Munisipaliteit
Municipality
Umasipala

**NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE RAADSAAL, MALMESBURY OP WOENSDAG, 17 MEI 2023 OM 14:00**

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**TEENWOORDIG:**

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

<u>Lede van die Burgemeesterskomitee</u>:
Rdl D G Bess
Rdl N Smit
Rdh T van Essen
Rdl A K Warnick

<u>Ander raadslede:</u>
Die Speaker, rdl M A Rangasamy

<u>Beamptes</u>:
Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Finansiële Dienste, mnr M Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Korporatiewe Dienste, me M S Terblanche
Strategiese Dienste, mnr L Fourie
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

**1. OPENING**

Die Uitvoerende Burgemeester verwelkom lede en versoek rdl J M de Beer om die vergadering met gebed te open.

**2. VERLOF TOT AFWESIGHEID**

Dat **KENNIS GENEEM** word van die verskonings ontvang vanaf die Senior Bestuurder: Strategiese Dienste, me O Fransman.

**3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE**

Geen.

**4. NOTULES**

**4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 19 APRIL 2023**

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 19 April 2023 goedgekeur en deur die Burgemeester onderteken word.

5./...

## 5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE

### 5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 10 MEI 2023

#### 5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

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

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

#### 5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

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

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

#### 5.1.3 ONTWIKKELINGSDIENSTE

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

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

#### 5.1.4 BESKERMINGDIENSTE

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

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

## 6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

## 7. NUWE SAKE

### 7.1 2023 GEïNTEGREERDE ONTWIKKELINGSPLAN (2/1/4/4/1)

Die Geïntegreerde Ontwikkelingsplan (GOP) van ‘n munisipaliteit dien as die hoof strategiese plan wat handel met die mees kritieke ontwikkelingsbehoeftes in die munisipale area (eksterne fokus), sowel as die mees kritieke bestuursbehoeftes van die organisasie (interne fokus).

Die Raad het op 25 Augustus 2022 die Prosesplan aanvaar vir die opstel van ‘n nuwe GOP. Die konsep GOP is op 30 Maart 2023 aan die Raad voorgelê met die doel om die publieke deelnameproses te inisieer.

**BESLUIT** (vir voorlegging aan die Raad op 25 Mei 2023)
(op voorstel van rdl J M de Beer, gesekondeer deur rdl D G Bess)

(a) Dat die 2023 Geïntegreerde Ontwikkelingsplan (GOP) vir die Swartland munisipale gebied, sowel as die vyf Areaplanne vir 2023/2024, vir goedkeuring deur die Raad aanbeveel word in terme van Hoofstuk 5 van die Wet op Munisipale Stelsels Nr 32 van 2000;

(b) dat die Raad kennis neem van die wysigings aan die Ruimtelike Ontwikkelingsraamwerk soos vervat in die opsomming in Hoofstuk 2, paragraaf 2.5(c) van die GOP;

(c) Dat die kommentaar en insette wat tydens April 2023 ontvang is (insluitende die SIME kommentaar), hanteer word ooreenkomstig Aanhangsels 2 en 3;

(d) Dat die wetlike proses, soos voorgeskryf in die Wet op Munisipale Stelsels Nr 32 van 2000, die Wet op Munisipale Finansiële Bestuur Nr 56 van 2003 en die Munisipale Begroting en Verslagdoening Regulasies, 2009, afgehandel word na goedkeuring van die GOP deur die Raad.

**7.2 SWARTLAND MUNISIPALITEIT: WYSIGING VAN MUNISIPALE RUIMTELIKE ONTWIKKELINGSRAAMWERK 2023-2027 (15/1/4/1)**

Die doel van die wysiging van die Munisipale Ruimtelike Ontwikkelingsraamwerk 2023-2027 (ROR) is om 'n beleidsdokument daar te stel wat as riglyn dien vir volhoubare ruimtelike ontwikkeling binne die munisipale gebied.

Alle toepaslike nasionale, provinsiale en plaaslike wetgewing en regulasies is in ag geneem om die ROR te belyn met die nodige beleidsriglyne, sowel as met die ruimtelike implikasies vervat in die GOP.

Die Munisipale Bestuurder verwys na die omvang van kommentaar wat ontvang is op die ROR en die Stadsbeplanners word bedank vir die wyse waarop daar in detail met die kommentaar gehandel is.

**BESLUIT** (vir voorlegging aan die Raad op 25 Mei 2023)
(op voorstel van rdl J M de Beer, gesekondeer deur rdh T van Essen)

Dat die Raad die wysigings van die Swartland Munisipaliteit: Munisipale Ruimtelike Ontwikkelingsraamwerk vir die totale regsgebied van Swartland ingevolge artikel 7(3) van die Verordening insake Munisipale Grondgebruikbeplanning (PK 8226 van 25 Maart 2020) aanneem, onderhewig aan die volgende:

(a) Die Raad moet binne 14 dae vanaf besluitneming in die media en die Provinsiale Koerant kennis gee van sy besluit;

(b) Die persone/instansies wat in die publieke deelnameproses kommentaar gelewer het van die Raad se besluit en reaksie in kennis gestel word;

(c) Alle toekomstige ontwikkelingsaansoeke aan die beginsels van die Munisipale Ruimtelike Ontwikkelingsraamwerk oorweeg en evalueer sal word;

(d) Aksieplanne uit die Munisipale Ruimtelike Ontwikkelingsraamwerk jaarliks na die GOP proses vir befondsing verwys word;

(e) Spesiale pogings jaarliks aangewend sal word ten einde uitvoering aan aksieplanne in die Munisipale Ruimtelike Ontwikkelingsraamwerk te gee.

**7.3 BEGROTINGSBEHEERKOMITEE TEGNIESE AANBEVELINGS VIR DIE MEERJARIGE KAPITAAL- EN BEDRYFSBEGROTINGS, GEWYSIGDE BEGROTING- EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIEWE EN ANDER HEFFINGS VIR 2023/2024, 2024/2025 EN 2025/2026 (5/1/1/1, 5/1/1/2, 5/1/4)**

Die Direkteur: Finansiële Dienste behandel die verslag ten einde 'n geleentheid aan die Uitvoerende Burgemeesterskomitee te gee om die meerjarige kapitaal- en bedryfsbegrotings gewysigde begrotings- en verwante beleide, eiendomsbelasting, tariewe en ander heffings aan die Raad aan te beveel op 25 Mei 2023.

Die Direkteur: Finansiële Dienste bevestig dat daar nie wesenlike veranderinge in die begrotings aangebring is sedert die voorlegging van die 90-dae begroting aan die Raad in Maart 2023 en die enkele wysigings word uitgewys, onder andere, die verlaging van die elektrisiteitstariewe vanaf 20,49 na 18,49 wat onderhewig is aan NERSA se finale goedkeuring.

**BESLUIT** (vir voorlegging aan die Raad op 25 Mei 2023)
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

(a) Dat daar kennis geneem word van die publieke en provinsiale insette wat ontvang is en dat die reaksie en kommentaar **(Annexure E, Inputs received on Draft Budget)** daarop as aanbevelings deur die Begrotingsbeheerkomitee en Uitvoerende Burgemeesters-komitee, insoverre dit verband hou met die 2023/2024 MTREF Konsep Begroting, aanvaar word en dat daar, na oorweging van die insette op die konsepbegroting, nie nodig is vir enige wysigings aan die begroting of beleide nie:

(b) Dat die Raad kennis neem dat die koste soos beoog deur Artikel 19 (2)(a)(b) verkry is na konsultasie met die onderskeie direkteur(e) wie die koste bevestig het soos per **(Annexure A: 2023/2024 – 2025/2026 Final Budget and Tariff File)** en oorweeg dieselfde;

(c) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2023/2024 – 2025/2026 Capital Projects ito Sec 19)**, eers die geprojekteerde koste wat alle finansiële jare dek totdat die projek in werking is; en die toekomstige bedryfskoste en inkomste op die projek, met inbegrip van belasting- en tarief-implikasies oorweeg;

(d) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 3 individuele projekte bo R50 miljoen aangesien die voorgenoemde kapitaalprogram se operasionele koste, insluitend die toekomstige koste wat gedek sal word deur belasting en die normale kostesentrums soos in die bedryfsbegroting;

(e) Dat die toekomstige kapitaalbegrotings vanaf jaar 3 beperk word tot 16.5% van die bedryfsbegroting (gebaseer op NT se norm van tussen 10% en 20% vir Kapitaalbesteding tot Totale Bedryfsbesteding) as gevolg van die opwaartse druk wat dit het op die bedryfsbegroting en die bekostigbaarheid van tariewe;

(f) Dat die Raad die befondsingsbronne oorweeg wat verband hou met die raad se kapitaalprogram en daarop let dat die befondsingsbronne beskikbaar is en nie vir ander doeleindes geoormerk is nie;

| FINANCING SOURCES | Final Budget 2023/2024 | Final Budget 2024/2025 | Final Budget 2025/2026 |
|---|---|---|---|
| Capital Replacement Reserve (CRR) | R 100 565 452 | R 70 374 545 | R 99 643 329 |
| External Loans | R - | R 33 000 000 | R 17 000 000 |
| Municipal Infrastructure Grant (MIG) | R 24 708 000 | R 25 664 000 | R 26 660 000 |
| Dept. Human Settlements | R 55 314 000 | R 64 890 000 | R 30 000 000 |
| Integrated National Electrification Programme (INEP) | R 23 658 000 | R 25 000 000 | R 35 000 000 |
| RSEP | R 500 000 | - | - |
| Contributions / Donations | R 1 224 943 | - | - |
| Dept. Cultural Affairs and Sport | R 1 016 000 | - | - |
| Community Safety Grant | R 40 000 | R 40 000 | - |
| Fire Service Capacity Building Grant | R 926 000 | - | - |
| | | | |
| GRAND TOTAL | R 207 952 395 | R 218 968 545 | R 208 303 329 |

(g) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2023/2024 – 2025/2026 Final Budget and Tariff File)**;

(h) Dat die Raad in beginsel goedkeuring verleen vir die opneem van 'n eksterne lening tot ‘n bedrag van R50 miljoen vir jaar 2 van die 2023/24 MTREF, vir die gedeeltelike finansiering van die volgende kapitaalprojekte: Malmesbury De Hoop 132/11kV Substation (R29 miljoen) en die Development of Highlands New Landfill Cell (R21 miljoen), deur die mark te toets by wyse van die inwin van tenders vanaf die finansiële instellings soos beoog in artikel 46 van die MFMA;

(i) Dat die finale hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die **2023/2024– 2025/2026** finansiële jare goedgekeur word as finaal, in ooreenstemming met artikel 16, 17, 18 en 19 van die MFMA;

| | **Oorspronklike Begroting 2022/23** | **Spesiale Aansuiwerings begroting 2022/23** | **Finale Begroting 2023/24** | **Finale Begroting 2024/25** | **Finale Begroting 2024/25** |
|---|---|---|---|---|---|
| Kapitaalbegroting | 191 095 805 | 178 839 804 | 207 952 395 | 218 968 545 | 208 303 329 |
| Bedryfsuitgawes | 1 029 331 855 | 1 025 575 992 | 1 070 130 062 | 1 174 132 994 | 1 371 930 505 |
| Bedryfsinkomste | 1 093 983 961 | 1 098 017 579 | 1 192 485 181 | 1 302 126 207 | 1 479 438 894 |
| **Begrote (Surplus)/ Tekort** | **(64 652 106)** | **(72 441 587)** | **(122 355 119)** | **(127 993 213)** | **(107 508 389)** |
| Minus: Kapitaal Toekennings & Donasies | 77 109 000 | 78 890 510 | 107 386 943 | 115 594 000 | 91 660 000 |
| **(Surplus)/ Tekort** | **12 456 894** | **6 448 923** | **(14 968 176)** | **(12 399 213)** | **(15 848 389)** |

(j) Dat daar goedkeuring verleen word vir die kennisgewing ingevolge artikel 14(1) en (2) van die Plaaslike Regering: Wet op Munisipale Eiendomsbelasting, 2004 ten opsigte van die heffing van finale eiendomsbelastingkoerse, vrystellings en afslag op eiendomme soos gespesifiseer in die onderstaande skedule en in die eiendomsbelastingbeleid vir die 2023/2024 finansiële jaar;

| ***Category of property*** | ***Rate ratio*** | ***(c/R) rate determined for the relevant property category*** |
|---|---|---|
| *Residential properties* | *1: 1* | *0,5956* |
| *Business and Commercial properties* | *1: 1,4586* | *0,8769* |
| *Industrial properties* | *1: 1,4586* | *0,8769* |
| *Agricultural properties* | *1: 0,25* | *0,1489* |
| *Mining properties* | *1: 1,4586* | *0,8769* |
| *Public Service Infrastructure* | *1: 0,25* | *0,1489* |
| *Properties owned by an organ of state and used for public service purposes* | *1: 1,4586* | *0,8769* |
| *Public Benefit Organisations* | *1: 0* | *0,0000* |
| *Vacant properties* | *1: 1,3470* | *0,8022* |
| *Municipal properties* | *1: 0* | *0,0000* |
| *Conservation Areas* | *1: 0* | *0,0000* |
| *Protected Areas* | *1: 0* | *0,0000* |
| *National Monuments* | *1: 0* | *0,0000* |
| *Informal Settlements* | *1: 0* | *0,0000* |

*Exemptions and Reductions/…*

***Exemptions and Reductions***

• ***Residential Properties:*** *For all residential properties, the municipality will not levy a rate on the first R15 000 of the property's market value. The R15 000 is the statutory impermissible rate as per section 17(1)(h) of the Municipal Property Rates Act.*

***Rebates in respect of a category of owners of property are as follows:***

• ***Indigent owners****: 100 per cent rebate will be granted to registered indigents in terms of the Indigent Policy to a maximum valuation of R105 000;*

• ***Qualifying senior citizens and disabled persons****: A rebate to an amount equal to the rates payable on the first amount of the valuation of such property to a limit of R300 000.*

***NB:*** *Please refer to the municipality's property rates policy in respect of all rebates offered.*

(k) Dat die Raad die tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in **(Annexure A: 2023/2024 – 2025/2026 Final Budget and Tariff File)** goedkeur as finaal;

(l) Dat die Raad die voorgestelde elektrisiteitstariewe as finaal goedkeur vir die 2023/2024 finansiële jaar, met inagneming dat dit **onderhewig is aan finale goedkeuring deur NERSA** en dat die Tyd-van-Gebruik kliënte daarop moet let dat die TVG-tydsgleuwe onderhewig is aan verandering hangende Nersa/Eskom se uitklaring;

(m) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2023/2024 – 2025/2026)** goedgekeur word;

(n) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Final Amendments to Budget & Related Policies 2023/2024)**, goedgekeur word as finaal;

(o) Dat die opleidingsbegroting beperk is tot **0,60%** van die salarisbegroting ten bedrae van **R 1 898 364** vir die 2023/2024 finansiële jaar as finaal goedgekeur word;

(p) Dat die Raad kennis neem van die verhoging in die salarisrekening van ongeveer 5.99%:

- Ten opsigte van alle personeel, 'n verhoging van **5.4%** vir 2023/2024; **5%** vir die 2024/2025 en **5%** vir 2025/2026 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,5% kerfverhoging waar van toepassing;

- Daar is voldoende begroot vir alle salarisaanpassings;

- Voorsiening is gemaak vir 'n **3%** verhoging vir politieke ampsbekleërs wat val binne die middelband van die inflasieteikens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).

(q) Dat die Raad kennis neem van die begrote bedryfssurplusse en dat die begroting "kontant gefinansier". Die totale groei in uitgawes van **4.4%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **8.6% (6.5% kapitale toekennings uitgesluit)** vir die MTREF periode, sowel as die kontantvloei-staat soos per **(A-schedule: A7)** vir die volgende drie finansiële jare;

- die risikofaktor vir kontantdekking vir bedryfsuitgawes is **9.8 maande** vir 2023/24, **9.7 maande** vir 2024/25 en **8 maande** vir die 2025/26 finansiële jaar (dit kan wesenlik beïnvloed word, maar op hierdie stadium is dit nie moontlik om wetenskaplik te bepaal nie);

- oor die volgende drie finansiële jare is die beplanning van so 'n aard dat netto bedryfsurplusse verwag word vir 2023/24, 'n bedrag van **R 14 968 176**, vir 2024/25 'n bedrag van **R 12 399 213** en vir 2025/26, 'n bedrag van **R 15 848 389 (kapitale toekennings uitgesluit),** wat ver onder die NT-norm is van minstens 'n 10% surplus.

(r) 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;

(s) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.7 soos vereis deur Nasionale Tesourie.

**7.4 VASSTELLING VAN ONTWIKKELINGSBYDRAES VIR 2023/2024 (15/1/B)**

Die tariewe vir die 2023/2024 finansiële jaar is hersien ten einde 'n balans te vind tussen ontwikkelingsbydraes en werklike ingenieurskostes. Die tariewe het dus aansienlik verhoog, aangesien daar nie veel aanpassings in die voorafgaande jare was nie.

Die doel van die voorlegging van die ontwikkelingsbydraes is dus om die korting daarop te oorweeg en word 'n 60% afslag voorgestel in oorweging van bekostigbaarheid vir ontwikkelaars.

Die Direkteur: Siviele Ingenieursdienste versoek dat oorweging daaraan verleen moet word om die vrystelling van ontwikkelingsbydraes van toepassing op ontwikkeling van ondernemings en nywerhede kleiner as 100 m² vir Riebeek Vallei, uitgebrei word na die totale munisipale gebied.

**BESLUIT** (vir voorlegging aan die Raad op 25 Mei 2023)
(op voorstel van rdh T van Essen, gesekondeer deur rdl J M de Beer)

(a) Die aangehegte ontwikkelingbydraes vir die 2023/2024 finansiële jaar goedgekeur word:
   (i) Greenfields"-ontwikkelingbydraes vir grootmaat elektrisiteit – (Bylae "A");
   (ii) "Brownfields"-ontwikkelingbydraes vir elektrisiteit – (Bylae "B");
   (iii) Ontwikkelingbydraes water – (Bylae "C");
   (iv) Ontwikkelingsbydraes vir riool – (Bylae “D”);
   (v) Ontwikkeliknqsbydraes vir paaie – (Bylae “E”)

(b) 'n Korting van 60% op genoemde ontwikkelingbydraes ten opsigte van die 2023/2024 finansiële jaar toegestaan word, omrede:
   - Ontwikkelaars 'n ooreenkoms met die Munisipaliteit aangaan m.b.t. die betaling van ontwikkelingbydraes ingevolge die bestaande beleide;

(c) Ontwikkelings van ondernemings en nywerhede van 100 m² en kleiner is vrygestel van die betaling van ontwikkelingsbydraes;

(d) Addisionele wooneenhede van 60 m² en kleiner is vrygestel van die betaling van ontwikkelingsbydraes;

(e) Die werklike koste van ontwikkelingsbydraes sal op alle ontwikkelings van toepassing wees, soos bepaal en bereken deur die Direkteur: Siviele Ingenieursdienste en die Direkteur: Elektriese Ingenieursdienste van toepassing wees.

**7.5 SWARTLAND EKONOMIESE ONTWIKKELINGSPLAN (2/1/4/5)**

Die Swartland Ekonomiese Ontwikkelingsplan is 'n opsomming van nasionale, provinsiale en andere inisiatiewe wat 'n raamwerk verskaf aan Swartland Munisipaliteit hoe en waar om betrokke te raak by ekonomiese ontwikkeling.

Die hersiening van die plan is gebaseer om die nuwe GOP en ontwikkel met in ag neming van die nuwe doelwitte, sleutelprestasie-aanwysers en teikens in die GOP ten einde 'n post-Covid 19-ekonomiese ontwikkelingstrategie daar te stel.

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

Dat die Swartland Ekonomiese Ontwikkelingsplan wat as Aanhangsel A aangeheg is, goedgekeur word.

**7.6 (1) MUNISIPALE BEPLANNINGSDOKUMENT VIR VOORLOPIGE DIENSTE EN MENSLIKE NEDERSETTINGSKWESSIES INGEVOLGE DIE RAAD SE NEDERSETTINGSPLAN; (2) VERSOEK VAN KALBASKRAAL; (3) VERSOEK VAN ILINGE LETHU EN PHOLA PARK (17/4/2/B)**

Die Direkteur: Ontwikkelingsdienste behandel die verslag en detail van die behuisingspyplyn. Die probleme wat tans op Kalbaskraal ondervind word, word verder toegelig. Die bevel vanaf begunstigdes van die gedienste erwe is dat 'n topstruktuur ook voorsien moet word, maar waarvan slegs 10 begunstigdes sal kwalifiseer met die toepassing van die voorgeskrewe kriteria.

Verder is die begunstigdes ontevrede oor die grootte van die erf en noem die Direkteur: Ontwikkelingsdienste dat die erwe groter as die norm en voorskrifte van die Provinsiale Regering is.

Die Munisipale Bestuurder verduidelik dat daar 'n versoek vanaf rdl M Ngozi ontvang is om 'n deurgangskamp te vestig vir agterplaas bewoners wat nie vir die De Hoop-behuisingsprojek in aanmerking gaan kom nie.

'n Bespreking volg aangaande die invloed wat voormelde versoek op die De Hoop-behuisingsprojek sal hê en moontlike behuisingsgeleenthede wat vir begunstigdes verlore sal gaan. Verder sal dit regverdig wees teenoor ander gemeenskappe wat al vir jare wag op 'n behuisingsprojek en dieselfde probleme met agterplaas bewoners ondervind.

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

(a) Dat die aangepaste munisipale beplanningsdokument, soos voorgelê, deur die Uitvoerende Burgemeesterskomitee aanvaar word;

(b) Dat die voorgestelde projekte 'n beplanningsdokument is en onderworpe is aan die beskikbaarheid van fondse, geskikte grond en grootmaatdienste binne die onderskeie dorpe en indien voldoende fondse nie beskikbaar is nie, projekte moontlik aangeskuif kan word na die volgende finansiële jare;

(c) Dat die Raad ook kennis neem dat die topstrukture (395) van fase 1 van die Malmesbury De Hoop Behuisingsprojek einde April 2023 voltooi is en dat tenders gevra is vir die installering van siviele dienste ten opsigte van De Hoop Fase 2 (1013) erwe en Darling (187) erwe.

(d) Dat, na oorweging van die versoeke van Kalbaskraal ('n onmiddellike behuisingsprojek) en Ilinge Lethu, meer spesifiek Phola Park (vir n deurgangskamp – met dienste) die besluitneming in die verband na die Raad verwys word;

(e) Dat die Uitvoerende Burgemeesterskomitee, gebaseer op voormelde inligting, hulle kommer uitspreek dat voldoening aan die Kalbaskraal en Ilinge Lethu versoeke, sal neerkom op *"queue jumping*" wat 'n ongelukkigheid by die res van die gemeeskappe en mense op die waglys sal skep.

**7.7 TWEEDE WYSIGING VAN DIE 2022/2023 MIG GEDETAILLEERDE PROJEKIMPLEMENTERINGSPLAN (5/9/2/6/1)**

Die Direkteur: Siviele Ingenieursdienste bevestig dat die konstruksie van strate in Kalbaskraal gestaak is weens die onluste. Die MIG-gelde is dus oorgeskuif na Chatsworth wat 'n wysiging in die 2022/2023 MIG-gedetailleerde projekimplementeringsplan noodsaak.

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

(a) Dat kennis geneem word die konstruksie van strate projek in Kalbaskraal vertraag word deur die voortgesette onrus wat gevolglik 'n aanpassing van die beplande besteding vir 2022/2023 vereis;

(b) Dat, ten einde die MIG-projekte suksesvol te implementeer daar ’n herallokering van fondse tussen die geregistreerde MIG-projekte gedoen moet word, en dat die 2022/2023 MIG-projekimplementeringsplan dienooreenkomstig gewysig word;

(c) Dat die volgende projekte en begrotings vir die eerste gewysigde MIG-projek-implementeringsplan vir die 2022/2023 finansiële jaar goedgekeur word:

| Nr | Project | MIG Ref. | Budget |
|---|---|---|---|
| 1 | Rehabilitate Water Networks | WC1287/W/14/17 | R 2 217 712 |
| 2 | De Hoop Development: External Water Supply | WC1864/W/21/24 | R 2 464 000 |
| 3 | De Hoop Development: Upgrade Bulk Water Supply | WC1865/W/21/25 | R 19 177 500 |
| 4 | Malmesbury: Rehabilitation of Roads | WC1765/R.ST/19/23 | R 1 250 788 |
| 5 | Abbotsdale: Construction of Roads | WC1858/R.ST/22/25 | R 1 570 489 |
| 6 | Abbotsdale: Construction of Roads Phase 2 | WC/1912/R.ST/22/25 | R 1 447 316 |
| 7 | Malmesbury: Ilingelethu: Construction of Roads | WC1859/R.ST/22/25 | R 228 019 |
| 8 | Illingelethu Construction of Roads Phase 2 | WC/1911/R.ST/22/25 | R 461 112 |
| **9** | **Chatsworth: Construction of Roads** | **WC1862/R.ST/22/25** | **R 3 356 382** |
| 10 | Riebeek West: Construction of Roads Phase 2 | WC/1909/R.ST/22/25 | R 1 636 682 |
| **11** | **Kalbaskraal: Construction of Roads Phase 2** | **WC/1913/R.ST/22/25** | **R 0** |
| | | **Total** | **R 33 810 000** |

(d) Dat die gewysigde MIG-projekimplementeringsplan aan die Departement van Samewerkende Regering en Tradisionele Sake beskikbaar gestel word.

**7.8 STRATE, HERSEEL PROGRAM 2023/2024 (16/5/5/1)**

Die Direkteur: Siviele Ingenieursdienste verduidelik dat die toedeling van die fondse geskied ingevolg die *Pavement Management System*. Daar is besluit, ten einde die fondse optimaal aan te wend, om slegs strate in Malmesbury en Moorreesburg te herseel, aangesien die hervestigingskoste van die operateur baie duur is.

Rdh T van Essen noem dat voormelde nie regverdig teenoor die res van die dorpe in die Munisipale gebied is nie, en dat die program heroorweeg moet word.

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

Dat die item terugverwys word vir heroorweging van die program.

**7.9 KONSTRUKSIE VAN PAAIE PROGRAM 2023/2024 (16/5/5/1)**

‘n Bedrag van R23 708 000 is beskikbaar in die 2023/2024 finansiële jaar vir die konstruksie/opgradering van paaie, waarvan ‘n groot gedeelte uit MIG-fondse befonds word.

Alhoewel die opgradering van paaie bepaal word deur die *Unpaved Roads Management System (iRAMS)* is dit die komitee se mening dat daar gekyk moet word na paaie wat bv. besighede bedien wat werkskepping in die munisipale gebied bevorder.

Die voorsitter noem dat daar ander wyses gevind sal moet word om paaie op te gradeer en nie slegs uit MIG-fondse nie. Verder sal daar ‘n plan opgetrek moet word om aan die wyksraadslede te voorsien om inwoners in te lig aangaande die beplanning van die Raad met betrekking tot die konstruksie/opgradering van paaie.

Die Direkteur: Siviele Ingenieursdienste noem dat die paaie op die program reeds geregistreer is op die MIG-program en kan dit nie gewysig word nie.

7.9/... Daar word versoek dat Cimbidium C1 7, Darling vanaf die program verwyder word.

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

(a) Dat kennis geneem word van die aangehegte program ten opsigte van die konstruksie/opgradering van paaie;

(b) Dat Cimbidium CI 7, Darling vanaf die program verwyder word en dat ‘n ander pad geïdentifiseer word;

(c) Dat verder kennis geneem word dat dit ‘n voorlopige program is en onderhewig is aan die finale kosteberekeninge en moontlik afgeskaal sal word in ooreenstemming met die koste van die laagwerke en ontwerpe van sypaadjies.

**7.10 HERSIENING VAN STELSEL VAN DELEGASIES (2/5/1, 2/5/2)**

Artikel 59 van die Munisipale Stelselswet bepaal dat 'n Raad 'n Stelsel van Delegasies moet ontwikkeling en onderhou wat administratiewe en operasionele doeltreffendheid sal optimaliseer en voorsiening maak vir voldoende wigte en teenwigte.

Die aanhangsel tot die sakelys behels die tweede hersiening van die Stelsel van Delegasies wat op 16 November 2021 deur die Raad aanvaar is. Die wysigings word in detail in die verslag, met aanhangsels, bespreek.

**BESLUIT** (vir voorlegging aan die Raad op 25 Mei 2023)
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

(a) Dat die wysiging tot die Raad se Stelsel van Delegasie (2^de Hersiening) soos vervat in Aanhangsels A tot C goedgekeur word, en kennis geneem word van die wysigings aan die Munisipale Bestuurder en Hoof Finansiële Beampte se delegasiestelsels soos vervat in Aanhangsels D tot G;

(b) Dat kennis geneem word dat geen wysigings aangebring is aan die Artikel 53 Roluitklaring vir politieke strukture, politieke ampsbekleërs en die Munisipale Bestuurder nie, welke dokument deel uitmaak van die Stelsel van Delegasie.

**7.11 HUUROOREENKOMS: MUNISIPALITEIT SWARTLAND / MALMESBURY GHOLFKLUB: AANSOEK OM ONDERVERHURING (K2/1/2-Vol 2)**

Die Malmesbury Gholfklub is deur Pam Golding genader om kantoorspasie van 12 m² in die klubhuis te huur. Die huurooreenkoms met die Malmesbury Gholfklub bepaal dat onderverhuring van die fasilieite slegs met die skriftelike goedkeuring van die Munisipaliteit mag geskied.

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

(a) Dat toestemming onder hand van die Munisipale Bestuurder verleen word vir die onderverhuring van kantoorspasie, groot 12 m², by die Malmesbury gholfklubfasiliteite, met dien verstande dat die Gholfklub steeds aanspreeklik sal wees vir die volle huurgeld soos bepaal in die huurooreenkoms, asook dienstegelde (water, elektrisiteit, ens) wat met die onderverhuurde gedeelte verband hou;

(b) Dat die goedkeuring slegs vir een jaar sal geld, en dat die klub derhalwe opnuut sal moet aansoek doen by verstryking van gemelde termyn;

(c) Dat die Munisipale Bestuurder met volmag beklee word om enige verdere aansoeke in hierdie verband te mag oorweeg, en toepaslike voorwaardes te mag bepaal.

7.12/...

### 7.12 HUUROOREENKOMS: SINETHEMBA VIR DIE BESTUUR VAN DIE DAHLIA HUIS TE MALMESBURY (17/9/2/R)

Die Direkteur: Ontwikkelingsdienste noem dat me Slingers die bedryf van die Dahlia-huis as 'n Gemeenskapsorgsentrum vir slagoffers van geweld teen einde Januarie 2023 gestaak het.

'n Voorstel is vanaf Sinethemba ontvang om die Dahlia-huis as 'n Veiligheidshuis te bedryf. Die Direkteur: Ontwikkelingsdienste noem dat Sinethemba 'n holistiese benadering volg tot die aanspreek van geweld en in 'n posisie is om 'n volhoubare program te vestig.

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

(a) Dat 'n drie (3) jaar huurooreenkoms met Sinethemba,met ingang van 1 Julie 2023, aangegaan word vir die huur en bestuur van die Dahlia Huis (8 Dahliastraat, Malmesbury);

(b) Dat die huurgeld vasgestel word op R100,00 per jaar plus BTW;

(c) Dat, indien Sinethemba homself as na behore finansieel volhoubaar bewys en programme volhoubaar aanbied, oorweging geskenk sal word om 'n verdere termyn van drie (3) jaar om die Dahlia Huis te bestuur.

### 7.13 UITSTAANDE DEBITEURE: APRIL 2023 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure teen einde Maart 2023 is met die sakelys gesirkuleer.

**BESLUIT**

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir April 2023.

### 7.14 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

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

Die komitee spreek sy kommer uit dat daar te veel diefstal uit munisipale store plaasvind. Die Direkteur: Siviele Ingenieursdienste bevestig dat diefstal nie toegeskryf kan word aan die nalatigheid van amptenare nie, maar wel dat daar nie genoeg sekuriteit is nie en gereelde inbrake plaasvind.

**BESLUIT**

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 30 April 2023 soos met die sakelys gesirkuleer.

### 7.15 VOORRAADOPNAME: 2023 (6/1/1)

Die jaarlikse voorraadopname vind plaas op 29 Junie 2023 vir bywoning deur afgevaardigde raadslede as waarnemers.

**BESLUIT**

(a) Dat rdh T van Essen en rdl N Smit (rdle D G Bess en A K Warnick, onderskeidelik as sekundes) aangewys word as waarnemers by die voorraadopname op 29 Junie 2023;

(b) Dat die betrokke raadslede kennis neem dat die Hoof Magasynmeester graag om 09:00 stiptelik aanvang sal neem met die voorraadopname by die hoof magasyn te Malmesbury.

**7.16 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTELWERK AAN DIE "WASH COMPACTOR SCREEN" BY DIE INLAATWERKE VAN MALMESBURY WWTW (8/1/B/2)**

Die inlaatwerke by die Malmesbury WWTW is toegerus met skerms wat verhoed dat nie-afbreekbare stowwe by die WWTW ingelaat word wat toerusting laer af in die stelsel kan beskadig.

Die waskomponent van een van die skerms het onklaar geraak.

**BESLUIT**

(a) Dat die Uitvoerende Burgemeesterskomiteee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge paragraaf 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 *washer compactor* by die inlaatwerke van die Malmesbury WWTW deur G W Trautman ten bedrae van R51 670.30 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
   (i) Die omvang van die werk wat GW Trautmann aan die masjien gedoen het om die foutiewe komponente te kon inspekteer en 'n kwotasie op te stel;
   (ii) Dit sal onprakties wees om die amptelike verkrygingsprosesse te volg aangesien dit die hersamestelling van die foutiewe komponente sou vereis

(d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R51 670.30 (BTW uitgesluit) teen posnommer 9/239-851-689 verreken word;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde redes as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

**7.17 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSE/DURES: DRINGENDE HERSTEL VAN MENGER BY RIEBEEK KASTEEL WWTW (8/1/B/2)**

Die behandelingsproses by die Riebeek Kasteel WWTW bestaan uit verskeie sones van meganiese toerusting wat die vloei van gedeeltelik behandelde riool deur die sones verseker. Die ratkat van die menger het onklaar geraak.

**BESLUIT**

(a) Dat die Uitvoerende Burgemeesterskomiteee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge paragraaf 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 ratkas van die menger by die Riebeek Kasteel WWTW deur G W Trautman ten bedrae van R38 058.31 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
   (i) Die menger sou vir 'n geruime tyd buite werking gelaat word sou die normale verkrygingsprosedures gevolg word;
   (ii) Voormelde sou aanleiding gee in die faling van die suiweringsproses en verdere skade aan meganiese komponente;
   (iii) Die herstelwerk aan die menger is as 'n noodgeval hanteer;

(d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R38 058.31 (BTW uitgesluit) teen posnommer 9/239-851-689 verreken word;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde redes as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

**7.18 MANDAATVERGADERING: SALGBC ONDERHANDELINGE (4/9/4/B)**

‘n Uitnodiging is vanaf SALGA ontvang na ‘n virtuele mandaatvergadering op 16 Mei 2023. Die doel van die vergadering was om terugvoering te gee insake die onderhandelinge met die Bedingingsraad (SALGBC) op nasionale vlak en om ‘n mandaat vanaf munisipaliteit te verkry oor die volgende aangeleenthede:

(1) Hoof Kollektiewe Ooreenkoms;
(2) Loonkurwe en Kategorisering Kollektiewe Ooreenkoms;
(3) COVID-19 vergoedingsraamwerk.

Die Munisipale Bestuurder verduidelik die mandate wat aan SALGA deur Swartland Munisipaliteit verleen is soos vervat in die verslag.

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

Dat die Uitvoerende Burgemeesterskomitee kennis neem van die mandaat wat aan SALGA verskaf is rakende die Hoof Kollektiewe Ooreenkoms, die Loonkurwe en Kategorisering Kollektiewe Ooreenkoms sowel as die COVID-19 Vergoedingsraamwerk.

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

**NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 7 JUNIE 2023 OM 10:00**

**TEENWOORDIG**:

**RAADSLEDE**:
Voorsitter, rdl I S le Minnie
Ondervoorsitter, rdl N Smit

O'Kennedy, E C
Pypers, D C
Rangasamy, M A (rdh)
Soldaka, P E
van Essen, T (rdh)
van Zyl, M (rdd)
Vermeulen, G
Warnick, A K

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

**BEAMPTES**:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Waarnemende Direkteur: Korporatiewe Dienste, me S de Jongh
Waarnemende Direkteur: Finansiële Dienste, me H Papier
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Komitee beampte, me S Willemse

**1. OPENING/VERLOF TOT AFWESIGHEID**

Die voorsitter verwelkom lede en versoek rdl R J Jooste om die vergadering met 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 B J Penxa, die Direkteur: Finansiële Dienste, mnr M A C Bolton en die Direkteur: Korporatiewe Dienste, me M S Terblanche.

**2. NOTULE**

**2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 10 MEI 2023**

**BESLUIT**
(voorgestel deur rdl A K Warnick, gesekondeer deur rdd M van Zyl)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 10 Mei 2023 goedgekeur word, onderhewig aan die regstellings:

**Item 5: Gedelegeerde sake m.b.t. Munisipale Bestuurder**

Geen

**Item 7: Gedelegeerde sake m.b.t. Administrasie**

Geen

**Item 9: gedelegeerde sake m.b.t. Finansies**

Geen

## 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.

## 4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

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

### 5.1 MAANDVERSLAG: APRIL 2023

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Munisipale Bestuurder, om belangrike aspekte uit te wys.

Die Munisipale Bestuurder meld dat daar 70% van die kapitaalbegroting spandeer is en dat die doel steeds is om die teiken van 90% teen einde Junie 2023 te bereik.

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

Dat kennis geneem word van die maandverslag van die Munisipale Bestuurder vir April 2023.

## 6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

### 6.1 SALGA WERKGROEPE (SPEAKER'S FORUM): RAPPORTERING

Die Speaker's Forum is van 4 tot 5 Mei 2023 deur raadsheer M A Rangasamy bygewoon.

**BESLUIT**

(a) Dat kennis geneem word van die agenda van die Speaker's Forum wat deur, Rdh M A Rangasamy, vanaf 4 tot 5 Mei 2023 bygewoon was;

(b) Dat verder kennis geneem word van die opinie wat Stad Kaapstad vanaf 'n senior raadgewer verkry het aangaande die Speaker se oorsigrol oor die uitvoerende gesag van die munisipaliteit.

### 6.2 SALGA: PROVINSIALE WERKGROEP: BESTUUR EN INTER-REGERINGSVERHOUDINGE

Die SALGA: Provinsiale Werkgroep oor Bestuur en Interregeringsverhoudinge is op 10 Mei 2023 deur die Uitvoerende Burgemeester en Munisipale Bestuurder bygewoon.

**BESLUIT**

Dat kennis geneem word van die aangehegte opsomming van die uitkomste van die *SALGA: Provincial Group on Governance and Intergovernmental Relations* wat deur die Uitvoerende Burgemeester en Munisipale Bestuurder op 10 Mei 2023 bygewoon was.

## 7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1/...

### 7.1 MAANDVERSLAG: APRIL 2023

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

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

Dat kennis geneem word van die maandverslag van die Direktoraat Korporatiewe Dienste vir April 2023.

## 8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

## 9. GEDELEGEERDE SAKE M.B.T. FINANSIES

### 9.1 MAANDVERSLAG: APRIL 2023

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

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

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir April 2023.

## 10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

**(GET) RDL I S LE MINNIE**
**VOORSITTER**

**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 7 JUNIE 2023 OM 10:13**

**TEENWOORDIG**:

**RAADSLEDE**:
Voorsitter, rdl R J Jooste
Ondervoorsitter, rdh T van Essen

Duda, A A
Fortuin, C
O'Kennedy, E C
Pieters, C
Smit, N
Van Zyl, M (rdd)
Warnick, A K

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

**BEAMPTES**:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Waarnemende Direkteur: Korporatiewe Dienste, me S de Jongh
Waarnemende Direkteur: Finansiële Dienste, me H Papier
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Komitee beampte, 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: Siviele en Elektriese Dienste.

Verlof tot afwesigheid word verleen aan rdl D G Bess, die Direkteur: Finansiële Dienste, mnr M A C Bolton en die Direkteur: Korporatiewe Dienste, me M S Terblanche.

**BESLUIT** dat kennis geneem word dat rdh B J Stanley afwesig is sonder verlof.

**2. NOTULE**

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 10 MEI 2023**

**BESLUIT**
(voorgestel deur rdl A K Warnick, gesekondeer deur rdh T van Essen)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 10 Mei 2023 goedgekeur word.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

Geen

**4. SAKE VOORTSPRUITEND UIT NOTULES**

Geen

**5. GEDELEGEERDE SAKE**

## 5.1. MAANDVERSLAG: APRIL 2023

### 5.1.1 SIVIELE INGENIEURSDIENSTE

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

Die Direkteur: Siviele Ingenieursdienste gee inligting deur insake die damvlakke in die Swartland munisipale area.

Rdle R J Jooste, C Fortuin en A A Duda lewer onderskeidelik kommentaar oor die oorvloei van water gedurende die rëen seisoen en is bekommerd dat dit die inwoners se huise benadeel.

Die Uitvoerende Burgemeester versoek dat rdh T van Essen en die Direkteur: Siviele Ingenieursdienste inspeksie doen in Riverlands om bogenoemde probleem aan te spreek.

**BESLUIT**
(op voorstel van rdl E C O'Kennedy, gesekondeer deur rdl A K Warnick)

Dat kennis geneem word van die maandverslag van die Direktoraat Siviele Ingenieursdienste vir April 2023.

### 5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die Direkteur: Elektriese Ingenieursdienste, mnr T Möller gee 'n opsomming insake die maandverslag en lig die onderstaande uit, naamlik:

- Energie-aankope en inkomste op grootmaatrekeninge.
- Eskom grootmaat rekeningstatistieke.
- Daar was 'n toename in die maksimum aanvraag.
- Soos op 24 Mei 2023 is 'n totaal van 805 meters omgeskakel, as deel van die TID-projek. Die fokus vir die res van die finansiële jaar sal steeds Malmesbury en Moorreesburg wees as gevolg van die impak van beurtkrag op werkskedules van die span.
- Onderhoudsuitgawes. Die impak op die instandhouding van straatligte, veral in die Eskom-gebiede, is baie hoog.
- Die aansienlike toename in na-ure uitroepe in Malmesbury is kommerwekkend.

**BESLUIT**
(op voorstel van rdl E C O'Kennedy, gesekondeer deur rdl A K Warnick)

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir April 2023.

## 6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

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

Munisipaliteit
Municipality
Umasipala

**NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 7 JUNIE 2023 OM 10:40**

**TEENWOORDIG**:

**RAADSLEDE**:
Voorsitter, rdl G Vermeulen

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

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

**BEAMPTES**:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Waarnemende Direkteur: Korporatiewe Dienste, me S de Jongh
Waarnemende Direkteur: Finansiële Dienste, me H Papier
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Komitee beampte, 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 D G Bess, die Direkteur: Finansiële Dienste, mnr M A C Bolton en die Direkteur: Korporatiewe Dienste, me M S Terblanche.

## 2. NOTULE

### 2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-DIENSTE) GEHOU OP 10 MEI 2023

**BESLUIT**
(voorgestel deur rdl I S le Minnie, gesekondeer deur rdh M A Rangasamy)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 12 April 2023 goedgekeur word, onderhewig aan die regstelling:

**Item 5.1: MAANDVERSLAG: MAART 2023**

Die volgende behuisingsprojek sal in Darling en Moorreesburg plaasvind, wat oor 2 finansiële jare sal loop. Vir Moorreesburg sal daar ***645*** behuisingsgeleenthede wees en vir Darling sal daar 187 behuisingsgeleenthede wees.

## 3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

## 4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

## 5. GEDELEGEERDE SAKE

### 5.1 MAANDVERSLAG: APRIL 2023

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 Gemeenskapsontwikkeling.

Rdl A M Booysen verwys na die De Hoop-projek fase 2 en soek duidelikheid oor die 31 gedeelde geleenthede.

Die Direkteur: Ontwikkelingsdienste meld dat die inwoners wat in Phola Park woon, benodig 'n tydelike woning, sodat die munisipaliteit elektrisiteit in hul huis kan installeer. Die 31 gedeelde geleenthede is 'n aparte projek van die De Hoop-projek, maar dit is ook deel van die grond waar die De Hoop-projek plaasvind.

Verder meld die Munisipale Bestuurder dat dit 'n tydelike reëling is en bied nie geleenthede vir ander mense om na daardie area hervestig te word nie.

Op navraag deur rdl P E Soldaka insake behuisingsgeleentheid vir Koringberg is nie, meld die Direkteur: Ontwikkelingsdienste dat daar 'n klein hoeveelheid individue in Koringberg op die behuisingswaglys is.

Dit sal moeilik wees vir Koringberg om hul eie behuisingsprojek te hê, aangesien ‘n groot hoeveelheid grond in Koringberg nie aan die munisipaliteit behoort nie. Een van die voorstelle was dat van die bejaardes oorweeg moet word om by die Moorreesburg-behuisingsprojek ingesluit te word. Daar word tans oorweeg om ‘n gesprek met die Moorreesburg inwoners te voer, om te bepaal hoe Koringberg by die groot behuisingsprojek kan insluit.

