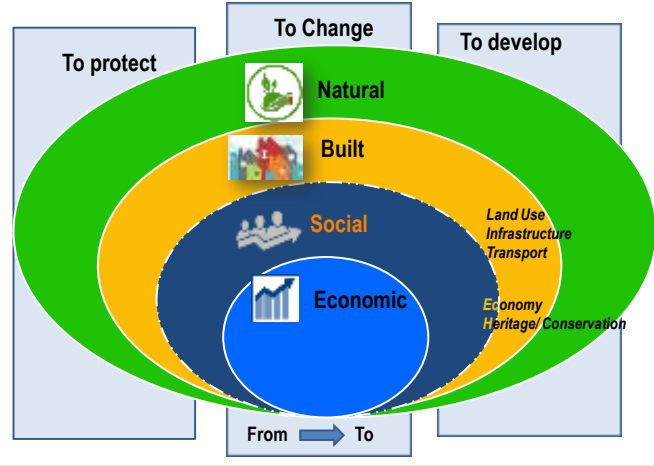
***“An economically prosperous region
and sustainable living environment f
of all residents in the Swartland.”***

The vision is derived from a SWOT analysis of the Swartland concluding that the dual N7 is a powerful North South connector and R45 & R315 from the Riebeeck Valley to Yzerfontein is vibrant and growing tourism corridor running East West. Both connectors present a variety of economic opportunities within the conservation worthy agricultural and natural landscape, intersecting at and pivoting around Malmesbury, the heart of the Swartland.



Values and Performance Qualities

Planning shifted from separate development and modernism with its basis of functionalism to human and nature centered approaches to settlement making. Such settlements are scaled for pedestrians (neither pedestrians nor vehicles dominate); are compact (with high building densities); are integrated; composite parts reinforce each other; have a strong spatial feel with well-defined public spaces and have complex spatial structures offering choices i.e. intensity of interaction, privacy of living conditions, lifestyles, housing options and movement systems (physical, social and economic integration). Well-performing settlements and regions have qualities of Livable Environments and Sustainable Settlements. These performance qualities are defined and described below:

Definition	Features and qualities
Livable Environments <i>A loveable settlement satisfies more than the basic needs of a community as the individual as well as the community's needs for social facilities and health facilities are met. Quality of life is key. (Van Kamp et al, 2003)</i>	<i>Livable environments are recognized by the present relationship between people and their settlements and features economic growth, accessibility and Place identity.</i>
Sustainable Settlements <i>Well-managed entities in which economic growth and social development are in balance with the carrying capacity of the natural systems on which they depend for their existence and result in sustainable development, wealth creation, poverty alleviation and equity (Department of Local Government and Housing, 2005).</i> <i>A sustainable settlement improves the livability of a settlement by reducing the impact on the environment through reduced use of resources and the generation of less waste.</i>	<i>Sustainable settlements present the future relationship between settlement and environment and features Ecological integrity (Planet), Social justice (People) and Economical effectiveness (Prosperity).</i> 

Structural Tools

Four spatial measures, definition, scale, flexibility and intensity, create positive settlements. Each spatial measure consists of two opposite measures or structural tools as per the table below:

Spatial Tools	Structural Tools	Result (Form)
Define	Continuity and Discontinuity (of movement and built form)	Nodes, Connectors, High ways, Form
Scale	Externalization and Localization	Axis, Routes, Corridors
Flexibility	Same and Different (Homogeneity and Heterogeneity)	Same & mixed use
Intensity of use	Reinforcement and Sparsity (intensity of use)	Centres, Hubs, Corridors, Conservancies

These structural tools are enhanced by policies such as coastal management including setback lines and bioregional categories.

Strategy

The SWOT analysis outlines the challenges and opportunities of the biophysical, social and economic and built environments (as per the Status Quo report) within the Swartland region.

Opportunities ▪ Access value chains IDZ in Saldanha Proximity to Cape Town ▪ Access to information ▪ Governance and regulation (SPLUMA) ▪ Education West Coast College Head Office ▪ World economy ▪ World nature conservation initiatives ▪ Catalytic projects enabling the provision of infrastructure	Threats ▪ Economic globalization & exporting scarce resources ▪ Climate change ▪ Urbanization Population increased from 72 115 (2001) to 113 782 (2011) and 133 762 (2016) ▪ Expensive potable water ▪ Poverty
Strengths ▪ Settlements Growth towns/ Service centres (Malmesbury - regional, Moorreesburg – agricultural, Darling – agricultural & agri-tourism) Tourism nodes (Riebeek Valley & Yzerfontein) ▪ Water Sources/ Courses Berg, Diep and Groenrivier ▪ Land Cover Mountains & Hills (Paardeberg, Porseleinberg & Kasteelberg) ▪ Diversity in agriculture Natural coastal belt (West Coast) ▪ Infrastructure Roads (N7, R27, R45, R46, R315) • Economy Highest contributors To Employment - Commercial services and agriculture To GDP- Commercial services and manufacturing	Weaknesses ▪ Maintenance of Infrastructure Maintenance and upgrading of infrastructure to provide for future development ▪ Land Demand and Shelter Housing backlog (14 607 in 2018) ▪ Low levels of income Unemployment Dependency on Municipal support ▪ School drop out Dependency on subsidies

Within settlements, the following transitions are important:

From	To
Development in the sixties fragmented communities and destroyed the unique character and quality of life in rural settlements as it caused: ▪ Unsympathetic architecture and structure ▪ Wide roads and excessive black tar surfaces ▪ Conflict between pedestrians and motorcars ▪ Commercial ribbon development and an overload of billboards ▪ Security gates, telephone poles, masts and satellite dishes ▪ Loss of continuous open spaces ▪ Minimal landscaping (and being repeated day zero)	Rejuvenate and grow settlements to be livable, diverse and enable the population to be economically mobile. ▪ Promote complementing architecture and plant trees ▪ Soften main roads in settlements and calm traffic ▪ Promote pedestrian and cycling pathways (NMT) ▪ Develop a code for where and how to display billboards ▪ Reticulate services underground (communication) instead of above ground ▪ Protect the agricultural landscape ▪ Promote open spaces as part of an OS networks ▪ Encourage landscaping and require each land unit being created to plant two trees ▪ Prepare for climate change and as topography inform development
Landscapes determines the status of assets and includes Agricultural landscape, Wilderness landscape, Waterways and connectors, Cultural-historical landscape, Connector routes and Corridors, social Foci and Community facilities and activities	Enhance landscapes and utilize assets as tourist destinations
Settlement urban edges were delineated for 5, 10 and 20 year horizons whilst low densities prevailed.	Intensify land uses within settlement edges in accordance with IZS.
Swartland Municipality owns 1337.2ha common land and 3 208.7ha in total. A vacant land audit identified developable land within the urban areas.	Enhance economic mobility and sustainable settlements
Density norms were determined for each town. A densification rate was determined and infill development is encouraged in order for settlements to achieve its 50- year's density parameters.	Promote rejuvenation of settlement whilst keeping precinct character including infill development, increased floor factor and where subdivisions or renewal development can occur.

To attain this vision, the overall goal or mission is:

- To promote conservation and tourism and linking the West Coast National Park to the City of Cape Town boundary and establish a Climate Change Corridors, one west of the R27 and along the West Coast and another unrelated corridor from the Riebeeck Mountains to the Paardeberg.
- To enhance the economic opportunities presented at intersections and along the dual N7 (North South) and the R45 & R315 (East West).
- Through strengthening the sense of place of Swartland settlements and rural areas whilst enhancing opportunities to establish sufficient business and industrially zoned land.

Objective 3: <i>Sustain material, physical and social well-being</i> [Social Environment]	3. Protect safety and security 8. Provide (change) of social infrastructure and services (as per norm) to facilitate smart growth 13. Manage risk & disaster (man-made and natural)
Objective 4: <i>Protect and grow place identity and cultural integrity</i> [Built Environment]	4. Protect heritage resources 9. Grow cultural potential 11. Develop competitive advantage, new markets and economic sectors.
Objective 5: <i>Protect ecological and agricultural integrity</i> [Biophysical or Natural Environment]	5. Protect food & water security & formalize conservation of CBAs 10. Grow conservation potential and apply bioregional classification and coastal management 11. Develop competitive advantage, new markets and economic sectors (e.g. tourism and utilities)

As per Swartland IDP, 2022 2027, the priorities are:

- ♣ **PEOPLE:** - Improved quality of life for citizens
- ♣ **ECONOMY:** - Inclusive economic growth
- ♣ **ENVIRONMENT:** - Quality and sustainable living environment
- ♣ **INSTITUTIONS:** - Caring, competent and responsive institutions, organizations and business
- ♣ **SERVICES:** - Sufficient, affordable and well-run services

Sectoral Plan Directives

There are two sector plans and one strategy providing spatial and development directives as per the table below:

	Local Economic Development	Human Settlement Plan	Disaster Management Strategy
Economic Sector & Rural Development	1. Improve local competitive advantages	S2: Enhancing settlement integration and economic mobility. (Well-located land)	Assurance activities This element considers all assurance providers available to the institution and integration of their scope of responsibility.
Stable Environment	2. Attract business to locate and grow here.	S3: Delivery according to corporate capabilities (Secured funds. Sustainable Infrastructure)	Monitoring of the achievement of the risk management strategy and assess whether or not key milestones are achieved. More importantly it is also monitoring whether the risk management strategy is producing the sustainable outcomes as originally envisaged;

Policy & Enabling Environment	3. Make local markets work better to increase opportunity for small business	S2: Enhancing settlement integration and economic mobility.(Well-located land) S3: Delivery according to corporate capabilities. (Secure funds. Sustainable Infrastructure)	Structural configuration and institution structure in terms of committees and reporting lines to give effect to the risk management policy;
Human Capital & Labour:	4. Attract more rate paying citizens to live here.	S3: Delivery according to corporate capabilities (Secured funds, Sustainable Infrastructure)	Accountability, roles and responsibilities and delegation of the authority and responsibilities to give effect to the risk management policy. (Refer to individual guidelines, included in this framework, for the specific roles and responsibilities of each role player).
Investment, Capital Expenditure:	5. Make it easier for local citizens to access economic opportunity.	S1: Responding to demand over the whole spectrum of income groups.(Implementation Agents) S3: Delivery according to corporate capabilities(Secured funds, Sustainable Infrastructure)	Risk management activities and risk assessment processes and methodologies, monitoring activities and risk reporting standards to give effect to the risk management policy;

Land Requirements

Land requirements for future settlement development are tabulated below:

WARDS	1 & 2 Moorre es burg	3 Riebeek West	4 Riverlands & Chatsworth	5 & 6 Darling & Yzerfontein	7 Kalbaskraal & Abbotsdale	8 – 11 Malmes bury	12 Riebeek Kasteel	Total
Land Required for:								
Subsidized Housing	140.1	46.5	37	131	76.4	360.2	41	832.2
Affordable Housing	156.5	39.8	29	117.3	55.5	256.6	30.6	685.3
Private housing	138.7	35.3	20.4	103.6	20.8	270.5	100	689.3
Total Land Required: 5 years	35.2	19.8	17.7	57.7	37.5	130.3	23.1	<u>321.3</u>
Total Land Required: 20 years	423.3	121.6	79.3	351.9	152.7	757	171.6	<u>2 206.8</u>
Land as per SDF	127.9	75.8	31.7	389.4	59.7	1 110.1	59.5	<u>1 854.1</u>
Shortfall	307.4	45.8	54.7	(37.5)	93	(222.8)	112.1	352.7
* All areas given in hectare (ha)								
* Koringberg (Ward 1 and 2) not included in Vacant Land Audit								

Table 1: Additional land required in Swartland urban areas

Land for future growth is under-provided for at 352.7ha. While sufficient provision was made for land in the next 5 years, there is not sufficient land identified for the long term (next 20 years).

Land Supply and settlement form

To limit the extent of land required, settlement Form and Function should be enhance through integration:

Integration					
Wards		Functional Integration	Social Integration	Offer a wider variety of housing types	Spatial Integration
Wards 8 to11	Malmesbury/ Abbotsdale	More social and commercial services in Wesbank, Ilinge Lethu and Abbotsdale along activity streets within walking distance.	An integrated and active open space network along Diep & Platteklop rivers. Integrated community sport facilities.	Different housing typologies and densities in brown field developments	Mixed uses along Bokomo/ Darling Way to integrate Malmesbury and Wesbank. Develop between Malmesbury and Abbotsdale.
Wards 1 &2	Moorreesburg	A safe pedestrian and cycling route along Main road. Commercial uses in Rosenhof reinforced.	A centrally located community node between Moorreesburg and Rosenhof.	Different typologies and densities in brown field developments.	Integrated development along link road between Rosenhof and central Moorreesburg.
Ward 6	Darling	Smaller and better placed social and commercial services in northern section of Darling.	A central community plain along connecting route between northern and southern parts of Darling.	Different housing typologies and densities in brown field developments	Mixed uses along activity streets. Infill development on vacant land in town.
Ward 12	Riebeek Kasteel	A commercial and social node in Esterhof. Promote formal pedestrian walkways between Esterhof and Riebeek Kasteel.	Development reinforced along connecting route between Esterhof and Riebeek Kasteel.	Different housing typologies & densities in brown field developments Infill higher density development along connecting route.	Mixed use along link road between Esterhof and central part of Riebeek Kasteel.
Ward 3	Riebeek West	Provision of additional social and community services in new housing project area.	A community sports complex to serve bigger community.	Different housing typologies and densities.	Infill development in areas to achieve a more effective urban form. Mixed use development along main pedestrian and activity routes.
Ward 3	Ongegend	Limited social services	More efficient use of sports facilities	Different housing typologies and densities.	Infill development on vacant land to support a more effective urban form.
Ward 5	Yzerfontein	Social infrastructure specifically for large retired community.	Integrated community open space system. Link coastline with continued pedestrian walkway.	Different housing typologies and densities.	Mixed and alternative uses along activity roads enhancing tourism and scenic potential.
Ward 4	Riverlands	Central community node, social infrastructure and transport route between Riverlands and Chatsworth.	Central community node between towns where different social activities incl. sport, recreation and education are provided.	Different housing typologies and densities.	Central community node along the transport route between Riverlands and Chatsworth.
Ward 4	Chatsworth	Central community node, social infrastructure and transport route between Riverlands and Chatsworth.		Different housing typologies and densities.	Central community node and Mixed use along the transport route between Riverlands and Chatsworth.
Ward 7	Kalbaskraal	Improved social infrastructure in central location accessible to community.	Public areas along Diep River to be integrated into an open space system.	Support subdivisions of larger erven to increase densities.	
Ward 1	Ruststasie	Minimal provision of social infrastructure for surrounding farming community.			

Bulk Infrastructure Capacity

The development of land is dependent on availability of bulk infrastructure and services and contributes to the economy and future development in Swartland settlements. The need for water and sewerage infrastructure is very high in Chatsworth and Riverlands. Overall there is a need for upgraded water infrastructure in all settlements except Malmesbury. Improved sewerage capacity is required in Koringberg, Moorreesburg, Kalbaskraal, Darling and Yzerfontein. The need for increased electrical capacity, although indicated as medium, is high in Ilinge Lethu (9) and Saamstaan (11) as it is also required to unlock the catalytic project planned at De Hoop. Electricity upgrades are also required in Riebeek West and Kasteel.

Infrastructure Status Quo in settlements												
Ward	1	2	3	4	5	6	7	8	9	10	11	12
Elect	A	A	Ltd	A	A	A	A	MP	MP	MP	UR	Ltd
Wtr	SNE	SNE	SNE	NPG	SNE	SNE	SNE	NR	NR	NR	NR	SNE
SEW	OL	InS	S	UR	NU	RU	S	S	S	S	S	S
Hgh N	H	H	H	VH	H	H	M	L	M	L	M	H
A – Adequate, Ltd – Limited, MP – Making provision, SNE - Sufficient, no extension capacity, InS – insufficient, S – Sufficient, UR – upgrade require; NPG – require new pumping gear, OL – Overloaded, VH – very high – L- low H – High, NU – non & require upgrade, NR – new reservoir												