Rdl P E Soldaka versoek dat daar ‘n verteenwoordiger van Koringberg moet wees vir die volgende behuisingsvergadering met die inwoners van Moorreesburg.

**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 April 2023.

## 6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

Geen

## 7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

**(GET) RDL G VERMEULEN**
**VOORSITTER**

**NOTULE VAN ’N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 7 JUNIE 2023 OM 10:59**

**TEENWOORDIG**:

**RAADSLEDE**:
Voorsitter, rdd M van Zyl
Ondervoorsitter, rdl A K Warnick

Daniels, C
De Beer, J M
Fortuin, C
Jooste, R J
Le Minnie, I S
Papier, J R
Pieters, C

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

**BEAMPTES**:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Waarnemende Direkteur: Korporatiewe Dienste, me S de Jongh
Waarnemende Direkteur: Finansiële Dienste, me H Papier
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Komitee beampte, me S Willemse

**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 D G Bess, die Direkteur: Finansiële Dienste, mnr M A C Bolton en die Direkteur: Korporatiewe Dienste, me M S Terblanche.

**BESLUIT** dat kennis geneem word dat rdh B J Stanley afwesig is sonder verlof.

**2. NOTULE**

**2.1 NOTULES VAN ’N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 10 MEI 2023**

**BESLUIT**
(voorgestel deur rdl A K Warnick, gesekondeer deur rdl I S le Minnie)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 10 Mei 2023 goedgekeur word, onderhewig aan die regstelling:

**Item 6.1: evaluering van die implementering van die K9-Eenheid in die Swartland Munisipaliteit**

Die Swartland K9-eenheid is in Oktober 2020 gestig met ***fondse*** van die Departement van Gemeenskapsveiligheid (DOCS) met 9 honde en 9 hondehanteerders.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

Geen

## 4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

## 5. GEDELEGEERDE SAKE

### 5.1. MAANDVERSLAG: APRIL 2023

#### 5.1.1 PRESTASIEVERSLAG
#### 5.1.2 VERKEER- EN WETSTOEPASSINGSDIENSTE
#### 5.1.3 BRANDBESTRYDING

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

Die Direkteur: Beskermingsdienste meld dat daar spesiale pogings in plek is om munisipale grond te beskerm. Alle grond van Cape Nature in die munisipale gebied word gemonitor volgens die opgestelde "MOU".

Die Direkteur: Beskermingsdienste meld dat die Landelike Veiligheidseenheid weer hernoem is na LEAP ("Law Enforcement Advancement Plan").

Rdl J M de Beer lewer kommentaar oor die Verkeer- en Wetstoepassing maandverslag en lig die onderstaande uit, naamlik:

- Probleem huise veral in Markstraat 8 en Dennelaan, Wesbank.
- Maak ons verordening voorsiening dat "Loitering" aangespreek kan word.
- Hoe hanteer Swartland Munisipaliteit inwoners wie in die bosse woon en daardeur ander probleme veroorsaak.
- Ondersoek die moontlikheid om die LPR kamera in Darling-weg te draai na rigting Darling.

**BESLUIT**
(voorgestel deur 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 April 2023.

## 6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

### 6.1 SALGA: NOODDIENSTE EN RAMPBESTUUR (ESDM) PROVINSIALE WERKGROEP GEHOU OP 11 MAY 2023

Die aangewese afgevaardigdes van Swartland Munisipaliteit om die SALGA ESDM-werkgroep by te woon is Rdl AK Warnick en die Direkteur Beskermingsdienste en albei was op 11 Mei 2023 teenwoordig.

Rdl AK Warnick gee breedvoerig terugvoer oor die IMPS-SA werkswinkel wat hy bygewoon het by Mosselbaai Munisipaliteit.

**BESLUIT**

Dat Raadslede kennis neem van die inhoudsdokumente en bespreking van die SALGA ESDM-werkgroep.

**(GET) RDD M VAN ZYL**
**VOORSITTER**

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Munisipale Bestuurder
2023-06-14

2/4/4
WYK: Nvt

**ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 13 JUNE 2023**

| | |
|---|---|
| **ONDERWERP:** | **2023/2024 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGS-PLAN (SDBIP)** |
| ***SUBJECT:*** | ***2023/2024 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)*** |

1. **BACKGROUND / DISCUSSION**

Section 1 of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) defines service delivery and budget implementation plan (SDBIP) as a detailed plan for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate -

(a) projections for each month of -
   (i) revenue to be collected, by source; and
   (ii) operational and capital expenditure, by vote;

(b) service delivery targets and performance indicators for each quarter.

The purpose of the SDBIP is to support the Municipality's management to achieve service delivery targets as well as the spending of the capital budget within given timeframes.

**2. WETGEWING**

Artikel 69 van die MFMA bepaal dat die Munisipale Bestuurder 'n konsep SDBIP vir die begrotingsjaar aan die Burgemeester moet voorlê binne 14 dae na goedkeuring van die jaarlikse begroting (dit is voor of op 8 Junie 2023). Dit is dan wel op 7 Junie 2023 aan die Burgemeester voorgelê.

Artikel 53 van die MFMA bepaal dat die munisipaliteit se SDBIP deur die Uitvoerende Burgemeester goedgekeur moet word binne 28 dae na goedkeuring van die jaarlikse begroting in Mei (dit is voor of op 22 Junie 2023).

3. **ALIGNMENT TO THE IDP**

The IDP and the SDBIP are linked through Chapters 4 and 5 of the IDP which are also included in the SDBIP. The budget is informed by the strategy and objectives of the IDP.

4. **FINANCIAL IMPLICATION**

None

**AANBEVELING / RECOMMENDATION**

Dat die aangehegte 2023/2024 Dienslewering- en Begrotingimplementeringsplan (SDBIP) goedgekeur word.

*That the attached 2023/2024 Service Delivery and Budget Implementation Plan (SDBIP) be approved.*

(get) J J Scholtz

**MUNISIPALE BESTUURDER / *MUNICIPAL MANAGER***

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Munisipale Bestuurder
2023-06-14

2/4/2
WYK: Nvt

**ITEM 7.2 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 13 JUNIE 2023**

| | |
|---|---|
| **ONDERWERP:** | **VOORLEGGING VAN 2023/2024 PRESTASIE-OOREENKOMSTE EN -PLANNE** |
| ***SUBJECT:*** | ***SUBMISSION OF 2023/2024 PERFORMANCE AGREEMENTS AND PLANS*** |

1. **AGTERGROND**

Die prestasie-ooreenkomste en –planne wat voorgelê word (dié van die Munisipale Bestuurder en die Direkteur van Elektriese dienste is as **AANHANGSEL 1** aangeheg) is vir die 2023/2024 finansiële jaar en is ’n vervangende addendum tot die aanstellingskontrakte van die Munisipale Bestuurder en direkteure.

2. **LEGISLATION**

The performance agreements were compiled in terms of section 57 of the Municipal Systems Act (Act 32 of 2000).

Section 57(2) of the MSA stipulates that the performance agreements must be concluded annually within one month after the beginning of each financial year.

Section 69 of the MFMA stipulates that the performance agreements must be submitted to the Executive Mayor within 14 days after approval of the annual budget (i.e. on or before 8 June 2023). It was submitted to the Mayor on 7 June 2023.

In terms of Section 53(2) of the MFMA the performance agreements must be made public no later than 14 days after the approval of the municipality's SDBIP and copies must be submitted to the council and the MEC for local government in the province.

3. **ALIGNMENT TO THE IDP**

The IDP and the performance agreements are linked through the KPI's and targets in Chapter 4 of the IDP that are included in the performance agreements.

4. **FINANSIËLE IMPLIKASIE**

Geen

5. **AANBEVELING /** ***RECOMMENDATION***

Dat kennis geneem word van die Munisipale Bestuurder en direkteure se prestasie-ooreenkomste en -planne vir die 2023/2024 finansiële jaar.

*That the performance agreements and plans of the Municipal Manager and directors for the 2023/2024 financial year be noted.*

(get ) J J Scholtz

**MUNISIPALE BESTUURDER**
**MUNICIPAL MANAGER**

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

01 June 2023
5/15/1/3

**ITEM 7.3 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 13 JUNE 2023**

**SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETINGS HELD ON 21 FEBRUARY 2023**

## 1. BACKGROUND

The minutes of the Municipality's Performance and Risk Audit Committee held on 21 February 2023 is hereby tabled. In accordance with the approved Performance and Risk Audit Committee mandate the said minutes, or a summary thereof must be submitted to the Council to be dealt with at its next ensuing meeting.

The Audit Committee serves as an independent advisory body appointed by Council and fulfills its function in terms of the provisions of section 166 of the Municipal Finance Management Act of 2003.

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance and Risk Audit Committee, arising from their meeting held on 21 February 2023 for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment.

## 2. RECOMMENDATION

*Dat kennis geneem word van die notule van die Munisipale Prestasie, Risiko en Ouditkomitee se vergadering van 21 Februarie 2023.*

*That cognizance be taken of the minutes of the meeting of the Municipality's Performance Risk and Audit Committee of 21 February 2023.*

(get) J J Scholtz

**MUNICIPAL MANAGER**
JE/KS

**MINUTES OF THE MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 21 FEBRUARY 2023 AT 09:30**

**PRESENT**

**AUDIT COMMITTEE**

| | | |
|---|---|---|
| Chairperson | : | Mr C De Jager (CDJ) |
| Members | | Ms R Gani (RG)<br>Mr B Gouws (BG) |
| **OFFICIALS** | : | Municipal Manager: Mr J Scholtz (JS)<br>Director, Financial Services: Mr M Bolton (MB)<br>Director, Corporate Services: Ms M Terblanche (MT)<br>Director, Protection Services: Mr P Humphreys (PH)<br>Director, Civil Engineering Services: Mr L Zikmann (LZ)<br>Director, Electrical Engineering Services: Mr T Möller (TM)<br>Director, Development Services: Ms J Krieger (JK)<br>Senior Manager, Strategic Services: Ms O Fransman (OF)<br>IDP/LED-officer: Mr L Fourie (LF)<br>Senior Manager, Internal Audit: Ms J Erasmus (JE)<br>Internal Auditor: Msizi Mseleni (MM)<br>Committee Officer: Ms S Willemse (SW) |

**1. OPENING**

**1.1 Welcome**

The Chairperson of the Audit Committee, CDJ bade everyone welcome.

**Apologies**

None – all members were present at the meeting.

**2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE**

The Chairperson declared that he is also a member of the Disciplinary Board of the municipality and a member of the MPAC.

No interests declared by other members.

**3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT ACTIVITY**

The independence of the Internal Audit Activity was confirmed.

## 4. ADDITIONS TO THE AGENDA

### 4.1 Presentation: IGNITE Advisory

The representatives of IGNITE made a presentation regarding the new Performance Management System of Swartland Municipality to be implemented from 01 July 2023.

The following were explained:

- The background of the system;
- High level implementation plan;
- System, administration, SDBIP, employee assist and individual indicator modules.

Inputs and questions were raised by the members which were answered by the representatives of IGNITE.

**RESOLUTION**

That the presentation and relevant circulars be shared with the members of the PRAC

**NOTED**

## 5. COMMUNICATIONS BY THE CHAIRPERSON

### 5.1 King IV Report: Corporate Governance for South Africa for 2016

Principle 1: The Council should lead ethically and effectively

Ethical and effective leadership is exemplifies by integrity, competence, responsibility, accountability, fairness and transparency. Members of the council should individually and collectively cultivate these characteristics and exhibiting them in their conduct.

JS suggested that the abovementioned principle should be shared with the Councillors and be included in the IDP.

**NOTED**

## 6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

None

## 7. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 29 NOVEMBER 2022

**RESOLUTION**

That the minutes of the previous meeting held on Tuesday 29 November 2022 be approved.

## 8. MATTERS ARISING FROM MINUTES

### 8.1 Implementation of the Performance and Risk Audit Committee resolutions taken on 29 November 2022

The purpose of the report is to keep track of the resolutions that were taken in the previous meetings.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the resolutions that were implemented.

## 9. PERFORMANCE MANAGEMENT

### 9.1 Performance Reports IDP & SDBIP Q2

Refer to item 11.1

### 9.2 Performance Report per Director Q2

Refer to item 11.1

### 9.3 Performance Report of Divisional Heads Q2

The PRAC members suggested that only a summary report be presented instead of a detailed report in future.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Performance Report for the period under review.

### 9.4 Internal Audit report – PDO Q2

The Municipal Systems Act, 2000 (Section 45) together with Regulation 14 (1) of the Municipal Planning and Performance Management Regulations, 2001, requires that mechanisms, systems and processes are developed and implemented for performance measurements and the results audited as part of the Municipality's Internal Auditing plan.

Based on tests performed, audit is of the opinion that the performance management system is functioning satisfactorily, however some of the internal controls needs improvement especially those related to the measurability and reliability of performance information.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Internal Audit report.

## 10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

None

## 11. FINANCIALS – IN – YEAR REPORTING

### 11.1 Mid-year performance assessment report (Section 72)

The mid-year report is used as a management tool to assess the Municipality's performance and financial position against the approved budget by analysing trends and patterns for the first six months of the 2022/2023 financial year, with a view of giving effect to the Mayor and Council's oversight role and to recommend the need for a mid-year adjustment budget as envisaged by the Municipal Finance Management Act.

The 2022-2023 capital budget consists of a 104 projects with a total allocation of R191 095 805. This includes multi-year projects. By end of December 2022, R41 596 507 million (21.77%) of the total capital budget was spent.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Mid-year performance assessment report (Section 72).

## 12. RISK MANAGEMENT

### 12.1 Risk Management Feedback for the quarter

The purpose of this item is to monitor and discuss matters related to the municipality's risk management processes to ensure effectiveness.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Risk Management feedback report as at 31 January 2023.

## 13. AUDITOR GENERAL / EXTERNAL AUDIT

### 13.1 Progress on the Audit Action plan 2022/2023

The chairperson tabled the 2022/2023 Audit Action plan as circulated with the agenda.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the progress on the 2022/2023 Audit Action plan 2022/2023.

## 14. COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

### 14.1 Eunomia report on compliance

The Eunomia report on compliance was tabled.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Eunomia report on compliance for the period ending 31 January 2023.

### 14.2 Litigation

The Litigation report was tabled.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the quarterly litigation report as at 09 February 2023.

## 15. INTERNAL AUDIT

### 15.1 Report on the activities of IAA for the period Nov 2022 to Jan 2023

The purpose of these reports are to inform the Performance and Risk Audit Committee regarding the activities of the Internal Audit department for the period 01 November 2022 to 31 January 2023.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the report on the activities of the Internal Audit department for the period 31 January 2023.

### 15.2 Outstanding Internal Audit findings

BG requested that the May 2022 report on the outstanding audit findings be circulated.

JE stated that she will make the report available, as it was finalised by Mr Le Roux.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the Outstanding Internal Audit findings.

### 15.3 Progress w.r.t. the Annual Internal Audit Plan 2022-23

The report on the execution of the Annual Internal Audit plan was tabled.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the progress w.r.t. the 2022/2023 Annual Internal Audit Plan..

### 15.4 External Quality Review Implementation report

The External Quality Review Implementation report was tabled.

**RESOLUTION**

That the Performance and Risk Audit Committee take note of the External Quality Review Implementation report.

## 16. PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

### 16.1 PRAC Annual Work Programme 2022-23 – progress

The purpose of the PRAC Annual Work Programme is to ensure that the Performance and Risk Audit Committee complies with all their legal responsibilities.

**RESOLUTION**

(a) That the progress on the annual work programme of the Performance and Risk Audit Committee be noted;

(b) That ICT be a standing item on the agenda of the PRAC;

(c) That an Item be add to the next agenda: How the AC can add more value to Swartland Municipality.

## 17. GENERAL

### 17.1 Internal Audit Strategy and Work Procedures – Review

The purpose of this document is to establish a minimum guideline for the development and operation of the Internal Audit Department within Swartland Municipality.

**RESOLUTION**

(a) That the Performance and Audit Committee approves the Internal Audit Strategy and Work Procedures for the 2022/2023 financial year; and

(b) That the document be reviewed only when needed or required instead of annually.

### 17.2 Core Municipal Disaster Risk Management Plan – Review

This plan confirms the arrangements for managing disaster risks and for preparing for – and responding to disasters within the Swartland Municipal area as required by the Disaster Management Act ,2002 ( Act 57 of 2002)and as amended by the Amendment Act No 16 of 2015.

**RESOLUTION**

That the Performance and Audit Committee reviewed the Core Municipal Disaster Risk Management Plan.

## 18 NEXT MEETING

**COGNISANCE TAKEN** that the next formal AC meetings will be on:

- Tuesday, 23 May 2023 at 09:30
- Tuesday, 22 August 2023 at 09:30
- Tuesday, 29 August 2023 at 09:30
- Tuesday, 28 November 2023 at 09:30

The meeting adjourned at 12:47.

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Civil Engineering Services
07 June 2023

16/5/5/1
WARDS: ALL

**ITEM 7.4 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING WHICH SHALL BE HELD ON 13 JUNE 2023**

| | |
|---|---|
| **SUBJECT:** | **ROADS RESEAL PROGRAMME 2023/24** |

## 1. BACKGROUND

The amount of R 10 000 000 is available in the 2023/24 financial year for the reseal of existing surfaced streets.

This report stands to recommend that the streets as indicated on the attached list be included in the reseal programme for the 2023/24 financial year.

## 2. IDENTIFICATION OF STREETS AND DIVISION OF FUNDS

The available funds for the reseal works are proportionally divided between the respective towns of Malmesbury, Moorreesburg, Darling, Yzerfontein, Riebeek West and Riebeek Kasteel in accordance with the total resealing and rehabilitation priority lengths per town.

The respective streets were identified using the iRAMS Pavement Management System and visual inspections. This system prioritises roads according to the class of road and the current service condition. The attached list is prioritised in accordance with this system.

The surfaced road network of Chatsworth, Koringberg, Abbotsdale, Riverlands and Kalbaskraal is in a good to fair condition. Hence, the reseal and rehabilitation lengths do not warrant any immediate action when taking into account the cost effectiveness of establishing the asphalt plant and machinery to service these towns.

It is important to note that the calculated expense per road is merely preliminary at this stage and that not all preparation works in the road layers can be accounted for prior to exposing the said layers. The expense for the preparation works is booked against the reseal vote; it shall therefore have a direct influence on the amount of roads that can be resealed.

## 3. ALIGNMENT WITH THE IDP

This item links with Strategic Outcome 4 of the IDP: Access to affordable and reliable municipal infrastructure.

## 4. RECOMMENDATION

4.1 That the Executive Mayoral Committee approves the reseal programme as attached to this report.

4.2 That the Executive Mayoral Committee notes that the reseal programme as attached is preliminary and will be amended in accordance with expenses for preparatory work or in the event of a re-allocation of funding.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**
JMSS/jmss

| SWARTLAND RESEAL PROGRAM 2023/24 | | | | | | R 10 000 000,00 |
|---|---|---|---|---|---|---|
| **MOORREESBURG** | **R 3 977 314,58** | | | | | **Estimate** |
| **Street** | **Start** | **End** | **Length** | **Width** | **Area** | **Excl VAT** |
| Bloekom | Kameeldoring | Ranonkel | 47 | 5,0 | 235 | R 28 200,00 |
| Kameeldoring | Sirkel | Mopanie | 355 | 5,0 | 1775 | R 213 000,00 |
| Roos | Ranonkel | Protea | 65 | 5,0 | 325 | R 39 000,00 |
| Olyf | Rooikrans | Eike | 240 | 5,0 | 1200 | R 144 000,00 |
| Eike | Palmboom | Olyf | 45 | 5,5 | 248 | R 75 057,63 |
| Steyl | Meul | Kotze | 220 | 6,0 | 1320 | R 290 400,00 |
| Willem April | Steyl | Elevator | 135 | 6,4 | 864 | R 190 080,00 |
| Laurie Hugo | Steyl | Elevator | 165 | 6,4 | 1056 | R 232 320,00 |
| Meul | Corporation | Samoa | 108 | 8,7 | 940 | R 206 712,00 |
| Stasie | Rivier | Kerk | 340 | 7,2 | 2448 | R 538 560,00 |
| Kerk | Loop | Heuwel | 145 | 6,8 | 986 | R 216 920,00 |
| Sentraal | CDS | Lang | 345 | 7,6 | 2622 | R 576 840,00 |
| Loop | Vloks | Fort Reservior | 105 | 5,6 | 588 | R 129 360,00 |
| Fort Reservior | Lang | Ebenezer | 339 | 7,4 | 2509 | R 695 286,33 |
| Moorrees | Waterkant | Heuwel | 250 | 7,2 | 1800 | R 401 578,62 |
| | | **Subtotal** | **2904** | | **18915** | **R 3 977 314,58** |
| | | | | | | |
| **RIEBEEK WES** | **R 169 551,45** | | | | | |
| **Street** | **Start** | **End** | **Length** | **Width** | **Area** | **Estimate** |
| Smuts | CDS | Ark | 92 | 7,0 | 644 | R 169 551,45 |
| | | **Subtotal** | **92** | | **644** | **R 169 551,45** |
| | | | | | | |
| **RIEBEEK KASTEEL** | **R 178 537,23** | | | | | |
| **Street** | **Start** | **End** | **Length** | **Width** | **Area** | **Estimate** |
| Aandblom | Nemesia | Leeubekkie | 200 | 5,2 | 1040 | R 124 800,00 |
| Nemesia | Mimosa | Aandblom | 66 | 5,2 | 343 | R 53 737,23 |
| | | **Subtotal** | **266** | | **1383** | **R 178 537,23** |
| | | | | | | |
| **DARLING** | **R** | **736 539,74** | | | | |
| **Street** | **Start** | **End** | **Length** | **Width** | **Area** | **Estimate** |
| Jakaranda | Groenkloof | Mimosa | 463 | 7 | 3241 | R 736 539,74 |
| | | **Subtotal** | **266** | | **3241** | **R 736 539,74** |
| | | | | | | |
| **YZERFONTEIN** | **R 710 318,92** | | **Length** | **Width** | **Area** | **Estimate** |
| **Street** | **Start** | **End** | | | | |
| Atlantic Drive | Fynbos | Dassen Island | 647 | 7,5 | 4853 | R 582 300,00 |
| Fynbos Close | Fynbos | Fynbos | 51 | 6 | 306 | R 128 018,92 |
| | | **Subtotal** | **698** | | **5159** | **R 710 318,92** |
| | | | | | | |
| **MALMESBURY** | **R 4 227 738,09** | | **Length** | **Width** | **Area** | **Estimate** |
| **Street** | **Start** | **End** | | | | |
| Vink | Myrtle | Muisvoel | 300 | 5 | 1500 | R 180 000,00 |
| Muisvoel | Myrtle | Alfa | 403 | 5 | 2015 | R 241 800,00 |
| Koljander | Begonia | Begonia | 269 | 5 | 1345 | R 161 400,00 |
| Koljander Close | Koljander | Koljander | 30 | 5 | 150 | R 18 000,00 |
| Vinkel | Koljander | Gousblom | 60 | 5 | 300 | R 36 000,00 |
| Bonekruid (Section 1) | Wynruit | Suring | 197 | 5 | 985 | R 118 200,00 |
| Suring | Bonekruid | Tortelduif | 60 | 5 | 300 | R 36 000,00 |
| Bonekruid (Section 2) | Wynruit | Suring | 172 | 5 | 860 | R 103 200,00 |
| Plein | Rood | Hof | 219 | 7,2 | 1577 | R 346 896,00 |
| Mark | Vrede | Hof | 189 | 6,5 | 1229 | R 270 270,00 |
| Meul | Hill | Rood | 269 | 6 | 546 | R 120 120,00 |
| Kloof | Victoria | Wagener | 81 | 6 | 486 | R 106 920,00 |
| Hout | Auction | Wagener | 170 | 6,4 | 1088 | R 239 360,00 |
| Auction | Suid | Hout | 202 | 8 | 1616 | R 571 065,10 |
| Prospect | Auction | Wagner | 168 | 8,8 | 1478 | R 387 914,13 |
| Du Toit | Voortrekker | Dagbreek | 217 | 6 | 1302 | R 286 440,00 |
| Arcadia | St. Thomas | St. John's | 206 | 6 | 1236 | R 424 342,86 |
| Pinard | St. Johns | St. Thomas | 207 | 6,1 | 1262,7 | R 277 794,00 |
| Bloem | St. Johns | St. Thomas | 208 | 6,6 | 1372,8 | R 302 016,00 |
| | | **Subtotal** | **2136** | | **13193** | **R 4 227 738,09** |
| | | **TOTAL** | **6559** | | **42535** | **R 10 000 000.00** |

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Korporatiewe Dienste
5 Junie 2023
9/1/3/2
Wyk: 5

**ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

| | |
|---|---|
| **ONDERWERP:** | **OPGRADERING BETONSTRUKTUUR EN TOILETTE IN YZERFONTEIN HAWE** |
| **SUBJECT:** | **UPGRADING OF CONCRETE STRUCTURE AND TOILETS IN YZERFONTEN HARBOUR** |

## 1. AGTERGROND

Die aangehegte versoek is ontvang vanaf Swartland Toerisme vir die opgradering van die ou betonstruktuur as 'n uitkykpunt en meditasie area, asook opgradering van die toilette in die Yzerfontein hawe. Die betonstuktuur was deel van die visfabriek in die 1950's en het die watertenke gehuisves; tans is dit 'n onooglike struktuur wat deurloop onder vandalisme. Die projek behels o.a die volgende:

- Skoonmaak van terrein, restourasie van bankies en aanbring van skulpe op die vloer;
- Aanbring van dowwe LED beligting aangedrewe deur sonkrag;
- Aanbring van sekuriteit kameras gekoppel aan Yzerfontein Armed response;
- Aanbring van 3m breë pergola teen die agterkant van die struktuur;
- Opgradering van bestaande toegangsroete vanaf die hawe.

Swartland Toerisme sal die projek befonds d.m.v donasies en die verkoop van plaatjies wat by die perseel monteer sal word teen die muur, geen koste vanaf die raad is benodig nie.

Positiewe terugvoer ter ondersteuning van die projek is verkry vanaf die Beplannings-, Elektriese- en Wetstoepassingsafdeling. Die beplanningsafdeling steun die voorstel op voorwaarde dat toestemming vanaf Boubeheer verkry word vir die bouwerke, asook die Yzerfontein Stedelike Bewarea se skriftelike goedkeuring vir die projek.

## 2. AANBEVELING

(a) Dat goedkeuring verleen word vir die opgradering van die betonstruktuur in die Yzerfontein hawe as 'n uitkyk- en meditasiepunt;
(b) Dat toestemming vir die klein bouwerke (asook die pergola) vanaf die Boubeheerafdeling verkry word;
(c) Dat opgradering van die toilette verwys word na die Departement: Onderhoud & Geboue vir plasing op die prioriteitslys waar dit sal meeding met ander projekte vir befondsing;
(d) Dat Swartland Toerisme skriftelike toestemming vir die projek verkry vanaf Yzerfontein Stedelike Bewarea.

**RECCOMMENDATION**

(a) That approval be granted for the upgrading of the concrete structure in the Yzerfontein harbour as a lookout and meditation point;
(b) That permission for the small construction works (as well as the pergola) be obtained from the Building Control department;
(c) That upgrading of the toilets be referred to the Department: Maintenance & Buildings for placement on the priority list where it will compete with other projects for funding.
(d) That Swartland Tourism obtain written consent for the project from Yzerfontein Urban Conservancy.

(get) S de Jongh
MUNISIPALE BESTUURDER
/ihl

Swartland Tourism

9 Mei 2023

Die Hoofbestuurder
Swartland Munisipaliteit
Malmesbury

Geagte Meneer

**AANSOEK: GEBRUIK VAN BETON STRUKTUUR OP ERF NO: 884 YZERFONTEIN**

Swartland Toerisme NPC doen hiermee aansoek vir die goedkeuring van die versoek soos volledig omskryf in die aangehegte bylaes.

- Gebruik van die beton struktuur bokant die Yzerfontein hawe.
- Opgradering van toegangsroete na struktuur met rigting-aanwysers.
- Opgradering van ablusiegeriewe by hawe.

Die volgende instansies is genader en het geen beswaar teen die 'Aansoek' nie:

- Yzerfontein Bewaria (Mnr. Ben Tromp)
- Natuurbewaring (Mnr. Johan Visagie – Cape Nature)

Die uwe

HJ Bruwer
Voorsitter: Yzerfontein Toerisme Advieskomitee

Carstens
L Carstens
Bestuurder: Swartland Toerisme NPC

Swartland Tourism NPC Registration number: 2022/321947/08
1 Church Street, Malmesbury, 7300 +27 (0)22 487 1133 swartland@cornergate.com www.swartlandtourism.co.za

**BYLAE 1: OPGRADERING VAN BETON KONSTRUKSIE OP ERF NO: 884 YZERFONTEIN**

## 1.0 AANSOEK

Swartland Toerisme NPC doen hiermee aansoek by die toepaslike instansies nl. Natuurbewaring; Yzerfontein Bewaria en Swartland Munisipaliteit vir die goedkeuring van die versoek van Toerisme nl. om beheer te neem oor die beton konstruksie bokant die hawe, soos uiteengesit in die skrywe hier onder.

Verder word versoek dat die 'Struktuur' aan Swartland Toerisme NPC gesekondeer word, sodat hulle dmv die Projek, fondse daaruit kan genereer (Par.3.3.2) ten einde ander toerisme-projekte te kan finansier.

## 2.0 AGTERGROND

Jare gelede was daar 'n visfabriek op die perseel waar die NSRI geboue vandag op die Yzerfontein hawe staan. Die fabriek het 'n betonstruktuur bokant die fabriek teen die hange gebou waar hul groot diesel –en watertenke geleë was. Met die sluiting en sloping van die fabriek is die tenke verwyder en slegs die massiewe beton struktuur het oorgebly. Hierdie onooglike konstruksie is vir inwoners 'n kopseer, omdat die ligging hom daartoe leen dat onwelkome "besoekers" dit bemors, geraas -en vuur maak, en 'n hindernis en brandgevaar skep.
(Aangeheg is Bylae-2 van die huidige toestand)

Nà deeglike oorweging en besinning wil die Yzerfontein Advieskomitee van Toerisme 'n konsepplan voorlê wat daarop gemik is om van hierdie onooglike struktuur 'n unieke geleentheid te skep wat tot voordeel van die hele gemeenskap kan wees.

## 3.0 DIE KONSEP

***Om van 'n verleentheid 'n geleentheid te maak!***

Die Plan behels die skoonmaak en opgradering van die bestaande struktuur, sodat besoekers en toeriste dit kan besoek en die mooi uitsig oor die hawe en see daarvandaan kan geniet. (sien Bylae -3). Die struktuur verleen hom daartoe om, met die regte dekor en beheer, 'n aanwins vir die dorp te wees. Die maatreëls wat in plek gestel sal word, sal ook verhinder dat dit verder vir die naaste huise 'n probleem sal wees.

**LW**: Daar sal geen nuwe aanbouings op die perseel of veranderinge aangebring word nie en geen nuwe paadjies vir toegang sal nodig wees nie. Slegs die bestaande struktuur en toegang sal benut word!

### 3.1 Die opgradering behels onder andere die volgende:

STRUKTUUR

- Die verwydering van die rommel (stukkende bottels, bourommel en ander vullis)
- Die skoonmaak van die graffiti teen die wande/mure.
- Restourasie van die huidige "plank-banke" en byvoeging van ontbrekende "plank-banke" as sitplekke op die bestaande 'tenkvoetstukke'. (die ronde watertenke het plat bo-op strukture gelê)
- 'n Drie meter breë pergola tipe wyd gespasieerde lat afdak vanaf die agterste muur, oor die lengte van die konstruksie as dekorasie en afronding, wat ook kan dien as koelteplek op warm Somersdae. Die pergola sal bo-op groen-tanalith pale aangebring word.
- Die vloer bedek met skulpies (met 'n sand of gruis onderlaag) soos wat gebruik word op die bestaande aangrensende paadjies.
- Dowwe LED beligting onder die "*afdak*" wat nie by enige huise sigbaar sal wees nie - net teen die mure van die konstruksie.
- Sekuriteits kamera(s) wat aan *Yzerfontein Armed Response* gekoppel word om die area te monitor en in die nag te patroleer. Buurtwaglede patroleer die dorp sewe dae/aande van die week en sal versoek word om daar 'n oog te hou.
- Een Kennisgewingbord (in samewerking met dorpsbestuurder) by die struktuur wat onder andere aandui: *Geen geraas; Geen vure; Geen piekniek ; CCTV-Monitored;* ens.

TOEGANGSPAADJIES

- Opgradering van een bestaande toegangsroete vanaf hawe. (in samewerking met Bewaria). Daar is voldoende parkering by hawe beskikbaar.
- Aanwysingsbord op genoemde toegangsroete naby die NSRI-gebou.

### 3.2 Waarvoor die Struktuur aangewend sal word

- **Uitkykpunt** waar inwoners, toeriste en besoekers 'n panoramiese uitsig oor die hawe, see en dorp kan geniet.
- **Meditasie in rustige omgewing**: 'n Plek van meditasie en genot in die rustige atmosfeer.
- ***Memory*-gedenkplaatjies:** Die verkoop van goedgekeurde "memory"-plaatjies aan inwoners en besoekers wat teen die mure aangebring word om hul verblyf of besoek te gedenk.

### 3.3 Befondsing

Die Projek sal befonds word vir opgradering en instandhouding deur:

3.3.1 Donasies van instansies en individue.

3.3.2 Verkope van "memory"-plaatjies. Toerisme sal die aansoeke van individue en instansies hanteer wat gedenkplaatjies teen die muur wil aanbring. Toerisme sal die grootte (bv. A5 en A4) en prys bepaal en die fondse vir eie rekening invorder. Die bewoording wat aangebring word, sal deur Toerisme goedgekeur word om sodoende 'n hoë etiese standaard te handhaaf.

Daar is vier ewe groot spasies teen die muur. Een deel elk vir byvoorbeeld: INWONERS; BESOEKERS & TOERISTE; IN MEMORIAM en DONATEURS (Bylae -5)

3.3.3 Advertensies: Daar kan plek teen die mure ingeruim word waar sake-ondernemings advertensieborde kan aanbring teen 'n jaarlikse tarief.

## 4.0 AANHANGSELS

Bylae -2: Huidige toestand van perseel.
Bylae -3: Panoramiese uitsig vanaf perseel.
Bylae -4: Ligging van perseel & voorgestelde toegangsroetes in rooi.
Bylae -5: Voorstelling van panele teen mure
Bylae -6: Brief van eienaar van naaste woning

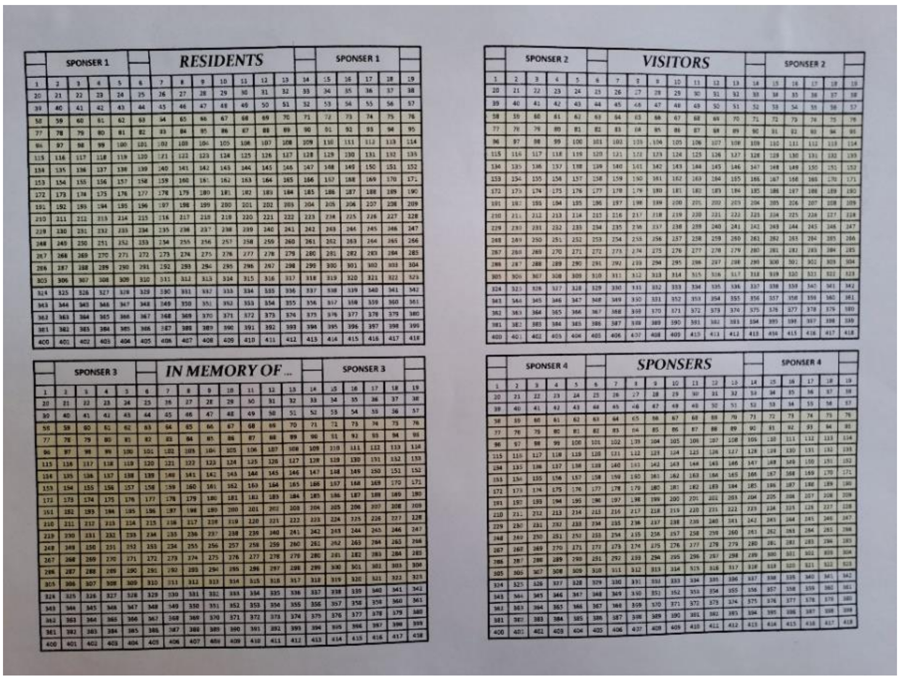
*SIEN FOTO'S ONDER!*

**Bylae -2: Huidige toestand van perseel.**

## Bylae -3: Panoramiese uitsig vanaf perseel.

## Bylae -4: Ligging van perseel & voorgestelde toegangsroetes in rooi.


## Bylae -5: Borde teen muwe vir memory-plaatjies (A5 grootte)



## Bylae -6: Brief en ligging van naaste woning

Swartland Tourism

**PLEASE COMPLETE THE BELOW**

(Email to: yzerfontein@polka.co.za or phone 072-277 7606 (Dawie) for collection)

NAME OF PROPERTY OWNER: Ernst Kleinhans

STREET ADDRESS: Arum street no 8

CONTACT NUMBER: 0828988061

EMAIL ADDRESS: ernstkloof@gmail.com

**Check one of the boxes below.**

- [x] No objection to the proposed Project:
- [ ] Will object to the Project: *
- [ ] Ask for more information

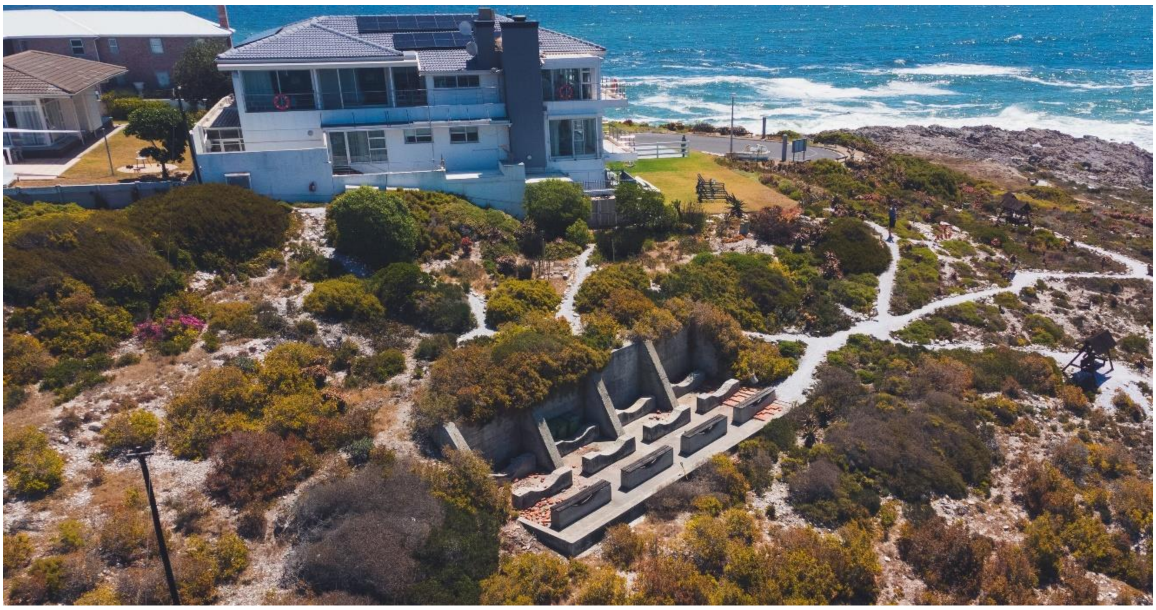
COMMENTS *: Like the idea

SIGNATURE OF OWNER

6/5/2023
DATE

Swartland Tourism NPC Registration number: 2022/321947/08
1 Church Street, Malmesbury, 7300 +27 (0)22 487 1133 swartland@cornergate.com www.swartlandtourism.co.za

Yzerfontein | Hello Darling | Moorreesburg & Koringberg | Riebeek Valley | Malmesbury



Swartland Tourism

9 Mei 2023

Die Hoofbestuurder
Swartland Munisipaliteit
Malmesbury

Geagte Meneer

**VERSOEK: OPGRADERING VAN HAWE TOILETTE YZERFONTEIN**

Swartland Toerisme NPC rig hiermee 'n versoek aan Swartland Munisipaliteit om ernstig oorweging te skenk aan die opgradering van die publieke toilette by die Yzerfontein hawe.

Met die vinnige uitbreiding en ontwikkeling van Yzerfontein as 'n woon -en toerisme dorp, het die opgradering van die hawe-toilette agterweë gebly.

Daar is tans ses toilette in die gebou vir mans, maar slegs een toilet vir dames sonder enige wasbakgeriewe. Met u vergunning heg ons 'n voorstel aan hoe die gebou teen minimale koste aangepas kan word om die toedeling te verander na vier toilette vir mans (met twee wasbakke en 'n urinaal) EN twee toilette, 'n wasbak vir dames en rak vir baba-versorging.

Ons vertrou dat u hierdie versoek goedgunstig sal oorweeg.

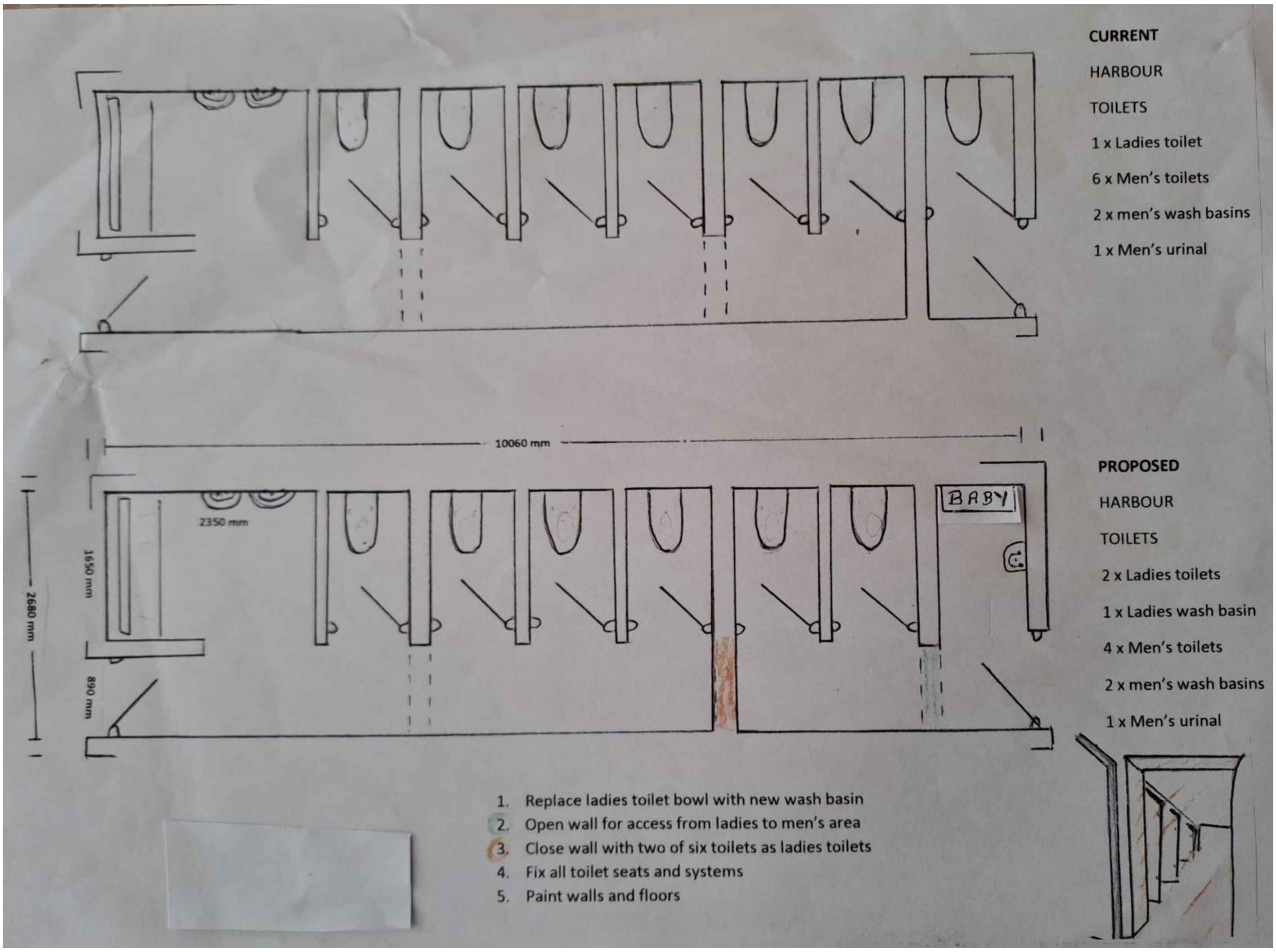
Vriendelik, die uwe

HJ Bruwer
Voorsitter: Yzerfontein Toerisme Advieskomitee

Carstens

L Carstens
Bestuurder: Swartland Toerisme NPC

Swartland Tourism NPC Registration number: 2022/321947/08
1 Church Street, Malmesbury, 7300 +27 (0)22 487 1133 swartland@cornergate.com www.swartlandtourism.co.za


CURRENT
HARBOUR
TOILETS
1 x Ladies toilet
6 x Men's toilets
2 x men's wash basins
1 x Men's urinal
10060 mm
PROPOSED
HARBOUR
TOILETS
2 x Ladies toilets
1 x Ladies wash basin
4 x Men's toilets
2 x men's wash basins
1 x Men's urinal
2350 mm
1650 mm
2680 mm
890 mm
BABY
1. Replace ladies toilet bowl with new wash basin
2. Open wall for access from ladies to men's area
3. Close wall with two of six toilets as ladies toilets
4. Fix all toilet seats and systems
5. Paint walls and floors

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Korporatiewe Dienste
15 Mei 2022
17/2/2/1
Wyk: Alle

**ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

| | | |
|---|---|---|
| **ONDERWERP:** | **SONDEZA AFRI-JEUG INISIATIEF:** | **EVALUERINGSVERSLAG 2022** |
| | **SONDEZA AFRI-YOUTH INITIATIVE:** | **EVALUATION REPORT 2022** |

1. **AGTERGROND**

Die 17de Sondeza Afri-Jeug inisiatief het plaasgevind by Ganzekraal vanaf 7 tot 15 Desember 2022.