Table 2: Swartland Infrastructure Status Quo

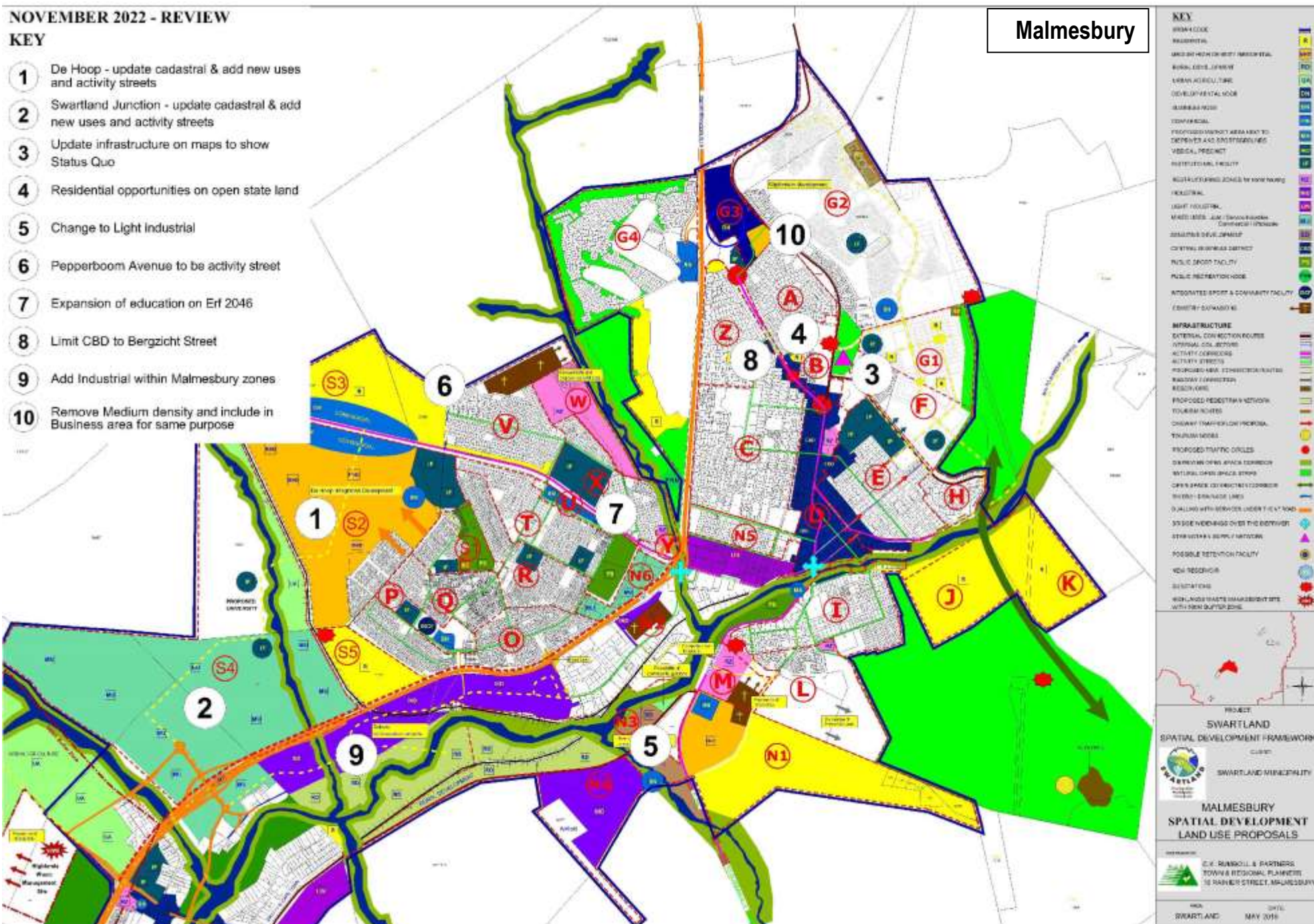
Development proposals per Swartland settlement:

The themes and strategies translate into the following development proposals for Swartland settlement

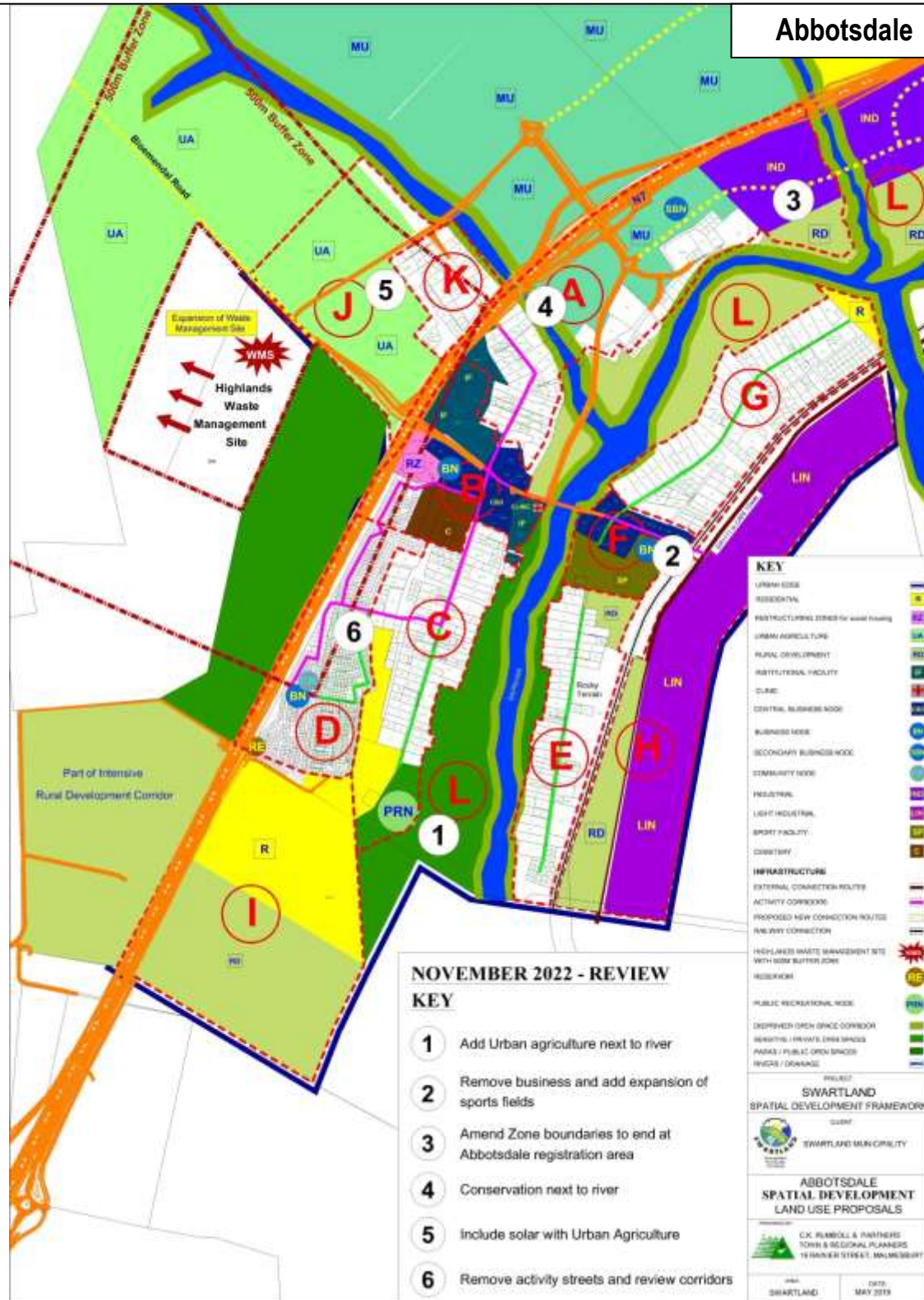
NOVEMBER 2022 - REVIEW

KEY

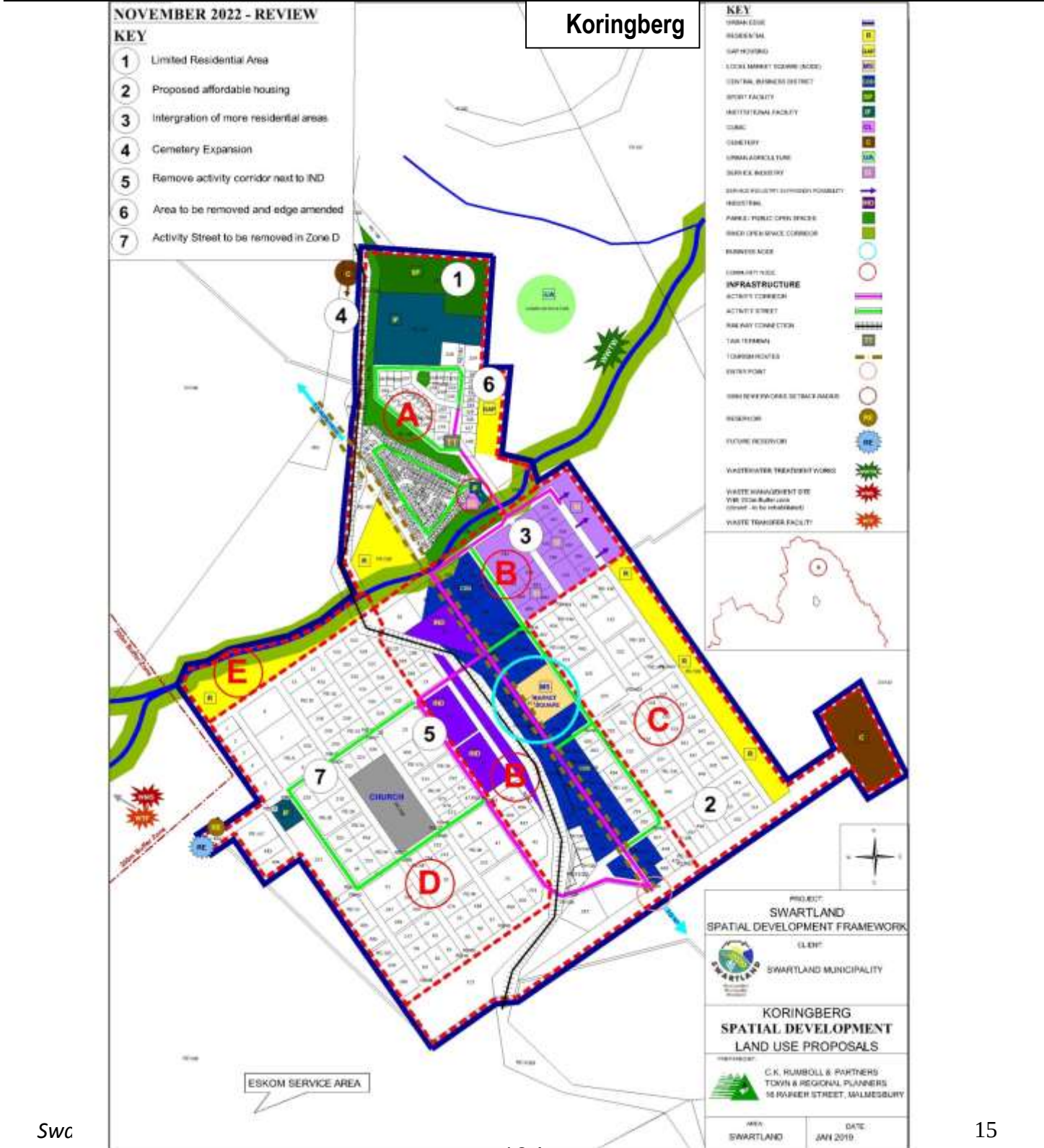
- 1 De Hoop - update cadastral & add new uses and activity streets
- 2 Swartland Junction - update cadastral & add new uses and activity streets
- 3 Update infrastructure on maps to show Status Quo
- 4 Residential opportunities on open state land
- 5 Change to Light Industrial
- 6 Pepperboom Avenue to be activity street
- 7 Expansion of education on Erf 2046
- 8 Limit CBD to Bergzicht Street
- 9 Add Industrial within Malmesbury zones
- 10 Remove Medium density and include in Business area for same purpose