2. **AANBEVELING**

Aangeheg vind u die Evalueringsverslag, opgestel deur die kamp-koördineerder, I Loock, vir u kennisname.

**RECCOMMENDATION**

The Evaluation Report, compiled by the camp coordinator, I Loock, is enclosed for your cognizance.

MUNISIPALE BESTUURDER
/ihl

# Evaluation Report

17TH SONDEZA Afri-Youth Initiative held at Ganzekraal.
7 – 15 December 2022

| | |
|---|---|
| Theme: | Touching Lives |
| A joint venture between: | Swartland Municipality, West Coast District Municipality, ABSA bank & Provincial Government of the Western Cape |

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**Contents**



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## 1. Background

Swartland Municipality had a vision for youth development which became a reality in 2004 when the first Sondeza camp was held at Ganzekraal. The 17th Sondeza AFRI-youth camp was held from 7 – 15 December 2022 at Ganzekraal, the Swartland region of the Western Cape, South Africa. The camp took place over 9 days. It usually is a 10 day camp, but due to the public holiday on 16 December, the camp was shortened to 9 days.

## 2. Vision

The vision of the Sondeza AFRI-youth Initiative is to bring youths from the West Coast and international countries in contact with each other, in order to share and experience their diverse cultures and to develop leadership skills.

## 3. Objectives of the camp

Swartland Municipality endeavours to host the Sondeza AFRI-youth Camp as an annual event in South Africa, with the following objectives:

- To build strong relationships between youths of different countries in order to foster tolerance and an understanding for cultural, social and economical differences;
- To assist youths in identifying (social and environmental) challenges in their communities, with a view to stimulate them to initiate and start projects and programmes in their own schools and communities.
- To provide opportunities through adventure/enjoyment, experience/fun, and skills training/learning to develop leadership- and problem-solving skills.
- To capacitate youths to work effectively in a team.

## 4. Partners and role players

The main sponsors of the camp are:

- Swartland Municipality
- West Coast District Municipality
- Absa Bank

## 5. Participants

The facilities at Ganzekraal can host 90 youths. Because covid is still a factor, management decided to only take 50 students this year. It was found that 50 is much more manageable than 90. The composition was as follows:

South African schools ........ 35
Namibia (Luderitz) .................8
Germany ............................. 4
Taiwan....................................3
Total .....................................50 children

This was the 8th year Namibia attended. Russia attended in 2011 and 2019, but due to the ongoing war between Russia and Ukraine, they did not attend the camp this year. It is the 3rd year a delegation from Taiwan attended. They are Taiwanese who are in South African schools, hopefully in the future a delegation from Taiwan internationally will be able to attend.

The selection of participants is based not only on the leadership roles they play at their respective schools, but also with reference to their involvement in community projects and their willingness to make a contribution to the community.

## 6. Camp Structure

### 6.1 Camp Management

I Loock is the camp co-ordinator, oversee the management, finances, programme and source countries for the camp. G April and C du Plessis help with the training of youth workers, daily mobilisation of the participants and supervise the bungalows (sleeping quarters). 9 Youth workers were trained before the camp. The youth workers received a 3-day training course presented at Almond Bridge before the camp, in which the following aspects were covered:

- Ice breaking exercises
- Emotional intelligence
- Conflict management
- Problem solving exercises
- Program of the camp and management of the children

**6.2 <u>Program, facilitation & opening of the camp</u>**

The Executive Mayor, Ald H Cleophas of Swartland Municipality officially opened the camp on 7 December 2022. Mr David Yintso, Douglas Chang and Lisa Lee of the Taiwan Liaison office in Cape Town also attended**.** The guest speaker was Furlo Theron from Abbotsdale, a quadriplegic due to a rugby accident and the Elizabethfontein Primary school performed some riel dances.

The main facilitator was Theo Steenkamp. Nijinka Boshoff did certain sessions. Chrizelda van Reenen, Manager of ABSA branch Stellenbosch, and Ronel Prata, Manager of ABSA branch Santyger acted as co-facilitators.

The following aspects were covered in the program:

**(a) Creating awareness of external environment within the context of focusing on youth issues:**

- Environmental issues and Beach clean-up
- Drugs / HIV Aids, peer pressure
- Teenage pregnancies

**(b) Building self insight**

- Focus on development of leadership skills in the individual domain, specifically the domain of Personal Mastery, i.e. Personal Vision/Purpose.
- Values and Emotional Intelligence: Create an understanding of the importance of emotional intelligence as a critical leadership skill for survival in life in general.
- MBTI **-** Personality Type Indicator to identify personality type, strengths, and preferences; Career path opportunities for your personality type.

**(c) History/Culture**

- History of SA (visit Robben Island museum).
- Culture (visit to !Khwa ttu SAN culture and education centre)
- SA culture evening (Youths dress according to the South African culture and enjoy traditional food.)
- International evening (International delegates present their country and hold a concert depicting their lifestyle and prepare traditional food themselves.)

**(d) Team building**

- Teams devise credo
- Experiential team building activities (blindfold exercises, low rope activities, raft building)
- Teams prepare own dinner for the camp
- Visiting Buffelsfontein Game and Nature reserve for a game drive.

**(e) Socialising**

- Drumming
- Talent competition

### 6.3 Safety / First Aid

First aid was available to the participants throughout the camp and a medical practitioner is available in Atlantis or Blaauwberg if needed; fortunately a doctor was not needed as there were no injuries.

## 7. Evaluation by participants

On the last day of the camp, participants are requested to evaluate the camp. The following are excerpts from the summary.

### 7.1 Accommodation

This is how the youths rated the accommodation.

| Poor | Average | Good | Excellent |
|---|---|---|---|
| 0% | 8% | 39% | 53% |

There were a few maintenance problems that were fixed during the camp.

### 7.2 Catering

| Poor | Average | Good | Excellent |
|---|---|---|---|
| 0% | 2% | 18% | 80% |

The overall comment was that the food was excellent. Feedem Pitseng did the catering.

### 7.3 Program of the camp

Most participants felt that the program should stay exactly as is. Some suggested a longer camp and more free time to get to know each other better.

### 7.4 Excursions / Activities

Participants rated the activities as follows:

| | % Poor | % Average | % Good | % Excellent |
|---|---|---|---|---|
| Robben Island museum | 0 | 16 | 36 | 50 |
| Buffelsfontein game drive | 0 | 4 | 32 | 64 |
| !Kwa ttu San experience | 0 | 4 | 36 | 60 |
| Low Rope elements | 0 | 2 | 22 | 74 |
| Raft Building exercise | 0 | 12 | 44 | 44 |
| Talent competition | 0 | 0 | 22 | 78 |
| MBTI & group work | 0 | 0 | 30 | 66 |

## 8. Sondeza /Absa Bursary

Absa's study bursary is available to all South African grade 12 participants who attended previous Sondeza camps, and who meet the bursary scheme criteria. The scheme is from the 2nd year of study. The participants were made aware of the opportunity at the camp and the study fields were given to them. Comments were very good and some indicated they now have guidance for their career choices in the future.

A presentation was done on Meyers-Briggs and participants completed questionnaires to ascertain their personal profiles. They were then advised which career opportunities fits their profiles. This exercise was enjoyed thoroughly by the learners. Many students cannot afford career guidance and this will help them make their choice in the future.

At the moment there are no students on the ABSA bursary scheme.

## 9. Outcomes of the camp

### 9.1 Quotes from participants about the camp

**Emilie Wang (Emilie Parker) Taiwan:**
My experience at the Sondeza afri-youth camp has made me a happier and overall more responsible and positive person. As someone with very bad anxiety who gets nervous about everything and is in turn propelled to do nothing, the camp has helped me overcome some of my fears and helped me find confidence I'd never had before. Before going to the camp, I was always apprehensive about doing anything that may draw attention to me or make me stand out too much. The camp taught me how to be more social and deal with my anxieties, as well as how to properly interact with other people. This was all thanks to the activities that we'd preformed together.

**South Africa:** Ek het geleer om meer vertroue te hê, hoe om my emosies te beheer, na ander te luister en hul perspektiewe te aanvaar.
I was educated on some important topics such as the EQ programmes and career education, which assisted me in choosing a path for myself and being open to many possibilities.
I learn't trust, communication, leadership skills, EQ and a lot more like teamwork. I feel with trust and EQ you can implement it in your everyday life. I will definitely use this skills and make my town, community and country a better place.

**Germany:** the Sondeza camp was an inspiring experience for me. It showed me a new perspective of specific things and gave me more information about topics I like. I've learned to be more confident and how to deal with different situations and personalities.

**Letter from Freie Ganztagschulle Neinstadt (school) attached. They will implement some of our program content into their school syllabus in Germany**.

### 9.2 Election of leaders at the camp

On the last day of the camp, the youth elect 3 leaders in different categories. The winners were:

(1) Best Leader: Janré Engelbrecht (Dirkie Uys High School)
(2) Most Developed Youth: Ndobanani Tyokwana (Ilinge Lethu High Secondary)
(3) Diversity Bridge Builder: Byron Frans (Wesbank Secondary School)



Leaders with the Mayor: Janré Engelbrecht, Ndobanani Tyokwana and Byron Frans

## 10. Funding

### 10.1 Contribution from Department Social Development

This funding was stopped unfortunately after the 2019 camp. We no longer receive funding from DSD.

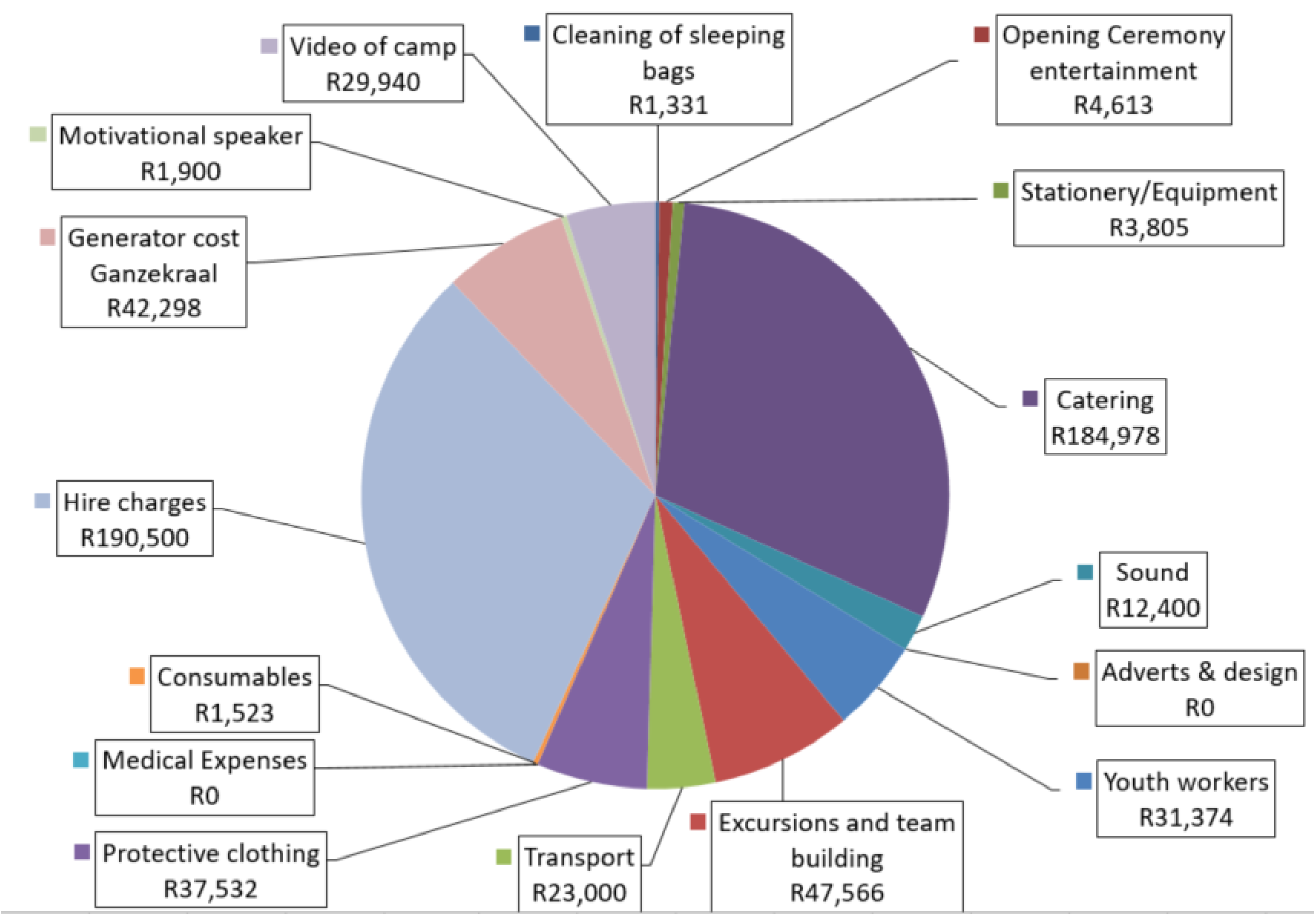
### 10.2 Other Contributions

**Slimsun** sponsored the bus transport to the excursions for two days. This amounted to R23 000,00.

**Winelands Pork** sponsored various meat products during the camp.

**West Coast District municipality** sponsored 50% of the cost for the use of Ganzekraal. Swartland paid R181 835.65 (exc VAT).

### 10.3 Expenses




**Hire Charges:**
Swartland municipality paid to the West Coast District Municipalilty:

(a) R181 835.65 (excl VAT) for the use of Ganzekraal facilities (50% of the cost).
(b) R36 928.22 (excl VAT) towards the generator cost (50% of the cost). Their generator broke down before the camp and one had to be rented in.

**SUMMARY OF EXPENSES:**

| | Amount | Percentage |
|---|---|---|
| | | |
| Cleaning of sleeping bags | R1,331.30 | 0.2% |
| Opening Ceremony entertainment | R4,612.50 | 0.8% |
| Stationery/Equipment | R3,804.99 | 0.6% |
| Catering | R184,978.00 | 30.2% |
| Sound | R12,400.00 | 2.0% |
| Adverts & design | R0.00 | 0.0% |
| Youth workers | R31,374.00 | 5.1% |
| Excursions and team building | R47,566.00 | 7.8% |
| Transport | R23,000.00 | 3.8% |
| Protective clothing | R37,532.00 | 6.1% |
| Medical Expenses | R0.00 | 0.0% |
| Consumables | R1,523.00 | 0.2% |
| Hire charges | R190,500.00 | 31.1% |
| Generator cost Ganzekraal | R42,298.22 | 6.9% |
| Motivational speaker | R1,900.00 | 0.3% |
| Video of camp | R29,940.00 | 4.9% |
| **Total** | **R612,760.01** | **100.0%** |

## 11. Acknowledgements


- Swartland Municipality for the funding and coordination.
- West Coast District Municipality for use of the Ganzekraal facilities.
- ABSA for the program contents, facilitators and promotional material (back packs/water bottles) and prizes.
- Slimsun for funding of transport, Winelands Pork for food products.


## 12. Media Coverage

The press, namely Swartland Gazette and Die Courant were invited to the opening and closing ceremonies. Articles that appeared in the Slimsun newsletter are attached at the end of the report.

## 13. Closure

The camp has been hosted for the 17 years providing many opportunities for youth development in the region.

It is clear from the participants' evaluation reports that the Sondeza AFRI-youth programme 2022 was very successful. The general feeling of the participants was that they grew and developed leadership skills and confidence which equipped them for the future.

This camp was an exceptional cultural experience because 4 different countries attended – Taiwan, Namibia, Germany and South Africans were put together for 9 days and the participants learned very much and became better leaders for the future as per their feedback. Teacher Patty Wang of Taiwan commented as follows: " If all the municipalities hosted a camp of this kind, South Africa would be a better place". This is the only camp of its kind that we are aware of in South Africa.

Compiled by: Ilse Loock
26 May 2022

SLIMSUN

SWARTLAND SOLAR PARK

# Newsletter 13

Quarter 4 | 2022

## Leaders in the making

The joy of the freedom to be together again after the Covid-19 pandemic meant that the Sondeza Youth Leadership Camp could be held once more after an absence of two years. The camp was launched in 2004 and this year was held at Ganzekraal yet again.

The value of the Afri Youth Camp lies in the interaction between young people from different countries as well as valuable guidance in the development of leadership skills. Learners from Swartland schools as well as Namibia, Germany, and Taiwan were privileged to attend the camp. A great focus of the camp was to encourage learners to get involved in community projects at their respective schools and communities.

The camp was presented under the auspices of the Swartland Municipality, supported by the Western Cape Government, with the assistance of the expertise of Absa Bank. During the opening ceremony Furloe Theron, quadriplegic and co-owner of the online shop Grace Adapted Clothes and Aids, inspired the learners with his motto that instead of asking 'Why me', rather say 'Try me'.

One of Slimsun's focus areas is education and skills development and thus we are happy to be associated with the Sondeza camp. That is why Slimsun was once again the proud sponsor of the bus transport, provided by an independent contractor, for their off-site excursions to Buffelsfontein and Robben Island.

The 3 leaders chosen at the end of the camp, were all from the Swartland. Most Developed: Ndobanani Tyokwana (Ilingelethu Secondary School), Best Leader: Janre Engelbrecht (Hoërskool Dirkie Uys), Bridge Builder: Byron Frans (Wesbank Secondary School).

Slimsun is proud to be associated with the Sondeza Youth Leadership Camp.

Freie Ganztagsschule
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Freie Ganztagsschule – Kramerringstr. 32 – 06502 Thale OT Neinstedt

Durchwahl
+49 3946-779166

Datum
09.03.2023

Dear Sondeza Youth Camp Organizers,

We had the honor to take part at the Sondeza camp in 2022 and we want to express our heartfelt gratitude for the outstanding youth camp that you organized. The agenda was very well-structured and comprehensive, covering a wide range of important topics for young people. The team-building activities were engaging and fun, and the cultural activities helped us gain a better understanding of South African history and culture.

One aspect that stood out to us was the professionalism and competency of the facilitators and HR specialists. They were supportive and engaging, providing valuable insights and guidance during group discussions and team activities. Their input was critical to the success of the camp, and we are grateful for their hard work and dedication.

We were particularly impressed with the focus on the skills development, particularly in emotional intelligence, conflict management, and problem-solving. These skills are critical for teenagers as they navigate the challenges of growing up, and we believe that the training provided will have a lasting impact on the attendees.

The catering service was also excellent, with a wide variety of fresh and traditional foods that added an extra layer of cultural immersion.

In addition to the many benefits that students gained from attending Sondeza Youth Camp, we want to share that the experience has also had a positive impact on our school community. With the support of our

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school, we organized several presentations of our experiences, which was held for all grade levels.

During those presentations, our four students were able to showcase some of the amazing activities and experiences that they have had at the camp. For example, they demonstrated some of the team-building activities such as the blindfold exercises, low rope activities, and raft building. They also shared some of the cultural experiences, such as the international evening and the traditional food.

The presentations offered viewers a fascinating insight into African culture, history, and landscape. It was clear that the skills our students developed at the camp, such as emotional intelligence and problem-solving, were on display during our presentations. The classmates were impressed by the skills acquired and were inspired to learn more.

As a result of presentations, the school community has gained a deeper appreciation for the importance of youth development and the value of cultural exchange. We plan to incorporate the experiences of the young people who attended the camp into our classroom discussions and
* projects, and we hope to continue to develop these skills in the future.
Overall, we had an amazing time at Sondeza Youth Camp, and we would love to attend future events. Thank you for your hard work and dedication to creating a valuable experience for young people.

Best regards,

Ruslana Dr. Radchuk and Karen Kolbe-Döhring

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

5 June 2023

4/2/B

**ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

| | |
|---|---|
| **ONDERWERP:** | **MENSLIKE HULPBRONNE: NUWE BELEID EN HERSIENING VAN BESTAANDE BELEID** |
| **SUBJECT:** | **HUMAN RESOURCES: NEW POLICY AND REVIEW OF EXISTING POLICY** |

## 1. BACKGROUND/DISCUSSION

1.1 The implementation of the new Municipal Staff Regulations as promulgated in Government Gazette no. 45181 dated 20 September 2021, necessitates the compilation of a number of new policies as well as the review of existing policies in order to meet the requirements as stated in the regulations.

1.2 The policies indicated in this report were submitted to the Local Labour Forum on 23 March 2023 for discussion and all stakeholders, including SAMWU and IMATU, were requested to provide inputs on the policies by 20 April 2023. Unfortunately the meeting of the Local Labour Forum scheduled for 20 April 2023 did not quorate and therefore did not take place. On 3 May 2023 and 12 May 2023 informal sessions with the trade unions (IMATU and SAMWU) took place to discuss the policies concerned. Inputs were received and processed and the final drafts of the following policies were submitted to the Local Labour Forum on 18 May 2023 for recommendation.

1.2.1 Mentoring and Coaching Policy (new)
1.2.2 Internal Staff Bursary Policy (review of existing policy)

1.3 During the meeting of the Local Labour Forum held on 18 May 2023 SAMWU still requested an opportunity to comment on the Internal Bursary Policy. An opportunity was granted until 29 May 2023 with the proviso that if no comments were received on said date, the policy could be referred to the Executive Mayoral Committee for approval. No comments were received on 29 May 2023. Both the aforementioned policies are therefore recommended for approval by the Executive Mayoral Committee.

1.4 The policies concerned are attached and any amendments are indicated in bold italics.

## 2. LEGISLATION

Local Government: Municipal Staff Regulations as promulgated in Government Gazette no. 45181

## 3. ALIGNMENT TO THE IDP

In terms of Chapter 7 of the IDP this amendment to the policies is aligned to Strategic Goal 4 namely Caring, Competent and Responsive Institutions, Organisations and Business.

## 4. FINANCIAL IMPLICATION

The new and reviewed existing policies have no financial implication for Swartland Municipality.

5./...

5. **RECOMMENDATION**

a) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Mentorskap en Afrigtingbeleid goedkeur met ingang van 1 Julie 2023;
*That the Executive Mayoral Committee approve the attached new Mentoring and Coaching Policy with effect from 1 July 2023;*

b) Dat die Uitvoerende Burgemeesterskomitee die aangehegte gewysigde Interne Personeel Beursbeleid goedkeur met ingang van 1 Julie 2023.
*That the Executive Mayoral Committee approve the attached amended Internal Staff Bursary Policy with effect from 1 July 2023.*

(get) S de Jongh

**MUNICIPAL MANAGER**

## 1. PREAMBLE

The Municipality realises that**:**

1.1 Employees and potential employees should be provided with the opportunity of a planned career path within the organisation.

1.2 Employees and potential employees should have the opportunity to develop and improve their skills needed to execute their present as well as future job functions.

1.3 Therefore, the Municipality commits itself to implement and maintain mentoring and coaching and related programs and identify mentors and coaches to oversee the career and development of a mentee within a structured framework.

## 2. PURPOSE AND OBJECTIVES OF POLICY

**2.1** To implement and maintain mentoring and coaching principles and related programs for the Municipality in order to ensure good governance, financial viability and optimal institutional transformation with the capacity to execute its mandate.

**2.2** The Municipality subscribes to the view that the mentoring and coaching program shall be utilised to:

2.2.1 Implement strategic learning programs that will add value to the overall skills requirements of the Municipality and the community at large.

2.2.2 Foster mechanisms by which to successfully grow people into key positions in terms of employment equity and succession plans.

2.2.3 Assist pre-employed learners to bridge the gap between institutional learning and the job market, by enhancing their learning with workplace experience to improve their employability in the job market.

2.2.4 Stimulate and support skills development in the formal and informal economy to enhance employability and sustainable livelihood through social development initiatives.

2.2.5 Enhance the transformation of the organisation.

2.2.6 Address particular and any imbalance in management or specific areas.

2.2.7 Reduce the labour turnover rate and retain skilled human resources.

2.2.8 Build capacity and integrate learning interventions continuously.

2.2.9 Ensure support for learnerships, employment equity initiatives, internships and experiential training to take place.

2.2.10 Assist potential employees in gaining practical experience.

**3. LEGAL FRAMEWORK**

**3.1** Constitution of the Republic of South Africa, 1996.

**3.2** Labour Relations Act (Act 66 of 1995).

**3.3** Basic Conditions of Employment Act (Act 75 of 1997).

**3.4** Local Government: Municipal System Act, 2000 (Act 32 of 2000): Municipal Staff Regulations. 20 September 2021.

**3.5** Skills Development Act (Act 97 of 1998).

**3.6** Skills Development Levies Act (Act 9 of 1999).

**3.7** Employment Equity Act (Act 55 of 1998).

**3.8** Applicable Conditions of Service of the Municipality.

**4. SCOPE OF POLICY**

This policy shall apply to all employees and potential employees of the Municipality.

**4.1** The following policies must be read together with this policy on Mentoring and Coaching:

4.1.1 Skills Development Policy.

4.1.2 Internal Staff Bursary Policy.

4.1.3 Succession Planning and Career Pathing Policy.

4.1.4 Recruitment and Selection Policy.

4.1.5 Municipal Staff Regulations GN 890.

4.1.6 Municipal Staff Regulation Guidelines GN 891.

**4.2** This policy includes the following processes:

4.2.1 The main function of the mentoring and coaching program.

4.2.2 Support to mentoring and coaching program.

4.2.3 Role players in the mentoring and coaching program.

4.2.4 Benefits of mentoring and coaching.

4.2.5 The process of mentoring and coaching.

## 5. THE MAIN FUNCTION OF THE MENTORING AND COACHING PROGRAM

**5.1** To ensure good governance, financial viability and optimal institutional transformation with the capacity to execute its mandate, enhance performance and to support individuals in their career development.

## 6. SUPPORT TO MENTORING AND COACHING PROGRAM

### 6.1 Management

6.1.1 The employer shall provide and maintain as far as is reasonably practicable a working environment that is safe and without risk to the health of its employees.

6.1.2 Management shall support the Mentoring and Coaching policy by creating a favourable environment and avail time for mentoring/coaching to take place.

6.1.3 Coaching of staff by supervisors, including guiding a staff member to develop new skills.

6.1.4 Mentoring staff to acquire technical, professional or specialist skills, which may include structured mentorship programs.

### 6.2 Human Resources Department

6.2.1 The Human Resource Training and Employee Assistance Division shall act as custodian to keep the Mentoring and Coaching policy on track.

### 6.3 Organisation's Strategic Business Plan

6.3.1 The organisational culture and climate shall support the Mentoring and Coaching policy.

### 6.4 Employment Equity- and Workplace Skills Plans

6.4.1 The Mentoring and Coaching policy shall support the Municipality's employment equity initiatives in meeting its employment equity targets and goals.

6.4.2 The Mentoring and Coaching policy shall support the Municipality's Workplace Skill Plan in meeting the priority training initiatives annually.

## 7. ROLE PLAYERS IN THE MENTORING AND COACHING PROGRAM

The mentoring and coaching program shall consist of the following role players:

### 7.1 Human Resource Training and Employee Assistance Division

7.1.1 The Human Resource Training project coordinator will implement the intervention and will ensure the smooth running thereof.

7.1.2 The responsibility of reporting on the progress and results will be the responsibility of the project coordinator.

7.1.3 The project coordinator will monitor the relationship between the mentor and the mentee and provides advice when needed.

### 7.2 Head of Directorate

7.2.1 The applicable Head of Directorate will indirectly be responsible for the day- to-day running of the mentoring intervention in his/her directorate, as a key performance area within his/her Performance Agreement. This function may be delegated to a directorate project coordinator.

### 7.3 Supervisor/Line Manager

7.3.1 The supervisor/line manager must be encouraged to gain coaching skills and should actively coach and support the development of staff members who report to them.

7.3.2 The mentee's supervisor may be consulted by the mentee (and if required, the mentor), regarding the relevant objectives of the mentee, most notably learning of technical or managerial skills.

7.3.3 The support and assistance of the supervisor will be requested in this regard as the supervisor must ensure that the mentee has the optimal opportunity to develop.

7.3.4 The involvement of the supervisor will be managed in a sensitive manner, in order not to jeopardise the trust relationship between the mentor and mentee.

7.3.5 The mentor will oversee the total development process of the mentee for the duration of the relationship.

7.3.6 The role of the mentor is that of providing advice and guidance to the mentee. The mentor must have a personal concern for the mentee and a feeling of responsibility for his/her success.

7.3.7 An important factor is that the participation of the mentor must be voluntary to ensure the effectiveness of the mentorship relationship.

7.3.8 The mentor will have to possess the required characteristics.

### 7.4 The mentee or learner

7.4.1 The mentee, being selected according to certain criteria (of which one is potential), will ultimately be responsible for his/her own development.

7.4.2 Enthusiasm and willingness to learn is probably the most important criteria according to which mentees will be nominated.

## 8. BENEFITS OF MENTORING AND COACHING

Mentoring shall be of benefit to the distinct parties in the following ways:

*8.1* **The mentee, who shall gain**:

8.1.1 Access to the mentor's professional networks.

8.1.2 Practical insight into the business world.

8.1.3 Insight into his/her own behaviour and practices in the workplace.

8.1.4 Self-confidence, self-awareness and self-esteem.

8.1.5 Recognition of his/her potential and of opportunities for acquiring skills and knowledge.

**8.2 The mentor/coach, who shall***:*

8.2.1 Enjoy the satisfaction of being able to transfer skills and knowledge.

8.2.2 Receive opportunities to re-examine own practices, attitudes and values.

8.2.3 Develop the ability to refine and develop skills.

8.2.4 Create opportunities to extend their professional experiences.

8.2.5 Become competent in developing and motivating their subordinates.

*8.3* **Organisation will benefit from:**

8.3.1 Improved motivation of mentee and mentor.

8.3.2 Building a continuous corporate culture of learning within the organisation.

8.3.3 Improved communication.

8.3.4 Saving in training costs.

8.3.5 Improved performance and productivity.

8.3.6 Rapid development of "high-flyers" who will assist the Municipality in reaching its goals.

8.3.7 Transfer of essential skills and knowledge.

**8.4 Recognition to participants**

8.4.1 The roles of the various participants must be valued.

8.4.2 Those who have performed in an outstanding manner shall be recognised publicly as "Mentor/Mentee of the Year" award.

**9. THE PROCESS OF MENTORING AND COACHING**

9.1 The mentoring and coaching program shall concentrate on planned and systematic programs.

9.2 All mentoring and coaching processes shall cover two major aspects:

9.2.1 Developmental learning.

9.2.2 Interpersonal relationships.

9.3 Management function: Mentoring and coaching is an inherent management function and shall not be regarded as an additional management task.

9.4 Mentoring and coaching training: The Human Resources Management Department shall ensure that effective training and support of the mentoring/coaching programs are in place to facilitate the building of effective personal and professional relationships.

9.5 Requirements of mentors and coaches: Employees meeting the requirements of becoming mentors and coaches shall be identified and selected according to the following qualities:

9.5.1 Management perspective.

9.5.2 Organisation know-how.

9.5.3 Credibility.

9.5.4 Accessibility.

9.5.5 Communication skills.

9.5.6 Empowering orientation.

9.5.7 Development orientation.

9.5.8 Inventiveness.

9.5.9 Ability to manage performance.

9.6 Mentee/learner: The mentoring and coaching program shall be applicable to all employees and potential employees of the Municipality.

9.7 Potential employees: People who are given the opportunity to take part in the following programs:

9.7.1 Structured learning programs.

9.7.2 Newly appointed employees busy with their induction/orientation period.

9.7.3 Employees who need career guidance.

9.7.4 Employees who need to improve their work performance.

9.7.5 Employees attending any related training programs.

**10. PERSONAL DEVELOPMENT PLANS**

10.1 The development plans will be informed by the job description, Workplace Skills Plan, Skills Needs Analysis and the Performance Management System.

10.2 Structured learning programs shall be developed in accordance with the development plans.

10.3 Learning programs for prospective learners shall be informed by guidelines as per Municipal Staff Regulations GN 890 and the Municipal Staff Regulations Guidelines GN 891.

10.4 Every staff member must have a personal development plan that sets out the strategies to:

10.4.1 Address the staff member's development needs and specific skills to be developed for their current roles arising from the skills audit, as well as the learning interventions required to build these skills.

10.4.2 Develop new skills and provide exposure to new areas of work, which are aligned to the Municipality's strategic objectives.

10.4.3 The personal development plan must take into account the skills audit and the requirements of the performance management system.

10.5 A staff member may only undergo training that is:

10.5.1 Contained in the personal development plan.

10.5.2 Approved by the Municipal Manager or his/her delegate.

## 11. COORDINATION OF MENTORING AND COACHING PROGRAMS

The Human Resources Management Department shall coordinate the following:

11.1 Administrative procedures.

11.2 Assist with mentoring and coaching programs in liaison with line departments.

11.3 Training of mentors/coaches and mentees/learners.

11.4 Provide guidelines to functional directorates to identify mentors and run their mentoring program in consultation with the heads of directorates.

11.5 Line management shall form an integral part of mentoring and coaching programmes and it shall be driven by the line departments at functional levels and not the Human Resources Management Department.

## 12. EVALUATION AND MONITORING

12.1 The Human Resources Management Department shall be responsible to coordinate the monitoring and evaluation of the mentoring and coaching practices in respect of all mentoring and coaching programs, therefore the stakeholders of the different programs will meet on a regular basis to evaluate the programs and the mentee/learner shall have the right to be assisted by organised labour at all discussions.

12.2 Monitoring and evaluation of mentoring and coaching programs will be reported on quarterly.

## 13. EFFECTIVE DATE OF POLICY

The policy shall be implemented after consultation with the labour unions and the approval of the Executive Mayoral Committee.

Approved by the Executive Mayoral Committee on _______________ for implementation with effect from ___________________________.

| | **Approved by EMC** | **Effective Date** |
|---|---|---|
| Current policy | | |
| Last review | | |
| Policy adopted | | |

| | |
|---|---|
| Swartland Munisipaliteit Municipality Umasipala | **_INTERNAL_ STAFF BURSARY POLICY**<br>*For review*<br>*Final Review 2023* |

**1. ~~OBJECTIVE~~ *PREAMBLE***

The *Internal Staff* Bursary Policy (hereinafter referred to as the "Bursary") is intended to assist the Municipality in securing adequately qualified personnel for its service by providing financial assistance to permanent employees to enable them to qualify themselves educationally for the Municipality's service and to enhance their level of competence to perform the duties assigned to them. The Bursary does not apply to bursaries for full time study or to any training undertaken in terms of the Municipality's training policy, or to any overseas study leave.

***2. PURPOSE***

***2.1 To encourage career development of employees through further education.***

***2.2 To encourage self-development activities that also benefit the Municipality.***

***2.3 To provide financial assistance to employees who wish to improve their qualifications.***

***3. SCOPE OF APPLICATION***

***This policy applies to all employees of the Municipality. The bursary does not apply to full time study or overseas study leave.***

***4. LEGISLATIVE AND POLICY MANAGEMENT***

- ***Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)***
- ***Municipal Systems Act, 2000 (Act No. 32 of 2000)***
- ***Municipal Financial Management Act, 2003 (Act No. 56 of 2003)***
- ***Labour Relations Act, 1995 (Act No. 66 of 1995)***
- ***Employment Equity Act, 1998 (Act No. 55 of 1998)***
- ***Skills Development Act, 1998 (Act No. 97 of 1998)***
- ***Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)***
- ***National Skills Development Strategy***
- ***National Qualifications Framework***
- ***South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)***
- ***Skills Development Levy Act, 1999 (Act No. 9 of 1999)***
- ***South African Local Government Bargaining Council: Collective Agreement***

***5. DEFINITIONS***

***All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and/or explained in the Glossary of Terminology in the Human Resources Policies Manual.***

## 6. *POLICY PROVISIONS*

### 6.1 Administration of ~~Scheme~~ *the bursary*

The Director: Corporate Services (Human Resources Management Department) shall be responsible for the administration and implementation of the ~~Scheme~~ ***Bursary*** and he/she, or his/her assignee shall have the power to conclude contracts in terms of the ~~Scheme~~ ***Bursary***.

### *6.2 Financial Assistance*

~~6.2.1 Financial assistance shall be given to an employee in respect of expenses to be incurred to enable him/her to obtain qualifications approved by the Municipal Manager or his/her assignee in terms of 2.1 above. Financial assistance shall be given on a year to year basis subject to satisfactory reports from the Training Institution with regard to the bursary holder's behaviour, class attendance and academic progress. Employees must re-apply at the end of each year. The previous academic year's marks must accompany the new application.~~

~~6.2.2 Financial assistance, which shall include registration, tuition and examination fees, shall be paid directly to the relevant educational institution upon receipt of proof of registration for the qualification and the relevant invoices. In the case where registration, tuition and examination fees were paid by the employee, a refund to the employee will be done upon receipt of the relevant payment receipts.~~

~~6.2.3 Where a qualification is obtainable through an accredited institution the amount of financial assistance in respect of tuition fees shall be limited to the scale of fees charged by such accredited institution.~~

***6.2.1 The bursary to a fixed amount per annum, shall only be granted for the payment of -***

(a) ***the registration fee;***

(b) ***compulsory administrative fees; and***

(c) ***tuition fees (cost of the study units or subjects enrolled in).***

(d) ~~***text books and prescribed text material to a maximum of the amount approved by Council, and the conditions set by Council from time to time; and***~~

(e) ~~***for fixed term employees, the bursary amount may not exceed the amount that the employee shall be able to work back during the term of the contract of employment.***~~

6.2.2 *All payments in respect of a bursary shall, on receipt of an original account, be paid by the Municipality directly to the educational institution, provided that where the bursary has been granted for a part of any course, payment shall only be made for such part of the course, provided further that payment may be made directly to the employee upon submission of an original account of the educational institution together with proof thereof that the fees as set out in the account have already been paid to the relevant institution by the employee.*

6.2.3 *Application shall be made in writing for the payment of any study related fees, accompanied by the necessary documentary proof and shall be made at least fifteen (15) working days prior to the closing date of such application at the educational institution.*

6.2.4 *Application for payments shall be aligned with the approved study plan, and if not, a revised study plan motivation shall accompany the request that shall be considered by the Director Corporate Services and payment shall only be done if the revised study plan is approved.*

6.3 *Applicable courses*

6.3.1 *The course shall be relevant to the service of the Municipality and in line with the employee's official duties.*

6.3.2 *The NQF level of the course shall be higher than the employee's already obtained qualifications.*

6.3.3 *General courses, such as management, project management shall only be approved for employees in management positions.*

6.3.4 *Short courses of one year and less shall only be approved if the cost of the course is such that it can be worked back in a period of two (2) years.*

6.3.5 *Only studies/courses which are accredited by the SAQA and/or the LGSETA and which carry NQF credits may be approved.*

6.3.6 *Notwithstanding the above, the Municipal Manager may consider and approve any specific application without setting a precedent if the:*

(a) *Employee's obtaining of qualification is in the interest of the Municipality; and*

(b) *course is beneficial to the Municipality, and upon written motivation the Municipal Manager is convinced that the course is in line with the employee's career planning and service delivery.*

6.3.7 *Bursaries may not be granted for courses which the employee has already passed.*

***6.4 Approval of bursary***

***6.4.1*** ***The Director Corporate Services shall consider the application, taking into account the following:***

(a) ***Relevance of the course to the service of the Municipality.***

(b) ***Eligibility of the employee to be granted a bursary.***

(c) ***Availability of funds, considering the cost of the course over the intended study period.***

(d) ***When funds are limited, consider:***

(i) ***Needs of the Municipality;***

(ii) ***Needs of local government sector, and the cost of courses to get the maximum number of employees to further their education; and***

(iii) ***Possible granting of part bursaries where the employee can be liable for the payment of part of the cost, especially in cases where employees are guaranteed promotional positions upon the attainment of a specific qualification.***

***6.4.2*** ***An employee shall be granted only one active bursary at a time except in cases where courses are sequential, i.e. undergraduate degree, Honours, Masters, Doctorate, or certificate, diploma, National Diploma, and so on.***

***6.4.3*** ***Upon approval of the bursary the employee shall enter written agreement with the Municipality.***

**6.5 Contractual Obligations**

Without limiting the power of the Municipal Manager or his/her assignee to include any other conditions relevant to the sound administration of the Bursary, Sections 6.5.1 to 6.5.14 shall, in substance, form part of all contracts concluded in terms of this Bursary.

***6.5.1*** ***The Director of Corporate Services may cancel the bursary if:***

(a) ***the employee's study progress is not satisfactory as measured against the approved study plan;***

(b) ***the employee failed ~~more than 50% of~~ the courses / subjects entered for in a particular study period;***

(c) ***the employee does not submit results in terms the bursary conditions;***

(d) ***the employee failed to enroll for courses / subjects during a study year irrespective of whether the employee or Municipality pays;***

(e) ***the employee fails to comply with any obligation under the bursary agreement;***

(f) ***it is found that the bursary application was approved on the grounds of incorrect information furnished by the employee.***

6.5.2 The employee shall, within two (2) months after the examination results are available, furnish the Municipality with such results. If the employee fails to comply with the above, the Director Corporate Services may cancel the bursary, or further advances shall be held back until compliance is achieved.

6.5.3 Should an employee at any time suspend or abandon his / her studies for the approved qualification, or be refused permission by the educational institution or examining authority to continue his / her studies, or not pass any qualifying course of study during two (2) consecutive years, he / she shall be obliged, from a date fixed by the Municipal Manager to repay the Municipality the full amount of the financial assistance given to him / her, inclusive of study leave, in terms of the Bursary plus interest thereon, calculated at prime interest rate plus 1%. The bursary holder must immediately inform the Municipality in writing if he / she suspends the course or any part of the course concerned.

***6.5.4 Where an employee has been granted leave on full pay he / she may, at his/ her option, be permitted to have his / her accumulated annual leave reduced by an equivalent number of days taken as study leave provided that such action is not in conflict with the Leave Policy.***

6.5.5 In the event of an employee resigning or being dismissed from the Municipality's service before having obtained the qualification in respect of which he / she was granted financial assistance in terms of the Bursary, he / she shall repay to the Municipality the total financial assistance paid by the Municipality plus interest thereon, calculated at prime interest rate plus 1%. The bursary agreement between the Municipality and the employee allows the Municipality to deduct more than 25% from the employee's remuneration as stated in Section 34(1)(a) of the Basic Conditions of Employment Act, 1997 (Act No. 77 of 1997).

***6.5.6*** The bursary holder is under obligation to remain in service for the period (number of years) that he/she made use of the study bursary. This number of service years is calculated according to the period it takes the employee to complete his/her studies, namely the employee must remain in service for one year for every study year successfully completed. The service period may run conjointly with the studies, for example while busy with his/her second year of studies, the bursary holder is working back the period for the first year of studies. After obtaining the qualification, the bursary holder then has to remain in service for a period of one (1) year, representing the service obligation period for the final year of studies. ~~***In the case where a bursary for a single academic year, exceeds a certain amount as determined by Council, the employee must remain in service for double the number of service years it would take to complete the qualification (but at least two (2) years) after obtaining the***~~

~~***qualification. The amount referred to, is announced by Council from time to time and such resolution then becomes part of this policy.***~~

***6.5.7 The time frame within which an employee can complete a qualification ranges from three to more years. The employee shall be under an obligation to pay back all financial assistance over the period that he / she studied if the employee wants to resign, etc. An employee has to remain in the service of the Municipality for an equivalent of time proportional to subjects done or year of study completed.***

~~***6.5.8 For block release courses, an employee shall, whether or not he/she obtains the qualification concerned, serve the Municipality for two years in respect of each year in which study leave was given.***~~

6.5.9 Service obligation shall not be condoned on a *pro rata* basis. Therefore, unless the employee remains in the service of the Municipality until the expiry date of his / her service obligation he / she shall remain liable for the full settlement of the financial assistance received in terms of the Bursary.

6.5.10 The employee shall cede to the Municipality his / her rights, title and interest in and to all amounts due to the employee by the Municipality and the Retirement Fund to which the staff member contributed during his / her employment with the Municipality, both future and present, as security for the indebtedness of the employee to the Municipality arising out of the obligation created by this agreement.

6.5.11 The cession referred to in the policy shall endure and be of force and effect until the liability of the employee to the Municipality has been paid by the employee to the Municipality or otherwise discharged.