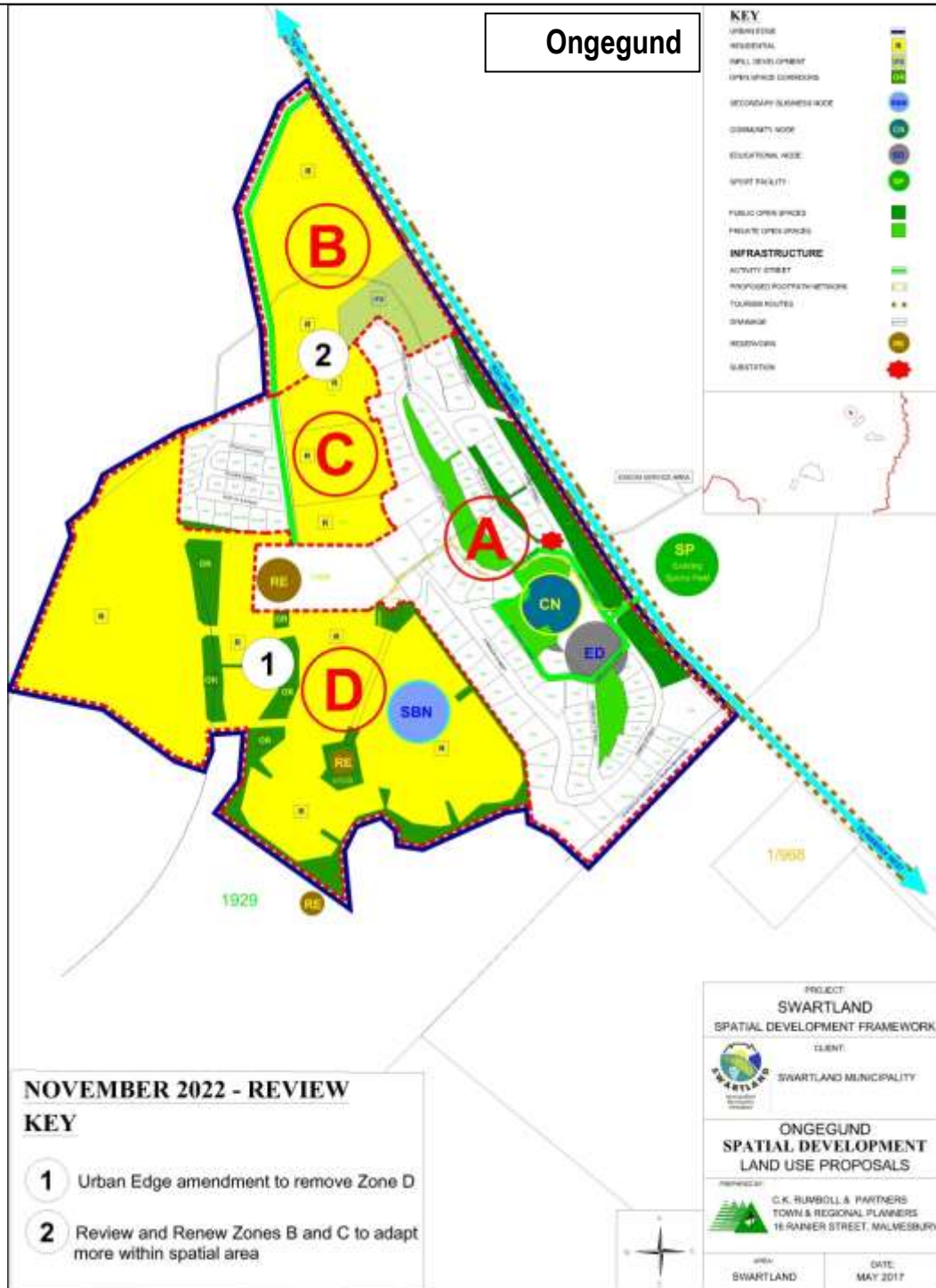
- Malmesbury & Abbotsdale: As regional and service centre development proposals include
 - a) Provide sufficient zoned land for industrial and commercial development
 - a) Provide sufficient zoned land for residential development
 - c) Balance protection of heritage resources (built, conservation and social) and industrial development
 - d) Enhance tourism



- Koringberg: As small rural town, develop town and its surrounding as a tourism and agri-tourism node
- Moorreesburg: As agricultural service centre development proposals include:
 - a) Enhance tourism, protect heritage and culture of the Swartland as grain basket of the Western Cape
 - b) Capitalise on N7 connectivity
 - c) Provide residential land for Human Settlement housing schemes
 - d) Provide cemetery expansion



- Riebeeck Kasteel, - West and Ongegend: As small agricultural service centre, development proposals of the Valley include:
 - a) Enhance tourism and agri-tourism, and protect heritage resources
 - b) Provide residential land for Human Settlement housing schemes and private development that promote mix use and integration settlements.
 - c) Maintain and strengthen agricultural service centre



Riebeek Wes

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KEY

- 1 Relocated Sports grounds to erf 326 and GAP erven
- 2 Existing sport facility changed to Education and Residential
- 3 Allesverloren area change to Mixed Use
- 4 Activity Street in Zone H to be removed



KEY

- URBAN EDGE
- RESIDENTIAL
- INTEGRATED RESIDENTIAL DEVELOPMENT
- RECREATION DEVELOPMENT
- URBAN AGRICULTURE
- MIXED HIGH DENSITY RESIDENTIAL
- CENTRAL BUSINESS DISTRICT
- SPORT FACILITY
- PUBLIC OPEN SPACES
- NATURAL OPEN SPACE CORRIDORS
- INSTITUTIONAL FACILITY
- CLUB
- COMMUNITY
- INDUSTRIAL
- MIXED USE
- ACTIVITY CORRIDOR
- ACTIVITY STREET
- STREET CLOSURE
- RAILWAY CORRIDOR
- PROPOSED PEDESTRIAN NETWORK
- TOURISM ROUTES
- BUSINESS NODE
- TOURISM NODE (conference facility & accommodation)
- RECREATION

PROJECT
SWARTLAND
SPATIAL DEVELOPMENT FRAMEWORK

CLIENT:
SWARTLAND MUNICIPALITY

RIEBEEK WEST
SPATIAL DEVELOPMENT
LAND USE PROPOSALS

PREPARED BY:
C.K. RUMBOLD & PARTNERS
TOWN & REGIONAL PLANNERS
16 RAMMER STREET, MALMESBURY

AREA:
SWARTLAND

DATE:
JAN 2019

NOVEMBER 2022 - REVIEW

KEY

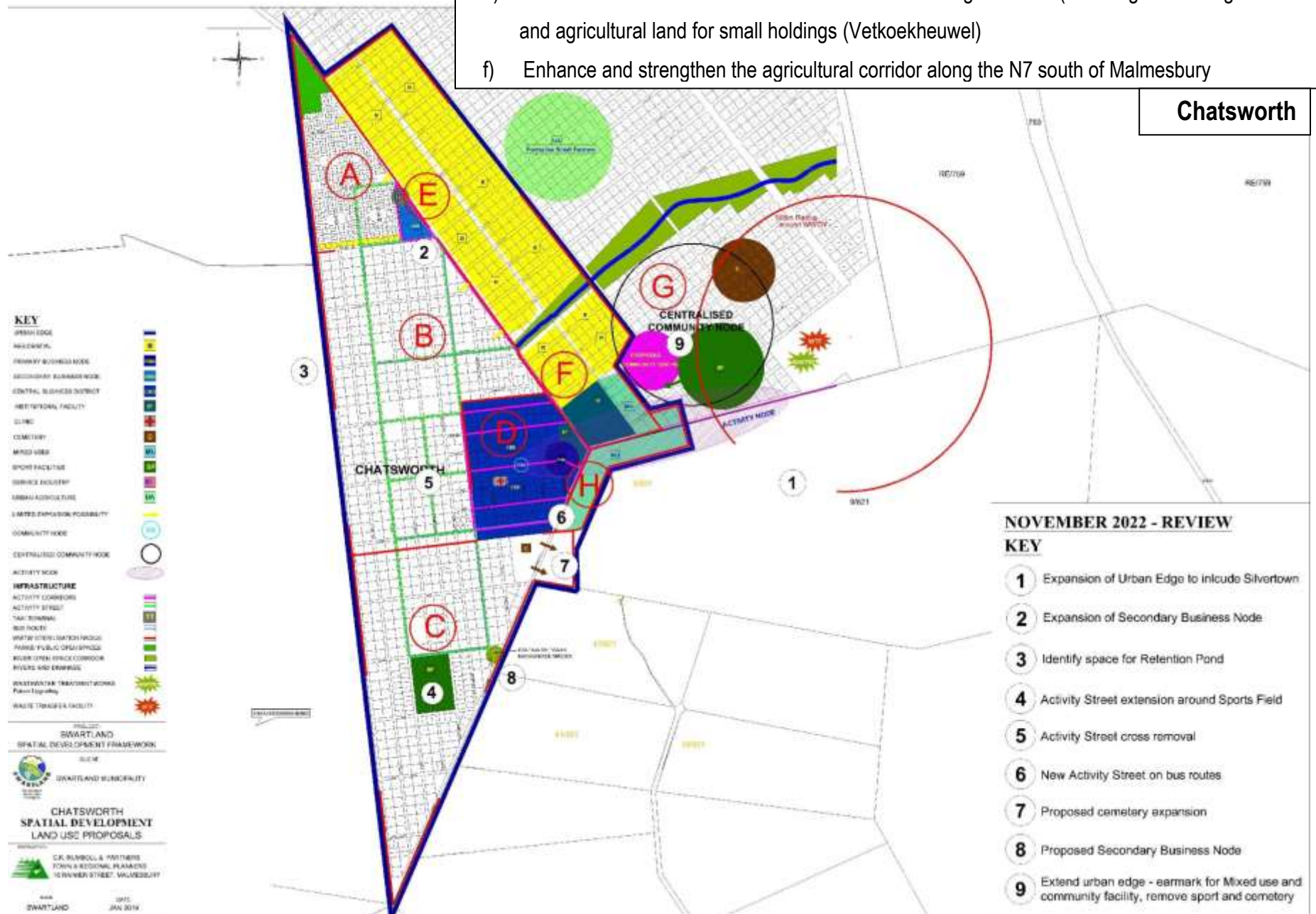
- 1 Urban Edge Expansion to Boundaries of erven 1323 and 2111
- 2 Removal of Residential Area on Erf 42
- 3 Proposed activity street in Newrest in Zone N
- 4 Proposed clinic on erf 1839
- 5 Remove one activity street