6.5.12 The certificate signed by the Chief Financial Officer certifying the amount due by the employee to the Municipality shall be *prima facie* proof of the amount due and payable by the employee to the Municipality.

6.5.13 If an employee is unable to pay the Municipality the full amount owing to the Municipality in terms of the Bursary, the Chief Financial Officer shall, in consultation with the employee, make suitable alternative arrangements to facilitate full settlement of the amount owing to the Municipality, provided that such arrangement shall not extend beyond one year from the date on which the employee originally became liable for the full settlement of his / her debt in terms of the Bursary. The bursary agreement between the Municipality and the employee allows the Municipality to deduct more than 25% from the employee's remuneration as stated in Section 34(1)(a) of the Basic Conditions of Employment Act, 1997 (Act No. 77 of 1997).

6.5.14 In the event of retiring and/or a deceased employee, the outstanding debt will be written off.

6.5.15 In the event of an employee who becomes physically or mentally incapable of completing his / her qualification, subject to the medical reviews from the relevant pension funds, the outstanding debt may be written off.

6.5.16 The Municipality retains the right to terminate an employee's services at any time irrespective of the fact that the employee is under obligation to remain in service for contractual purposes. Council shall not be bound by an employee to complete his / her contractual service period at termination of service. Council has the right to waive an employee's contractual obligation in the case of dismissal or retrenchment.

**6.6 Study Leave**

6.6.1 An employee who is a part-time or distance learning student and who is studying for an approved qualification, shall be granted examination, study leave in terms of any existing collective agreement in this regard.

6.6.2 The existing collective agreement in this regard does not provide for study leave or any special leave for the attendance of a graduation ceremony. The employee therefore has to utilise his/her own vacation leave for that purpose.

***6.7 Applications***

***6.7.1 Employees wishing to apply for financial assistance shall do so on prescribed forms, and on guidelines prescribed by the Human Resources Management Department from time to time.***

***6.7.2 Continued financial assistance shall depend on submission of results, and on meeting other requirements of the Bursary or conditions set by the Municipal Manager and / or Skills Development Committee.***

**6.8 ~~POWERS AND DUTIES~~ *Roles and responsibilities***

6.8.1 The Municipal Manager or his / her assignee shall have the authority to:

(a) Approve qualifications and/or subjects and its priority for inclusion in the Bursary, or delete those which are no longer appropriate. Ensure that the proposed course will enable the applicant to either comply with the minimum requirements of the post concerned for purposes of career planning or enable the applicant to better equip him- / herself for purposes of possible future promotion. It is therefore important that the proposed qualification is directly in relation to the activities of Swartland Municipality.

(b) In conjunction with the Chief Financial Officer determine the amount of, and conditions governing, financial assistance in connection with approved qualifications as deemed necessary to give effect to the principles of this Bursary, and to safeguard the interests of the Municipality.

(c) Approve the continuation, extension, variation or termination of facilities to individual students on conditions laid down in the Bursary.

(d) Determine the educational institutions at which any student may pursue an approved qualification.

(e) In conjunction with the Chief Financial Officer determine the method and terms under which money owing to the Municipality for financial assistance paid in terms of the Bursary shall be repaid.

(f) Adopt whatever actions are deemed necessary to address any anomalous situation which is not specifically addressed by the Bursary.

(g) Continuously monitor the effectiveness of the Bursary and submit recommendations to the Municipality whereby the Bursary may be amended to accommodate changing or anomalous circumstances.

(h) Decide, from time to time, on the implementation or lifting of a moratorium on the granting of new study bursaries, taking into account the financial sustainability of the municipality.

***6.8.2 The financial implications related to implementing this policy shall be qualified and quantified by Human Resources Management Department.***

## *7. POLICY MONITORING AND EVALUATION*

***7.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.***

***7.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.***

***7.3 Director of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.***

## 8. POLICY APPROVAL

The policy shall be implemented after consultation with the labour unions and the approval of the Executive Mayoral Committee.

**Approved by the Executive Mayoral Committee on …………………….. for implementation with effect from ……………..**

| | Approved by EMC | Effective Date |
|---|---|---|
| Current policy | | |
| Last review | 16 March 2016 | 1 April 2016 |
| Previous review | 16 October 2013 | 1 November 2013 |

# SUBSIDISED EDUCATION: STEP BY STEP

CRITERIA FOR APPROVAL OF FORMAL COURSES OF STUDY

a) Course entails a formal examination(s) at its conclusion.
b) Course is applicable to local government.
c) Course is accredited in terms of NQF (National Qualification Framework) requirements.
d) Institution presenting the course is registered with the Department of Education as a tertiary institution.
e) Course is presented over a period of a minimum of three (3) months regardless of the frequency and duration of course attendance.
f) Course is a school qualification up to and including Grade 12.
g) Course is in respect of a qualification which is a statutory requirement for a post or is directly related to the applicant's job functions and related responsibilities.

APPLICATION FOR SUBSIDISED EDUCATION

- Complete subsidised education contract.
- Every page to be initialled by applicant.
- Authorised by Municipal Manager or his/her assignee.
- Complete acknowledgement of debt.
- Authorised by Chief Financial Officer for availability of funds.
- Authorised by Senior Manager: Human Resource Management.
- Applicant must bring invoice/statement from educational institution.
- Letter to the institution regarding payment can be given on receipt of all documents, fully completed and signed.

INVOICE FROM EDUCATIONAL INSTITUTION

- Course invoice on letterhead
- Course must be stated
- Subjects itemised with monetary value
- Student number if possible

REQUEST TO FINANCE FOR PAYMENT

- Covering letter
- Tax Invoice

RECEIPT OF PAYMENTS

- Payments will be made electronically
- ~~***If paid by Cheque, student to fetch cheque – to be signed for on invoice***~~
- Request receipt from student after he/she has paid
- File together with all documents

ACADEMIC RESULTS

- Obtain results after exams
- Match to original invoice regarding subjects sponsored
- Advise Chief Financial Officer in relation to clearance of students account or not
- Student himself/herself must pay in case of supplementary or repeat exams
- Discuss amount to be deducted from student's salary when necessary (to be paid back within 12 months if he/she can afford it)

- Inform Chief Financial Officer accordingly

APPLICATION FOR REFUNDS

- Request for refund letter to be completed
- Exam results must be produced

ON QUALIFYING

- Put copy of original certificate or final results on file
- Inform student of work back period
- Advise Chief Financial Officer to clear students account

BREACH OF CONTRACT OR RESIGNATION

- All ~~***loans, books, refunds***,~~ study, special leave payable
- All monies to be paid before exiting service

AD HOCS

- Budget provision procedures
- Study/exam leave records

## REGISTER OF BURSARIES

Human Resources must keep register of all bursaries paid and monitor whether beneficiaries have indeed passed, and if not to recover all monies paid in terms of policy. Recoveries must also be effected as prescribed in the case of resignation. The register must contain the following details:

- Employee name
- Employee number
- Directorate
- Course registered
- Institution
- Subjects registered
- Date of commencement
- Date of completion
- Bursary amount
- Date of payment
- Passed / Yes or No
- Amount recovered
- Debtors number

# CHECKLIST

## APPLICATION FOR SUBSIDISED EDUCATION

- Application for Subsidised Education form to be completed – Municipal Manager or his/her assignee and Head of Directorate must sign whether they support the application
- Employee signs contract

## APPLICATION FOR FINANCIAL ASSISTANCE

- Application for financial assistance letter (complete in duplicate) approved by Municipal
- Manager or his/her assignee and Head of Directorate
- Letter to institution regarding fee payment .........
- Invoice obtained .........
- Salary advice produced .........
- Acknowledgement of payment (form) .........

## APPLICATION FOR REFUND OF TUITION/REGISTRATION FEES ETC.

- Application form completed for refund (completed in duplicate) .........
- Examination results (original – copies to be certified) .........
- Proof of payment of fees .........
- Statement of account of fees for year of study for which refund is being claimed .........

# AANSOEK OM FINANSIëLE BYSTAND VIR STUDIES
# APPLICATION FOR FINANCIAL SUPPORT FOR STUDIES

1. **VOLLE NAAM VAN AANSOEKER: ..........................................................**
   **FULL NAME OF APPLICANT**

   **PERSONEELNOMMER / EMPLOYEE NUMBER : ..........................................**

2. **HUIDIGE POS / CURRENT POSITION: ..........................................................**

3. **HUIDIGE OPVOEDKUNDIGE KWALIFIKASIE / CURRENT EDUCATIONAL QUALIFICATION**

3.1 *Skool* / *School* ………………… Na-*skool* / *After School* : ……………………………

4. **KURSUSBESONDERHEDE MET AFSKRIFTE / COURSE DETAILS WITH COPIES**

*4.1 Naam van graad / diploma / sertifikaat kursus : ………………………………………………*
*Name of degree / diploma / certificate course*

*4.2 Opleidingsinstansies / Training Institution : ………………………………………………..*

*4.3 Vakke vir registrasie – Jaar ……...  /  Subjects for registration - Year…………..*

| **Vak / Module / Kursus**<br>**Subject / Module / Course** | **Koste van die Kursus**<br>**Costs of the Course** | **Bedrag**<br>**Amount** |
|---|---|---|
| | Registrasiegeld / Registration Fees | |
| | Onderriggeld / Tuition Fees | |
| | Eksamengeld / Examination Fees | |

**AANSOEKER ERKEN INHOUD VAN PERSONEEL BEURSBELEID EN BEVESTIG DAT HY/SY VERSTAAN DIE REëLS VAN TOEPASSING OP STUDIEHULP**
**APPLICANT ACKNOWLEDGES THE CONTENT OF THE STAFF BURSARY POLICY AND CONFIRMS THAT HE/SHE UNDERSTAND THE RULES REGARDING STUDY AID**

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ….**
**HANDTEKENING VAN AANSOEKER** **DATUM ………………….**
**SIGNATURE OF APPLICANT** **DATE**

**AANBEVELING VAN DIREKTEUR / RECOMMENDATION BY DIRECTOR**

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**
**HANDTEKENING VAN DIREKTEUR** **DATUM ………………….**
**SIGNATURE OF DIRECTOR** **DATE**

**ONTVANGS DEUR MENSLIKE HULPBRONNE / RECEIPT BY HUMAN RESOURCES**

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**
**HANDTEKENING VAN SNR BESTUURDER: MHB** **DATUM ………………….**
**SIGNATURE OF SNR MANAGER: HRM** **DATE**

Municipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste
9 Junie 2023

15/3/1-Erf 154, Darling

**ITEM 7.8 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

| | |
|---|---|
| **ONDERWERP:** | **OORSKRYDING OP MUNISIPALE EIENDOM: ERF 154, DARLING** |
| ***SUBJECT:*** | ***ENCROACHMENT ON MUNICIPAL PROPERTY: ERF 154, DARLING*** |

## 1. AGTERGROND/BACKGROUND

1.1 Engen Petroleum Ltd currently operates a service station on erf 2076, Darling. It is their intention to upgrade the site, inter alia by extending the canopy to accommodate a further pumping island, etc. The canopy will encroach onto erf 154, a public road reserve owned by the Municipality.

1.2 The company via its consultants, i.e. Terraplan Town and Regional Planners, initially applied to acquire said erf 154 for consolidation with Erf 2076, as per **Annexure A** hereto. However, after it was brought to their attention that Erf 154 cannot be disposed of since it accommodates electrical infrastructure (cables and street lights), they opted to apply for approval by Council for an encroachment agreement to be entered into.

1.3 Soos aangetoon op **Aanhangsel B** hiertoe, sal die oordak-verlenging met sowat 500 cm oorskry op erf 154, wat 'n totale oorskrydingsarea van sowat 6,95 m² (1,4 m x 0.5) behels.

1.4 Om bouplanne en die terreinontwikkelingsplan te kan finaliseer, word uitsluitsel van die Munisipaliteit versoek rakende die sluiting van 'n oorskrydingsooreenkoms.

## 2. WETGEWING

2.1 Ingevolge die Munisipaliteit se Beleid insake die oordrag van Munisipale Bates, 2015 mag die Munisipaliteit, onderhewig aan voorwaardes wat dit nodig ag, ingesluit die heffing van huur, die oprigting of behoud van 'n veranda, balkon of soortgelyke struktuur wat uitsteek, of oorskry in of oor enige openbare plek, openbare straat of padreserwe toelaat.

2.2 Dit word aan die hand gedoen dat daar met hierdie oorskryding gehandel word soortgelyk as wat daar met vorige gevalle gehandel is, waarvan die mees onlangse geval in 2018 ten opsigte van erf 241, Moorreesburg goedgekeur was.

## 3. KOPPELING AAN DIE GOP

3.1 Hierdie kwessie sal kontraktueel gereël word.

4./…

4. **FINANSIëLE IMPLIKASIES**

4.1 Dit word aan die hand gedoen dat 'n markverwante fooi van R660,00 per jaar, plus BTW, soos bepaal deur die munisipale waardeerder, van die aansoeker verhaal word. Voorts dat die fooi jaarliks sal eskaleer met 7%, oor die voorgestelde tien jaar periode.

5. **RECOMMENDED**

(a) That approval be granted that an encroachment agreement be concluded with Engen Petroleum Ltd, owner of erf 2076, Darling, for a period of ten years, at the amount of R660,00 plus VAT per annum to encroach on erf 154, Darling;

(b) That the above amount is to escalate annually by 7%;

(c) That the Director: Corporate Services be authorized to finalise the terms of the agreement, with the input of the Planning Division.

**AANBEVEEL**

(a) Dat goedkeuring verleen word dat 'n oorskrydingsooreenkoms gesluit word met Engen Petroleum Ltd, eienaar van erf 2076, Darling, vir 'n periode van tien jaar, ten bedrae van R660,00 plus BTW per jaar om op erf 154, Darling te mag oorskry;

(b) Dat die bogemelde bedrag jaarliks met 7% sal eskaleer;

(c) Dat die Direkteur: Korporatiewe Dienste gemagtig word om die terme van die ooreenkoms te bepaal, met die insette van die Beplanningsafdeling.

(get) M S Terblanche

**MUNISIPALE BESTUURDER**

Mst/raadsitems,SM5/Junie 2023/Oorskryding op erf 154, Darling

"A"

# APPLICATION TO ACQUIRE A PORTION OF ERF 154, DARLING

APRIL 2023

CLIENT:

ENGEN

TOWN PLANNERS:

terraplan

Town and Regional Planners
Stads- en Streekbeplanners

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## 1. PREAMBLE

Engen Petroleum Ltd currently operates a service station erf 2076, Darling. The intention is to upgrade the site, extend the canopy to accommodate a further pumping island, etc. The canopy will extent close to the current erf boundary, or even slightly exceed over onto erf 154, a public road strip owned by Darling Municipality. The purpose of this motivation is to apply for the purchase of this sliver of land being used as roadway, next to erf 2076.

FIGURE 1: STREET VIEW OF PROPERTIES


FIGURE 2: LOCATION OF PROPERTIES

## 2 APPLICANT

Terraplan has been appointed by Engen Petroleum Ltd to make application for the above on their behalf.

## 3 REGISTERED DETAIL

Table 1 reflects the current registered details of the erven 2076 and 154, Darling.

| TABLE 1 : REGISTERED DETAIL | | | |
|---|---|---|---|
| REGISTERED PROPERTY | TITLE DEED NO | REGISTERED OWNER | EXTENT |
| Erf 2076, Darling situated in the Local Authority of Darling, in the Western Cape Province | T41311/2002 | Peter & Nadia Niklaus | 3743m² |
| Erf 154, Darling situated in the Local Authority of Darling, in the Western Cape Province | T7492/1958 | Darling Municipality | 137m² |

## 4. CURRENT LAND USE

Erf 2076 is used as a petrol filling station while erf 154 is used as a public roadway strip.

## 5. CONTEXTUAL LOCATION

The site is located in Main Road, Darling, between Pastorie and Lang Streets on the southern side of Main Road. The site is abutted as follows:

- North: Main Street
- South: Erf 151
- West: A stormwater channel and erven 146, 148 and remainder erf 150;
- East: Erf 2075, the Spar/Pep Shopping Centre

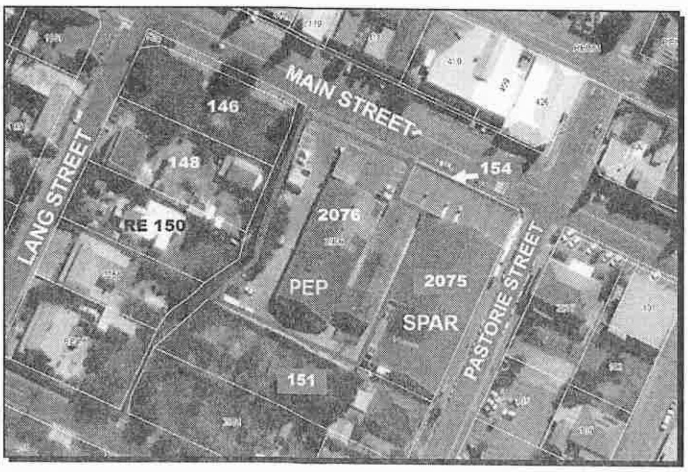



FIGURE 3: CONTEXTUAL LOCATION OF SITE

## 4. PROPOSAL

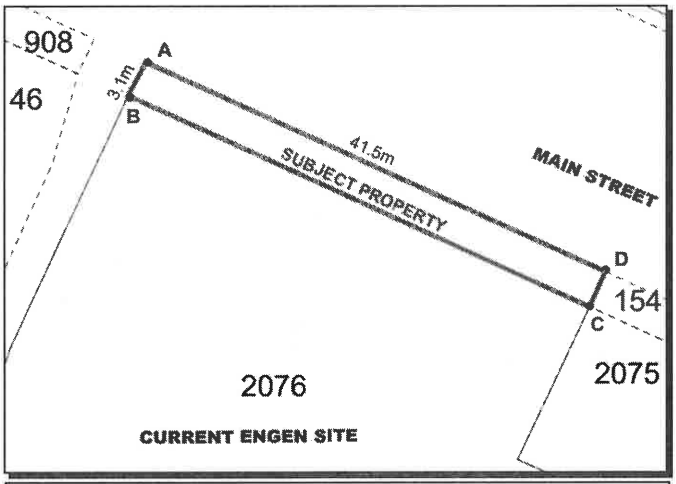



**FIGURE 4: THE SUBJECT PORTION OF ERF 154**

Erf 154 is a narrow portion of public roadway that exists next to several blocks on the southern side of Main Street.

Next to erf 20176, the strip measures approximately 3.1m wide with a 41,5m length i.e. a size of more or less 128m².

Figure 4 indicates the land portion as a, b, c and d.

Engen wishes to extend the current adjoining canopy to include a further pumping island, to close or slightly over this land, having limited scope where it currently is.

The land can only be utilized by Engen, as it currently is, thus qualifying for a non-viable asset in terms of the Darling Municipality registers.

Please note the adjoining Spar shopping centre site already also protrudes over this adjoining sliver of land, making any future road widening unlikely.

The purpose is thus to subdivide the relevant portion off erf 154, and to close, rezone and consolidate this land with the adjoining erf 2076.

This process will follow once Corporate Services has agreed to the disposal thereof.

## 5. CONCLUSION

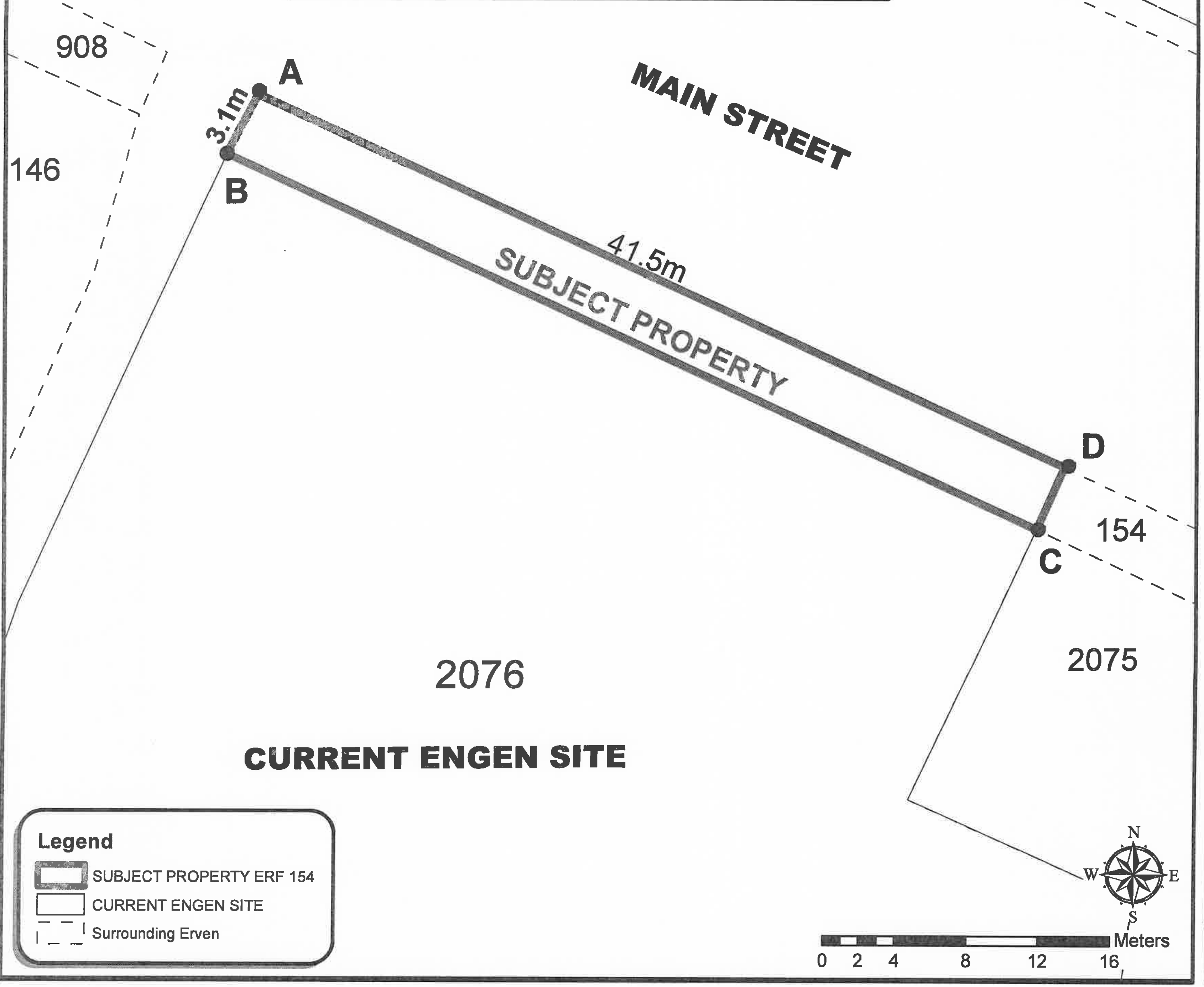
Application is made by the owners of erf 2076, Darling, Engen Petroleum, and trading as Nemesia filling station, to acquire a 128m² narrow sliver of public roadway in Main Road, to incorporate into the filling station property to enable the upgrade and aesthetic improvement of the current Engen site.

This proposal is thus made in good faith and hoping for swift circulation to the relevant internal departments and Council, for consideration, to enable the land use process to commence.

# LOCALITY PLAN OF ERF 154 DARLING


| | |
|---|---|
| PROJECT NAME: | **APPLICATION TO ACQUIRE PORTION ERF154 DARLING** |
| PLAN NAME: | **LOCALITY PLAN** |
| NOTES: | |
| CLIENT: | ENGEN |
| APPLICANT: | terraplan, Quantico House 2B, Loeriie Park, Paul Kruger Street 1B, Durbanville 7551. Tel: (021) 975-1300/1 Fax (021) 975-1179 Email: tinus@terraplan.co.za |
| DWG NO: | 237-1 |
| DATE: | 13/04/2023 |
| SCALE : | 1:300 |
| DRAWN BY: | P.Majola |
| CHECKED BY: | T. Scott |

# SITE PLAN OF ERF 154 DARLING




PROJECT NAME:

**APPLICATION TO ACQUIRE PORTION ERF154 DARLING**

PLAN NAME:

**SITE PLAN**

NOTES:

A, B, C,D represents
Erf 154 Darling with extent of approximately 128m$^2$

CLIENT: ENGEN

APPLICANT: terraplan

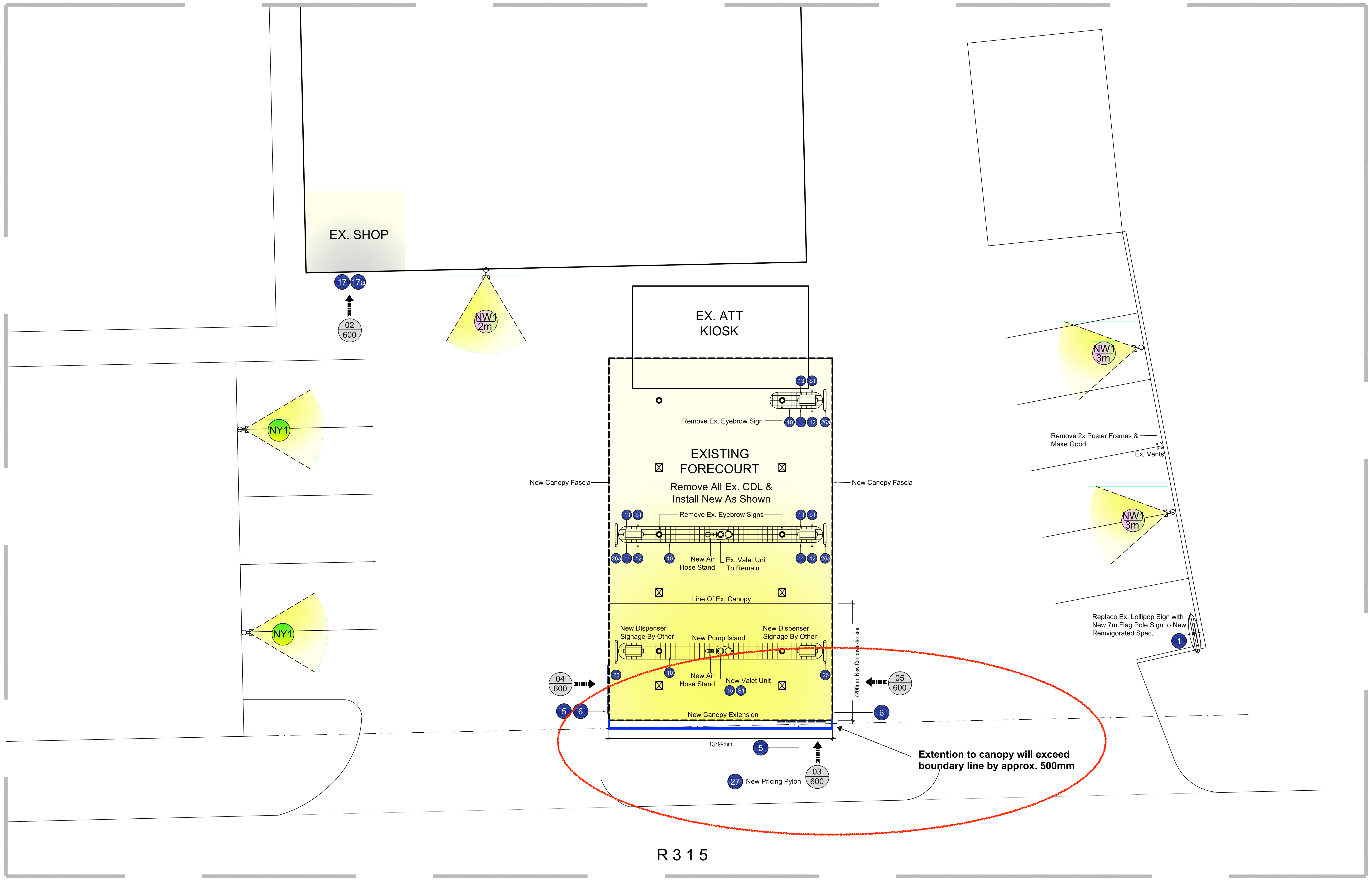
DWG NO: 237-1

DATE: 13/04/2023

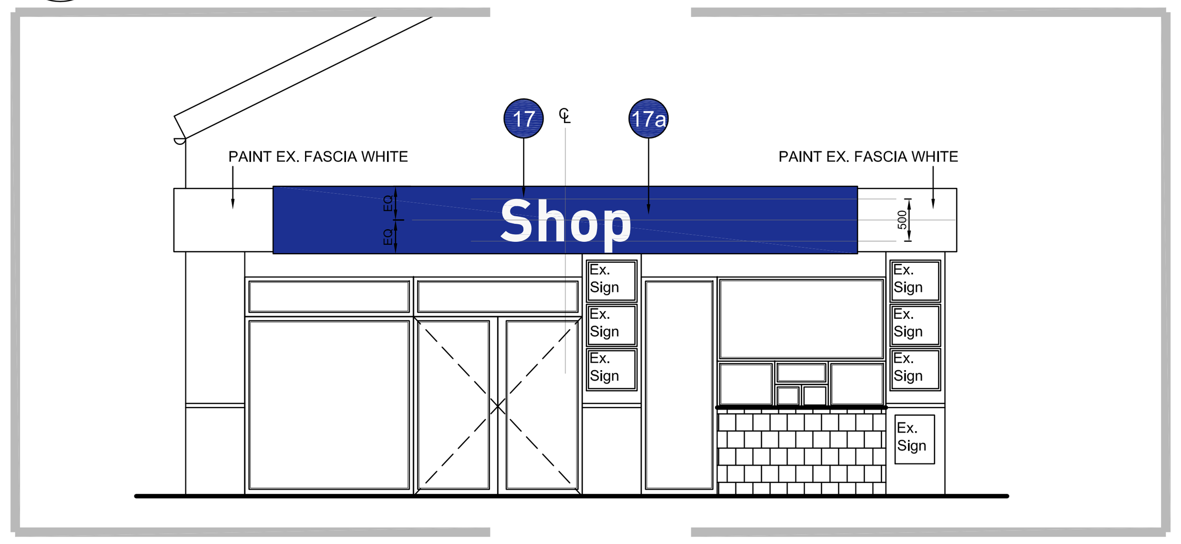
SCALE : 1:300

DRAWN BY: P.Majola

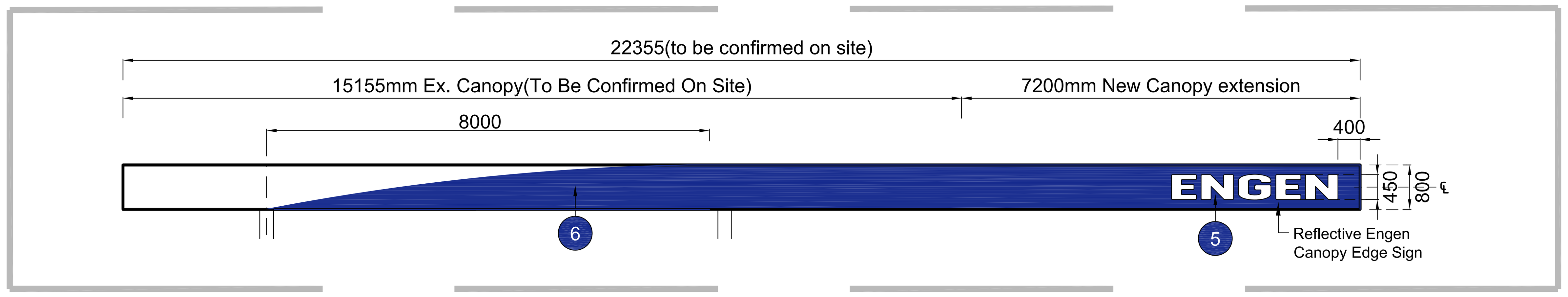
CHECKED BY: T. Scott



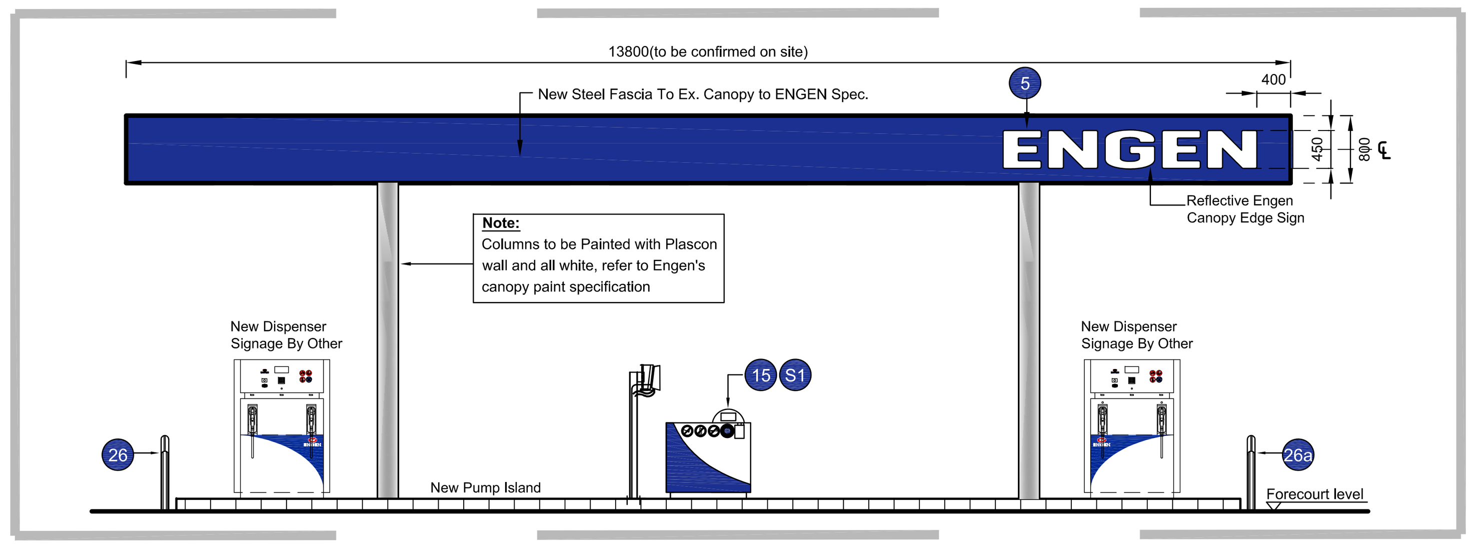

01 Site Plan - Signage Layout
600 SCALE 1:150



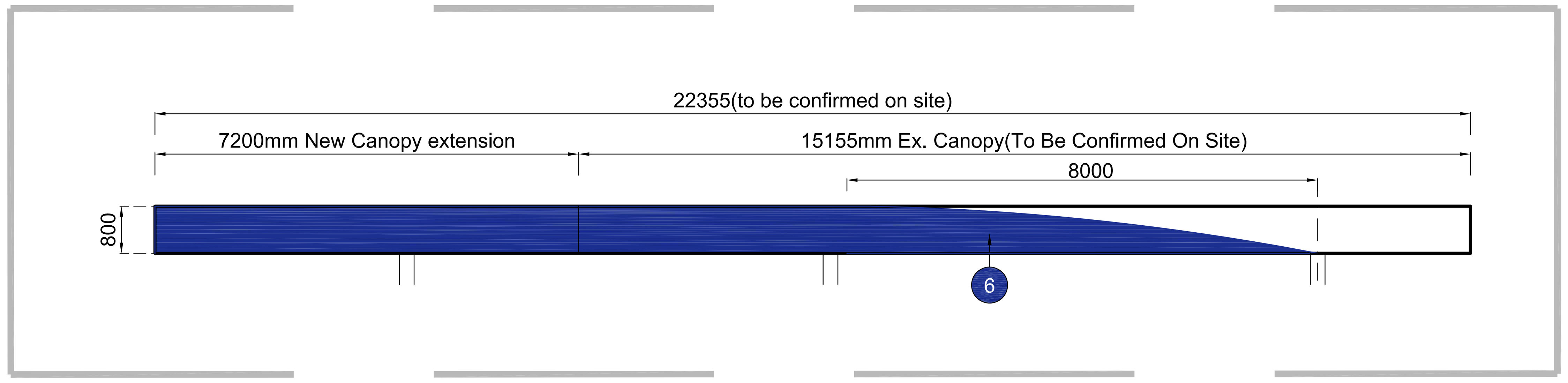

02 SHOPFRONT ELEVATION
600 SCALE 1:75




04 Side Canopy Elevation
600 SCALE 1:75



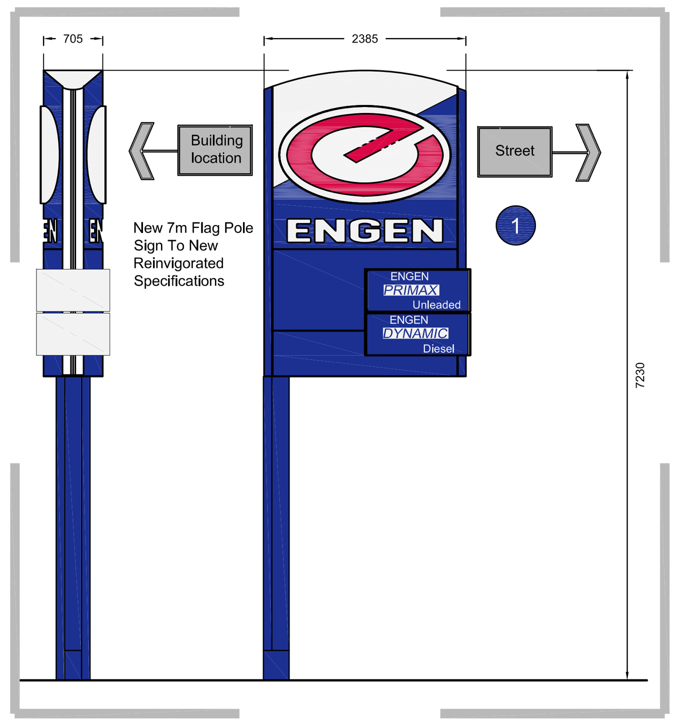

03 Front Canopy Elevation
600 SCALE 1:75




05 Side Canopy Elevation
600 SCALE 1:75

## Engen - Site signage legend

| | | |
|---|---|---|
| 1 | New 7m Flag Pole Prime sign to new Re-invigorated specification with 2x Brand message boxes with decals to both sides | 1 |
| 5 | **Canopy letter set - "ENGEN"**<br>**a. Reflective acrylic cut-outs**<br>**b. Prepare canopy fascia for painting, 2x coats "engen blue", plascon pro. Emulsion ref 160uv, contractor to prepare & prime surface.** | 2 |
| 6 | **Prepare and paint sides of new canopy fascia Engen blue with white swish, Blue to be 2 coats Plascon REF 160 uv and White to be 2 coats Plascon Wall & All WAA1. Ensure surface is correctly prepared.** | |
| 6a | **Paint back canopy facia facing building and the canopy feeder facia with 2 coats Plascon Wall & All WAA1 (White). Ensure that surface is correctly prepared.** | |
| 10 | **Prepare pump islands for new tiles-** Uniclore Nero 8.3mm Matt Full Bodied Porcelain 300 X 300mm (Black 1st Grade) - Grout: Black | |
| 11 | **Dispenser face decals x2 Per dispenser Supplied and installed by other.** | 3 |
| 12 | **Dispenser product decals**<br>**a. Supply & install by other.** | |
| 13 / S1 | **Dispenser - x2 Safety signage.**<br>**120mm x 120mm SAFETY SIGNAGE DECALS PER SIDE** (Switch Off Engine) | 3 |
| 15 / S1 | **600mm Valet unit - x2 Safety signage.**<br>**120mm x 120mm SAFETY SIGNAGE DECALS PER SIDE** (Switch Off Engine) | 1 |
| 17 | **"Shop" fascia sign**<br>**a. Supply & install new 500mm high "Shop" shop entrance sign on blue key line sign logo & lettering. Sign to be made from Reflective acrylic cut-out letters** | 1 |
| 17a | **BLUE SHOP FASCIA**<br>**a. Paint Fascia over Shop / Car Wash entrance with 2x coats plascon professional emulsion ENGEN BLUE (ref 160 uc) by contractor.** | |
| 22 | **Site name window decal**<br>**a. Supply & install site name decal: 120mm Ht: Font: Univ 65, Col White** | 1 |
| 26 | **Supply & Install New Steel Crash barriers To Match Exist. Painted Hammerite Silver** | 2 |
| 26a | **Repaint Ex. Steel Crash barriers With Hammerite Silver** | 3 |
| 27 | **Supply New Pricing Pylon To Engen Spec.** | 1 |




06 New 7m Flag Pole Prime Sign
600 SCALE 1:75

STANDARDS & SPECIFICATIONS
The following Specifications; Standards and Codes apply and should be read in conjunction with this drawing. All installations to strictly adhere to the instructions and codes of practice set out within these Specifications; Standards and Codes. Storage; handling and installation of equipment to comply with manufacturer's instructions and be conducted by an accredited installer.

| DOCUMENT | DOCUMENT |
|---|---|
| Standards & Details Ver1 | · Engen Pump & Tank Standards |
| OHS Act 85 of 1993 | · Occupational Health & Safety Act |
| SANS 10089-2 | · The petroleum industry. Part 2: The electrical and other installations in the distribution and marketing sector. |
| SANS 10089-3 | · The petroleum industry. Part 3: The installation, modification, and decommissioning of underground storage tanks, pumps/dispensers and pipework at service stations and consumer installations. |
| SANS 10108 | · The classification of hazardous locations and the selection of apparatus for use in such locations. |
| SANS 10142 | · Wiring regulations. |
| NBR | · National Building Regulations. |
| SANS 1535 | · Glass-reinforced polyester-coated steel tanks for the underground storage of hydrocarbons and oxygenated solvents and intended for horizontal burial. |
| SANS 1200 DB | · Standardised specification for civil engineering construction Section DB : Earthworks (pipe trenches) |

This drawing to be read in conjunction with Engen Standards and Details document Version 1 Revision B.

**FOR CLIENT APPROVAL**

## LED LIGHTING - QUANTITY LIST

| Item | Legend | Specification & Light Description | Number Required | LED Lights |
|---|---|---|---|---|
| 1 | | New 1 x Canopy LED Light. | 6 | 6 |
| 2 | NW1 2m | New 2m Extension Spigot and New 1 x Mini LED Light | 1 | 1 |
| 3 | NW1 3m | New 3m Pole With Spigot and New 1 x Mini LED Light | 2 | 2 |
| 4 | NY1 | New 4.5m (A.B.G.L) Yard Light with 1 x Mini LED Light in conc slurry base | 2 | 2 |
| | | TOTAL | 11 | 11 |

| NO. | DATE | REVISION DESCRIPTION | DRAWN |
|---|---|---|---|
| 4 | 18 DEC 18 | UPDATED, WITH NEW 7,2m CANOPY EXTENSION | AM |
| 3 | 8 JUNE 18 | UPDATED, LED LIGHTING AND AIR HOSE STAND | AM |
| 2 | 9 MAY 18 | FOBI SPEC - TIER 2 | AM |



REDBRICK consulting
Office A13, Westlake Square
1 Westlake Drive - Tokai - Cape Town. 7945
PO Box A13 - Westlake Square
Tokai - Cape Town. 7945
Co. Reg. No.: 1993/02336/07
VAT No: 4890142344
Tel: +27 21 702 4289
Fax: 087 234 5750

CLIENT: ENGEN PETROLEUM
PROJECT: NEMESIA
ADDRESS: Main Road, Darling, 7345
DRAWING TITLE: SIGNAGE PLAN

| | RESPONSIBLE PERSON | DATE |
|---|---|---|
| DESIGN | A MAHOMED | 07 May 18 |
| DRAWN | | |
| CHECKED | | |
| PROJECT MANAGER | | |
| CLIENT | ENGEN | |

DRAWING NUMBER

| PROJECT IP No. | PHASE | DRAWING NUMBER | REVISION |
|---|---|---|---|
| 2EHT | - PRE - | 600 | - 4 |

DRAWING PHASES:
PRE = PRELIMINARY
FEA = FEASIBILITY
PER = PERMIT
TEN = TENDER
ENG = ENGINEERING
ASB = AS BUILT

ENGEN

SHEET SIZE: A1
SCALE: As Shown

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste

9 Junie 2023

17/9/2/R

**ITEM 7.9 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

**ONDERWERP: HUUROOREENKOMS DOLFYNTJIES BEWAARSKOOL MOORREESBURG**
***SUBJECT: LEASE AGREEMENT DOLFYNTJIES CREĆHE MOORREESBURG***

1. **AGTERGROND/BACKGROUND**

1.1 Dolfyntjies Bewaarskool, Moorreesburg huur tans erf 1383, Moorreesburg vanaf Swartland Munisipaliteit vir die bedryf van `n Vroeë Kinderontwikkelingsentrum.

1.2 Dolfyntjies Bewaarskool is `n behoorlik geregistreerde entiteit en ons Departement Ontwikkelingsdienste is van mening dat hul werksaamhede tot groot voordeel van die Moorreesburg gemeenskap is.

1.3 Aansoek word nou gedoen om die perseel vir `n verdere termyn van drie (3) jaar, vir die bedryf van `n bewaarskool te huur.

**2. WETGEWING**

Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –

- kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;
- onderhewig aan die bepalings van die MATR (Municipal Asset Transfer Regulations) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].

Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die munisipaliteit, soos toegelig in paragraaf 3.

**3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN**

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2023 <u>indirek</u> aansluiting by
- *<u>Strategic Goal 5</u>: Sufficient, affordable and well-run services.*

**4. FINANSIËLE IMPLIKASIE**

Daar is geen finansiële uitgawes vir die munisipaliteit verbonde aan die verhuring van die fasiliteite nie.

**5. AANBEVELING**

5.1 Dat 'n drie (3) jaar huurooreenkoms met Dolfyntjies Bewaarskool Moorreesburg, aangegaan word vir die huur van erf 1383, Moorreesburg vir die bedryf van `n Vroeë Kinderontwikkelingsentrum;

5.2 Dat die huurgeld vasgestel word op R120,00 per jaar plus BTW;

5.3 Dat die bestaande huurvoorwaardes gehandhaaf word.

***5. RECOMMENDATION***

*5.1 That a three (3) year lease agreement be entered into with Dolfyntjies Créche Moorreesburg for the lease of erf 1383, Moorreesburg, for the operating of an Early Childhood Development Centre;*

*5.2 That the rental amount be established at R120,00 per annum plus VAT;*

*5.3 That the existing conditions of lease remain unchanged.*

(get) S de Jongh

**MUNISIPALE BESTUURDER**
**GS/**

Munisipaliteit
Municipality
Umasipala

# Verslag Ω Ingxelo Ω Report

Kantoor van die Direkteur: Korporatiewe Dienste
8 Junie 2023

12/1/3/1-1/1

**ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

**ONDERWERP: VERHURING VAN MUNISPALE EIENDOM: KHETH'IMPILO**
***SUBJECT: LEASING OF MUNICIPAL PROPERTY: KHETH'IMPILO***

1. **AGTERGROND / *BACKGROUND***

1.1 Die Provinsiale Departement van Gesondheid het `n 2-jaar ooreenkoms met Kheth'Impilo aangegaan vir die lewering van geintegreerde gesondheids- en welstandsprogramme in die Moorreesburg omgewing.

1.2 Tans beskik Kheth'Impilo nie oor `n geskikte perseel om hul dienste effektief aan hul teikengroep te lewer nie en het dus Swartland Munisipaliteit genader met die versoek om die tans ongebruikte munisipale gebou te Sentrumweg, Moorreesburg (bekend as die voormalige Biblioteek/Behuisingskantoor) te huur.

1.3 Die gebruik van die betrokke perseel is intern bespreek en word dit nie benodig vir lewering van dienste deur Swartland Munisipaliteit nie.

1.4 Sien asb ook aangehegte skrywe vanaf Departement Gesondheid ter agtergrond en ondersteuning van die aansoek.

**2. WETGEWING**

Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –

- kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;
- onderhewig aan die bepalings van die MATR (Municipal Asset Transfer Regulations) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].

Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die munisipaliteit, soos toegelig in paragraaf 3.

**3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN**

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2022 <u>indirek</u> aansluiting by

- <u>Strategic Goal 1:</u> Improved quality of life for citizens, en
- <u>Strategic Goal 3:</u> Quality and sustainable living environment

**4. FINANSIËLE IMPLIKASIE**

Geen uitgawes vir die munisipaliteit. Huurgeld van R120.00 plus BTW word per jaar gevorder.

***5. RECOMMENDATION***

*5.1 That a lease agreement be entered into with Kheth'Impilo, for a period of 2 years, for the lease of the municipal building in Sentrum Road, Moorreesburg for the purpose of delivering community based healthcare;*

*5.2 That the lease tariff of R120.00 per annum, plus VAT, be approved;*

*5.3 That the Director: Corporate Services be authorized to determine the terms and conditions of said lease agreement, in conjunction with the Director: Development Services;*

*5.4 That Council`s intention to enter into a lease agreement with Kheth'Impilo be advertised for public comment, in the local press.*

(get) S de Jongh

**MUNISIPALE BESTUURDER**
GS/

Health Department
**Johanna van der Westhuizen**
Swartland PHC Sub-district
Johanna.VanDerWesthuizen@westerncape.gov.za | Tel: 022 482 2729

**Municipal Manager**
**Swartland Municipality**
**Malmesbury**
**7299**

**Attention: Mr. G Solomons**

Good day Mr. Gustav Solomons

**ACCOMMODATION FOR NGO PARTNERS OF THE DEPARTMENT OF HEALTH: DELIVERING COMMUNITY BASED SERVICES IN THE SWARTLAND SD**

The meeting held on 29 May 2023 at Swartland Municipality between the Swartland Municipality and Ms J van der Westhuizen, refers.

1. **BACKGROUND**

   Community based services in the department of Health are rendered in partnership with NGO and an external tender are advertised every 2 years.
   The process started in January 2023 and concluded on 27 of March 2023.
   Service Level agreements were signed with the following NGO to render the service for FY 2023.24:

| NGO | AREA | TYPE OF SERVICE |
|---|---|---|
| RIGTH TO CARE | Malmesbury, Abbotsdale, Chatsworth, Riverlands and Kalbaskraal | Integrated health and wellness program in the community |
| Kheth'Impilo. | Moorreesburg, Koringberg , Riebeek-Wes and Riebeek -Kasteel | Integrated health and wellness program in the community |
| TB/HIV Care | Malmesbury CDC & Swartland Farms | Wellness Centre and HTA (high transmission area's) |
| Sinethemba Darling | Darling | Integrated health and wellness program in the community |
| Goue Aar | Swartland and Bergrivier SD | Intermediate care |

## 2. COMMUNITY BASED SERVICES

Community based services is an important service delivery platform in the district Health services and very supportive and part of the primary health platforms.

### 2.1 Integrated health and Wellness program

This is service delivery in the community and in the homes and includes screening, health education, support, treat and test and refer. It includes community engagements and participation and then support in the following programs:

- Maternal and newborn
- Child and adolescent
- Health adults and ageing
- Sexual and reproductive

### 2.2 Wellness

Wellness service are a comprehensive package of care provide in the living, learning, social and working spaces. The Department strives to promote wellness through expanding current service in Wellness hubs. The aim is to improve access to wellness services. The exact way in which the NPO resources and organizes the wellness services will differ.

- Groups
- Fixed sited/mobile clinic.
- Venues
- Collaboration with departments
- Cater of Different age groups

### 2.3 Transitional Care:

Post-acute, restorative and end-of-life care involving care plans for admission in fixed facility with 24-hour nursing care:

- Short stay – six to 12 weeks
- Wound care
- End of life care
- Palliative care

## 3. SUPPORT FORM SWARTLAND MUNICIPALITY

Right to Care and Kheth'Impilo need accommodation for office space and to deliver services which include chronic groups:

- Accommodation was discussed during the meeting and Swartland Mun will support with accommodation at Moorreesburg. This application will be addressed during the next executive meeting.
- The NGO's can apply to access the municipal halls for the chronic groups.

The department of Health is grateful for the support and time to discuss this urgent and important service to the Swartland community. Your positive feedback will be appreciated.

Regards

**Hannalie van der Westhuizen**
**PHC Manager: Swartand Sub-District**
**Date: 31 May 2023**

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste
9 Junie 2023

12/1/3/1-1/1

**ITEM 7.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

**ONDERWERP: VERHUUR VAN HANDELSPASIES TE JAKARANDASTRAAT, MALMESBURY**
***SUBJECT: LEASING OF TRADING SPACES AT JAKARANDA STREET. MALMESBURY***

1. **AGTERGROND/BACKGROUND**

1.1 Swartland Munisipaliteit bedryf tans `n Entrepeneursnode te erf 7516, Jakarandastraat Malmesbury.

1.2 Vier (4) klein besighede word bedryf uit doelgeboude skeepsvraghouers, voorsien deur die Raad.

1.3 Die tipe besighede wat tans bedryf word, is soos volg:

- Barbier/Haarsalon – N Magaginxa
- Klerewinkel ( vervaardiging, herstelwerk, alterasies sowel as verkope) – J Meyer
- Wegneemetes – N Nomnga - Wotyana
- Snoepie/*Tuckshop* – X Mhlungwana

1.4 Hul aanvanklike huurtermyn loop nou ten einde en word versoek dat hul huurtermyn met `n verdere 2 jaar verleng word.

2. **WETGEWING**

Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –

- kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;

- onderhewig aan die bepalings van die MATR (Municipal Asset Transfer Regulations) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].

Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die munisipaliteit, soos toegelig in paragraaf 3.

3. **KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN**

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2023 direk aansluiting by

- Strategic Goal 2: Inclusive Economic Growth

4. **FINANSIËLE IMPLIKASIE**

Geen lopende uitgawes vir Munisipaliteit. Nominale huurgeld van R100.00 plus BTW, per maand, word voorgestel.

***5. RECOMMENDATION***

*5.1 That approval be granted for the extension of leases to the respective lessees, for a further period of two (2) years, subjects to terms and conditions as determined by the Directors of Corporate Services and Development Services;*

*5.2 That the monthly rental remain unchanged at R100.00, VAT excluded ;*

**5. AANBEVELING**

5.1 Dat Goedkeuring verleen word vir die verlenging van huurooreenkomste met die onderskeie huurders, onderhewig aan terme en voorwaardes, soos bepaal deur die Direkteure van Korporatiewe Dienste en Ontwikkelingsdienste;

5.2 Dat maandelikse huur onveranderd bly op R100.00, plus BTW.

(get) S de Jongh

**MUNISPALE BESTUURDER:**
GS/

Munisipaliteit
Municipality
Umasipala

# Verslag Ω Ingxelo Ω Report

Kantoor van die Direkteur: Korporatiewe Dienste
8 Junie 2023

12/1/3/1-1/1

**ITEM 7.12 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

**ONDERWERP: KANTOORAKKOMMODASIE: ABBOTSDALE BUURTWAG**
***SUBJECT: OFFICE ACCOMMODATION: ABBOTSDALE NEIGHBOURHOOD WATCH***

## 1. AGTERGROND

1.1 Die Abbotsdale Buurtwag huur tans een deel van die struktuur geleë op erf 1217, geleë te Roosmarynstraat, Abbotsdale (skuins oorkant die nuwe biblioteek). ASLA het die struktuur op eie koste as prototipe opgerig, om deur die Munisipaliteit tot voordeel van die gemeenskap benut te word. Erf 1217 is die eiendom van die Raad en word saam met erf 1219 daarnaas geoormerk vir die toekomstige oprigting en beskikbaarstelling van besigheids-geleenthede onder die sg. *Socio-economic Programme*.

1.2 Die Abbotsdale Buurtwag het dus aangedui dat hul begerig is om vanaf 1 Junie 2023 die huurooreenkoms vir `n verdere tydperk te verleng.

## 2. WETGEWING / BELEID

2.1 Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die Munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –

- kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;
- onderhewig aan die bepalings van die MATR (*Municipal Asset Transfer Regulations*) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].

2.2 Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die Munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die Munisipaliteit, soos toegelig in paragraaf 4 hieronder.

## 3. FINANSIëLE IMPLIKASIES

3.1 Daar is geen finansiële uitgawes vir die Munisipaliteit verbonde aan die verhuring van die fasiliteite nie. 'n Nominale huurgeld ten bedrae van R120,00 (BTW uitgesluit) per jaar word gehef.

## 4. ALIGNMENT WITH INTEGRATED DEVELOPMENT PLAN

4.1 Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2023 beslag in

- *Strategic Goal 3: Quality and sustainable living environment (Strategic Objective 5: Enhance safe, healthy, liveable and sustainable communities and neighbourhoods),* sowel as
- *Strategic Goal 5: Sufficient, affordable and well-run services.*

## 5. AANBEVELING

5.1 Dat goedkeuring verleen word dat 'n huurooreenkoms met die Abbotsdale Buurtwag gesluit word vir die huur van een gedeelte van die struktuur geleë op erf 1217, Abbotsdale, en wel vir 'n verdere periode van een (1) jaar ten bedrae van R120,00 per jaar, BTW uitgesluit, welke bedrag vooruitbetaalbaar sal wees;

5.2 Dat die huurvoorwaardes wat tans geld, van krag sal bly.

## *5. RECOMMENDATION*

*5.1 That approval be granted for a lease agreement to be concluded with the Abbotsdale Neighbourhood Watch for the lease of one portion of the structure situated on erf 1217, Abbotsdale, for a further period of one (1) year at the amount of R120,00 per annum, VAT excluded, which amount shall be payable in advance;*

*5.2 That the current conditions of lease remain applicable.*

(get) S de Jongh

**MUNISPALE BESTUURDER**
GS/

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Beskermingsdienste

7 Junie 2023

17/5/1/1

WYK: Alle wyke

**ITEM 7.13 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023.**

**ONDERWERP: TERUGVOERING OOR DIE WERKSAAMHEDE VAN DIE SWARTLAND GEMEENSKAPSVEILIGHEIDSFORUM**

**SUBJECT: FEEDBACK FROM THE SWARTLAND COMMUNITY SAFETY FORUM (CSF)**

1. **AGTERGROND / BACKGROUND**

Swartland Traffic and Law Enforcement Services has an integrated approach to addressing safety within the municipal area. For that matter, close and successful cooperation exists between all safety role players. Swartland Municipality started with a Swartland Safety Initiative (SSI) in 2017 to coordinate all safety role players under one umbrella. The SSI was transformed during 2021 to be called the **Swartland Community Safety Forum** to be in line with the West Coast District Municipality and the rest of the Country.

Crime is unwanted in any society because it brings fear, anger and hatred.
It is important for the Swartland Municipality to bring change to this situation therefore a multi-disciplinary approach by all stakeholders is necessary.

The South African Police service (SAPS) as the lead agent and other role players had become partners in the fight against crime and other illnesses that threaten the Swartland communities.

This report is to inform the Mayoral committee of the mandate of the Swartland Community Safety Forum and its operations to reduce crime, increase safety and have an integrated approach by pooling resources and dealing with social illnesses effectively.

Further objectives are:

- To lower the murder rate by 50%.
- To decrease offenders of crime.
- To remove the opportunity to commit crime and
- To address the root causes of crime.

It is the vision of all stakeholders of the Swartland Community Safety Forum, to achieve the objectives and not only to react to crime but also to prevent crime. This partnership must build capacity and ensure that the safety plan is reviewed and aligned to the municipalities Integrated Development Plan (IDP). Reducing crime and the building of safer communities is the responsibility of all communities and stakeholders within the Swartland area.

The current 20 IDP under strategic goal one, has the following strategic initiative:

> ***"An effective Swartland Community Safety Forum***" with the key performance indicator of: "***Annually report to the Mayoral Committee by June***".

The following short feedback can be reported:

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1. ***A functional Control room with CCTV cameras is still in place. The possibility to make use of disabled persons to operate this control room is under investigation.***
2. ***The appointment of Mr JU Van Der Westhuizen as safety coordinator for Swartland Municipal area which had a very positive impact w.r.t relationship building and collaboration between all Law Enforcement agencies.***
3. ***Signed MOU's between different SAPS stations and role-players.***
4. ***The successful confiscation of illegal and illicit substances.***
5. ***Successful integrated operations of the Swartland K9-Unit with other safety role players.***
6. ***The K9-UNIT is our pride with many successful operations in the municipal area as well as across boundaries with other West Coast Municipalities.***
7. ***Regular attendance of the West Coast Safety Advisory Forum.***
8. ***Shared services agreements are in place between all West Coast Municipalities as well as with Stellenbosch, Drakenstein and Theewaterskloof municipalities.***
9. ***Malmesbury Safety also established a centralized Operational Room to coordinate integrated safety challenges in town and in the rural areas (farms). The idea is to integrate this room with the Municipal CCTV Room.***
10. ***The Reaction Unit /LEAP was established May 2022 with 20 members for Swartland to assist SAPS as a force multiplier. Respond to crime prevention and combatting of crime activities as well as by-laws.***
11. ***Regular visits from the Provincial Government in the Premier- Alan Winde and Minister of Police Oversight and Community Safety- Reagan Allan is a morale booster.***
12. ***The WCLA's working relationship with both units is phenomenal and huge successes has been recorded within the Swartland Municipal area.***
13. ***There is an increase in safety, visibility and trust amongst communities.***
14. ***The operations of the units caused effective crime mapping and hotspot identification through these joint operations.***
15. ***The following highlights and successes can be reported of the Reaction/LEAP unit since its inception:***
    - ***Operations = 192***
    - ***Arrests = 24***
    - ***Premises searches = 202***
    - ***Vehicle searches = 237***
    - ***Persons searches = 319***
    - ***Cross boundary operations = 5***
    - ***Land invasion operations = 4***

16. ***The K9 unit proofs to be very effective with crime prevention efforts and we can report various successes:***
    - ***Operations = 349***
    - ***Arrests = 374***
    - ***Persons Searches = 1408***
    - ***Vehicle Searches = 4288***
    - ***Cross boundaries operations = 40 with 35 arrests***
    - ***Value of Exhibits confiscated = R1.9 million***

17. ***The Swartland Community Safety Plan has been reviewed.***

# *PHOTO GALLERY*


CAPEARGUS NEWS

**Man bust with 44 weapons, ammunition set to appear in Malmesbury court**

*The firearms cache comprised of rifles, 9mm pistols, an assortment of rounds of ammunition and other heavy weapon artillery. Picture: SAPS*

Published Feb 18, 2023

SHARE

# Polisiehonde snuffel 'bankies' uit

beslag

## Swartland and Overstrand K-9 Units continue to interrupt criminals

9 March 2023

## Overstrand and Swartland K-9 units make huge busts during festive period

18 January 2023

Home > South Africa

## K-9 unit makes 236 arrests for various crimes in the Western Cape in the past three months

14 August 2022, 7:54 PM | Lynne Arendse | @SABCNews

## K9 Unit makes its bite felt on W Coast, in Overstrand

23 Aug. 2022


STLE

**STAKEHOLDERS INVOLVE IN THE SWARTLAND CSF**

1. South African Police Service (SAPS)*****
2. Swartland Municipal Traffic & Law Enforcement (STLE)
3. Private Security Companies
4. Neighbourhood Watches & Farm Watches
5. Community Policing Forums (CPF, s)
6. Department of Police Oversight & Community Safety (POCS)
7. Private + Corporate Business
8. Farming communities – Agri Malmesbury; Darling. Moorreesburg an Riebeek Valley
9. Agri- Western Cape
10. Rural Safety Forum
11. Emergency/Fire Fighting and Disaster Management Services
12. Department of Correctional Services.( DCS)
13. Department of Justice (DOJ)*****
14. Department of Home Affairs
15. Department of Social Development (DSD)
16. Department of Health (DOH)
17. EMS (Emergency Management Services)
18. Department of Basic Education
19. Western Cape Provincial Traffic*****
20. Western Cape Liquor Authority
21. Immigration Control

Discussions will take place with the Departments with the ***** with regards their attendance and involvement with the activities of the Swartland CSF.

2. **WETGEWING / LEGISLATION**

Section 152(1) (d) of the Constitution of the Republic of South Africa (Act 108 of 1996) defines that a safe and healthy environment be promoted and that communities must be involved in Local Government.

**Other applicable legislation is**:

- The Constitution of South Africa 1996 (Act 108 of 1996)
- Criminal Procedure Act (Act 57 of 1977)
- National Road Traffic Act (Act 93 of 1996)
- Municipal By- laws.
- Local Government Municipal Systems Act 2000 (Act 32 of 2000)
- Local Government Municipal Structures Act 1 998 (Act 117 of 1998)
- The White Paper on Local Government dated 9 March 1998
- Disaster Management Act (Act 57 of 2002**)**

3. **KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP**

This report is aligned to Strategic Goal 1: Improved quality of life for citizens.
Strategic objective 1.9 = Integrated crime prevention/ Safety stakeholder collaboration.

4. **FINANSIELE IMPLIKASIE/ FINANCIAL IMPLICATION**

None

5. **RECOMMENDATIONS**

5.1. That cognisance is taken of the content of the report and the efforts of the Swartland Community Safety Forum to build partnerships with all safety role players to in the end to combat crime in the Swartland Municipal area.

5.2. That cognisance be taken that the Swartland Safety Forum will convene on a quarterly basis.

(get) P A C Humphreys

**MUNISIPALE BESTUURDER**
**MUNICIPAL MANAGER**

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Beskermingsdienste

7 Junie 2022

17/5/1/1

WYK: Alle wyke

**ITEM 7.13 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023.**

**SUBJECT: APPROVAL OF SWARTLAND COMMUNITY SAFETY PLAN 2023**

## 1. AGTERGROND / BACKGROUND

Crime is unwanted in any society because it brings fear, anger and hatred.
It is important for the Swartland Municipality to bring change to this situation therefore a multi-disciplinary approach by all stakeholders is necessary. The department Protection Services compiled a Safety Plan with the Safety Coordinator, Uys van der Westhuizen as the driver.

The success of safety plans is dependent on the ongoing active involvement and accountability of key role players such as the South African Police Service (SAPS), Neighbourhood Watches (NHWs), Farm Watches (FW), Community Policing Forums (CPFs), Community Based Organizations (CBOs), Local and Provincial Government Departments, Faith Based Organizations (FBOs), the private sector and civil society. It is therefore critical that the right person(s), organizations and role-players are attending and contributing towards the functioning of the Community Safety Forum. Continuity of members that can make decisions, is of paramount importance to ensure that all participants are informed of what is required from each entity.

The Swartland Safety Plan is the guiding document for the work of the Swartland Community Safety Forum (CSF) and its members, to focus their efforts, programs, projects and all other participating departments in increasing safety levels in the municipal area.

It must be noted that the CSF is the platform that drives, coordinates, and monitors the effectiveness of the execution of the different sub safety plans as documented in the Swartland Safety Plan. The CSF is the instrument that can "make or break" the effectiveness of the Swartland Safety Plan.

One of the most important considerations in the compilation of a safety plan is an understanding of the distribution of crime within geographic areas, and that this consideration makes it possible to identify geographic hotspots for crime. It is therefore increasingly being recognized that spatial targeting of all government developmental interventions, including those that encompass safety promotion and crime prevention, should be concentrated, and coordinated within a defined location, and should foster integration within all departments, across the spheres of government. The higher the concentration of crime (which indicates a crime hotspot), the more services are required to build community resilience, promote community safety, and prevent the proliferation of violence. These services largely fall within the ambit of local government, and includes the provision of sufficient lighting, and ensuring the implementation of crime prevention through environment design in the development of public spaces and human settlements. It also includes building community resilience through appropriate and meaningful skills development, income generation opportunities and job creation.

Real progress was made with the implementation of the Safety Plan. The Community Safety Forum was established, and several role-players and stakeholders are attending this forum. The coordination of activities and tasks are slowly but surely becoming a reality. Good relations exist between many role-players which provides a sound platform to build upon.

The Safety plan must be discussed at each CSF meeting. The purpose of these discussions is to ensure that role-players can be requested to assist in a holistic and collaborative manner to execute these plans and to provide feedback at the next CSF meeting. During these meetings, challenges, gaps and lessons learned during the execution of these plans, can be discussed which might lead to an adjustment in the execution of these sub safety plans. This will ensure an updated, vibrant, and effective Swartland Safety Plan relevant to the issues in the Swartland area of responsibility.

In conclusion, this Swartland Safety Plan seeks to foster a culture of partnership, enhance the effectiveness of safety measures, and promote a resilient and secure Swartland Municipality.

The Swartland Safety Plan emphasises the importance of cooperation, coordination and integration among various role players, communities and organisations involved in community safety.

This report serves to recommend that the attached Swartland Community Safety Plan be approved.

## 2. WETGEWING / LEGISLATION

Section 152(1) (d) of the Constitution of the Republic of South Africa (Act 108 of 1996) defines that a safe and healthy environment be promoted and that communities must be involved in Local Government.

**Other applicable legislation is**:

- The Constitution of South Africa 1996 (Act 108 of 1996)
- Criminal Procedure Act (Act 57 of 1977)
- National Road Traffic Act (Act 93 of 1996)
- Municipal By- laws.

## 3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

This report is aligned to Strategic Goal 1: Community safety and wellbeing

## 4. FINANSIELE IMPLIKASIE/ FINANCIAL IMPLICATION

None

## 5. RECOMMENDATIONS

5.1. That cognisance is taken of the content of the report as well as the content of the Swartland Community Safety Plan.
5.2. That the Swartland Community Safety Plan be approved.

(get) P A C Humphreys

**MUNISIPALE BESTUURDER**
**MUNICIPAL MANAGER**

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste

7 Junie 2022

17/5/1/1

**ITEM 7.15 VAN DIE AGENDA VAN `N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

***SUBJECT: SWARTLAND MUNICIPALITY: 2023 REVIEWED BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN***

## 1. AGTERGROND / *BACKGROUND*

Section 9 of the original Business Continuity and Disaster Recovery Plan states:
"***This plan is intended to be a living document and as such must be*** **reviewed on a regular basis"**

Attached find the annual **reviewed 2023 Business Continuity and Disaster Recovery Plan** which cover all possible disasters that can happen within the municipality. Changes to the plan relates merely to the update of staff changes and telephone numbers (refer page 5 of the plan).

The purpose of this business continuity plan is to prepare Swartland Municipality and specifically its departments in the event of extended service outages caused by factors beyond our control, and to restore services to the widest extent possible in a minimum timeframe.The plan makes provision for a disaster recovery team (Emergency Management Team – EMT), which consists of:

- The Municipal Manager
- Departmental Heads
- IT-Manager
- The Executive Mayor
- The Executive Mayoral Committee member responsible for Protection Services

This disaster recovery team will be responsible for the overall co-ordination of the disaster recovery effort.

## 2. *WETGEWING / LEGISLATION*

This Business Continuity and Disaster Recovery Plan are reviewed in line with the **Disaster Management Act, Act 57 of 2002.**

## 3. *KOPPELING AAN DIE GOP / ALIGNMNENT TO THE IDP*

This plan is aligned to the IDP for 2017-2022 with **strategic goal 1: Improved quality of life for citizens**

## 4. *FINANSIELE IMPLIKASIE / FINANCIAL IMPLICATION*

Geen finansiele implikasie vir die Raad.Die plan is intern opgedateer.
No financial implication. The plan was reviewed internally.

5. **AANBEVELING / *RECOMMENDATIONS***

5.1 That **cognisance is taken of the changes** that was made to the Business Continuity and Recovery Plan.

5.2 That the reviewed 2023 Swartland Business Continuity and Recovery Plan **be approved**.

(get) P A C Humphreys

**MUNISIPALE BESTUURDER**
***MUNICIPAL MANAGER***

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
7 June 2023

5/7/3
Ward: NVT

**ITEM: 7.16 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023.**

**ONDERWERP: AFSKRYWING VAN ONINBARE EN ANDER SKULD JANUARIE 2023 DEERNISHUISHOUDINGS TEN BEDRAE VAN R 3 404 726,66 EN ANDER ONINVORDERBARE SKULDE TEN BEDRAE VAN R216 066.62**

***SUBJECT: WRITE-OFF OF IRRECOVERABLE DEBT AND OTHER DEBT JANAURY 2023 INDIGENT HOUSEHOLDS IN THE AMOUNT OF*** **R 3 404 726,66** ***AND OTHER IRRECOVERABLE DEBT IN THE AMOUNT OF*** **R216 066.62**

1. **AGTERGROND/BEREDENERING / BACKGROUND/*DISCUSSION***

Die eerste skedule hierby aangeheg reflekteer die totale bedrag van **R 3 404 726,66** wat afskryfbaar is ten opsigte van deernishuishoudings. Alhoewel subsidies op water en elektrisiteit gegee word en die subsidie op ander dienste, soos vullis en riool toegestaan word, is die tendens nog altyd dat in sommige gevalle die rekeninge van die verbruikers net eskaleer. Daar is ten spyte van reëlings nie 'n daling in die uitstaande bedrae nie, nieteenstaande die feit dat die direktoraat kliënte daarop atend maak dat hulle spaarsamig water ensovoorts moet gebruik. Die oorsaak kan toegeskryf word aan die sosio-ekonomiese toestand waarin die meerderheid van die deernisgevalle hulle bevind en verbruik van dienste soos water bo die toegelate subsidie.. Die omstandighede maak dit vir die verbruikers onmoontlik om die maandelikse rekening op datum te hou. Dit veroorsaak dat die uitstaande bedrae as oninvorderbaar geklassifiseer kan word - sien skedule A aangeheg.

*The first schedule attached hereto, reflects the total amount of* **R 3 404 726,66** *which is irrecoverable in respect of indigent households. Although subsidies are granted on water and electricity and on other services, such as refuse removal and sewerage, the tendency is that in some cases the accounts of consumers only escalate in spite of arrangement facilities with no decline in outstanding amounts. This situation is further compounded in areas where the municipality does not distribute electricity. The root cause can be attributed to the socioeconomic situation in which the majority of the indigent households find themselves in. The circumstances make it impossible for consumers to uphold the monthly payments. This causes the outstanding amounts to be classified as irrecoverable - see schedule A attached.*

Die tweede skedule hierby aangeheg reflekteer die totale bedrag van **R216 066.62** ten opsigte van uitstaande debiteure wat oninvorderbaar is. In hierdie gevalle is alle moontlike pogings aangewend om gelde te vorder, gevalle waar rekeninghouers oorlede is, persone wie nie opgespoor kon word nie en/of rekeninghouers wie nie oor die finansiële vermoë beskik om enige betalings te maak nie - sien skedule B aangeheg.

*The second schedule attached hereto reflects the total amount of* **R216 066.62** *in respect of outstanding debtors which are uncollectable. In this case, all possible attempts have been made to collect funds, cases where account holders passed away, persons who could not be located and / or account holders not having the financial ability to make suitable payments to service the debt - see schedule B attached.*

.
Die Raad het 'n verantwoordelikheid op grond van die rekenkundige raamwerk om finansiële inligting te openbaar en aan te bied, wat 'n ware weergawe is van die Raad se finansiële posisie. "General Recognised Accounting Practice Standard 104" (Financial Instruments – GRAP 104) vereis ook dat as daar 'n duidelike aanduiding is dat uitstaande bedrae nie ontvang sal word nie, dat laasgenoemde oorweeg word vir afskrywing veral in die geval van geregistreerde deernishuishoudings

*The Council has a responsibility based on the accounting framework to disclose and present* financial information, which is a true reflection/account of the Council's financial position.

"General Recognized Accounting Practice Standard 104" (Financial Instruments - GRAP 104) also requires that if there is a clear indication that outstanding amounts will in all probability not be received, the latter will be considered to be written off, especially in the case of registered indigent households.

Die insluiting van die oninvorderbare skuld van die deernishuishoudings in die totale uitstaande debiteure, wat nie verwag word om ingevorder te word nie, is nie 'n ware en redelike weergawe van die Raad se finansiële posisie nie. Ten einde te voldoen aan die rekenkundige raamwerk IAS 39 word dit aanbeveel dat die Raad goedkeuring gee dat die huidige uitstaande rekeninge van die deernishuishoudings, asook die ander gevalle, afgeskryf word.

The inclusion of the uncollectible debt of the indigent households and other debt in the total outstanding debtors, which is not expected to be recovered, is not a true and reasonable representation of the Council's financial position. In order to comply with the accounting framework IAS 39, it is recommended that the Council approve that the current outstanding accounts of the indigent households as well as the other cases are written off.

**CHALLENGES**

Although not only limited to the following, in the main, Indigent consumers consume more than what they are able to service in terms of their disposable income levels and numbers in each household not contributing but adding to the services consumption. The further compounding issue is the one of not having credit control leverage in those areas where the municipality does not distribute electricity

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 /** ***ALIGNMENT TO THE IDP***

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

4. **FINANSIËLE IMPLIKASIE /** ***FINANCIAL IMPLICATION***

**R 3 404 726,66** is die bedrag afgeskryfbaar ten opsigte van deernishuishoudings.

**R216 066.62** is die totale bedrag afgeskryfbaar ten opsigte van ander uitstaande debiteure wat oninvorderbaar is, nadat alle moontlike pogings aangewend is om die gelde te vorder.

.

The total amount to be written-off will be **R 3 620 793, 28**

5. **AANBEVELING / RECOMMENDATION**

(a) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van **R 3 404 726,66** en opsigte van deernishuishoudings, afgeskryf word as oninvorderbaar;

That the Executive Mayoral Committee approves that the amount of **R 3 404 726,66** be written off as irrecoverable, in respect of indigent households;

*(b) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van* **R216 066.62** *ten opsigte van ander uitstaande debiteure, afgeskryf word as oninvorderbaar soos per die individuele redes;*

*That the Executive Mayoral Committee approves that the amount of* **R216 066.62** *be written off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;*

(c) Dat, indien dit vanaf datum van hierdie goedkeuring aan die lig kom dat ‘n gedeelte van die skuld of die totale skuld van ‘n debiteur nie korrek sou wees nie, of dat enige inligting wat op datum van afskrywing nie aan die Uitvoerende Burgermeesterskomitee bekend was wat daartoe sou lei dat die komitee die voorgelegde skuld nie vir afskrywing sou oorweeg nie, die Uitvoerende Burgermeesterskomitee die reg voorbehou om die skuld weer terug te skryf na die betrokke debiteur en dat die nodige stappe geneem sal word om die skuld in te vorder;

*That, if after the date of this approval, it comes to light that a portion of the debt owed by a debtor is not correct, or that any information was not made known to the Executive Mayoral Committee at the time of write-off, which would have led to the committee not considering the amount for write-off, the Executive Mayoral Committee retains the right to write back the debt to the relevant debtor and that the necessary steps will be taken to recover the debt;*

*(d)* Dat, indien ‘n eiendom op welke wyse ookal vervreem sou word, die Raad die reg voorbehou om uitklaring op die betrokke eiendom te weerhou en die bedrae afgeskryf eers in te vorder, alvorens uitklaring op die betrokke eiendom gegee sal word. Ten einde uitvoering aan hierdie besluit te gee, is ‘n register by die eiendomsbelastingafdeling ingestel waarin gekontroleer word of daar ten opsigte van die betrokke uitklaring vir die voorafgaande twee jaar voor uitklaring, enige afskrywing was, en dat indien wel, die afgeskryfde bedrag met die uitklaring verhaal word;

*That, if a property is in any way alienated, the Council retains the right to refuse clearance on the relevant property in order to recover the amounts written-off, before clearance is given. In order to enforce this decision a register is kept by the Rates and Taxes Division which enables the department to see if any debts were written-off within the previous two years, and if so to recover the amounts before clearance is considered;*

(e) Dat verder goedkeuring verleen word dat lopende heffings wat nie by die bestaande lys bygewerk is nie, vanweë die tydsverloop van wanneer die administratiewe proses van genoemde afskrywingslys begin is en die tydperk daarna, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;

*That approval is also given that the current levies, which is not yet incorporated in the current list due to the period from the starting of the administrative process of compiling the write-off list and the period thereafter, form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;*

*(f)* Dat verder goedkeuring verleen word dat die bedrae wat aan die Raad verskuldig is, wat op datum van hierdie Item nie by die bestaande lys bygewerk is nie, as gevolg van sosioekonomiese ondersoeke wat nog nie kon plaasvind aan al die deernishuishoudings nie, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;

*That approval is also given that the amounts owed to the Council, which to date, do not appear on the schedule as a result of the non-completion of socio-economic investigations at all indigent households, will also form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances*;

(g) Dat die werklike bedrag afgeskryf, nadat hierdie voorlegging aan die UBK gemaak was, weer tydens die volgende UBK Vergadering voorgelê sal word; That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;

(h) Dat enige BTW op dienste gehef op die gebruiklike manier vanaf die Ontvanger van Inkomste teruggeëis word;

*That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;*

(i) Dat die Kredietbeheerafdeling poog om besoeke aan die deernishuishoudings te bring, ten einde die afskrywing te verduidelik en die implikasie van toekomstige verpligtinge van 'verantwoordelike verbruikers' aan hulle duidelik te maak, asook om die installeering van ‘n waterbeheermeganismestelsel en die werking daarvan aan die deernishuishoudings te verduidelik, ten einde voorkomende Kredietbeheer toe te pas;
*That the Credit Control Division attempt to pay a personal visit to each indigent household in order to explain the write-off and the future obligations of 'responsible users', as well as to explain the installation and workings of water demand management systems, as a proactive credit control measure*;

(j) Dat verdere goedkeuring verleen word dat die kostes met betrekking tot die vervanging van die konvensionele elektrisiteitsmeter deur 'n voorafbetaalde elektrisiteitsmeter, deur die munisipaliteit gedra word en dat die Hoof Finansiële Beampte die kostes van die Deernistoekenning sal verhaal;

*That approval be given that the costs relating to the replacement of the credit meter with a prepaid electricity meter are for the municipality to bear and that the Chief Financial Officer will recover the costs from the Equitable Share allocation;*

(k) Dat die UBK kennis neem van toekomstige pogings om aansluitings te beperk in 'n poging om verbruikers te dwing om die nodige dienste aansluitings te kom teken.

*That the Mayoral Committee takes cognizance of the fact that the administration will attempt to put measures in place in a bid to force those users of services not on our financial system to agree and complete the necessary services connection form/s.*

(get) M Bolton

**DIREKTEUR: FINANSIëLE DIENSTE**

**Schedule A**

| 22-Jun | | Amount | VAT |
|---|---|---|---|
| R 216 500,06 | Abbotsdale | R 271 313,00 | R 29 669,11 |
| R 503 584,73 | Chatsworth | R 587 141,28 | R 61 825,40 |
| R 330 916,61 | Darling | R 193 227,17 | R 20 905,46 |
| R 281 934,37 | Ilinge Lethu | R 148 232,87 | R 17 337,19 |
| R 345 380,48 | Kalbaskraal | R 285 015,35 | R 28 489,35 |
| R 24 984,33 | Koringberg | R 38 358,55 | R 4 463,27 |
| R 66 140,21 | Malmesbury | R 7 797,92 | R 705,26 |
| R 285 007,71 | Moorreesburg | R 206 847,47 | R 22 848,56 |
| R 188 958,50 | Phola Park | R 108 716,01 | R 13 801,69 |
| R 474 191,68 | Riebeek-Kasteel | R 632 515,13 | R 72 873,19 |
| R 122 476,89 | Riebeek-Wes | R 199 195,12 | R 21 572,42 |
| R 343 670,00 | Riverlands | R 364 421,27 | R 43 530,52 |
| R 380 251,34 | Wesbank | R 345 899,71 | R 35 727,15 |
| R 12 716,47 | Yzerfontein | R 16 045,81 | R 1 687,78 |
| **R 3 576 713,38** | | **R 3 404 726,66** | **R 375 436,35** |

**Schedule B**

| 22-Jun | | Amount | VAT |
|---|---|---|---|
| 21 789,65 | Abbotsdale | R 12 397,07 | R 1 429,25 |
| 611,60 | Chatsworth | R 81 273,06 | R 7 415,15 |
| 18 887,67 | Malmesbury | R 16 280,70 | R 1 110,89 |
| 1 992,40 | Moorreesburg | R 4 558,72 | R 535,84 |
| 9 263,94 | Riebeek Wes | R 4 309,40 | R 539,43 |
| 2 756,88 | Riverlands | R 12 528,96 | R - |
| 529,43 | Wesbank | R 27 057,33 | R 2 494,42 |
| | Phola Park | R 18 706,05 | R 2 174,03 |
| | Kalbaskraal | R 29 576,10 | R 2 413,59 |
| | Riebeek Kaste | R 6 466,23 | R 395,01 |
| | Darling | R 2 913,00 | R 363,69 |
| 7 431,90 | | | |
| **63 263,47** | **Total** | **R 216 066,62** | **R 18 871,30** |

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Finansiële Dienste
6 June 2023
5/7/1/1/MY
WYK: NVT

**ITEM 7.17 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023.**

| | |
|---|---|
| **ONDERWERP:** | **UITSTAANDE DEBITEURE – MEI 2023** |
| ***SUBJECT:*** | ***OUTSTANDING DEBT – MAY 2023*** |

## 1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

Die bylae hierby aangeheg reflekteer die besonderhede van Swartland Munisipaliteit se uitstaande debiteure vir die tydperk Mei 2023 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period May 2023 and is composed of the following reports.

a) Outstanding debt (before levy) Residential / Business / Government / Personnel / Council Members
b) Outstanding debt (before levy) 150 days and older
c) Outstanding debt (before levy) 150 days and older - Legal Suite
d) Outstanding debt (before levy) 150 days and older - Collab
e) Statistics Cut-Off List

## 2. WETGEWING / *LEGISLATION*

2.1 Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
2.2 Local Government: Municipal Finance Management Act 56 of 2003

## 3. KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP*

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

## 4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

4.1 Die uitstaande debiteure vir April 2022 het R36 781,216.35 beloop terwyl die uitstaande debiteure vir Mei 2022 R35 092,587.84 beloop het en was 'n vermindering van R1 688 628.51.

4.2 Die uitstaande debiteure vir April 2023 het R48 490,284.34 beloop terwyl die uitstaande debiteure vir Mei 2023 R42 465,187.82 beloop - 'n vermindering van R6 025,096.52.

4.3 Die uitstaande debiteure vir Mei 2022 het R35 092,587.84 beloop terwyl die uitstaande debiteure vir Mei 2023 R42 465,187.82 beloop - 'n vermeerdering van R7 372,599.98. in uitstaande debiteure.

4.4 Die uitstaande debiteure vir Mei 2023 is 5.96% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Mei 2022 5.33% was van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / *RECOMMENDATION***

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Mei 2023.

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for May 2023.

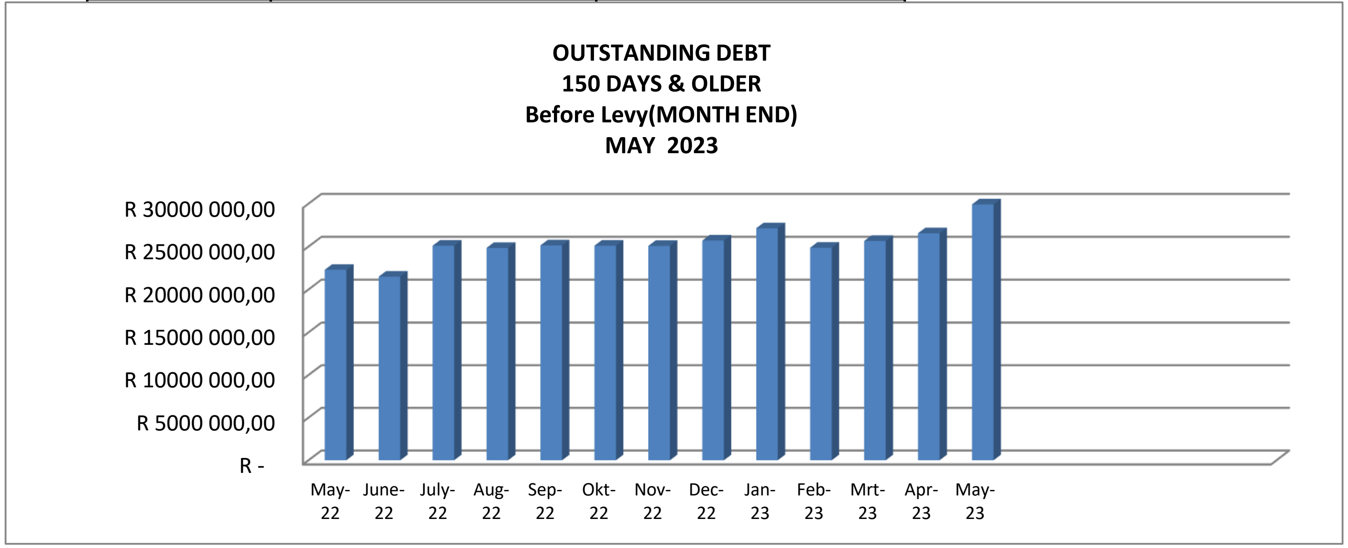
(get) M Bolton

________________________________
**M BOLTON**
**DIREKTEUR: Finansiële Dienste**

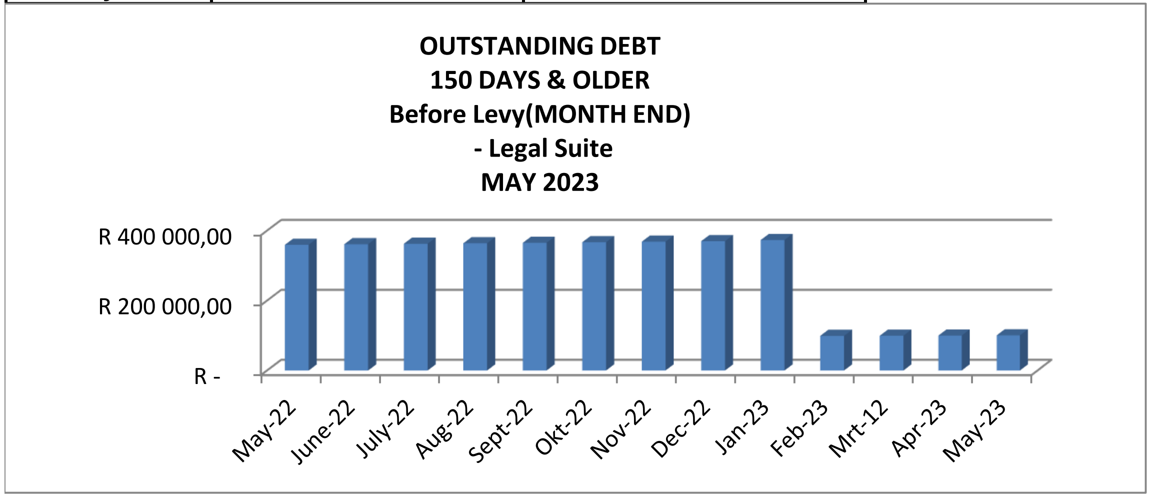
## OUTSTANDING DEBTORS (FUTURE EXCLUDED)
## MONTH END
## RESIDENTIAL - BUSINESS - GOVERNMENT
## STAFF - COUNCILLORS
## MAY 2023

| Months | Deviation same month of corresponding months of the previous year. (-) is a positive number | Total Debt | Residential | Business | Government | Staff | Councillors | Comments | 2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES | 2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES | 2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | R 713 057 993 | R 658 069 842 | R 573 330 277 |
| Dec-22 | R 5 226 468 | **R 39 485 381** | **R 36 093 639** | **R 2 606 214** | **R 778 313** | **R 7 215** | **R -** | EFT payments day after month end received amounted to **R1 416,720,47(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 606,213,92** Staff outstanding in the amount of **R7214,70 - Six** (6) Staff members have outstanding accounts - 3 x Pre-Paid electricity and 3 x Conventional Electricity) The Government outstanding amounted to **R778 313,41** as a result of annual rates. The amount of **R3600,66** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **5,54%** | **5,21%** | **6,30%** |
| Jan-23 | R 6 176 479 | **R 43 191 181** | **R 38 862 263** | **R 3 114 314** | **R 1 204 761** | **R 9 844** | **R -** | EFT payments day after month end received amounted to **R1 906,828,80(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R3 114,313,72** Staff outstanding in the amount of **R9843,90 -** Eigh**t** (8) Staff members have outstanding accounts - 3 x Pre-Paid electricity , 4 x Conventional Electricity and 1 x Eskom electricity) The Government outstanding amounted to **R1 204,760,88** as a result of annual rates. The amount of **R40 541,34** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **6,06%** | **5,62%** | **7,00%** |
| Feb-23 | R 5 862 430 | **R 39 936 467** | **R 34 458 175** | **R 3 900 765** | **R 1 573 766** | **R 3 761** | **R -** | EFT payments day after month end received amounted to **R2 236,898,47(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R3 900,765,27** Staff outstanding in the amount of **R3761,21 -** Three (3) Staff members have outstanding accounts - 2 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to **R1 573,765,54** as a result of annual rates. The amount of **R53 610,35** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **5,60%** | **5,18%** | **7,74%** |
| Mrt-23 | R 1 642 716 | **R 36 605 676** | **R 32 844 393** | **R 1 884 961** | **R 1 874 778** | **R 1 545** | **R -** | EFT payments day after month end received amounted to **R497 273,21(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R1 884,961,04** Staff outstanding in the amount of **R1544,50 -** Four (4) Staff members have outstanding accounts - 3 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to **R1 874,778,11** as a result of annual rates. The amount of **R5159,88** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **5,13%** | **5,31%** | **7,38%** |
| Apr-23 | R 11 709 068 | **R 48 490 284** | **R 38 490 322** | **R 7 143 203** | **R 2 843 517** | **R 13 242** | **R -** | EFT payments day after month end received amounted to **R2 257,911,25(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R7 143,202,76** Staff outstanding in the amount of **R13 241,73 -** Eleven (11) Staff members have outstanding accounts - 6 x Pre-Paid electricity and 5 x Conventional Electricity) The Government outstanding amounted to **R2 843,517,37** as a result of annual rates. The amount of **R1 316,435,60** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **6,80%** | **5,59%** | **7,35%** |
| May-23 | R 7 372 600 | **R 42 465 188** | **R 37 170 032** | **R 2 416 413** | **R 2 874 876** | **R 3 866** | **R -** | EFT payments day after month end received amounted to **R1 115,738,37(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 416,413,24** Staff outstanding in the amount of **R3865,81 -** Eleven (10) Staff members have outstanding accounts - 7 x Pre-Paid electricity, 2 x Conventional Electricity and 1 x Eskom) The Government outstanding amounted to **R2 874,876,32** as a result of annual rates. The amount of **R514 040,68** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled. | **5,96%** | **5,33%** | **5,47%** |

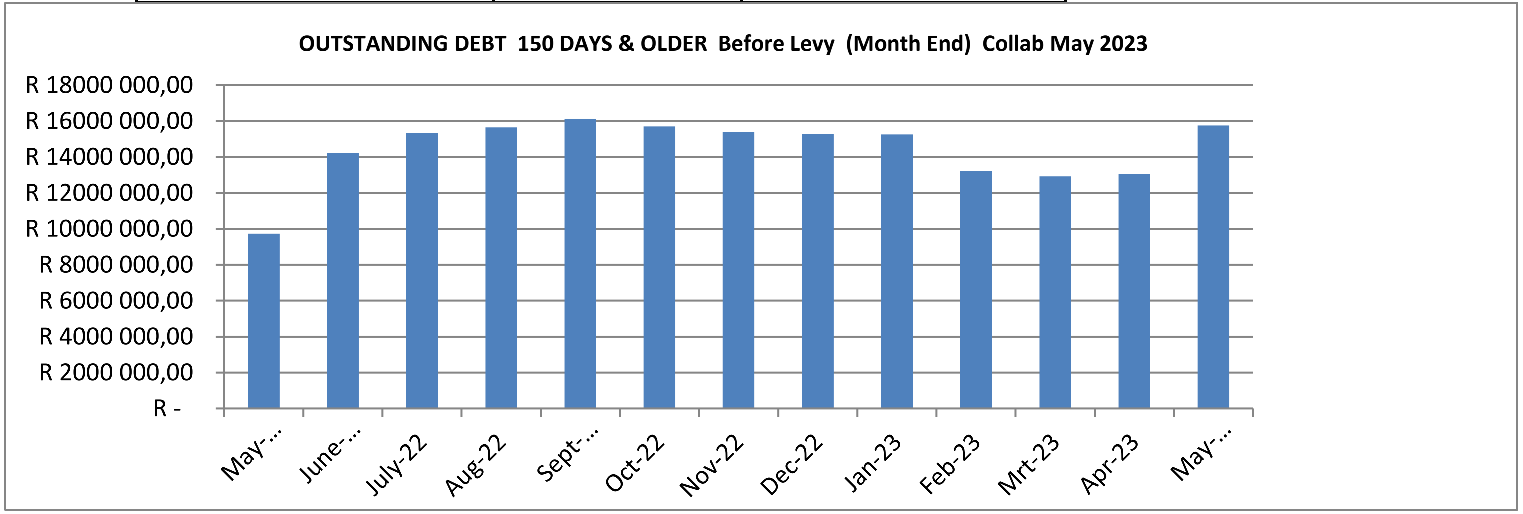
| *OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) MAY 2023* | | | Comparative Period 2022- 2023 | |
|---|---|---|---|---|
| **Month** | **Before Levy** | | | |
| **May-22** | R | 22 291 862,23 | R | 4 020 577,16 |
| **June-22** | R | 21 490 622,35 | R | 4 836 753,58 |
| **July-22** | R | 25 101 162,41 | R | 4 177 361,65 |
| **Aug-22** | R | 24 842 160,04 | R | 4 875 586,56 |
| **Sep-22** | R | 25 143 461,10 | R | 5 234 802,91 |
| **Okt-22** | R | 25 097 612,66 | R | 5 243 626,65 |
| **Nov-22** | R | 25 077 433,18 | R | 4 992 933,58 |
| **Dec-22** | R | 25 701 324,52 | R | 4 834 860,43 |
| **Jan-23** | R | 27 131 582,63 | R | 5 213 788,39 |
| **Feb-23** | R | 24 867 724,84 | R | 4 141 110,99 |
| **Mrt-23** | R | 25 651 352,25 | R | 4 468 177,31 |
| **Apr-23** | R | 26 552 937,37 | R | 4 614 996,28 |
| **May-23** | R | 29 917 054,04 | R | 7 625 191,81 |



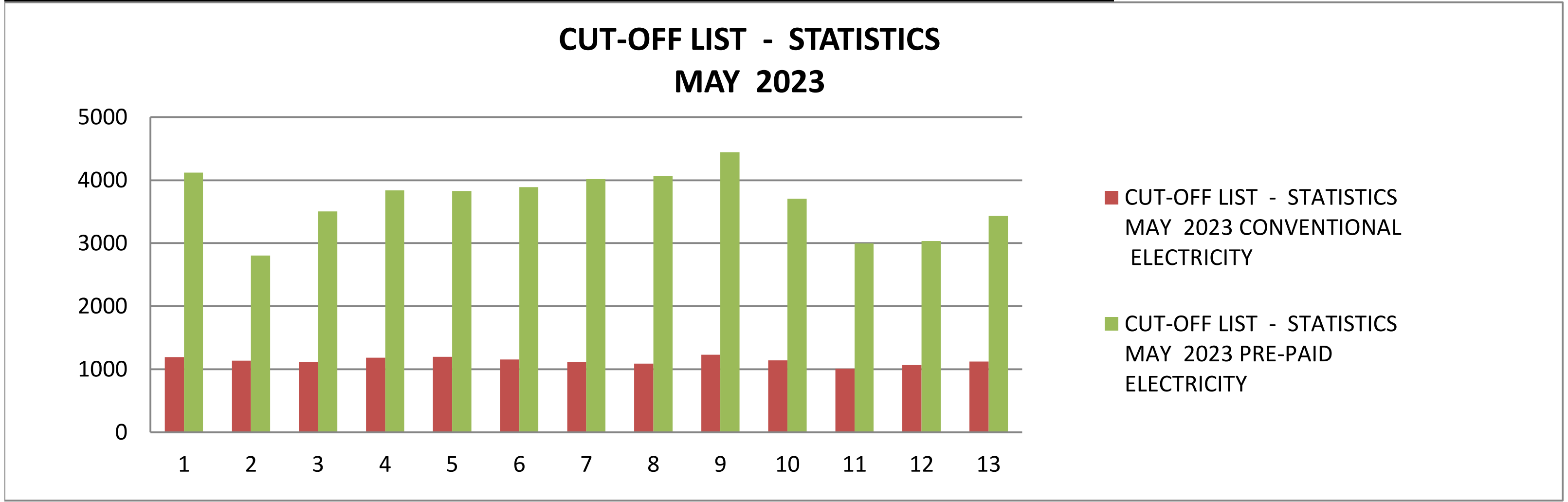
| ***OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite MAY 2023*** | | | **Comparative Period 2022-2023** | |
|---|---|---|---|---|
| **Month** | **Before Levy** | | | |
| **May-22** | R | 359 422,48 | R | 22 188,26 |
| **June-22** | R | 361 211,91 | R | 19 082,67 |
| **July-22** | R | 362 518,56 | R | 19 187,97 |
| **Aug-22** | R | 363 868,39 | R | 19 294,29 |
| **Sept-22** | R | 365 218,42 | R | 18 111,90 |
| **Okt-22** | R | 366 793,17 | R | 18 443,23 |
| **Nov-22** | R | 368 452,84 | R | 18 850,24 |
| **Dec-22** | R | 369 923,48 | R | 17 661,64 |
| **Jan-23** | R | 373 184,55 | R | 19 670,53 |
| **Feb-23** | R | 99 034,15 | R | -255 916,97 |
| **Mrt-12** | R | 99 460,05 | R | -257 339,01 |
| **Apr-23** | R | 99 917,90 | R | -258 238,45 |
| **May-23** | R | 100 375,66 | R | -259 046,82 |



| OUTSTANDING DEBT<br>150 DAYS & OLDER<br>Before Levy (Month End)<br>Collab<br>MAY 2023 | | Comparative Period<br>2022 - 2023 |
|---|---|---|
| **Month** | **Before levy** | |
| **May-22** | R 9 724 119,16 | R 1 928 434,58 |
| **June-22** | R 14 220 633,79 | R 3 754 674,73 |
| **July-22** | R 15 350 180,25 | R 3 589 362,69 |
| **Aug-22** | R 15 648 685,84 | R 3 432 976,72 |
| **Sept-22** | R 16 136 044,50 | R 3 572 923,89 |
| **Oct-22** | R 15 704 063,21 | R 3 709 032,71 |
| **Nov-22** | R 15 402 686,66 | R 3 836 650,67 |
| **Dec-22** | R 15 293 496,78 | R 3 786 277,01 |
| **Jan-23** | R 15 249 372,12 | R 4 098 898,58 |
| **Feb-23** | R 13 212 635,59 | R 3 001 236,06 |
| **Mrt-23** | R 12 926 419,23 | R 3 005 332,74 |
| **Apr-23** | R 13 062 200,88 | R 3 263 417,33 |
| **May-23** | R 15 747 023,32 | R 6 022 904,16 |



| CUT-OFF LIST - STATISTICS<br>MAY 2023 | | | |
|---|---|---|---|
| MONTHS | CONVENTIONAL ELECTRICITY | PRE-PAID ELECTRICITY | COMMENCEMENT DATE PHYSICAL CUT-OFF |
| May-22 | 1195 | 4120 | 8 May 2022 |
| June-22 | 1136 | 2804 | 11 July 2022 |
| July-22 | 1115 | 3504 | 10 August 2022 |
| Aug-22 | 1185 | 3837 | 12 September 2022 |
| Sept-22 | 1198 | 3830 | 10 October 2022 |
| Oct-22 | 1153 | 3888 | 8 November 2022 |
| Nov-22 | 1113 | 4017 | 7 December 2022 |
| Dec-22 | 1091 | 4068 | 11 December 2022 |
| Jan-23 | 1230 | 4443 | 8 Februarie 2023 |
| Feb-23 | 1141 | 3705 | 8 Maart 2023 |
| Mrt-23 | 1010 | 2998 | 11 April 2023 |
| Apr-23 | 1067 | 3036 | 8 May 2023 |
| May-23 | 1121 | 3432 | 7 June 2023 |



# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
05 June 2023

5/14/3/5
WARDS: All

**ITEM: 7.18 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023.**

| | |
|---|---|
| **ONDERWERP:** | **VORDERING MET UITSTAANDE VERSEKERINGSEISE** |
| ***SUBJECT:*** | ***OUTSTANDING INSURANCE CLAIMS PROGRESS*** |

1. **AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION***

Effective and sound asset management is critical to any business environment whether in the private or public sector. Asset safekeeping in the main, involves, whilst not limited to the latter, the protection and safeguarding of assets against potential damage, theft, and safety risks, whilst insurance cover provides selected and limited coverage for the accidental loss of the asset value.

2. **WETGEWING / *LEGISLATION***

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. **KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP***

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."*

4. **FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION***

| | | |
|---|---|---|
| Excess | 1 July 2022 – 31 May 2023 | :R 264 381.50 (paid) |
| Excess | Outstanding claims | :R 159 144.56 (outstanding) |

5. **AANBEVELING / *RECOMMENDATION***

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

**...............................................**
**DIREKTEUR: Finansiële Dienste**

**OUTSTANDING CLAIMS: COUNCIL**

| Reference Number | Claim number | Directorate | Date of Incident | Date of Claim Registered | Nature of Damage/ Loss | Amount of Claim | Excess Payment | Comments |
|---|---|---|---|---|---|---|---|---|
| 2023/38 | CLGRMUM-875224 | Civil Services: Water | 25/01/2023 | 10/02/2023 | Motor Damaged: CK10564 | 16 972,87 | 5 000,00 | On the 25 January 2023 the door of CK10564 was damaged due to strong winds when opening the door. The door handle slipped when the door was opened. The vehicle is scheduled for repairs in June 2023. |
| 2023/39 | CLGRMUM-875496 | Civil: Parks & Recreation | 12/02/2023 | 17/02/2023 | Property Loss: Kalbaskraal Pump station | 230 467,85 | 25 000,00 | On 12 February 2023 it was discovered that cables had been stolen at the Kalbaskraal Pump station. An assessor was appointed on 23 February 2023 and such assessment report is outstanding to date. |
| 2023/40 | SWA2022-23/SW/36/C | Civil: Parks & Recreation | 22/01/2023 | 17/02/2023 | Property Loss: Wesbank Sports Ground | 44 100,00 | 10 000,00 | On 22 January 2023 the responsible official discovered that there was a break-in at the Wesbank Sportsground Clubhouse. Equipment and furniture was stolen. We are awaiting confirmation from insurers as to whether the claim will be approved. An assessor was appointed May 2023 and such assessment report is outstanding to date. |
| 2023/41 | CLGRMUM-877726 | Traffic Department | 09/02/2023 | 20/02/2023 | Property Loss: Geyser Traffic Department | 10 774,45 | 1 000,00 | The plumber confirmed that the burst geyser was due to high water pressure. The claim was approved. We are seeking to appoint a local supplier that is registered on CSD to finalise the claim. |
| 2023/43 | SWA2022-23/SW/39/C | Development Services | 10/02/2023 | 20/02/2023 | Property Loss: Geyser Thusong Centre | 9 775,00 | 1 000,00 | The plumber confirmed that the burst geyser was due to high water pressure. Assessor appointed on 12 April 2023. Agreement of loss received. The payment will be made in June. |
| 2023/46 | SWA2022-23/SW/40/C | Civil: Refuse Removal | 19/02/2023 | 09/03/2023 | Property Loss: Burnt Igloo's, Riebeek Wes | 102 768,00 | 25 000,00 | On the 20 March 2023 it was discovered that 3 recycling bins got damaged due to fire. The department is currently sourcing quotations as part of the claim process. The quotation is delayed due to international shortages on these types of bins. |
| 2023/49 | CLGRMUM-876959 | Civil: Refuse Removal | 14/03/2023 | 17/03/2023 | Motor Glass: CK20326 | 4 069,07 | 3 500,00 | A stone reflected from a third party vehicle and hit the windscreen of CK20326. Confirmation from insurer to replace the windscreen on CK20326 was received on 23 March 2023. The Invoice is outstanding. |
| 2023/54 | CLGRMUM-877667 | Civil: Water | 06/03/2023 | 03/04/2023 | Motor Damaged: CK53067 | 11 978,88 | 5 000,00 | On the 6 March 2023 a gate blew closed against the left side of CK53067 and damaged the side of the vehicle. Confirmation from insurer to repair the vehicle was received on 18 April 2023. The vehicle is scheduled for repairs in June 2023. |
| 2023/56 | CLGRMUM-877788 | Fire Department | 19/02/2023 | 03/04/2023 | Property Loss: Stolen Fire Clothes | 37 804,86 | 3 780,48 | A bag with full protective clothing went missing while the firemen were extinguishing a fire. An assessor was appointed on 20 April 2023. Confirmation from insurer to replace the stolen items was received on 18 May 2023. The Invoice is outstanding. |
| 2023/57 | SWA2022-23/SW/50/C | Library | 07/04/2023 | 14/04/2023 | Property Loss: Damaged Air conditioner, M/Burg | 84 605,50 | 10 000,00 | Upon returning to work on the 7 April 2023 the officials discovered that there had been a break-in and damages to the building (air conditioner). We are awaiting confirmation from insurers as to whether the claim will be approved. |
| 2023/58 | SWA2022-23/SW/51/C | Civil: Water | 20/03/2023 | 20/04/2023 | Property Loss: Stolen items, M/Burg Store | 30 111,94 | 25 000,00 | Upon inspection at the store room it was discovered there was a break-in which resulted in several items being stolen. We are awaiting confirmation from insurers as to whether the claim will be approved. |
| 2023/59 | CLGRMUM-878487 | Civil: Street & Storm | 20/04/2023 | 24/04/2023 | Motor Glass: CK47365 | 4 976,83 | 3 500,00 | A stone reflected from a third party vehicle and hit the windscreen of CK47365. Confirmation from insurer to replace the windscreen on CK47365 was received on 26 April 2023. The Invoice is outstanding. |
| 2023/60 | SWA2022-23/SW/53/M | Fire Department | 12/05/2023 | 17/05/2023 | Motor Damaged: CK12628 | 85 918,97 | 35 000,00 | During a fire call out for a house burning in Ilinge Lethu the vehicle was damaged by the community by throwing stones at the vehicle. Confirmation from insurers as to whether the claim will be approved is still outstanding. |
| 2023/61 | CLGRMUM-879533 | Traffic Department | 11/05/2023 | 17/05/2023 | Motor Glass: CK45467 | 2 500,00 | 559,68 | A stone reflected from a third party vehicle and hit the windscreen of CK45467. |
| 2023/62 | CLGRMUM-879531 | Finance | 16/05/2023 | 17/05/2023 | Motor Glass: CK41089 | 3 500,00 | 804,40 | A stone reflected from a third party vehicle and hit the windscreen of CK41089. |
| 2023/63 | SWA2022-23/SW/54/M | Finance | 11/05/2023 | 19/05/2023 | Motor Damaged: CK56274 | 29 184,30 | 5 000,00 | A guinea fowl flew into CK56274 and caused damages to the vehicle. Confirmation from insurers as to whether the claim will be approved is still outstanding. |
| | | | | | | **709 508,52** | **159 144,56** | |

**FINALISED CLAIMS**

| Number | Claim number | Directorate | Incident | Registered | Nature of Damage/ Loss | Amount of Claim | Excess Payment | Comments |
|---|---|---|---|---|---|---|---|---|
| 2023/37 | CLGRMUM-874743 | Civil Services: Maintenance | 18/12/2022 | 24/01/2023 | Motor Damaged: CK20066 | 14 971,03 | 5 000,00 | Excess paid to the supplier on 24 May 2023. |
| 2023/55 | CLGRMUM-877633 | Civil: Refuse Removal | 28/03/2023 | 03/04/2023 | Motor Glass: CK21988 | 4 885,84 | 3 500,00 | Excess paid to the supplier on 24 May 2023. |
| 2023/01 | CLGRMUM-867252 | Traffic Department | 15/06/2022 | 04/07/2022 | Motor Damaged, CK41293 | 10 500,00 | No excess | EFT Payment received on 31 May 2023. Receipt number 054219. Amount received R10 499.99. |
| | | | | | | **30 356,87** | **8 500,00** | |

**REPUDIATE**

| Reference Number | Claim number | Directorate | Date of Incident | Date of Claim Registered | Nature of Damage/ Loss | Amount of Claim | Excess Payment | Comments |
|---|---|---|---|---|---|---|---|---|
| 2023/64 | SWA2022-23/SW/55/M | Civil: Street & Storm | 18/05/2023 | 23/05/2023 | Motor Damaged: CK22542 | 9 993,04 | 15 000,00 | Claim rejected due to the fact that it falls under the excess amount of R15 000.00 |
| 2023/44 | CLGRMUM-875967 | Civil: Parks & Recreation | 27/11/2022 | 21/02/2023 | Property Loss: Wesbank Sports Ground | 121 125,00 | 25 000,00 | On the 27 November 2022 it was discovered that fencing panels had been stolen at Wesbank Sportsground. An assessor was appointed. The claim was rejected because there is no proof of forcible entry into the premises. The gates was open. |
| | | | | | | **131 118,04** | **40 000,00** | |

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
05 June 2023

5/14/3/5
WARDS: All

**ITEM: 7.19 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023.**

**ONDERWERP: AFSKRYF VAN BATES TEN DOEL OM DIT VAN DIE BATE REGISTER TE VERWYDER MET BETREKKING TOT VERSEKERINGSEISE TOT 31 MEI 2023**

**SUBJECT: WRITE-OFF OF ASSETS DUE TO INSURANCE CLAIMS FOR PURPOSES OF ASSET REGISTER MAINTEMANCE/UPDATING UP TO 31 MAY 2023**

## 1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

According to the Asset Management Policy the only reasons for writing off assets, other than the sale of those assets during the process of alienation, shall be loss, theft, destruction, material impairment, or decommissioning of the asset in question.

The write-off of assets involves the process of permanently removing same from the asset register after the Mayoral Committee resolved to such act. Assets can then be written-off after the approval of a report indicating that:

- The useful life of the asset has expired;
- The asset has been destroyed;
- The asset is out-dated;
- The asset has no further useful life;
- The asset does not exist anymore;
- The asset has been sold; and
- Acceptable reasons have been furnished leading to the circumstances set out above.

Throughout the year, a register is maintained of all assets that are lost, stolen or damaged which fall within the ambit of council's Insurance Policy or insurance procedures. The write-off recommendation pertains therefore to those assets identified through the insurance processes.

## 2. WETGEWING / *LEGISLATION*

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

## 3. KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP*

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP
"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard.*"

## 4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

R8 447.50 ( Insurance Claims Assets: Bookvalue at 31 May 2023)

5. **AANBEVELING / *RECOMMENDATION***

- That council grants approval for the assets as per the attached list (R 8447.50 ) to be written- off and that same be removed from the asset register for purposes of completeness and accurate accounting records.
- That should more such insurance cases materialise for the month of June 2023, that the CFO be authorized to also write those items off and report any difference between the aforementioned amount and those actually written-off for the period ending 30 June 2023 to ensure completeness.

(Get) M BOLTON

**................................................**
**DIREKTEUR: Finansiële Dienste**

| 2022/2023 ASSETS INSURANCE CLAIMS | | | | | | |
|---|---|---|---|---|---|---|
| ASSET CODE | ACQUISITION DATE | BARCODE | DEPARTMENT | DESCRIPTION | Book Value as at 31/5/2023 | Claim nommer: |
| 26263 | 12/09/2012 | 18043 | Parks and Recreational Areas | Waterpump Honda | 154,74 | Insurance Claim: CLGRMUM-866084 |
| 37975 | 28/08/2018 | 21968 | Parks and Recreational Areas | Hedge trimmer | 312,17 | Insurance Claim: CLGRMUM-866084 |
| 5539 | 30/10/2009 | 21545 | Sewerage | PH Meter | 1,04 | Insurance Claim: CLGRMUM-866111 |
| 5545 | 28/02/2010 | 30704 | Sewerage | Kruiwa beton solide wiel | 1,16 | Insurance Claim: CLGRMUM-866111 |
| 5773 | 30/05/2012 | 17218 | Sewerage | 2.5Mm X 3M Core Black Cabtyre/M | 12,71 | Insurance Claim: CLGRMUM-866111 |
| 27627 | 04/09/2013 | 19150 | Sewerage | Microwave: DEFY DM0348 White 20L | 10,02 | Insurance Claim: CLGRMUM-866111 |
| 37924 | 14/01/2019 | 21878 | Sewerage | Tester: Chlorine / PH | 1 141,07 | Insurance Claim: CLGRMUM-866111 |
| 37971 | 28/08/2018 | 30718 | Parks and Recreational Areas | Wheelbarrow | 378,25 | Insurance Claim: CLGRMUM-866111 |
| 40318 | 29/09/2020 | 30466 | Sewerage | Toolbox: Kendo 88 PC 5 Tiere | 1 013,10 | Insurance Claim: CLGRMUM-866111 |
| 17924 | 01/07/2004 | 30723 | Sewerage | Weed Eater | 0,40 | Insurance Claim: CLGRMUM-868290 |
| 44069 | 24/01/2022 | 40319 | Sewerage | Radio: 2 Way DP540 UHF Motorola | 2 566,49 | Insurance Claim: CLGRMUM-868290 |
| 38049 | 28/01/2019 | 22472 | Sportgrounds | Blower: Strl | 378,18 | Insurance Claim: CLGRMUM-873389 |
| 26260 | 17/09/2012 | 18063 | Parks and Recreational Areas | Chainsaw | 34,43 | Insurance Claim: CLGRMUM-877800 |
| 27574 | 07/03/2014 | 21389 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27576 | 07/03/2014 | 19317 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27579 | 07/03/2014 | 21868 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27582 | 07/03/2014 | 19344 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27585 | 07/03/2014 | 21399 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27590 | 07/03/2014 | 21806 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27593 | 07/03/2014 | 19302 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27595 | 07/03/2014 | 19329 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27600 | 07/03/2014 | 30208 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27602 | 07/03/2014 | 19333 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27605 | 07/03/2014 | 19323 | Sportgrounds | Chair: Diamond Canteen | 20,89 | Insurance Claim: SWA2022-23/SW/36/C |
| 27610 | 07/03/2014 | 21429 | Sportgrounds | Table: Fold in half 1830 x 755 | 13,57 | Insurance Claim: SWA2022-23/SW/36/C |
| 33663 | 30/06/2012 | 16485 | Sportgrounds | Table | 6,96 | Insurance Claim: SWA2022-23/SW/36/C |
| 33664 | 30/06/2012 | 16648 | Sportgrounds | Table | 6,96 | Insurance Claim: SWA2022-23/SW/36/C |
| 38013 | 17/09/2018 | 22784 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38015 | 17/09/2018 | 22760 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38019 | 17/09/2018 | 22759 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38023 | 17/09/2018 | 22752 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38031 | 17/09/2018 | 19831 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 33964 | 27/07/2017 | 22937 | Sewerage | Drill: Makita Rotary Hammer | 151,93 | Insurance Claim: SWA2022-23/SW/36/C |
| 38025 | 17/09/2018 | 22753 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38027 | 17/09/2018 | 22756 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38029 | 17/09/2018 | 22783 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 38030 | 17/09/2018 | 19478 | Sportgrounds | Table: Training 1400 x 700 | 225,04 | Insurance Claim: SWA2022-23/SW/36/C |
| 30072 | 19/09/2015 | 21004 | Street and Stormwater | Drill: Impact 600 WATT RE (IND BLUE) | 39,17 | Insurance Claim: SWA2022-23/SW/43/AR |
| | | | | | 8 477,50 | |

Office of the Director: Financial Services
05 June 2023

5/14/3/5
WARDS: All

Munisipaliteit
Municipality
Umasipala

**ITEM 7.20 OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023.**

**ONDERWERP: AFSKRYF VAN BATES TEN DOEL OM DIT VAN DIE BATE REGISTER TE VERWYDER MET BETREKKING TOT VERLORE, GEEN EIS, VERNIETIGDE EN ONEKONOMIESE HERSTELBARE BATES TOT 31 MEI 2023**

**SUBJECT: ASSET WRITE-OFF FOR THE PURPOSE OF DISPOSING THEM FROM THE ASSET REGISTER IN RELATION TO LOST OF ASSETS, NO INSURANCE CLAIMS, DESTROYED ASSETS AND ECONOMIC UNREPAIRABLE UP TO 31 MAY 2023**

1. **AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION***

According to the Asset Management Policy the only reasons for writing off assets, other than the sale of those assets during the process of alienation, shall be loss, theft, destruction, material impairment, or decommissioning of the asset in question.

The write-off of assets involves the process of permanently removing same from the asset register after the Mayoral Committee resolved to such act. Assets may be written-off for the following reason:

1. The useful life of the asset has expired;
2. The asset has been destroyed; *(15 items – damage beyond repair)*
3. The asset is out-dated;
4. The asset has no further useful life;
5. The asset does not exist anymore; *(45 items – below excess, other missing assets)*
6. The asset has been sold; and

Throughout the year, a register is maintained of all assets that are lost, stolen or damaged which fall within the ambit of our insurance policy or insurance procedures. The write-off recommendation pertains therefore to those assets that could not be verified during the physical existence for the following reasons:

| Instances | Nature of Write-off event | Book Value |
|---|---|---|
| 15 | Beyond repair: Cost to repair is higher than book value | 1 175.84 |
| 7 | Insurance: No Claim Submitted - Claim is less than excess | 964.14 |
| 31 | Item sold as scrap on Auction | 1 562.09 |
| **7** | **Missings:** | **3 547.05** |
| *5* | *Missing during daily operation* | *2 640.22* |
| *2* | *Missing: During renovation* | *906.83* |
| | | |
| **60** | **Total** | **7 249.12** |

2. **WETGEWING / *LEGISLATION***

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. **KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP***

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register,* *calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."*

4. **FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION***

R7 249.12 (Missing Assets: Bookvalue)

5. **AANBEVELING / *RECOMMENDATION***

- That council grants approval for the assets as per the attached list (R7249.12) be written off and that same be removed from the asset register for purposes of completeness of the municipality's financial accounting records as at 30 June 2023.

(Get) M BOLTON

**................................................**
**DIREKTEUR: Finansiële Dienste**

| 2022/2023 Missing Assets (Assets damage beyond repair, Insurance no claims and Scrap sold on auction) | | | | | | |
|---|---|---|---|---|---|---|
| ASSET CODE | ACQUISITION DATE | BARCODE | DESCRIPTION | DEPARTMENT | COMMENTS | Book Value as at 31/5/2023 |
| 8842 | 13/02/2012 | 15608 | LADDER 8 STEP | Electric | Beyond repair: Cost to repair is higher than book value | 4,67 |
| 21824 | 27/03/2008 | 12537 | Samsung Monitor | ITC | Beyond repair: Cost to repair is higher than book value | 6,60 |
| 21902 | 19/05/2008 | 12861 | Samsung 17' TFT Monitor | ITC | Beyond repair: Cost to repair is higher than book value | 7,57 |
| 22551 | 17/11/2009 | 13510 | Hp Compact 6735B Notebook | ITC | Beyond repair: Cost to repair is higher than book value | 11,05 |
| 24157 | 27/03/2008 | 13001 | Peza Highback Chair | Community Development | Beyond repair: Cost to repair is higher than book value | 0,97 |
| 26350 | 03/09/2012 | 22600 | waterpump | Street and Stormwater | Beyond repair: Cost to repair is higher than book value | 298,99 |
| 26859 | 25/01/2013 | 14232 | Monitor: LG | ITC | Beyond repair: Cost to repair is higher than book value | 9,26 |
| 27704 | 15/11/2013 | 19381 | Wheelbarrow | Refuse | Beyond repair: Cost to repair is higher than book value | 1,85 |
| 27903 | 22/04/2014 | 19274 | Scanner: Handheld Black | ITC | Beyond repair: Cost to repair is higher than book value | 29,98 |
| 28080 | 30/05/2014 | 20032 | Docking Station HP 2012 90W | ITC | Beyond repair: Cost to repair is higher than book value | 34,53 |
| 28783 | 01/04/2015 | 20629 | Blower | Street and Stormwater | Beyond repair: Cost to repair is higher than book value | 155,27 |
| 29273 | 28/11/2014 | 20467 | Monitor: LED Samsung 19.5 | ITC | Beyond repair: Cost to repair is higher than book value | 36,44 |
| 34003 | 13/09/2017 | 21666 | Toolkit (78PCE) | Refuse | Beyond repair: Cost to repair is higher than book value | 135,10 |
| 40356 | 10/08/2020 | 30458 | Wheelbarrow: Laser Concrete | Street and Stormwater | Beyond repair: Cost to repair is higher than book value | 327,19 |
| 27690 | 19/09/2013 | 22246 | Waterpump CRI | Parks and Recreational Areas | Beyond repair: Cost to repair is higher than book value | 116,37 |
| 26877 | 19/12/2012 | 18371 | Knife: Leatherman Sidekick | Fire Fighting | Insurance: No Claim Submitted - Claim is less than excess | 9,99 |
| 39480 | 15/08/2019 | 30777 | Microwave: Hi Sense 20L | Caravan Park | Insurance: No Claim Submitted - Claim is less than excess | 483,02 |
| 22865 | 28/08/2010 | 14526 | Calculator Sharp Cs-2194 | Finance | Insurance: No Claim Submitted - Claim is less than excess | 1,82 |
| 32882 | 30/06/2005 | 7938 | Airconditioner | Finance | Insurance: No Claim Submitted - Claim is less than excess | 29,74 |
| 28900 | 15/01/2015 | 20627 | Bruschcutter | Caravan Park | Insurance: No Claim Submitted - Claim is less than excess | 92,20 |
| 30318 | 06/05/2016 | 21345 | Gilotine Fusion | Libraries | Insurance: No Claim Submitted - Claim is less than excess | 82,25 |
| 43593 | 05/08/2006 | 14926 | Grinder:Bosch | Water | Insurance: No Claim Submitted - Claim is less than excess | 265,12 |
| 8473 | 25/11/2008 | 14356 | KTC 223l Top Freezer | Electric | Item sold as scrap on Auction | 2,02 |
| 14751 | 25/10/2010 | 17112 | First Aid Kit | Water | Item sold as scrap on Auction | 0,98 |
| 17849 | 01/07/2004 | 11906 | Printer Hp Designjet 500 | ITC | Item sold as scrap on Auction | 0,27 |
| 20857 | 18/04/2007 | 13489 | Stofsuier | Corporate | Item sold as scrap on Auction | 4,69 |
| 21232 | 01/07/2004 | 3982 | Fridge | Admin - Corporate | Item sold as scrap on Auction | 0,23 |
| 21603 | 28/08/2006 | 5466 | Epson LX300 Dotmatrix Printer | ITC | Item sold as scrap on Auction | 6,40 |
| 22037 | 01/07/2004 | 10090 | Computer Cpu | ITC | Item sold as scrap on Auction | 6,68 |
| 22447 | 09/12/2008 | 15546 | Peza Highbackback Chair | Finance | Item sold as scrap on Auction | 2,27 |
| 22636 | 25/08/2009 | 13566 | HP Docking Station | ITC | Item sold as scrap on Auction | 4,31 |
| 24148 | 28/08/2007 | 21437 | Cannon DC230 DVD Video Camera | Housing | Item sold as scrap on Auction | 3,23 |
| 24299 | 17/09/2008 | 3945 | Table Training | Admin - Development | Item sold as scrap on Auction | 1,82 |
| 24467 | 01/06/2005 | 10858 | Chair Typist | Libraries | Item sold as scrap on Auction | 0,91 |
| 28850 | 17/10/2014 | 20601 | Wheelbarrow | Water | Item sold as scrap on Auction | 15,33 |
| 30370 | 20/11/2015 | 21659 | Jigsaw: Mactex Mt430 | Municpal Property | Item sold as scrap on Auction | 43,61 |
| 31429 | 18/10/2016 | 22015 | Printer: Epson LX350 Monocrome | ITC | Item sold as scrap on Auction | 117,97 |
| 32022 | 22/06/2017 | 21702 | Pro Torch: Regulator Hose 90cm | Water | Item sold as scrap on Auction | 65,67 |
| 32352 | 30/06/2008 | 15961 | Battery | ITC | Item sold as scrap on Auction | 0,71 |
| 32407 | 30/06/2005 | 3088 | Ladder | Fire Fighting | Item sold as scrap on Auction | 6,01 |
| 32433 | 30/06/2011 | 30822 | Chair | Water | Item sold as scrap on Auction | 9,26 |
| 32451 | 30/06/2005 | 2808 | Bench grinder | Water | Item sold as scrap on Auction | 4,54 |
| 33200 | 30/06/2012 | 15038 | Scanner | ITC | Item sold as scrap on Auction | 8,24 |
| 33800 | 30/06/2012 | 20534 | Table | Parks and Recreational Areas | Item sold as scrap on Auction | 6,96 |
| 33802 | 30/06/2012 | 22920 | Table | Parks and Recreational Areas | Item sold as scrap on Auction | 6,07 |
| 33803 | 30/06/2012 | 20543 | Table | Parks and Recreational Areas | Item sold as scrap on Auction | 6,96 |
| 33814 | 30/06/2012 | 22777 | Table | Parks and Recreational Areas | Item sold as scrap on Auction | 6,96 |
| 34008 | 15/09/2017 | 23000 | Wheelbarrow - Kgosi | Water | Item sold as scrap on Auction | 58,96 |
| 38032 | 17/09/2018 | 19420 | Table: Training 1400 x 700 | Sportgrounds | Item sold as scrap on Auction | 225,04 |
| 38033 | 17/09/2018 | 19473 | Table: Training 1400 x 700 | Sportgrounds | Item sold as scrap on Auction | 225,04 |
| 38036 | 17/09/2018 | 19482 | Table: Training 1400 x 700 | Sportgrounds | Item sold as scrap on Auction | 225,04 |
| 38043 | 17/09/2018 | 22791 | Table: Training 1400 x 700 | Sportgrounds | Item sold as scrap on Auction | 225,04 |
| 43588 | 01/04/2014 | 11166 | Airconditioner | Electric | Item sold as scrap on Auction | 270,87 |
| 8256 | 11/10/2006 | 14103 | Grease pomp Macnauhht K6 Minil | Refuse | Missing during daily operation | 0,91 |
| 26408 | 09/11/2012 | 18013 | Grease Pump | Refuse | Missing during daily operation | 80,39 |
| 40392 | 05/02/2021 | 30687 | Radio 2 Way: DP540 C/W 3000Mah | Traffic and Law Enforcement | Missing during daily operation | 1 610,08 |
| 43927 | 23/09/2021 | 40705 | Knapsack Spray: MTS 15L With Steel | Refuse | Missing during daily operation | 474,42 |
| 43928 | 23/09/2021 | 40706 | Knapsack Spray: MTS 15L With Steel | Refuse | Missing during daily operation | 474,42 |
| 40878 | 25/05/2021 | 19926 | Filling Cabinet: 4 Drawer | Finance | Missing: During renovation | 616,95 |
| 38270 | 30/10/2018 | 21847 | Safe: Digital | Licensing and Registration | Missing: During renovation | 289,88 |
| | | | | | | 7 249,12 |

| Instances | Nature of Write-off event | Book Value |
| --- | --- | --- |
| 15 | Beyond repair: Cost to repair is higher than book value | 1 175,84 |
| 7 | Insurance: No Claim Submitted - Claim is less than excess | 964,14 |
| 31 | Item sold as scrap on Auction | 1 562,09 |
| **7** | **Missings:** | **3 547,05** |
| *5* | *Missing during daily operation* | *2 640,22* |
| *2* | *Missing: During renovation* | *906,83* |
| | | |
| **60** | **Total** | **7 249,12** |

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
05 June 2023

6/1/4
WARDS: All

**ITEM: 7.21 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 13 JUNE 2023**

**ONDERWERP: NASIENING EN AFSKRWYING VAN GEBOUE INGESLUIT IN DIE BATE REGISTER SOOS OP 30 JUNIE 2023**

**SUBJECT: REVIEW AND WRITE-OFF OF BUILDINGS INCLUDED IN THE ASSET REGISTER AS AT 30 JUNE 2023**

## 1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

The Assets section of Financial Services is currently reviewing the asset register for purposes of improved recordkeeping. As part of this exercise, all buildings and facilicities in Swartland was verified in order to ensure that the buildings as presented in the Annual Financial Statements under the asset classes of Community Assets, Other Assets and Investment Property still exists and is recorded at the appropriate condition grade and amounts.

The investigation resolved that some buidlings no longer belong to Swartland or that some of the facilities have been damaged beyond repair. Insofar as ownership, the property transfer in terms of Land parcels were correctly accounted for, however at the time, we could not trace the buildings thereon to the register.

The investigation provided up to date information on the condition and location of all assets with geo-spatial linking. This will ensure that the structure and buildings are linked to their land parcels ensuring that the asset records are easier to maintain in the future. Our staff also received training in order to better understand and manage our asset recordkeeping risks in the future.

The impact is a write-off of 68 buildings (across 36 sites) and/or strutures to the value of R6 327 528.89. As the land was sold in previous periods, the disposal of buildings will be back-dated to previous periods. Some of these structures were reported as damaged in 2022-23 and as such, all damages will be regarded as current year transactions.

## 2. WETGEWING / *LEGISLATION*

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

## 3. KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP*

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."*

## 4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

R6 437 570.69 (Phisical Verification of Properties 2022-23)

5. **AANBEVELING / *RECOMMENDATION***

- That council grants approval for the assets as per the attached list (R6 327 528.89) be written off and that same be removed from the asset register for purposes of completeness of the municipality's financial accounting records as at 30 June 2023.

(Get) M BOLTON

**..............................................**
**DIREKTEUR: Finansiële Dienste**

| CODE | DESCRIPTION | ADDITIONAL DESCRIPTION | ACQUISITION DATE | OPENING BALANCE COST | CLOSING BALANCE ACCUMULATED DEPRECIATION | CLOSING BALANCE IMPAIRMENT | BOOK VALUE |
|---|---|---|---|---|---|---|---|
| 20294 | Erf 1343 Ziniastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/12/1973 | 15 944,95 | 11 910,01 | 0,00 | 4 034,94 |
| 18911 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 6 928,00 | 4 562,65 | 0,00 | 2 365,35 |
| 18912 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 283 950,00 | 276 352,00 | 0,00 | 7 598,00 |
| 30392 | Abbotsdale Cemetry Weld Mesh Fence 1.8m | Abbotsdale Cemetary Fence | 30/06/2016 | 185 227,07 | 81 875,55 | 18 522,71 | 84 828,81 |
| 30402 | Malmesbury: Plastic Jungle Gym Disa St | Disa Steet Park - all structures except the floodlight has been removed | 14/06/2016 | 17 884,00 | 8 300,28 | 0,00 | 9 583,72 |
| 29414 | Play Structure Malmesbury-West Park Disa Str Erf 5534 | Disa Steet Park - all structures except the floodlight has been removed | 30/06/2015 | 33 994,88 | 17 947,04 | 0,00 | 16 047,84 |
| 29415 | Play Structure Yzerfontein Park Buitekant Str Erf 495 | Play structure was removed due to safety compliants | 30/06/2015 | 33 994,88 | 17 947,04 | 0,00 | 16 047,84 |
| 28330 | Malmesbury Vinkel Street Park Erf 5206 60m post rail heining - 12m post enkel 15m rail van tanalietbehandelde dennepale | Fence of Vinkel Sreet Park | 30/06/2014 | 11 721,57 | 6 968,99 | 0,00 | 4 752,58 |
| 18877 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 2 555 550,00 | 1 529 084,18 | 0,00 | 1 026 465,82 |
| 18878 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 72 000,00 | 68 454,61 | 0,00 | 3 545,39 |
| 18884 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 6 069 600,00 | 3 631 674,35 | 0,00 | 2 437 925,65 |
| 18927 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 18 100,00 | 17 609,03 | 0,00 | 490,97 |
| 19225 | Chatsworth Raadshuis | Land sold, building could not be traced at the time. | 30/06/1937 | 173 200,00 | 171 847,23 | 0,00 | 1 352,77 |
| 19226 | Chatsworth Raadshuis | Land sold, building could not be traced at the time. | 30/06/1937 | 86 900,00 | 86 198,07 | 0,00 | 701,93 |
| 19228 | Chatsworth Raadshuis | Land sold, building could not be traced at the time. | 30/06/1937 | 240 200,00 | 238 303,05 | 0,00 | 1 896,95 |
| 23975 | Rolbalklub Moorreesburg Brick Wall Around Rolbalklub | Land sold, building could not be traced at the time. | 30/06/1960 | 128 000,00 | 127 729,32 | 0,00 | 270,68 |
| 23976 | Rolbalklub Moorreesburg Rolbal Building | Land sold, building could not be traced at the time. | 30/06/1960 | 2 034 000,00 | 2 022 413,98 | 0,00 | 11 586,02 |
| 23977 | Rolbalklub Moorreesburg Rolbal Field Grass | Land sold, building could not be traced at the time. | 30/06/1960 | 32 000,00 | 31 979,56 | 0,00 | 20,44 |
| 28355 | Fence: Koelenberg Straat | Fence of Koelenberg Park in Riebeek Wes | 30/06/2014 | 16 045,60 | 9 539,91 | 0,00 | 6 505,69 |
| 28356 | Fence: Waterblommetjie Straat | Fence of Park in Water Blommetjie Street in Riebeek Kasteel | 30/06/2014 | 20 640,82 | 12 272,31 | 0,00 | 8 368,51 |
| 28358 | Fence: Disa Straat | Disa Steet Park - all structures except the floodlight has been removed | 30/06/2014 | 15 367,62 | 9 137,00 | 0,00 | 6 230,62 |
| 30393 | Abbotsdale Cemetry Weld Mesh Fence 1.2m | Abbotsdale Cemetary Fence | 30/06/2016 | 31 062,93 | 14 326,35 | 0,00 | 16 736,58 |
| 19003 | Strandloper Street 6 buildings | Land sold, building could not be traced at the time. | 30/06/1980 | 277 120,00 | 237 841,19 | 0,00 | 39 278,81 |
| 19004 | Strandloper Street 6 buildings | Land sold, building could not be traced at the time. | 30/06/1980 | 139 040,00 | 119 349,69 | 0,00 | 19 690,31 |
| 28317 | Riebeek Wes Koelenberg Street Park Erf 499 2 x 17m standaard tuinbanke met rugleunings gemaak van herwonne plastiek | Benches of Koelenberg Park in Riebeek Wes | 30/06/2014 | 3 374,85 | 2 006,59 | 0,00 | 1 368,26 |
| 28318 | Riebeek Wes Koelenberg Street Park Erf 499 86m post rail heining - 12m post enkel 15m rail van tanalietbehandelde dennepale | Fence of Koelenberg Park in Riebeek Wes | 30/06/2014 | 16 045,60 | 9 539,91 | 0,00 | 6 505,69 |
| 18985 | Strandloper Street 6 buildings | Land sold, building could not be traced at the time. | 30/06/1980 | 63 680,00 | 62 583,28 | 0,00 | 1 096,72 |
| 18867 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 2 555 550,00 | 2 429 730,30 | 0,00 | 125 819,70 |
| 18872 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 2 338 200,00 | 1 399 033,66 | 0,00 | 939 166,34 |
| 18873 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 799 200,00 | 478 184,54 | 0,00 | 321 015,46 |
| 18903 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 319 500,00 | 311 839,21 | 0,00 | 7 660,79 |
| 18950 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 567 900,00 | 373 873,24 | 0,00 | 194 026,76 |
| 19008 | Strandloper Street 6 buildings | Land sold, building could not be traced at the time. | 30/06/1980 | 384 320,00 | 329 882,63 | 0,00 | 54 437,37 |
| 20314 | Erf 1067 Tiendelaan Munisipale Woning | Land sold, building could not be traced at the time. | 01/05/1974 | 22 000,00 | 17 965,06 | 0,00 | 4 034,94 |
| 20315 | Erf 5706 Chris Hanistraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 12 500,00 | 10 207,52 | 0,00 | 2 292,48 |
| 20316 | Erf 5750 Bikostraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20317 | Erf 5770 Jakarandastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20318 | Erf 5895 Nonkqubelastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20319 | Erf 5921 Nonkqubelastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20320 | Erf 5929 Rolihlahlastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20322 | Erf 6034 Bikostraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20323 | Erf 6054 Jakarandastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 18863 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 1 437 750,00 | 1 430 631,26 | 0,00 | 7 118,74 |
| 18864 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 85 000,00 | 79 850,34 | 0,00 | 5 149,66 |
| 18889 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1993 | 650 880,00 | 389 426,10 | 0,00 | 261 453,90 |
| 18925 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 177 600,00 | 116 911,00 | 0,00 | 60 689,00 |
| 18938 | Clinic Morreesburg | Land sold, building could not be traced at the time. | 30/06/1990 | 1 348 800,00 | 887 964,18 | 0,00 | 460 835,82 |
| 19205 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 10 860,00 | 10 769,45 | 0,00 | 90,55 |
| 19206 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 168 140,00 | 166 581,97 | 0,00 | 1 558,03 |
| 19207 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 121 240,00 | 120 110,77 | 0,00 | 1 129,23 |
| 19208 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 60 830,00 | 60 268,96 | 0,00 | 561,04 |
| 19209 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 5 100,00 | 5 069,90 | 0,00 | 30,10 |
| 19210 | Moorreesburg Raadshuis 4 | Land sold, building could not be traced at the time. | 30/06/1948 | 1 000,00 | 989,85 | 0,00 | 10,15 |
| 20309 | Piet Retiefstraat Munisipale Woning | Land sold, building could not be traced at the time. | 01/04/1973 | 144 500,00 | 117 998,28 | 0,00 | 26 501,72 |
| 20324 | Erf 6372 Sivuyilestraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20325 | Erf 6403 Nobuhlestraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 000,00 | 12 249,05 | 0,00 | 2 750,95 |
| 20326 | Erf 1339 Impalastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 16 235,81 | 12 200,87 | 0,00 | 4 034,94 |
| 20327 | Erf 1340 Impalastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 944,95 | 11 910,01 | 0,00 | 4 034,94 |
| 20328 | Erf 1341 Impalastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 944,95 | 11 910,01 | 0,00 | 4 034,94 |
| 20329 | Erf 1342 Impalastraat Munisipale Woning | Transferred through housing project, but the deed is still in our name | 01/04/1974 | 15 944,95 | 11 910,01 | 0,00 | 4 034,94 |
| 23577 | Moorreesburg-Park on Bougainvillea Street Park Grass | Facility still there, but the grass has perished | 30/06/1980 | 16 000,00 | 13 870,73 | 0,00 | 2 129,27 |
| 23580 | Koringberg Plein on Main Street Main Building | Land sold, building could not be traced at the time. | 30/06/1980 | 406 800,00 | 352 266,46 | 0,00 | 54 533,54 |
| 28308 | Moorreesburg Sentrum Street Park Erf 3510 2 x 17m standaard tuinbanke met rugleunings gemaak van herwonne plastiek | Benches Sentrum Street Park | 30/06/2014 | 3 374,85 | 2 006,59 | 0,00 | 1 368,26 |
| 28324 | Malmesbury ou Alfa Street Park Erf 9200 5 x heavy duty inplant braai; 5 x heavy duty flipover dustbin | Braais damaged beyond repair | 30/06/2014 | 15 226,14 | 3 900,47 | 9 744,70 | 1 580,97 |
| 28325 | Malmesbury Waboom Street Park Erf 3358 2 x 17m standaard tuinbanke met rugleunings gemaak van herwonne plastiek | Waboom Street Park Benches damaged beyond repair | 30/06/2014 | 3 374,85 | 2 006,59 | 0,00 | 1 368,26 |
| 28353 | Fencing: Welded Mesh 230m with Flatwrap | Fence near Public Open Space in Riverslands | 30/06/2014 | 48 618,46 | 27 741,42 | 4 861,85 | 16 015,19 |
| 43225 | Malmesbury-Park Holomisa Street and Rolihlahla Street - Sports Facility - Sports Posts - Soccer - - SPORT272 YNN#A19 | Soccer post of RSEP project in 2021 has been damaged beyond repair | 03/05/2021 | 954,91 | 198,49 | 0,00 | 756,42 |
| | Total | | | 24 485 862,64 | 18 125 204,49 | 33 129,26 | **6 327 528,89** |

Already identified ad written off in January 2023:

| CODE | DESCRIPTION | ADDITIONAL DESCRIPTION | ACQUISITION DATE | OPENING BALANCE COST | CLOSING BALANCE ACCUMULATED DEPRECIATION | CLOSING BALANCE IMPAIRMENT | BOOK VALUE |
|---|---|---|---|---|---|---|---|
| 20296 | Erf 4175 Olyfboomstraat Munisipale Woning | New chreche in Moorreesburg near Dolfyntjies | 01/06/2003 | 7 500,00 | 5 060,40 | 0,00 | 2 439,60 |
| | | | | 24 493 362,64 | 18 130 264,89 | 33 129,26 | 6 329 968,49 |

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
5 June 2023

5/15/1/2
WARDS: All

**ITEM: 7.22 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 14 JUNE 2023**

**ONDERWERP: RATIFISEERING VAN PESIONARIS TARIEF TOEGESTAAN BY KARAVAAN PARK TYDENS 2019-20 SONDER DIE BEHOUD VAN REKORDS.**

**SUBJECT: RATIFYING PENSIONAIRS' TARIFF ALLOWED AT THE CARAVAN PARK DURING 2019-20 WITHOUT RECORD RETENTION**

## 1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

During the annual audit of 2019-20 the auditors sampled a transaction for fees at the caravan park. A Discounted Tariff for Pensionairs was provided on the sample item selected. At the time, no policies or procedures existed for the retainment of evidence that the discount allowed was granted to a valid pensionair. As such the auditors concluded that all discounts allowed for the period was invalid, based on the fact that management could not provide sufficient and appropriate audit evidence that allowed the auditor to evaluate that the person who stayed at the caravan park was indeed a pensionair.

Management disagreed with the finding, but nevertheless, implemented the necessary controls to allow the auditors to inspect a copy of the applicant's ID or SASSA card to justify use of the appropriate camping fees.

Management argued that the rebates were valid rebates as such retention of records were not required in terms of our policies and procedures at the time. The auditor's burden of proof resolved that the policies were silent on the retention of records and as such, records should have been retained.

The effect of charging the Pensionairs' Tariff in comparison to the standard tariff, amounts to lower revenue of R 152 512.00 (VAT Inclusive) (R 132 619.13 excluding VAT).

## 2. WETGEWING / *LEGISLATION*

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

## 3. KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP*

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."*

## 4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

None. The previously recorded Pensionaris' Tariff for the caravan park revenue of R 132 619.13 excluding VAT is ratified.

5. **AANBEVELING / *RECOMMENDATION***

- That council ratifies the application of the Pensionairs' Tariff without having retained copies of identification for the period of 1 July 2019 to 30 June 2020.
- That council approves that the schedule containing the uncorrected misstatement, be updated accordingly.

(Get) M BOLTON

**...............................................**
**DIREKTEUR: Finansiële Dienste**

**ANNEXURE A: AUDIT FINDING 2019/20**

## ComAF 3: Operational revenue

**Audit finding**

Paragraph 17 of Generally Recognised Accounting Practice 1 – *Presentation of financial statements* (GRAP 1) states that financial statements shall present fairly the financial position, financial performance and cash flows of an entity. Fair presentation requires the faithful representation of the effects of transactions, other events and conditions in accordance with the definitions and recognition criteria for assets, liabilities, revenue and expenses set out in the Framework for the Preparation and Presentation of Financial Statements.

In terms of paragraph 125 (2)(d) of the Municipal Finance Management Act, 2001 (MFMA), the following is stated:
*The notes to the annual financial statements of a municipality or municipal entity must disclose the following information particulars of -*

*(i)* *any material losses and any material irregular or fruitless and wasteful expenditures, including in the case of a municipality, any material unauthorised expenditure, that occurred during the financial year, and whether these are recoverable;*
*(ii)* *any criminal or disciplinary steps taken as a result of such losses or such unauthorised, irregular or fruitless and wasteful expenditures; and*
(iii) *any material losses recovered or written off*

Whilst performing the audit on operational revenue, it was identified that a camper had qualified for a discount of 40% for camping fees amounting to R782,61 (excl. VAT), however no audit evidence could be provided that the consumer was eligible for the discount.

Through enquiry with Toffie Lubbe (Yzerfontein Caravan Park Manager), it was noted that proof will only be requested if the consumer does not appear to be younger than 60 years old. This however, does not provide sufficient appropriate audit evidence as to confirm and verify that the camper is older than 60 years and qualified for the discount and thus should have been charged the normal tariff.

The difference of R521.74 (based on normal tariff) was identified as a result, which results in a projected possible loss of revenue of R772 092,11.

The above revenue loss is not individually quantitatively material but will be considered together with other losses for cumulative materiality.

**Internal control deficiency**
<u>*Financial management:*</u>
*Management did not implement controls over daily and monthly processing and reconciling of transactions.*

Management did not ensure that the appropriate documentation such as a copy of the camper's identity document (ID) was obtained to confirm that the consumer would be eligible for the discount. It is noted that the application form does not require the submission of the relevant documentation. Therefore, there is no control designed to confirm that the camper is eligible for the discount.

**Recommendation**

Management should ensure that the application form requires the camper to provide a copy of their ID so as to confirm that the consumer is older than 60 years, thus qualifying for the 40% rebate applicable to the transaction. This would ensure that there is a control designed to ensure that there is no loss of revenue.

Management should assess the entire population of camping fees to ensure that all consumers that have received the discount has the necessary documentation attached and thus are correctly eligible for the discount, to determine the true possible loss to revenue and consider the need for disclosure.

**Management response**

| |
|---|
| Management comment on the audit finding:<br>▪ Management is in agreement with the finding, but do not agree with the amount of R772 092.11 indicated as projected possible loss of revenue.<br>There were applications for 1 271 days for which the pensioner's discount was granted. The maximum projected possible loss of revenue should be R 132 619.13 excl. VAT (R 381 280.00 - R 228 768.00 = R 152 512.00 / 1.15 = R 132 619.13). The total value of the discount granted is therefore R132 626. For this reason, the extrapolated error of R772 092 is incorrect.<br><br>Due to the insignificant impact (approximately 5% of the population of the amount reported on the AFS (132 619 / 2 451 396)), we do not expect to adjust the AFS. The cost of obtaining the relevant supporting documents would be excessive given the maximum value of the projected loss. Controls will rather be improved to ensure the audit evidence is available for all new applications (from this date) where a discount is requested.<br><br>Due to the insignificance of the amount in relation to the annual financial statement as a whole, the financial statements still fairly represents the state of affairs of the municipality and therefore does not need to be adjusted (less than 2% of expected materiality). As the amount is not material, section 125 of the MFMA will not have any effect on the users of the Financial Statements. |
| Management comment on the root cause identified within the audit finding:<br>▪ Management do not agree that controls over daily and monthly processing and reconciling of transactions have not been implemented.<br>▪ We agree that copies of ID documents were not made as prove that the person qualified for the pensioner's rebate of 40%, however ID's were requested when there was doubt as to whether the person qualified. |
| Management comment on the recommendation:<br>▪ Management would like to improve the recommendation given the information provided under remedial action. The recommendation that copies of ID's must be attached was deemed appropriate, but we will not revise the population given the low value of any potential impact of the finding. |
| Remedial action:<br>▪ The application form has already been amended to indicate the ID number as well as to provide a copy of the ID document/Driver's License/Passport when applying for pensioner's rebate.<br>▪ Since this control deficiency was brought under our attention, copies of the ID documents are kept with the application forms where rebate has been granted.<br>▪ We assessed the entire population in order to determine the effect of the rebate granted and found it to be completely insignificant. Therefore, the second part of the recommendation was not addressed as it was found to be too cumbersome given the maximum potential impact.<br>▪ Standard operating procedures was compiled to indicate processes to follow at the caravan park. |

| What actions will be taken:<br><br>Refer to remedied action | | By whom:<br><br>W.S.J Marais | | By when:<br><br>31 March 2021 |
|---|---|---|---|---|
| If the above findings affects an amount (s) disclosed in the financial statements: | No | | | |
| Please give an indication of whether the correcting journal entry shall be processed: | N/a | | | |
| If yes, please indicate the accounting entry: N/a | | | | |
| If no, please provide the reason why such a conclusion:<br><br>Some of the ID Documents will be obtained, but it will not affect the AFS | | | | |

Name: W.S.J Marais
Position: Manager: Occupational/Environmental Health
Date: 21 January 2021

## Status of implementing commitments and recommendations

1. Below is our assessment of the progress in implementing the commitments made by the municipality to address the previous years' audit findings.

| No. | Commitment | Made by | Date | Origin of commitment | Status |
|---|---|---|---|---|---|
| 3 | <u>Operational revenue</u><br><br>Standard operating procedures was compiled to dictate the processes to follow at the caravan park. | K. Marais<br><br>J. Krieger<br><br>Head: Income | 26 March 2021 | Prior year Management report | Completed |

## ANNEXURE C: TRANSACTION LISTING OF PENSIONERS TARIF CAMPING FEES 2019/20

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 01.07.19 | 1 | 168.00 | RC302,T S | T Smith St110 30/6 - 1/7 1 x R168 |
| 01.07.19 | 3 | 540.00 | RC306,J L | J LE GRANGE ST 76 1/7 - 4/7 3 X R180 |
| 03.07.19 | 8 | 1 440.00 | RC133,T S | T SMITH CK50610 ST 110 1/7 - 9/7 8 X R180 |
| 07.07.19 | 1 | 180.00 | RC81,A MI | A MINNAAR CF252797 6/7 - 7/7 1 X R180 |
| 09.07.19 | 3 | 540.00 | RC104,T S | T Smith CK 50610 St110 9/7 - 12/7 3 x R180 |
| 31.07.19 | 1 | 180.00 | RC135,AQ | AQ BEKENAH CA94913 ST35 31/7 - 1/8 1 X R180 |
| 05.07.19 | 3 | 540.00 | RC51633,P | P.SCHOEMAN - STAANPLEK 4 |
| 19.07.19 | 7 | 1 260.00 | RC175038, | VELDSMAN C STAANPLEK 74 |
| 23.07.19 | 3 | 540.00 | RC175233, | TESSENDORF H STAANPLEK 102 |
| 23.07.19 | 3 | 540.00 | RC175243, | STEPHEN D STAANPLEK 66 |
| 10.08.19 | 2 | 360.00 | RC173,G V | G VENTER CAW37375 10/8 - 12/8 2 X R180 |
| 11.08.19 | 2 | 360.00 | RC84,C CR | C CRONJE BV90SRGP 11/5 - 13/8 2 X R180 |
| 12.08.19 | 1 | 180.00 | RC320,C V | C VENTER CAW37375 ST80 12/8 - 13/8 1 X 180 |
| 13.08.19 | 2 | 360.00 | RC105,B B | B BEUKES CAW96421 12/8 - 14/8 2 X R180 |
| 13.08.19 | 2 | 360.00 | RC106,C C | C CRONJE BV90SRGP ST 18 13/8 - 15/8 2 X R180 |
| 16.08.19 | 2 | 360.00 | RC234,C I | C IRELAND CF184580 ST19 16/8 - 18/8 2 X R180-00 |
| 17.08.19 | 3 | 540.00 | RC178,H L | H LINGENFELDER CC07CMGP 17/8 - 20/8 3 X R180 |
| 17.08.19 | 2 | 360.00 | RC179,M P | M PRETORIUS DHX640L 17/8 - 19/8 2 X R180 |
| 18.08.19 | 1 | 180.00 | RC87,O VA | O VAN ASPEREN 17/8 - 18/8 1 X R180 |
| 18.08.19 | 2 | 360.00 | RC88,S HE | S HENDRIKZ FWJ039FS 18/8 - 20/8 2 X R180 |
| 18.08.19 | 2 | 360.00 | RC89,C HA | C HARLEY FXG695FS ST 8 18/8 - 20/8 2 X R180 |
| 18.08.19 | 3 | 540.00 | RC90,W FO | W FOUCHE HWD499NW 18/8 - 21/8 3 X R180 |
| 19.08.19 | 3 | 540.00 | RC326,J M | J MARKLAND CA968453 ST 77 19/8 - 22/8 3 X 180 |
| 20.08.19 | 2 | 360.00 | RC107,H L | H LINGENFELDER CC07CMGP ST 118 20/8 - 22/8 2 X R180 |
| 20.08.19 | 2 | 360.00 | RC108,N H | N HINDON CEX5012 20/8 - 22/8 2 X R180 |
| 21.08.19 | 1 | 180.00 | RC139,W F | W FOUCHE HWD409NM ST110 21/8 - 22/8 1 X R180 |
| 22.08.19 | 6 | 1 080.00 | RC187,L T | L TROSKIE JGC987NW 22/8 - 28/8 6 X R180 |
| 22.08.19 | 1 | 180.00 | RC188,G V | G VAN JAARSVELD CBS62265 22/8 - 23/8 |
| 23.08.19 | 9 | 1 620.00 | RC235,D S | D SWART DCS60ZN ST 77 23/8 - 1/9 9 X R180 |
| 23.08.19 | 2 | 360.00 | RC239,P K | P KOTZE CJ33993 23/8 - 25/8 2 X R180 |
| 23.08.19 | 2 | 360.00 | RC240,D L | D LAAS CY300075 23/8 - 25/8 2 X R180 |
| 23.08.19 | 2 | 360.00 | RC242,D D | D DE LANGE CW62672 ST 72 23/8 - 25/8 2 X R180 |
| 24.08.19 | 2 | 360.00 | RC182,M R | M ROUSSAU CY335705 ST10 23/8 - 25/8 2 X R300 |
| 24.08.19 | 1 | 180.00 | RC187,W D | W DU BUY CY44444 24/8 - 25/8 1XR180 |
| 24.08.19 | 1 | 180.00 | RC188,P G | P GRANT ND243 24/8-25/8 1 X R180 |
| 25.08.19 | 1 | 180.00 | RC92,R KA | R KAMSTERA CA563977 ST29 24/8-25/8 1XR180 |
| 25.08.19 | 1 | 180.00 | RC97,J TE | J TERDOUX CF143072 ST65 25/8-26/8 1XR180 |
| 25.08.19 | 4 | 720.00 | RC99,C PE | C PELSER HV49PBGP 25/8-29/8 4XR180 |
| 25.08.19 | 1 | 180.00 | RC100,G T | G TARR HB63TVGP 25/8-26/8 1XR180 |
| 26.08.19 | 1 | 180.00 | RC327,L G | L GRILL CA923377 25/8-26/8 1XR180 |
| 26.08.19 | 12 | 2 160.00 | RC330,J V | J VENTER DM31KWGP ST 78 |
| 26.08.19 | 1 | 180.00 | RC331,G T | G TARR HB63TVGP ST71 26/8-27/8 1XR180 |
| 26.08.19 | 2 | 360.00 | RC334,G S | G STEENKAMP JFS351NW ST 19 26/8 - 28/8 2 X R180 |
| 27.08.19 | 1 | 180.00 | RC113,S L | S LOTZ JD56VVGP 27/8 - 28/8 1 X R180 |
| 28.08.19 | 3 | 540.00 | RC143,C P | C PELSER ST 110 29/8 - 1/9 3 X R180 |
| 28.08.19 | 1 | 180.00 | RC145,J V | J VAN ZYL XMB143GP 1 X R180 |
| 28.08.19 | 2 | 360.00 | RC147,M K | M KUIPERS DZP680NP 28/8 - 30/8 2 X R180 |
| 28.08.19 | 2 | 360.00 | RC148,J R | J ROUSSEAU CA383594 28/8 - 30/8 2 X R180 |
| 28.08.19 | 2 | 360.00 | RC149,S D | S DE KLERK FRK425MP 28/8 - 30/8 2 X R180 |
| 29.08.19 | 2 | 360.00 | RC189,J V | J VAN ZYL ST 9 29/8 - 31/8 2 X R180 |
| 29.08.19 | 1 | 180.00 | RC190,F S | F STEYN HCC565EC ST63 28/8 - 29/8 1 X R180 |
| 29.08.19 | 1 | 180.00 | RC191,A M | A MEYER CBR13283 29/8 - 30/8 1 X R180 |
| 30.08.19 | 1 | 180.00 | RC248,KUI | KUIPERS M DZP680NP ST 105 30/8 - 31/8 1 X R180 |
| 30.08.19 | 3 | 540.00 | RC249,M L | M LUFF CT9716 ST 101 29/8 - 1/9 3 X R180 |
| 30.08.19 | 1 | 180.00 | RC250,G L | G LUBBERT N23642S ST 12 29/8 - 30/8 1 X R180 |
| 30.08.19 | 3 | 540.00 | RC252,M N | M NEL HC39ZXWP ST 5 30/8 - 2/9 3 X R180 |
| 30.08.19 | 3 | 540.00 | RC253,G W | G WILMSE FF64LVGP ST 6 30/8 - 2/9 3 X R 180 |
| 30.08.19 | 3 | 540.00 | RC254,F B | F BOTHA FW75GRWP ST 7 30/8 - 2/9 3 x R180 |
| 31.08.19 | 2 | 360.00 | RC190,A W | A WILLY ST 105 31/8 - 2/9 2 X R180 |
| 07.08.19 | 4 | 720.00 | RC67510,A | ALBERTYN C STAANPLEK 103 |
| 08.08.19 | 2 | 360.00 | RC175855, | VISSER H STAANPLEK 39 |
| 19.08.19 | 4 | 720.00 | RC176369, | R VAN DYK STAANPLEK 63 |
| 26.08.19 | 8 | 1 440.00 | RC176776, | L SMITH STAANPLEK 25 |
| 28.08.19 | 4 | 720.00 | RC177114, | BLIGNAULT J STAANPLEK 117 |
| 30.08.19 | 4 | 720.00 | RC46557,P | P.VISSER - STAANPLEK 43 44 |
| 30.08.19 | 1 | 180.00 | RC46626,E | E.KLEYNHANSE - STAANPLEK 76 |
| 01.09.19 | 1 | 180.00 | RC103,R P | R PREITNACHER 31/8 - 1/9 1 X R180 |
| 01.09.19 | 2 | 360.00 | RC105,A D | A DE VRIES HCN882MP ST 54 1/9 - 3/9 2 X R180 |
| 02.09.19 | 1 | 180.00 | RC337,B V | B VAN BILJON CA46318 ST49 1/9 - 2/9 1 X R180 |
| 02.09.19 | 7 | 1 260.00 | RC338,C P | C PUTTER CJP444NW ST72 1/9 - 8/9 7 X R180 |
| 02.09.19 | 1 | 180.00 | RC339,B G | B GLOVER JHY013GP 1/9 - 2/9 1 X R180 |
| 02.09.19 | 3 | 540.00 | RC342,J T | J THERON CX01RKGP ST 25 2/9 - 5/9 3 X R180 |
| 02.09.19 | 1 | 180.00 | RC344,AME | AMERY B CFM33868 1 X R180 |
| 02.09.19 | 1 | 180.00 | RC345,J K | J KRUGER CBS62747 1 X R180 |

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 02.09.19 | 1 | 180.00 | RC346,B V | B VNA BILJON CA46318 ST 49 2/9-3/9 1 X R180 |
| 03.09.19 | 3 | 540.00 | RC114,P d | P de Lange HH46SFGP st101 2/9-5/9 3 x R180 |
| 03.09.19 | 1 | 180.00 | RC117,H L | H Lourens CY15522 2/9-3/9 1xR180 |
| 03.09.19 | 2 | 360.00 | RC118,S K | S KRIEL BYH001L ST 90 3/9 - 5/9 2 X R180 |
| 03.09.19 | 2 | 360.00 | RC119,T H | T HERMANSON CEM18371 ST109 3/9 - 5/9 2 X R180 |
| 03.09.19 | 2 | 360.00 | RC120,I V | I VILJOEN DLX210L ST8 3/9 - 5 9 2 X R180 |
| 03.09.19 | 2 | 360.00 | RC121,A K | A KRUGER DDH715L ST6 3/9 - 5/9 2 X R180 |
| 03.09.19 | 2 | 360.00 | RC122,E O | E OOSTHUIZEN FPB588L ST7 3/9 - 5/9 2 X R180 |
| 04.09.19 | 2 | 360.00 | RC151,C F | C F KOK CCC5859 4/9-6/9 2XR180 |
| 04.09.19 | 6 | 1 080.00 | RC152,L F | L Friess ND822350 st108 4/9-10/9 6xR180 |
| 05.09.19 | 4 | 720.00 | RC192,E W | E Whittle HVC557MP st53 4/9-8/9 4xR180 |
| 05.09.19 | 2 | 360.00 | RC195,a d | a de Vries HCN882MP st54 3/9-5/9 2xR180 |
| 05.09.19 | 3 | 540.00 | RC197,R F | R FRANK CAR16989 ST35 5/9 - 8/9 3 X R180 |
| 05.09.19 | 1 | 180.00 | RC200,S D | S DU TOIT FX05TFGP 5/9-6/9 R180 |
| 06.09.19 | 2 | 360.00 | RC256,T M | T MARAIS CY 260709 6/9 - 8/9 2 X R180 |
| 06.09.19 | 3 | 540.00 | RC257,B E | B EIFLER CX14364 ST6 6/9 - 9/9 3 X R180 |
| 06.09.19 | 2 | 360.00 | RC258,P V | P VAN DER WESTHUIZEN ST 15 6/9-8/9 2 X R180 |
| 06.09.19 | 2 | 360.00 | RC259,JJ | JJ MOLLER HGS067FS 6/9-7/9 1 X R300 |
| 06.09.19 | 2 | 360.00 | RC260,T C | T CRONJE CJ77226 ST 75 6/9 - 8/6 1 X R180 |
| 06.09.19 | 2 | 360.00 | RC262,H V | H VAN DER WALT CAW86580 6/9 - 8/9 2 X R180 |
| 06.09.19 | 2 | 360.00 | RC267,M N | M NAUDE CY223038 ST16 6/9-8/9 2XR180 |
| 06.09.19 | 1 | 180.00 | RC268,A V | A VENTER DCY847FS 6/9-7/9 1XR180 |
| 06.09.19 | 1 | 180.00 | RC269,W D | W DE JAGER 562OHSFS 6/9-7/9 1 X R180 |
| 07.09.19 | 2 | 360.00 | RC200,D V | D VOOGT WFJ670GP ST 42 7/9-9/9 2 X R180 |
| 07.09.19 | 1 | 180.00 | RC202,P R | P ROUX CCM2337 ST46 7/9-8/9 1 X R180 |
| 07.09.19 | 2 | 360.00 | RC203,S R | S ROBINSON CA151692 ST45 7/9-9/9 2 X R180 |
| 07.09.19 | 2 | 360.00 | RC204,D H | D HODGINSON BX71BJGP ST37 7/9-9/9 2XR180 |
| 07.09.19 | 2 | 360.00 | RC205,D K | D KILIAN CEY54283 ST55 7/9-9/9 2 X R180 |
| 07.09.19 | 1 | 180.00 | RC206,M R | M ROIGNANT HN05GDGP ST23 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC106,S H | S HETSTECK CY267640 ST 9 7/9-8/9 1 X R180 |
| 08.09.19 | 2 | 360.00 | RC107,G O | G OSLER HGR085FS ST27 7/9-9/9 2 X R180 |
| 08.09.19 | 1 | 180.00 | RC109,A B | A BREYTENBACG FN37KYGP ST77 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC111,E W | E WHITTLE HVC557MP ST53 8/9-9/9 1 X R180 |
| 08.09.19 | 3 | 540.00 | RC112,H L | H LIGNEFELDER CC07CMGP ST39 7/9-10/9 3 X R180 |
| 08.09.19 | 1 | 180.00 | RC113,H M | H MACDONALD CR16994 ST 36 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC114,P G | P GOOSEN CAW86302 ST30 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC116,P M | P MURELS CG9934 ST86 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC117,S S | S SUTTNER CAA13848 ST87 7/9-8/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC118,A B | A BREYTENBACH FN37KYGP ST77 8/9-9/9 1 X R180 |
| 08.09.19 | 1 | 180.00 | RC119,A B | A BEZUIDENHOUT DSM243FS 1 X R180 8/9-9/9 |
| 08.09.19 | 3 | 540.00 | RC120,M S | M SMIT NN70645 ST117 8/9-11/9 3 X R180 |
| 08.09.19 | 3 | 540.00 | RC121,P V | P VAN DEN BERGH YZX827GP 8/9 - 11/9 3 X R180 |
| 08.09.19 | 2 | 360.00 | RC122,P K | P KILLIAN FPX239FS 8/9 - 10/9 2 X R180 |
| 09.09.19 | 1 | 180.00 | RC347,T C | T Cronje CJ77226 st75 8/9-9/9 1 x R180 |
| 09.09.19 | 2 | 360.00 | RC348,D G | D Gautier FG49YNGP 8/9-10/9 2 x R180 |
| 09.09.19 | 1 | 180.00 | RC349,J S | J Styger CEY53516 8/9-9/9 1xR180 |
| 09.09.19 | 1 | 180.00 | RC353,P V | P VD WESTHUIZEN ST14 8/9 - 9/9 1 X R180 |
| 09.09.19 | 1 | 180.00 | RC354,J H | J HATTINGH CK11511 ST12 8/9 - 9/9 1 X R180 |
| 09.09.19 | 2 | 360.00 | JNL227 | Not Sure |
| 09.09.19 | 4 | 720.00 | RC356,P d | P de Lange HH46SFGP st101 5/9 - 9/9 4 x R180 |
| 09.09.19 | 14 | 2 520.00 | RC357,C P | C PUTTER CJP444NW ST72 8/9-22/9 14XR180 |
| 09.09.19 | 3 | 540.00 | RC358,C B | C BEBINGTON CX586017 ST5 9/9 - 12/9 3 X R180 |
| 10.09.19 | 2 | 360.00 | RC123,P K | P KILLIAN FPX239FS ST63 10/9 - 12/9 2 X R180 |
| 10.09.19 | 1 | 180.00 | RC124,J R | J ROUSSEAU CA383594 ST94 10/9 - 11/9 1 X R180 |
| 10.09.19 | 1 | 180.00 | RC129,C N | C NAUDE WJN755GP 10/9 - 11/9 1 X R180 |
| 11.09.19 | 1 | 180.00 | RC154,T C | T CATO JPC769NW ST 118 11/9 - 12/9 1 X R180 |
| 12.09.19 | 2 | 360.00 | RC201,C B | C BARNARD RSN019GP ST102 11/9 - 13/9 2 X R180 |
| 12.09.19 | 1 | 180.00 | RC202,A M | A MOOLMAN DRD563EC ST7 12/9 - 13/9 1 X R180 |
| 12.09.19 | 2 | 360.00 | RC203,W P | W PRETORIUS NP18894 ST 13 12/9 - 14/9 2 X R180 |
| 12.09.19 | 3 | 540.00 | RC204,H G | H GROBLER HKV710MP ST77 12/9-15/9 3XR180 |
| 12.09.19 | 2 | 360.00 | RC205,J M | J MEYER CBS15721 ST 118 |
| 13.09.19 | 3 | 540.00 | RC272,H L | H LINGENFELDER CC07CMGP ST39 10/9-13/9 3 X R180 |
| 13.09.19 | 3 | 540.00 | RC273,E B | E BOUWER CCC6264 ST75 13/9 - 16/9 3 X R180 |
| 13.09.19 | 1 | 180.00 | RC274,C B | C BARNARD RSN019GP ST 102 13/9 - 14/9 1 X R180 |
| 13.09.19 | 3 | 540.00 | RC277,M E | M ESPACH DGN402L ST23 13/9 - 16/9 3 X R180 |
| 13.09.19 | 4 | 720.00 | RC278,J R | J ROOS JGZ422NW ST22 13/9 - 17/9 4 X R180 |
| 13.09.19 | 6 | 1 080.00 | RC279,C W | C WILSON CW15311 ST38 13/9 - 19/9 6 X R180 |
| 13.09.19 | 1 | 180.00 | RC280,B R | B ROBERTSON CW46647 13/9-14/9 |
| 15.09.19 | 1 | 180.00 | RC124,S A | S ATTFIELS ST3 14/9 - 15/9 1 X R180 |
| 15.09.19 | 1 | 180.00 | RC125,W P | W PRETORIUS ST13 14/9 - 15/9 1 X R180 |
| 15.09.19 | 1 | 180.00 | RC126,J S | J SMIT CB65BCGP ST109 14/9 - 15/9 1 X R180 |
| 15.09.19 | 1 | 180.00 | RC127,P V | P VAN ZYL FBH480FS 15/9 - 16/9 1 X R180 |
| 16.09.19 | 1 | 180.00 | RC360,T M | T MILES CCC15571 ST9 15/9 - 16/9 1 X R180 |
| 16.09.19 | 1 | 180.00 | RC361,E B | E BOUWER CCC6264 ST75 16/9 - 17/9 1 X R180 |
| 16.09.19 | 2 | 360.00 | RC363,T G | T G WATKINS CAA36758 ST 15 16/9 - 18/9 2 X R180 |
| 16.09.19 | 2 | 360.00 | RC364,P B | P BRUNETTI CAW34633 2 X R180 |
| 17.09.19 | 1 | 180.00 | RC130,G N | G NEBE ST13 16/9-17/9 1 X R180 |

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 17.09.19 | 1 | 180.00 | RC131,A L | A LAMBRECHTS CAW865 ST109 17/9 - 18/9 1 X R180 |
| 17.09.19 | 1 | 180.00 | RC132,A B | A BROWN CBS29269 ST110 17/9 - 18/9 1 X R180 |
| 18.09.19 | 1 | 180.00 | RC155,W R | W Ross DMW534NW St 49 |
| 18.09.19 | 3 | 540.00 | RC156,P B | P Brunetti CAW34633 st8 18/9 - 21/9 3 x R180 |
| 18.09.19 | 8 | 1 440.00 | RC157,P v | P van der Walt st114 22/9-30/9 8 x R180 |
| 18.09.19 | 4 | 720.00 | RC158,K d | K de Kock CBS32643 st2 18/9 - 22/9 4 x R180 |
| 18.09.19 | 1 | 180.00 | RC159,L A | L A Frouwss CY367524 st10 18/9-19/9 1 x R180 |
| 19.09.19 | 3 | 540.00 | RC206,D G | D Gautier FP69YNGP st35 18/9-21/9 3 x R180 |
| 19.09.19 | 4 | 720.00 | RC208,D G | D GAUTIER ST 35 21-25/09 FP69YBN GP 4 X R180 |
| 20.09.19 | 1 | 180.00 | RC282,J E | J E de SCALLY NN22744 ST 89 20/9-21/9 1 X R180-00 |
| 22.09.19 | 1 | 180.00 | RC132,S A | S Atfeild ca548746 st1 22/9-23/9 1 x R180 |
| 23.09.19 | 1 | 180.00 | RC370,S A | S ATFIELD ST 1 23/9 - 24/9 1 X R180 |
| 23.09.19 | 12 | 2 160.00 | RC371,V B | V BRITS ST107 24/9 - 6/10 12 X R180 |
| 23.09.19 | 9 | 1 620.00 | RC372,C P | C Putter CJP444NW st72 9x R180 |
| 23.09.19 | 2 | 360.00 | RC376,S V | S VAN ZYL N20037WB 23/9 - 24/9 2 X 1 X R180 |
| 23.09.19 | 2 | 360.00 | RC377,J L | J LISTER ST28 23/9 - 25/9 2 X R180 |
| 24.09.19 | 3 | 540.00 | RC136,E M | E MARAIS BNJ745L ST33 23/9 - 26/9 3 X R180 |
| 24.09.19 | 1 | 180.00 | RC139,S A | S ATFIELD CA548746 ST 1 24/9 - 25/9 1 X R180 |
| 25.09.19 | 3 | 540.00 | RC175,I S | I STEYN CFP7264 ST119 25/9 - 28/9 3 X R180 |
| 26.09.19 | 4 | 720.00 | RC212,E M | E MARAIS BNJ745L ST33 26/9 - 30/9 4 X R180 |
| 26.09.19 | 1 | 180.00 | RC214,M S | M STOUTJESDIJK ST70 26/9 - 27/9 1 X R180 |
| 26.09.19 | 1 | 180.00 | RC218,B B | B BOSHOFF HR69FRGP ST7 26/9 - 27/9 1 X R180 |
| 27.09.19 | 5 | 900.00 | RC289,K D | K De Kock CBS32643 st2 22/9-27/9 5x R180 |
| 27.09.19 | 1 | 180.00 | RC292,M S | M Stoutjesdijk CF163438 st70 27/9-28/9 1x R180 |
| 27.09.19 | 1 | 180.00 | RC294,B B | B Boshoff HR69FRGP 27/9-28/9 1xR180 |
| 27.09.19 | 3 | 540.00 | RC295,X H | X HUMAN CY499696 ST80 27/9 - 30/9 3 X R180 |
| 30.09.19 | 2 | 360.00 | RC388,P V | P VAN DER WALT ST 114 30/9 - 2/10 2 X R180 |
| 30.09.19 | 4 | 720.00 | RC389,SWA | SWART N CAM30368 ST21 30/9 - 4/10 4 X R180 |
| 04.09.19 | 2 | 360.00 | RC177706, | J HATTINGH STAANPLEK 12 |
| 04.09.19 | 4 | 720.00 | RC177707, | M RADOMSKY STAANPLEK 94 |
| 10.09.19 | 2 | 360.00 | RC178024, | K BROWN STAANPLEK 48 |
| 05.09.19 | 2 | 360.00 | RC52993,G | G.VAN NIEKERK - STAANPLEK 100 |
| 10.09.19 | 2 | 360.00 | RC178010, | DE BEER C STAANPLEK 38 |
| 05.09.19 | 7 | 1 260.00 | RC52995,D | D.HENNING - STAANPLEK 40 |
| 11.09.19 | 3 | 540.00 | RC178087, | N HENDRIKSE STAANPLEK 107 |
| 11.09.19 | 3 | 540.00 | RC178086, | HENDRIKSE N VIR ROWORTH R STAANPLEK 112 |
| 17.09.19 | 3 | 540.00 | RC53190,C | C.VD WESTHUIZEN - STAANPLEK 16 |
| 17.09.19 | 5 | 900.00 | RC53152,J | J.LISTER - STAANPLEK 28 |
| 17.09.19 | 4 | 720.00 | RC53176,C | C.EKSTEEN - STAANPLEK 39 |
| 17.09.19 | 7 | 1 260.00 | RC53180,C | C.KOEN - STAANPLEK 110 |
| 18.09.19 | 4 | 720.00 | RC67852,R | ROSSEAU M STAANPLEK 48 |
| 18.09.19 | 2 | 360.00 | RC67851,P | PRATT G STAANPLEK 49 |
| 20.09.19 | 2 | 360.00 | RC67945,C | CONRADIE J STAANPLEK 40 |
| 30.09.19 | 2 | 360.00 | RC46851,O | O.VISSER VIR W.MOSTERT STAANPLEK 8 |
| 30.09.19 | 28 | 5 040.00 | RC46723,K | K.BLACKENBERG - STAANPLEK 118 |
| 02.10.19 | 4 | 720.00 | RC179,S G | S GROENEWALD CJ78380 ST75 2/10 - 6/10 4 X R180 |
| 02.10.19 | 4 | 720.00 | RC180,H S | H SLABBER CJ43501 ST76 2/10 - 6/10 4 X R180 |
| 06.10.19 | 2 | 360.00 | RC137,R F | R Frank CAR96989 st35 6/10-8/10 2 x R180 |
| 07.10.19 | 1 | 180.00 | 289 | REGSTEL VAN FOUTIEWE ALLOKASIE RC 391 07/10/2019 |
| 07.10.19 | 1 | 180.00 | RC396,J B | J BRUCE ST 108 6/10 - 7/10 1 X R180 |
| 09.10.19 | 1 | 180.00 | RC182,N R | N RHEEDER ST 41 8/10 - 9/10 1 X R180 |
| 09.10.19 | 1 | 180.00 | RC187,M V | M VENNING NR34623 ST 69 9/10 - 10/10 1 X R180 |
| 09.10.19 | 1 | 180.00 | RC188,S D | S DAY NR23696 ST73 9/10 - 10/10 1 X R180 |
| 10.10.19 | 1 | 180.00 | RC224,M S | M SCHUNK 9/10 - 10/10 1 X R180 |
| 10.10.19 | 1 | 180.00 | RC227,M S | M SCHUNK ST 77 10/10 - 11/11 1 X R180 |
| 11.10.19 | 2 | 360.00 | RC307,D N | D NICOL CA506995 ST77 11/10 - 13/10 2 X R180 |
| 11.10.19 | 2 | 360.00 | RC308,VIS | VISSER J CF247577 11/10 - 13/10 2 X R180 |
| 14.10.19 | 1 | 180.00 | RC397,C C | C CASSISA CR4777 13/10 - 14/10 1 X R180 |
| 15.10.19 | 2 | 360.00 | RC143,J M | J Mostert vir E 3/11 - 5/11 st10 2 x R180 |
| 15.10.19 | 1 | 180.00 | RC144,J T | J Thatcher JHZ738sc st7 15/10-16/10 1 x R180 |
| 16.10.19 | 2 | 360.00 | RC189,A N | A N Orsmond CA757958 st5 16/10-18/10 2 x R180 |
| 17.10.19 | 1 | 180.00 | RC228,E d | E de Villiers CAW24757 st9 17/10-18/10 1 x R180 |
| 18.10.19 | 6 | 1 080.00 | RC310,A M | A MC KENZIE FS36FWGP ST50 18/10 - 24/10 6 X R180 |
| 21.10.19 | 1 | 180.00 | RC406,H T | H TEITGE FV56WNGP ST 76 21/10 - 22/10 1 X R180 |
| 21.10.19 | 1 | 180.00 | RC407,P O | P ODENDAAL JPS527FS ST 76 21/10 - 22/10 1 X R180 |
| 22.10.19 | 3 | 540.00 | RC152,L S | L SLABBER CLG252NC ST21 22/10 - 25/10 3 X R180 |
| 24.10.19 | 2 | 360.00 | RC244,B H | B HEYNEKE WLZ273GP ST7 23/10 - 25/10 2 X R180 |
| 24.10.19 | 3 | 540.00 | RC245,H V | H VAN HEERDEN 333HVHWP ST 75 24/10 - 27/10 3 X R180 |
| 26.10.19 | 2 | 360.00 | RC242,M D | M DU PLESSIS FZF674EC ST15 25/10 - 27/10 2 X R180 |
| 26.10.19 | 1 | 180.00 | RC244,Z H | Z HELMOT 25/10 - 26/10 1 X R180 |
| 26.10.19 | 1 | 180.00 | RC246,Z H | Z HELMOT ST 85 26/10 - 27/10 1 X R180 |
| 28.10.19 | 4 | 720.00 | JNL227 | Not Sure |
| 28.10.19 | 1 | 180.00 | RC409,C C | C Chur st 95 26/10 - 27/10 1 x R180 |
| 28.10.19 | 4 | 720.00 | RC426,S v | S vd Merwe st9 |
| 29.10.19 | 1 | 180.00 | RC156,C M | C Morgan hs67ljgp st 89 29/10-30/10 1 x R180 |
| 29.10.19 | 1 | 180.00 | RC157,G E | G Enries HJ69GtGP st 98 29/10-30/10 1 x R180 |
| 29.10.19 | 3 | 540.00 | RC163,G B | G BOTHA ST1 1/11 - 4/11 3 X R180 |

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 29.10.19 | 7 | 1 260.00 | RC176,A P | A PRETORIUS ST72 11/11 18/11 7 X R180 |
| 31.10.19 | 2 | 360.00 | RC252,G B | G BURGER ST 7 |
| 31.10.19 | 4 | 720.00 | RC246,L W | L Williams st 103 |
| 31.10.19 | 13 | 2 340.00 | RC247,P M | P MOSTERT ST 110 4/11 - 17/11 13 X R180 |
| 31.10.19 | 1 | 180.00 | RC258,K T | K TROLLIP CA838011 ST37 31/10 - 1/11 1 X R180 |
| 31.10.19 | 1 | 180.00 | RC259,B T | B TALBOT CA683328 ST18 31/10-1/11 1 X R180 |
| 31.10.19 | 1 | 180.00 | RC261,K A | K ANDERSON MRMACWP 31/10 - 1/11 1 X R180 |
| 10.10.19 | 2 | 360.00 | RC178494, | RADYN A STAANPLEK 109 |
| 10.10.19 | 2 | 360.00 | RC178469, | DU PREEZ A STAANPLEK 16 |
| 08.10.19 | 2 | 360.00 | RC178302, | CARCHESIO-SA CAMPING STAANPLEK 54-59 |
| 10.10.19 | 2 | 360.00 | RC178484, | BIGGS T STAANPLEK 60 |
| 10.10.19 | 3 | 540.00 | RC178491, | VAN EENDEN R STAANPLEK 108 |
| 08.10.19 | 2 | 360.00 | RC178249, | BESTER A STAANPLEK 109 |
| 15.10.19 | 2 | 360.00 | RC178667, | VAN NIEKERK STAANPLEK 74 |
| 11.10.19 | 3 | 540.00 | RC23912,B | BESTER H STAANPLEK 107 |
| 11.10.19 | 2 | 360.00 | RC23913,K | KOEN J STAANPLEK 1 2 |
| 18.10.19 | 2 | 360.00 | RC178831, | HUGO H STAANPLEK 35 |
| 18.10.19 | 2 | 360.00 | RC178890, | DU TOIT VK STAANPLEK 103 |
| 31.10.19 | 2 | 360.00 | RC46991,H | H.STREICHER - STAANPLEK 24 |
| 01.11.19 | 1 | 180.00 | RC315,J E | J ERASMUS BP42XCGP 31/10 - 1/11 1 X R180 |
| 01.11.19 | 1 | 180.00 | RC316,T R | T REID CA294498 ST 46 31/10 - 1/11 1 X R180 |
| 01.11.19 | 2 | 360.00 | RC317,A D | A DU PLESSIS CY275484 ST94 1/11-3/11 2 X R180 |
| 01.11.19 | 2 | 360.00 | RC319,W T | W TAIT CA575879 ST21 1/11-3/11 2 X R180 |
| 02.11.19 | 1 | 180.00 | RC247,M D | M DE JONGH CY14233 ST12 31/10 - 1/11 1 X R180 |
| 02.11.19 | 1 | 180.00 | RC249,D M | D MORGAN CEY51146 ST 59 3/11-4/11 1 X R180 |
| 02.11.19 | 1 | 180.00 | RC252,VAN | VAN ZYL BP CEM17913 ST13 31/10-1/11 1 X R180 |
| 03.11.19 | 4 | 720.00 | RC142,J O | J ODENDAL CS5488 ST10 3/11-7/11 4 X R180 |
| 03.11.19 | 1 | 180.00 | RC144,ADA | ADAMS J CAM14144 3/11-4/11 1 X R180 |
| 04.11.19 | 1 | 180.00 | RC435,B P | B PRINS ST 65 3/11 - 4/11 1 X R180 |
| 05.11.19 | 6 | 1 080.00 | RC178,D C | D CORNELISSEN ST38 4/11 - 10/11 6 X R180 |
| 05.11.19 | 7 | 1 260.00 | RC184,A S | A SLABBERT ST65 11/11 - 18/11 7 X R180 |
| 06.11.19 | 1 | 180.00 | RC212,E M | E MOSTERT ST6 5/11 - 6/11 1 X R180 |
| 06.11.19 | 7 | 1 260.00 | RC224,A S | A SLABBERT ST65 11/11 - 18/11 7 X R180 (DEP) |
| 07.11.19 | 3 | 540.00 | RC272,J J | J JOUBERT CX29000 ST77 6/11 - 9/11 3 X R180 |
| 07.11.19 | 15 | 2 700.00 | RC274,J R | J ROUSSEAU ST 91 07/11-22/11 CA383594 15 X R180 |
| 07.11.19 | 2 | 360.00 | RC263,F V | F VALVERDE ST18 8/11 - 10/11 2 X R180 |
| 08.11.19 | 2 | 360.00 | RC327,H V | H VISSER ST 108 08/11-10/11 2 X R180 |
| 08.11.19 | 2 | 360.00 | RC331,J L | J LOURENS ST PENS 08/11-10/11 2 X R180 |
| 08.11.19 | 1 | 180.00 | RC335,J K | J KRIEL CY209478 10/11 - 10/11 1 X R300 + 1 X R180 |
| 11.11.19 | 1 | 180.00 | RC450,L V | L VAN GREUNEN ST 10 10/11-11/11 1 X R180 |
| 11.11.19 | 1 | 180.00 | RC451,S V | S VAN DER MERWE ST 9 10/11-11/11 1 X R180 |
| 11.11.19 | 3 | 540.00 | RC452,C C | C CORNELISSEN ST 38 10/11-13/11 3 X R180 |
| 12.11.19 | 2 | 360.00 | RC187,G H | G HUMPHRIES ST 75 12/11-14/11 2 X R180 |
| 12.11.19 | 2 | 360.00 | RC189,W V | W VAN DER WESTHUIZEN ST 12/11-14/11 2 X R180 |
| 12.11.19 | 1 | 180.00 | RC190,F D | F DANIEL ST 12/11-13/11 1 X R180 |
| 12.11.19 | 5 | 900.00 | RC200,K O | K OPITZ ST 12/11-17/11 5 X R180 |
| 12.11.19 | 1 | 180.00 | RC201,N H | N HANSON ST 12/11-13/11 1 X R180 |
| 14.11.19 | 2 | 360.00 | RC280,O N | O NEL ST15 15/11 - 17/11 2 X R180 |
| 14.11.19 | 4 | 720.00 | RC283,C V | C VAN WYK ST48 14/11 - 18/11 4 X R180 |
| 14.11.19 | 2 | 360.00 | RC285,A F | A FAUL ST104 15/11 - 17/11 2 X R180 |
| 14.11.19 | 2 | 360.00 | RC288,C V | C VAN WYK VIR R BRITS ST41 15/11 - 17/11 2 X R180 |
| 14.11.19 | 2 | 360.00 | RC292,B W | B WALDESN ST4 |
| 23.11.19 | 2 | 360.00 | RC258,M G | M GILLESPIE ST 90 22/11 - 24/11 2 X R180 |
| 24.11.19 | 1 | 180.00 | RC153,A T | A THOMALLA CR7082 23/11 - 24/11 1 X R180 |
| 15.11.19 | 2 | 360.00 | RC338,P L | P LOURENS CY168216 15/11 - 17/11 2 X R180 |
| 15.11.19 | 2 | 360.00 | RC347,G v | G van Niekerk st102 15/11-17/11 2 x R180 |
| 17.11.19 | 1 | 180.00 | RC151,O H | O Howmanny HS50NKGP 1 x R180 17/11-18/11 |
| 18.11.19 | 1 | 180.00 | RC453,D B | D Burger N16565W 17/11-18/11 1 x R180 |
| 18.11.19 | 1 | 180.00 | RC457,D B | D Burger N165656W st 9 18/11-19/11 1 x R180 |
| 21.11.19 | 1 | 180.00 | RC303,P S | P SWART CFM54892 ST 75 21/11-22/11 1 X R180-00 |
| 20.11.19 | 4 | 720.00 | RC250,A D | A DEKENAH ST 38 |
| 25.11.19 | 1 | 180.00 | RC465,A D | A DEKENAH ST38 24/11 - 25/11 1 X R180 |
| 25.11.19 | 5 | 900.00 | RC467,M B | M BALD CF96301 ST2 25/11 - 30/11 5 X R180 |
| 25.11.19 | 3 | 540.00 | RC474,J H | J HATTINGH ST76 28/11 - 1/12 3 X R180 |
| 25.11.19 | 3 | 540.00 | RC485,L D | L DE VILLIERS ST77 28/11-1/12 3 X R180 |
| 26.11.19 | 4 | 720.00 | RC217,BOT | BOTHA SAKE TRUST VIR BOTHA S ST43 |
| 26.11.19 | 3 | 540.00 | RC226,N D | N DAMALIS ST 16 26/11-29/11 3 X R180 |
| 28.11.19 | 3 | 540.00 | RC8,T V/D | T V/D BERG ST112 28/11-2/12 3XR180 |
| 28.11.19 | 2 | 360.00 | RC29,H DE | H DEMPERS ST12 29/11-1/12 2 X R180 |
| 29.11.19 | 2 | 360.00 | RC33,S BO | S BOWES ST106 |
| 29.11.19 | 1 | 180.00 | RC358,D H | D HORTON CAm3484 28/11 - 29/11 1 x R180 |
| 29.11.19 | 3 | 540.00 | RC360,D S | D STEPHEN CA351074 ST70 28/11 - 1/12 3 X R180 |
| 30.11.19 | 1 | 180.00 | RC265,P S | P SCHIETEKAT CL ST66 30/11-1/12 |
| 05.12.19 | 14 | 2 520.00 | RC50,B NI | B NIEUWOUDT ST13 3/2/20-17/2/20 14 X R180 |
| 07.01.20 | 7 | 1 260.00 | RC267,J N | J Nel st75 3/2 - 10/2 7 x R180 |
| 16.01.20 | 4 | 720.00 | RC66,A CO | A CONRADIE vir J GOUS ST10 23/4-27/4 4 X R180 |
| 16.01.20 | 21 | 3 780.00 | RC87,J OL | J OLWAGEN ST50 16/3-6/4 21 X R180 |

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 21.01.20 | 2 | 360.00 | RC37,D SM | D SMIT ST63 2 X R180 7/2 - 9/2 |
| 21.01.20 | 12 | 2 160.00 | RC39,D SM | D SMIT ST72 |
| 23.01.20 | 10 | 1 800.00 | RC342,L S | L SWANPOEL VIE S HAVENGA ST12 3/3013/3 10 X R180 |
| 26.01.20 | 9 | 1 620.00 | RC183,R B | R Botha st2 21/2-24/2 st1 18/2-24/2 2xR180 |
| 27.01.20 | 3 | 540.00 | RC14,J NE | J NEL ST75 10/2-13/2 3 X R180 |
| 29.01.20 | 1 | 180.00 | RC43,H VI | H VISSER ST101 31/1-2/2 1XRR395 |
| 29.01.20 | 3 | 540.00 | RC46,H TR | H TREURNICHT ST7 2/2-5/2 3 X R180 |
| 29.01.20 | 2 | 360.00 | RC48,M KI | M KINGWELL ST10 7/2-9/2 2 X R180 |
| 29.01.20 | 7 | 1 260.00 | RC50,G RO | G ROUIX ST8 10/2-17/2 7 X R180 |
| 31.01.20 | 2 | 360.00 | RC439,H V | H VAN DER WALT CAW86580 31/1 - 3/2 1 X R395 2 X R180 |
| 31.01.20 | 1 | 180.00 | RC441,J M | J MARAIS CG32560 31/1 - 2/2 1 X R395 1 X 180 |
| 01.02.20 | 3 | 540.00 | RC307,L R | L RAWLINS ST6 31/1 - 4/2 1 X R395 3 X R180 |
| 01.02.20 | 4 | 720.00 | RC311,D S | D SMITH NU61741 1/2 - 5/2 4 X 180 |
| 04.02.20 | 8 | 1 440.00 | RC283,H P | H POTGIETER 16 |
| 04.02.20 | 1 | 180.00 | RC286,J N | J NEL ST75 13/2-13/2 2 X R180 |
| 04.02.20 | 2 | 360.00 | RC288,R B | R BRITS ST37 7/2-9/2 2 X R180 |
| 04.02.20 | 4 | 720.00 | RC289,A M | A MARIAS ST1 |
| 04.02.20 | 9 | 1 620.00 | RC293,M V | M VISSER ST44 |
| 05.02.20 | 2 | 360.00 | RC64,W VA | W VAN WYK ST103 |
| 05.02.20 | 1 | 180.00 | RC67,A DU | A DU PLESSIS ST14 22/2-23/2 1 X R180 |
| 06.02.20 | 2 | 360.00 | RC105,E W | E WHITE ST19 6/2-8/2 2 X R180 |
| 06.02.20 | 7 | 1 260.00 | RC108,J B | J BEVAN ST40 7/2-14/2 7 X R180 |
| 06.02.20 | 1 | 180.00 | RC354,F W | F WANHUIS 5/2 - 6/2 1 X R180 |
| 06.02.20 | 1 | 180.00 | RC355,K M | K MITTENBUHLER 5/2 - 6/2 1 X R180 |
| 06.02.20 | 5 | 900.00 | RC356,G G | G GANTENBEIN CA250277 ST115 5/2 - 10/2 5 X R180 |
| 06.02.20 | 1 | 180.00 | RC357,J T | J THERON CAM26968 5/2 - 6/2 1 X R180 |
| 06.02.20 | 1 | 180.00 | RC359,J C | J CILLIERS CN11700 ST1 6/2 - 7/2 1 X R180 |
| 06.02.20 | 2 | 360.00 | RC360,L R | L RAWLINS ST6 4/2 - 6/2 2 X 180 |
| 07.02.20 | 2 | 360.00 | RC444,J V | J VERMEULEN CJ59054 ST117 7/2 - 9/2 2 X R180 |
| 08.02.20 | 6 | 1 080.00 | RC316,J B | J Botha st10 30/3-5/4 6 x R180 |
| 08.02.20 | 1 | 180.00 | RC321,J D | J Durr st106 8/2-9/2 1 x R180 |
| 08.02.20 | 1 | 180.00 | RC322,F L | F Luttich st118 8/2-9/2 1 x R180 |
| 16.03.20 | 1 | 180.00 | RC674,J O | J OLWAGEN ST50 15/3 - 16/3 1 X R180 |
| 09.02.20 | 1 | 180.00 | RC189,J V | J Vermeulen st102 1 x R180 9/2-10/2 |
| 10.02.20 | 3 | 540.00 | RC614,G G | G GANTENBEIN ST115 10/2 - 13/2 3 X R180 |
| 10.02.20 | 4 | 720.00 | RC618,M L | M LOUW CFP5720 ST10 10/2 - 14/2 4 X R180 |
| 10.02.20 | 1 | 180.00 | RC619,J S | J SWART ST87 9/2 - 10/2 1 X R180 |
| 10.02.20 | 3 | 540.00 | RC620,S C | S CILLIERS ST7 10/2 - 13/2 3 X R180 |
| 10.02.20 | 1 | 180.00 | RC621,j K | j Kruger st90 9/2-10/2 1 x R180 |
| 11.02.20 | 3 | 540.00 | RC304,B K | B KLEYNHANS DZN533EC ST25 11/2 - 14/2 3 X R180 |
| 12.02.20 | 3 | 540.00 | RC292,P D | P DU TOIT ST61 12/2 - 15/2 3 X R180 |
| 13.02.20 | 2 | 360.00 | RC91,V DU | V DU TOIT ST12 21/2-23/2 2 X R180 |
| 14.02.20 | 2 | 360.00 | RC107,S v | S v DEVENTER ST64 15/2-17/2 2 X R180 |
| 14.02.20 | 2 | 360.00 | RC113,W v | W vd WALT ST40 28/2-1/3 2 X R300 |
| 14.02.20 | 6 | 1 080.00 | RC114,J B | J BURGESS ST75 19/3-25/3 6 X R180 |
| 14.02.20 | 1 | 180.00 | RC455,S C | S Cilliers st7 13/2-14/2 1 x R180 |
| 14.02.20 | 5 | 900.00 | RC457,J S | J Smit st42 13/2-18/2 5 x R180 |
| 14.02.20 | 5 | 900.00 | RC458,S S | S Schmidt st47 13/2-18/2 5 x R180 |
| 14.02.20 | 2 | 360.00 | RC460,J S | J STEENKAMP CN2136 14/2 - 15/2 3 X 1 2 X R180 1 X R300 |
| 14.02.20 | 9 | 1 620.00 | RC462,P V | P VAN ZYL 14/2 - 23/2 9 X R180 |
| 14.02.20 | 6 | 1 080.00 | RC463,M M | M MARAIS 14/2 - 20/2 6 X R180 |
| 15.02.20 | 1 | 180.00 | RC326,A D | A DE WAAL 15/2 - 16/2 1 X R180 |
| 15.02.20 | 1 | 180.00 | RC329,M C | M CURLEWIS 15/2 - 16/2 1 X R180 |
| 17.02.20 | 1 | 180.00 | RC626,C S | C STEENKAMP ST 4 15/2 - 16/2 1 X R180 |
| 17.02.20 | 22 | 3 960.00 | RC627,C D | C DE KLERK CX65RGGP ST 80 16/2 - 9/3 22 X R180 |
| 17.02.20 | 2 | 360.00 | RC629,P D | P DU TOIT ST61 15/2 - 17/2 2 X R180 |
| 17.02.20 | 3 | 540.00 | RC636,G R | G ROUX ST8 17/2 - 20/2 3 X R180 |
| 18.02.20 | 2 | 360.00 | RC307,K L | K Lovell st19 17/2-20/2 3 x R300 res bet op110 14/2 |
| 18.02.20 | 2 | 360.00 | RC308,W S | W Smit st38 18/2-20/2 2 x R180 |
| 18.02.20 | 3 | 540.00 | RC315,N T | N Thomas st45 20/2-23/2 3 x R180 |
| 18.02.20 | 28 | 5 040.00 | RC322,K B | K Blankenberg st118 26/2-25/2 28xR180 |
| 18.02.20 | 2 | 360.00 | RC326,S B | S Brooks st5 18/2-20/2 2 x R180 |
| 19.02.20 | 3 | 540.00 | RC309,J H | J Hattingh st109 21/3-24/3 3 x R180 |
| 19.02.20 | 4 | 720.00 | RC314,C J | C Jones st104 |
| 19.02.20 | 2 | 360.00 | RC315,A J | A Jones st106 |
| 20.02.20 | 1 | 180.00 | RC365,M E | M EBNER 19/2 - 20/2 1 X R180 |
| 20.02.20 | 1 | 180.00 | RC373,R B | R BOTHA ST2 20/2 - 21/2 1 X R180 |
| 21.02.20 | 2 | 360.00 | RC472,A L | A LEEUWNER CW43337 21/2 - 23/2 2 X R180 |
| 21.02.20 | 3 | 540.00 | RC474,F P | F POTGIETER JWX779MP 21/2 - 24/2 3 X R180 |
| 22.02.20 | 1 | 180.00 | RC333,B e | B engelbrecht st50 22/2-23/2 1 x R180 |
| 23.02.20 | 1 | 180.00 | RC194,p B | p Bright st5 23/2-24/2 1 xR180 |
| 23.02.20 | 6 | 1 080.00 | RC196,B v | B van Heerden st25 23/2-29/2 6 x R180 |
| 24.02.20 | 4 | 720.00 | RC639,W S | W SMIT ST 38 20/2 - 24/2 4 X R180 |
| 24.02.20 | 3 | 540.00 | RC641,F P | F POTGIETER ST 55 24/2 - 27/2 3 X R180 |
| 24.02.20 | 1 | 180.00 | RC642,V D | V DU TOIT ST 12 23/2 - 24/2 1 X R180 |
| 24.02.20 | 6 | 1 080.00 | RC643,M V | M VENTER FM55XSGP ST 79 24/2 - 1/3 6 X R180 |
| 24.02.20 | 1 | 180.00 | RC653,W B | W BILDHAUER ST 13 24/2 - 25/2 1 X R180 |

| DATE | NIGHTS | VALUE | GL REC | GL DESCRIPTION |
|---|---|---|---|---|
| 24.02.20 | 2 | 360.00 | RC654,P S | P SCHEEPERS CY140946 24/2 - 26/2 2 X R180 |
| 26.02.20 | 8 | 1 440.00 | RC137,M L | M Louw st41 24/4-2/5 8xR180 res bet op 122 17/2 |
| 26.02.20 | 5 | 900.00 | RC161,M v | M vd Bank st75 15/3-20/3 5 x R180 |
| 26.02.20 | 1 | 180.00 | RC319,J H | J HATTINGH CK11511 ST 109 24/2 - 25/2 1 X R180 |
| 26.02.20 | 1 | 180.00 | RC320,D H | D HEINEMANN 25/2 - 26/2 1 X R180 |
| 26.02.20 | 4 | 720.00 | RC327,K O | K OPITZ CA753379 ST 92 26/2 - 1/3 4 X R180 |
| 27.02.20 | 2 | 360.00 | RC130,M d | M de GREEFF ST81 28/2-1/3 2 X R180 |
| 27.02.20 | 2 | 360.00 | RC133,H H | H HUGO ST100 28/2-1/3 2 X R180 |
| 27.02.20 | 2 | 360.00 | RC134,J L | J LINGENFELDER ST106 28/2-1/3 2 X R180 |
| 27.02.20 | 11 | 1 980.00 | RC377,A S | A STEWART YLZ033GP ST 84 27/2 - 9/3 11 X R180 |
| 28.02.20 | 2 | 360.00 | RC172,DYN | DYNAMIC PRESS vir M RADOMSKY ST94 28/2-1/3 2XR180 |
| 28.02.20 | 7 | 1 260.00 | RC175,W E | W ESTERHUYZEN ST38 2/3-9/3 7 X R180 |
| 28.02.20 | 5 | 900.00 | RC182,T W | T WYBENGA ST101 20/3-25/3 3 X R300 |
| 28.02.20 | 1 | 180.00 | RC483,H P | H Potgieter st16 27/2-28/2 1 x R180 |
| 28.02.20 | 1 | 180.00 | RC484,R S | R Swanepoel st98 2 x R300 st98 1 x R180 29/2-1/3 |
| 28.02.20 | 1 | 180.00 | RC485,E V | E Van Ginkeln st89 28/2-29/2 1 x R180 |
| 28.02.20 | 2 | 360.00 | RC492,A M | A MOFFATT 28/2 - 1/3 2 X R180 |
| 28.02.20 | 2 | 360.00 | RC47599,F | FOURIE S STAANPLEK 3 |
| 28.02.20 | 9 | 1 620.00 | RC47609,C | CONRADIE D STAANPLEK 36 |
| 28.02.20 | 1 | 180.00 | RC47611,S | SEYMOR D STAANPLEK 83 |
| 28.02.20 | 3 | 540.00 | RC47616,O | OOSTHUIZEN D STAANPLEK 50 |
| 02.03.20 | 5 | 900.00 | RC658,J J | J JOUBERT HDH034NW ST 75 1/3 - 6/3 5 X R180 |
| 02.03.20 | 1 | 180.00 | RC665,L V | L VIOLA ST 32 1/3 - 2/3 1 X R180 |
| 02.03.20 | 1 | 180.00 | RC666,W B | W BBEKKER ST104 2/3-3/3 1 X R180 |
| 02.03.20 | 2 | 360.00 | RC667,P S | P STEPHENS ST25 2/3-4/3 2 X R180 |
| 04.03.20 | 1 | 180.00 | RC328,A v | A v NIEKER ST8 3/2-4/2 1 X R180 |
| 04.03.20 | 1 | 180.00 | RC339,P B | P Bailey 4/3-5/3 1 x R180 |
| 05.03.20 | 1 | 180.00 | RC388,S F | S FOURIE CEA7826 ST 3 5/3 - 6/3 1 X R180 |
| 06.03.20 | 1 | 180.00 | RC493,R S | R SCHULTZ CA618836 6/3 - 10/3 1 X R180 + 3 X R300 |
| 06.03.20 | 7 | 1 260.00 | RC498,O F | O Fourie st18 6/3-13/3 7 x R180 |
| 06.03.20 | 2 | 360.00 | RC505,J V | J VAN NIEKERK CY24647 ST49 6/3 - 8/3 2 X R180 |
| 07.03.20 | 5 | 900.00 | RC336,D J | D Jordaan st111 7/3-12/3 5 x R180 |
| 07.03.20 | 1 | 180.00 | RC338,W A | W Avenant st4 7/3-8/3 1 x R180 |
| 07.03.20 | 1 | 180.00 | RC341,D H | D Hias st94 7/3-8/3 1 x R180 |
| 07.03.20 | 1 | 180.00 | RC342,S H | S Human st102 1 x R180 7/3-8/3 |
| 08.03.20 | 1 | 180.00 | RC200,D H | D Hias st94 8/3-9/3 1 x R180 |
| 08.03.20 | 3 | 540.00 | RC203,A T | A Tinderholm st10 7/3-10/3 3 x R180 |
| 08.03.20 | 1 | 180.00 | RC204,T S | T Schraven st105 1 x R180 8/3-9/3 |
| 09.03.20 | 1 | 180.00 | RC669,S F | S FOURIE ST3 8/3 - 9/3 1 X R180 |
| 09.03.20 | 4 | 720.00 | RC673,A G | A GREYLING ST 21 9/3 - 13/3 4 X R180 |
| 11.03.20 | 2 | 360.00 | RC209,R B | R BRITS ST39 13/3-15/3 2 X R180 |
| 11.03.20 | 6 | 1 080.00 | RC214,D v | D v ZYL ST74 13/3-19/3 6 X R180 |
| 11.03.20 | 3 | 540.00 | RC223,E O | E OOST ST45 3 X R180 18/3-21/3 |
| 11.03.20 | 5 | 900.00 | RC340,N S | N Swart st90 10/3-15/3 5 x R180 |
| 11.03.20 | 3 | 540.00 | RC342,H W | H Wiese st71 11/3-14/3 3 x R180 |
| 11.03.20 | 1 | 180.00 | RC343,A T | A Turner st25 11/3-12/3 1 x R180 |
| 11.03.20 | 3 | 540.00 | RC344,A C | A Cronje st56 11/3-14/3 3 x R180 |
| 11.03.20 | 4 | 720.00 | RC346,J M | J MARKLAND CA968453 ST82 11/3 - 15/3 4 X R180 |
| 12.03.20 | 2 | 360.00 | RC393,D P | D PEENZ ST16 12/3 - 14/3 2 X R180 |
| 12.03.20 | 1 | 180.00 | RC394,W M | W MANTE ST109 12/3 - 13/3 1 X R180 |
| 12.03.20 | 1 | 180.00 | RC396,P V | P VAN NIEKERK ST74 12/3 - 13/3 1 X R180 |
| 13.03.20 | 2 | 360.00 | RC509,W S | W Seagal st51 12/3-14/3 2 x R180 |
| 14.03.20 | 2 | 360.00 | RC345,J P | J PAXTON ST 67 13/3 - 15/3 2 X R180 |
| 14.03.20 | 1 | 180.00 | RC347,A C | A CRONJE ST 56 14/3 - 15/3 1 X R180 |
| 14.03.20 | 1 | 180.00 | RC348,G S | G STEENKAMP 14/3 - 15/3 1 X R180 |
| 14.03.20 | 1 | 180.00 | RC350,R C | R CASWELL CEM8089 14/3 - 15/3 1 X R180 |
| 16.03.20 | 3 | 540.00 | RC87413,J | J KIRSTEN - STAANPLEK 109 20/03/2020 - 23/03/2020 |
| 16.03.20 | 2 | 360.00 | RC683,E L | E LOXTON ST60 16/3 - 18/3 2 X R180 |
| 16.03.20 | 2 | 360.00 | RC684,A R | A R CONSULTANTS vir R GREONEWA ST42 20/3-24/3 2XR180 |
| 16.03.20 | 1 | 180.00 | RC688,W3 | W3 BLACK ST102 1 X R180 |
| 17.03.20 | 2 | 360.00 | RC268,F S | F SCHENK ST91 |
| 17.03.20 | 1 | 180.00 | RC329,W B | W Black st102 17/-18/3 1 x R180 |
| 17.03.20 | 2 | 360.00 | RC331,W V | W VAN WYK ST6 15/3 - 17/3 2 X R180 |
| 17.03.20 | 3 | 540.00 | RC332,A E | A ESTERHUIZEN ST 81 17/3 - 20/3 3 X R180 |
| 17.03.20 | 2 | 360.00 | RC333,D S | D SNYDERS ST77 17/3 - 19/3 2 X R180 |
| 18.03.20 | 2 | 360.00 | RC348,E l | E loxton st60 2 x R180 |
| 18.03.20 | 5 | 900.00 | RC356,P G | P Greyling st102 26/331/3 5 x R180 |
| 19.03.20 | 4 | 720.00 | RC405,J S | J STONE ST116 19/3-23/3 4 X R180 |
| | | | | |
| Pensioners' Revenue | | **228 768.00** | | |
| If at Standard Rate | | **381 280.00** | | |
| Difference VAT Incl. | | **152 512.00** | | |
| Difference Ex Incl. | | **132 619.13** | | |
| | | | | |

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Electrical Engineering Services
10 May 2023

8/1/B/2

**ITEM 7.23 OF THE EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNE 2023.**

**SUBJECT: DEVIATION FROM SUPPLY CHAIN PROCEDURES: PURCHASE OF NOTEBOOK COMPUTERS WITH SPECIFIC FUNCTIONALITY**

## 1. BACKGROUND

From time to time it is required to procure notebook computers and accessories with specific functionality.

Suppliers of computer equipment however import batches of notebook computers for the general market which are then reserved upon receipt of firm orders. It was therefore possible to procure notebook computers with shorter delivery periods if a quotation was accepted in lieu of the invitation of formal tenders.

A shortened supply chain process was followed inviting quotations from three companies and responses received by all three by the due date. Two companies indicated they cannot supply the model and Technology Strategy Corp indicated they can supply the model within the time frame required and in compliance with the requirements of Swartland Municipality.

The quotation of R172 494.00 ex VAT for the laptops with accessories provided by the company Technology Strategy Corp is considered reasonable, fair and in compliance with the specifications of Swartland Municipality.

The expenditure can be funded from vote number 9/118-64-729 (Notebooks).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30 000.00 (including VAT), a formal tender process must be followed. Since an emergency has occurred, the Municipal Manager and Director Financial Services approved the acceptance of one quotation.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

## 3. FINANCIAL IMPLICATIONS

The expenditure of R172 494.00 excluding VAT is allocated to vote number 9/118-64-729 (Notebooks) where sufficient funding is available.

## 4. ALIGNMENT WITH THE INTEGRATED DEVELOPMENT FRAMEWORK

The provision of Information and Communication Technology services aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That the action of the Municipal Manager be condoned to follow a shortened three quotation process to approve the acceptance of the quotation for the awarding of the contract to Technology Strategy Corp for laptop and accessories to the amount of R172 494.00 excluding VAT.

5.2 That the reason for the deviation from the prescribed procurement process to alleviate the emergency situation be recorded as follows:

- Due to standardisation on Dell and HP laptops and with a shortage of computer equipment with required functionality, it was impractical to procure notebook computers by means of a formal tendering process. The only practical option was to call for quotations from importers who already had notebook computers on order for the general market, and to accept a quotation for notebook computers which have not yet been allocated in the market.
- Since 3 quotations were received by the due date and only one vendor could supply the Notebook Computers with accessories the quotation was accepted, a competitive procurement process was followed, and the purchase price is considered fair and reasonable.

5.3 That it be noted that the expenditure was allocated to mSCOA vote 9/118-64-729 and that there was sufficient funding available for the order in the amount of R172 494.00 excluding VAT.

5.4 That the Manager: Financial Statements and Control be requested to include the above reasons as a note to the financial statements, when same are compiled.

(get) T Möller

**Municipal Manager**

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
30 May 2023

8/1/B/2

**ITEM 7.24 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNE 2023**

| | |
|---|---|
| **SUBJECT:** | **DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE BELT FILTER PRESS AT THE MALMESBURY WASTE WATER TREATMENT WORKS** |

## 1. BACKGROUND

Sludge removal from treated wastewater is part of the tertiary processes at a waste water treatment works. At the Malmesbury WWTW this is achieved with mechanical equipment where treated wastewater is passed through a belt filter press to remove and dewater sludge. This equipment is therefore essential for the operation of the waste water treatment.

The drive unit of the belt filter press comprising an electrical motor, gearbox and a variable speed control has failed resulting in treatment process failure, sludge losses and a final effluent of poor quality that does not conform to the required standards with a detrimental impact on the environment.

GW Trautman, a reputable service provider with the necessary skills and equipment, was requested to remove the faulty components to their workshop and to assess the extent of the repair work required. A quotation was received which amounted to R 69,208.63 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the drive unit of the belt filter press be handled as an emergency due to the consequential treatment process failure, sludge losses and a final effluent of poor quality that does not conform to the required standards with a detrimental impact on the environment.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

## 3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-677-425 and there is sufficient funding available for the quoted amount.

## 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The operation of waste water treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve the repair of the drive unit of the belt filter press at the Malmesbury WWTW by GW Trautman for the amount of R 69,208.63 (excluding VAT).

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The belt filter press would be left out of service for an extended period of time;
- This would have resulted in failure of the treatment process, sludge losses, final effluent of poor quality that does not conform to the required standards and a detrimental impact on the environment; and
- The repair of the drive unit of the belt filter press therefore had to be handled as an emergency.

5.4 That it be noted that the expenditure was allocated mSCOA Code: 9/239-677-425 and that there is sufficient funding available for the quoted amount of R 69,208.63 (excluding VAT)

5.5 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.

**DIRECTOR: CIVIL ENGINEERING SERVICES**
JB/ma

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
26 May 2023

8/1/B/2

**ITEM 7.25 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNE 2023**

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE SUBMERCIBLE PUMP AT SEWER PUMPSTATION NO 5 IN ABBOTSDALE**

## 1. BACKGROUND

The sewer reticulation network in Abbotsdale is equipped with several pump stations that collects and transfers raw sewerage from Abbotsdale to the Malmesbury WWTW. Pump station No.5 failed resulting in the flooding of raw sewerage and failure of the sewer collection system.

Repairs had to be done as an emergency and CAW, a reputable service provider with the required skills and equipment, was requested to remove the pump to their workshop and to assess the extent of the repair work required. A quotation was received which amounts to R 41,340.00 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the pump be handled as an emergency due to the failure of sewer collection system and the spillage of raw sewerage.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

## 3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/240-849-381 and there is sufficient funding available for the quoted amount.

## 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The provision of sewer services aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve the repairs of a pump of Abbotsdale sewer pump station No.5 by CAW for the amount of R 41,340.00 (excluding VAT).

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The pump station would have been left out of service for an extended period of time while following due process;
- This would have resulted in continued flooding of raw sewerage in the environment and failure of the sewerage collection system;
- The repair work to the pump therefore had to be handled as an emergency.

5.4 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 41,340.00 (excluding VAT).

5.5 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.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**
JB/jb

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
26 Mei 2023

8/1/B/2

**ITEM 7.26 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNIE 2023**

| | |
|---|---|
| **SUBJECT:** | **DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE BROKEN SEWER MAIN LINE IN SCHOONSPRUIT ROAD, MALMESBURY.** |

## 1. BACKGROUND

A section of a sewer main line in Schoonspruit road was discovered to be broken while attending to a sewerage spill complaint in the area. The broken pipes caused a blockage in the sewer main line that resulted in raw sewerage spilling at a manhole. In order to clear the blockage, the broken sections of pipe had to be repaired. The services of a civil engineering contractor with the required skills an equipment was required for the repairs as the sewer line is located at a depth beyond the reach of our own equipment.

This repair work also had to be done as an emergency as the broken pipes caused sewerage spillages and a failure in the sewer service. A local civil engineering contractor with the required skills and equipment, Fast Track Plant and Civils, was requested to prepare a quotation. The quotation amounted to R 73,550.00 (excluding VAT)

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that the repairs to the sewer main line in Schoonspruit road be handled as an emergency due to the failure in the sewer service and the ongoing spillage of raw sewerage.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

## 3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/240-681-381 and there is sufficient funding available for the quoted amount.

## 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The provision of sewer services aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve the repairs of broken sewer pipes in Schoonspruit road, Malmesbury by Fast Track Plant and Civils for the amount of R 73,550.00 (excluding VAT).

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The broken sewer pipes caused a blockage in the sewer main line that resulted in raw sewerage spillage and a failure in the sewer service.
- The repair work of the pipes therefore had to be handled as an emergency.

5.3 That it be noted that the expenditure was allocated to mSCOA Code: 9/240-681-381 and that there is sufficient funding available for the quoted amount of R 73,550.00 excluding VAT.

5.4 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.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**
JB/

Munisipaliteit
Municipality
Umasipala

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
12 May 2023

8/1/B/2

**ITEM 7.27 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNIE 2023**

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO A TRANSFER MIXER AT THE MALMESBURY WWTW.**

## 1. BACKGROUND

The treatment process at the Malmesbury WWTW comprises various treatment zones. The system is equipped with several components of mechanical equipment to enable the treatment process and to transport partially treated sewage between different zones of the treatment works. A mixer with the function to transfer partially treated sewage between two zones failed. If left out of service for an extended period of time the consequence would be inevitable failure of the treatment process and further damages to other mechanical components.

GW Trautman, a reputable service provider with the required skills and equipment was requested to prepare a quotation for the repairs. The quotation amounted to R 61,042.55 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the mixer be handled as an emergency due to the inevitable failure of the treatment process and damages to other mechanical components, should the mixer be out of service for an extended period of time.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

## 3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-851-689 and there is sufficient funding available for the quoted amount.

## 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The operation of waste water treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve the repair of a transfer mixer at the Malmesbury WWTW by GW Trautman for the amount of R 61,042.55 excluding VAT.

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The mixer would have been left out of service for an extended period of time while following due process;
- This would have had the consequence of treatment process failure and further damages to other mechanical components.
- The repair work to the mixer therefore had to be handled as an emergency.

5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 61,042.55 excluding VAT.

5.4 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.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**
JB/ma

# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
26 May 2023

8/1/B/2

Munisipaliteit
Municipality
Umasipala

**ITEM 7.28 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 13 JUNE 2023**

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO WASTE REMOVAL TRUCK CK 37359**

## 1. BACKGROUND.

The Municipality deploys a compactor truck CK37359 in Malmesbury to deliver waste removal services. The truck is a 2014 model UD 330.

The compactor truck is fitted with a Heil 5000 compactor body. Heil compactor bodies are manufactured in the United States of America and local service and support is available through Transtech.

It was found that the compactor body was faulty and the truck was taken to Transtech for an inspection and assessment at their workshop. It was determined that the left hand side slide panel required complete rebuilding as well as replacement of a shaft bottle pin, blade cylinder and pins and bushes. The Municipality was supplied a quote of R 139,865.59 excluding VAT.

The truck performs an essential waste collection and removal service and taking it out of service impairs on the Municipality's capacity to deliver the service. Not delivering the waste removal services to the required standard will lead to public and environmental health risks. It is therefore extremely important that the truck is repaired and put back into service in the shortest possible time.

The vehicle is scheduled for replacement only in the 2025/2026 financial year and therefore the repair work is warranted.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that the repairs to waste removal truck CK37359 be treated as an emergency to prevent prolonged impairment to the waste removal service.

## 2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

## 3. FINANCIAL IMPLICATIONS

The expenditure will be allocated to the vehicle repair vote number 9/241-1253-709 and there is sufficient funding available for the quoted amount.

## 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The delivery of the waste removal service aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

## 5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve repairs to the waste removal truck CK37359 for the amount of R139,865.59 (excluding VAT) by Transtech.

5.2 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The truck would be left out of service for an extended period of time;
- This will result in a failure in the waste removal services capacity and public health risks;
- The repair works to the truck therefore is handled as an emergency.

5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R 139 865.59 excluding VAT

5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**
PSM/psm

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Munisipale Bestuurder
1 Junie 2023

P.1000546
4/8/3

**ITEM VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 13 JUNIE 2023**

| | |
|---|---|
| **ONDERWERP:** | **AANSOEK OM VAKANSIEVERLOF DEUR MUNISIPALE BESTUURDER EN DIREKTEURE EN AANWYS VAN WAARNEMENDE MUNISIPALE BESTUURDER** |

1. **AGTERGROND / *BACKGROUND***

1.1 Die Munisipale Bestuurder doen by die Uitvoerende Burgemeesterskomitee aansoek om verlof. Hierby aangeheg is 'n skedule wat die voorneme aandui van wanneer die Munisipale Bestuurder van voorneme is om verlof te neem.

1.2 Die skedule toon ook die voornemens van die ander Direkteure, ten einde 'n geheelbeeld te skets van watter direkteure beskikbaar is om waar te neem.

**AANBEVELING / BESLUIT**

(a) Dat die aansoek om verlof van die Munisipale Bestuurder vir die volgende dae in beginsel goedgekeur word, naamlik:

- 3 tot 7 Julie 2023 (5 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: Ontwikkelingsdienste gedurende voormelde tydperk sal waarneem as Munisipale Bestuurder, en indien, om welke rede ookal die Direkteur: Ontwikkelingsdienste nie beskikbaar is nie, die Direkteur: Finansiële Dienste sal waarneem.

(c) Dat elke Direkteur, die waarnemende Direkteure in hulle onderskeie departement sal aanwys, ten einde goeie kommunikasie en dienslewering te verseker.

**MUNISIPALE BESTUURDER**

# VERLOFSKEDULE JUNIE 2023 - JULIE 2023

| | Jun-23 | | | | | | | | | | | | Jul-23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | M | D | W | D | V | S | S | M | D | W | D | V | S | S | M | D | W | D | V | S | S | M | D | W | D | V | S | S | M | D | W | D | V | S | S | M | D | W | D | V | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| **MB** | | | | | | | | | | | | | | | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | 03 - 07.07 (5 dae) |
| **Wnde** | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | **DO** |
| **DO** | | | | | | | | | | | | | | | | | | | x | | | x | | | | | | | | | | | | | | | | | | | 07 en 10.07 (2 dae) |
| **Wnde** | | | | | | | | | | | | | | | | | | | X | | | X | | | | | | | | | | | | | | | | | | | |
| **DS** | | | | | | | | | | | | | | | | | x | x | x | | | x | x | x | | | | | | | | | | | | | | | | | 05-12.07 (6 dae) |
| **Wnde** | | | | | | | | | | | | | | | | | X | X | X | | | X | X | X | | | | | | | | | | | | | | | | | **Esias** |
| **DE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Geen** |
| **Wnde** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DF** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Geen** |
| **Wnde** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DB** | | | | | | | | | | | | | | | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | 03 - 07.07 (5 dae) |
| **Wnde** | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | **Roman** |
| **DK** | x | x | x | x | x | | | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 31.05 - 30.06 |
| **Wnde** | X | X | X | X | X | | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Sunet** |