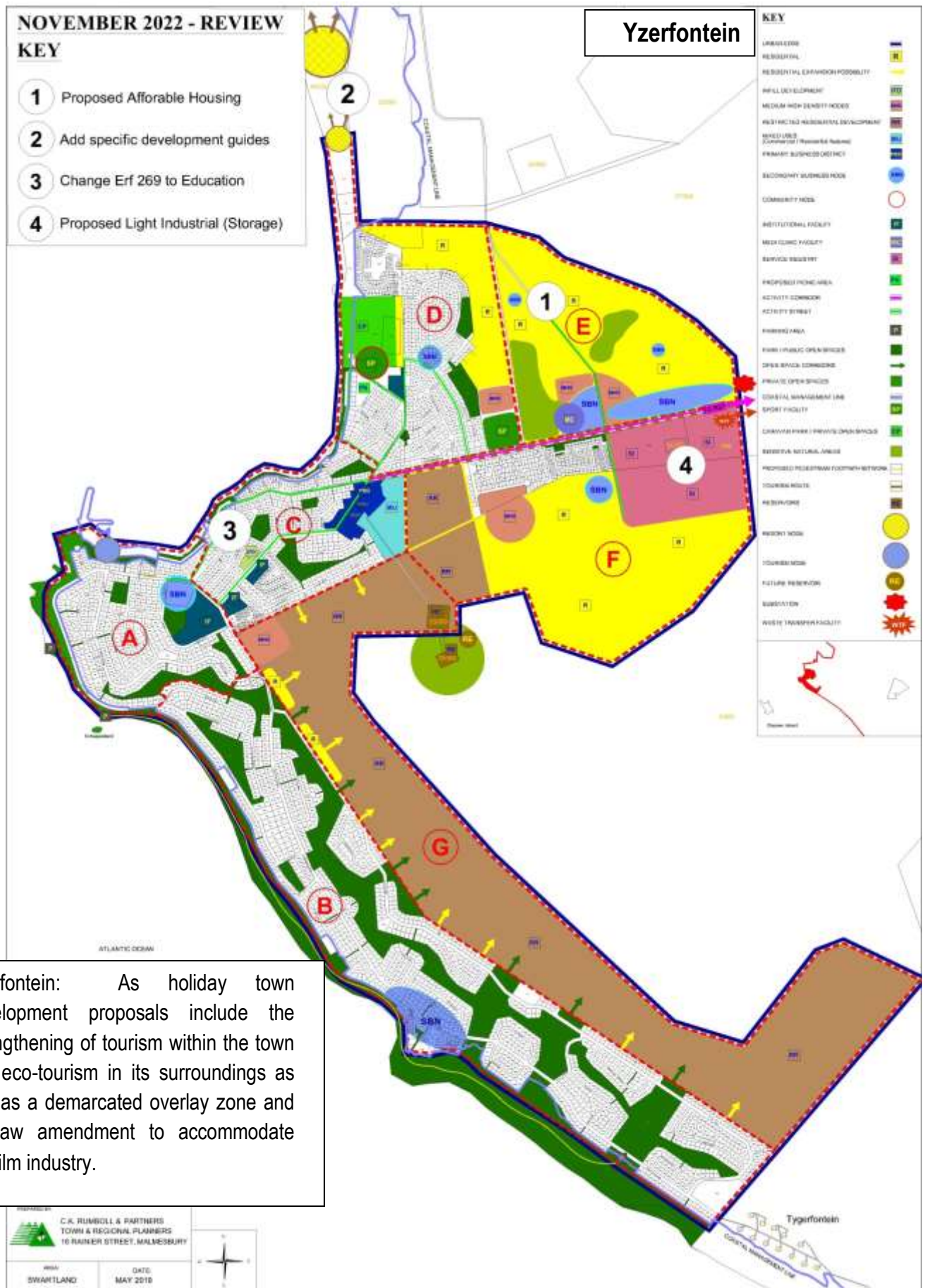
Riebeeck Kasteel

URBAN EDGE	
RESIDENTIAL	
PROPOSED RESIDENTIAL DEVELOPMENT	
STATE OWNED RESIDENTIAL	
PRIVACY BUSINESS NODE	
SECONDARY BUSINESS NODE	
MIXED-USE LIGHT - SERVICE NODE	
INDUSTRIAL	
SERVICE INDUSTRY	
CENTRAL BUSINESS DISTRICT	
RECREATIONAL FACILITY	
SPORTS FACILITY	
URBAN AGRICULTURE	
SPORTS FACILITY	
PUBLIC RECREATIONAL NODE	
INFRASTRUCTURE	
ACTIVITY CORRIDOR	
ACTIVITY STREETS	
RAILWAY CONNECTION	
PROPOSED PEDESTALIAN WALKWAY	
TURBOMULTIPLEX	
SWH	
SWH CORRIDOR	
DEVELOPMENTAL NODE	
RECREATION	
FUTURE VISION	
UNDEVELOPED TRACT/TRACTS	
NEW SWH PUMP STATION WITH TUBES APPLYING POTENTIAL	
WASTE TREATMENT FACILITY	



- Riverlands and Chatsworth: As residential towns development proposals include:
 - d) Enhance and strengthen natural conservation
 - e) Provide residential land for Human Settlement housing schemes (including formalizing Silvertown) and agricultural land for small holdings (Vetkoekheuwel)
 - f) Enhance and strengthen the agricultural corridor along the N7 south of Malmesbury





- Yzerfontein: As holiday town development proposals include the strengthening of tourism within the town and eco-tourism in its surroundings as well as a demarcated overlay zone and By-Law amendment to accommodate the film industry.

Development proposals for the Swartland region:

- Develop the N7 rural corridor south of Malmesbury
- Enable transport and tourism node development on N7 (R45 & Klein Dassenberg) and R27 (R415)
- Develop a precinct plan to formalise the Paardeberg as a world wine and conservation destination.
- Develop Darling and Yzerfontein as a world biodiversity and film destinations
- Establish the coastal conservation park as an extension of the West Coast Park.
- Develop the Diep River as a historic link between Swartland and Cape Town.
- Declare additional CBAs (including Renosterbos remnants around Malmesbury and in Swartland) as formal nature conservation areas.
- Enter into further negotiations with the national Department of Agriculture to exempt land earmarked for urban development.
- Demarcate development areas for sand mines.
- Implement economic mobility proposals

These proposals conclude the spatial plan for the Swartland and are illustrated by the **Composite Spatial Plan** below:

