



NOTULE VAN 'N GEWONE VERGADERING VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU IN DIE RAADSAAL OP VRYDAG, 31 MEI 2024 OM 10:00

TEENWOORDIG:

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

RAADSLEDE:

Bess, D G (DA)	Pieters, C (ANC)
Fortuin, C (ANC)	Pypers, D C (DA)
Gaika, M F (EFF)	Smit, N (DA)
Jooste, R J (DA)	Soldaka, P E (ANC)
Le Minnie, I S (DA)	Van Essen, T (DA)
Nel, M (DA)	Vermeulen, G (VF+)
Ngozi, M (ANC)	Warnick, A K (DA)
O'Kennedy, E C (DA)	White, G E (PA)
Papier, J R (Good)	Williams, A M (DA)
Penxa, B J (ANC)	

Beampes:

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

1. OPENING

Die Speaker verwelkom die Uitvoerende Burgemeester, raadsdame, raadshere, raadslede, amptenare en lede van die publiek by die vergadering van die Munisipale Raad in die nuwe Raadsaal.

'n Spesiale woord van verwelkoming word gerig aan Minister Anton Bredell, raadsdame Maudé Goliath en raadslid Patricia Solomons wat uitgenooi is na die inwyding van die nuwe Raadsaal.

Pastoor Johnny Philander open die vergadering met skriflesing en gebed op uitnodiging van die Speaker.

Die Speaker dra sy dank oor aan amptenare by name, mee K Jacobs, S Willemse, H Papier en O Fransman, wat op onderskeie maniere betrokke was by die opstel van die dokumente aan die Raad.

Die Speaker dra sy gelukwensing oor aan raadslede wat hul verjaarsdag die afgelope tyd herdenk het.

2. VERLOF TOT AFWESIGHEID

Verlof tot afwesigheid word verleen aan rdle A M Booysen en P E Soldaka.



**MINUTES OF AN ORDINARY MEETING OF THE SWARTLAND MUNICIPAL COUNCIL HELD
IN THE BOARDROOM ON FRIDAY, 31 MAY 2024 AT 10:00**

PRESENT:

Speaker, Ald M A Rangasamy
Executive Mayor, Ald J H Cleophas
Executive Deputy Mayor, Cllr J M de Beer

COUNCIL MEMBERS:

Bess, D G (DA)	Pieters, C (ANC)
Fortuin, C (ANC)	Pypers, D C (DA)
Gaika, M F (EFF)	Smit, N (DA)
Jooste, R J (DA)	Soldaka, P E (ANC)
Le Minnie, I S (DA)	Van Essen, T (DA)
Nel, M (DA)	Vermeulen, G (VF+)
Ngozi, M (ANC)	Warnick, A K (DA)
O'Kennedy, E C (DA)	White, G E (PA)
Papier, J R (Good)	Williams, A M (DA)
Penxa, B J (ANC)	

Officials:

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

1. OPENING

The Speaker welcomed the Executive Mayor, alderdames, aldermen, councillors, officials and members of the public to the meeting of the Municipal Council in the new Council Chambers. A special word of welcome is extended to Minister Anton Bredell, Alderdame Maudé Goliath and Councillor Patricia Solomons who have been invited to the inauguration of the new Council Chamber.

Pastor Johnny Philander opened the meeting with scripture reading and prayer at the invitation of the Speaker.

The Speaker conveyed his thanks to officials by name, including K Jacobs, S Willemse, H Papier and O Fransman, who were involved in the drafting of the documents to the Council in various ways.

The Speaker conveyed his congratulations to councillors who have commemorated their birthday lately.

2. LEAVE OF ABSENCE

Leave of absence is granted to Cllrs A M Booysen and P E Soldaka.

3. AFVAARDIGINGS/VERKLARINGS EN MEDEDELINGS/VOORLEGGINGS

Die Munisipale Bestuurder gee agtergrond tot die totstandkoming van die nuwe Raadsaal met die aankoop van die voormalige Standbank-gebou.

Die Munisipale Bestuurder spreek sy vertroue uit dat die besluite wat in die Raadsaal geneem sal word, op die volgende waardes gebaseer sal word:

Insig ♦ Wysheid ♦ Geloofwaardigheid ♦ Integriteit.

4. NOTULES VIR BEKRAGTIGINGS

4.1 NOTULE VAN 'N GEWONE RAADSVERGADERING GEHOU OP 30 APRIL 2024

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl B J Penxa)

Dat die notule van 'n Gewone Raadsvergadering gehou op 30 April 2024 goedgekeur en deur die Speaker onderteken word.

5. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE UITVOERENDE BURGEMEESTER

BESLUIT

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

5.1 NOTULE VAN 'N GEWONE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 17 APRIL 2024

saamgelees met

NOTULES VAN PORTEFEULJEKOMITEEVERGADERINGS GEHOU OP 10 APRIL 2024

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR DIE MUNISIPALE BESTUURDER

BESLUIT

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

6.1 NOTULE VAN 'N VERGADERING VAN DIE BODBEOORDELINGSKOMITEE GEHOU OP 18 APRIL 2024

7. SAKE VOORSPRUITEND UIT NOTULES

Geen.

8. SAKE VIR BESPREKING

8.1 2024 GEWYSIGDE GEÏNTEGREERDE ONTWIKKELINGSPLAN (GOP) EN AREAPLANNE (2/1/4/4/1)

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

Die hersiening van die GOP en gepaardgaande proses word deur verskeie wetgewende vereistes gereël. Wysigings word genoodsaak deur die aanvaarding van nuwe strategieë, statistieke ontvang vanaf STASSA en opgedateerde begrotingsfers.

[Die Speaker gee geleentheid, op versoek van rdl B J Penxa, vir 'n twee minute kookus deur die ANC-verteenvoording.]

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

The Municipal Manager gave background to the establishment of the new Council Chambers with the purchase of the former Standard Bank building.

The Municipal Manager expressed his confidence that the decisions that will be made in the Council Chambers will be based on the following values:

Insight ♦ Wisdom ♦ Credibility ♦ Integrity.

4. MINUTES FOR CONFIRMATION

4.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 30 APRIL 2024

RESOLUTION

(proposed by Cllr A K Warnick, seconded by Cllr B J Penxa)

That the minutes of an Ordinary Council meeting held on 30 April 2024 be approved and signed by the Speaker.

5. REPORTING REGARDING DELEGATED DECISION-MAKING BY THE EXECUTIVE MAYOR

RESOLUTION

That note be taken of the Executive Mayor's decisions in terms of his delegated power, as contained in the minutes below:

5.1 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD ON 17 APRIL 2024

read together with

MINUTES OF PORTFOLIO COMMITTEE MEETINGS HELD ON 10 APRIL 2024

6. REPORTING REGARDING DELEGATED DECISION-MAKING BY THE MUNICIPAL MANAGER

RESOLUTION

That notice be taken of the Municipal Manager's decisions in terms of delegated authority, as contained in the minutes below:

6.1 MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD ON 18 APRIL 2024

7. MATTERS ARISING FROM MINUTES

None.

8. MATTERS FOR CONSIDERATION

8.1 2024 AMENDED INTEGRATED DEVELOPMENT PLAN (IDP) AND AREA PLANS (2/1/4/4/1)

The Integrated Development Plan (IDP) of a municipality serves as the main strategic plan dealing with the most critical development needs in the municipal area (external focus), as well as the most critical management needs of the organisation (internal focus).

The review of the IDP and associated process is governed by several legislative requirements. Changes are necessitated by the adoption of new strategies, statistics received from STASSA and updated budget figures.

[The Speaker gave opportunity, at the request of Cllr B J Penxa, for a two-minute caucus by the ANC representation.]

8.1/...

Rdl Penxa, namens die ANC, spreek sy waardering uit teenoor die vooruitgang wat in wyke gemaak word en gee erkenning aan die GOP en Areaplanne. Die ANC-verteenwoordigers is egter bekommerd oor die hoë elektrisiteitstariewe.

Die Speaker noem dat die aangeleenthede, ook op 'n navraag vanaf rdl J R Papier, nie bespreek sal word nie, aangesien raadslede, vanaf die voorlegging van die konsep GOP en Areaplanne in Maart en gedurende die publieke deelname proses, geleentheid gehad het om kommentaar te lewer.

Die Speaker bring die aangeleentheid tot stemming en word die goedkeuring van die 2024 Gewysigde GOP en Areaplanne beslis (in die afwesigheid van twee (2) raadslede) met 13 raadslede ten gunstige daarvan, twee (2) raadslede daarteen en ses (6) raadslede wat buite stemming bly.

BESLUIT

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

- (a) Dat die 2024 Gewysigde Geïntegreerde Ontwikkelingsplan (GOP) vir die Swartland munisipale gebied, sowel as die vyf Areaplanne vir 2024/2025, goedgekeur word in terme van Hoofstuk 5 van die Wet op Munisipale Stelsels, Wet 32 van 2000;
- (b) Dat die kommentaar en insette wat tydens April 2024 ontvang is (insluitende die SIME kommentaar), hanteer word ooreenkomstig **AANHANGSELS 2 en 3**; en
- (c) Dat die wetlike proses, soos voorgeskryf in die Wet op Munisipale Stelsels, Wet 32 van 2000, die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 en die Munisipale Begroting en Verslagdoeningregulasies, 2009, afgehandel word.

8.2 GOEDKEURING VAN DIE FINALE MEERJARIGE KAPITAAL- EN BEDRYFS-BEGROTINGS EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIEWE EN ANDER HEFFINGS VIR 2024/2025, 2025/2026 EN 2026/2027 (5/1/1/1, 5/1/1/2 – 2024/2025, 5/1/4)

Die Speaker gee geleentheid aan die Uitvoerende Burgemeester, rdh J H Cleophas, om sy derde Begrotingsrede (*State of the Municipal Address*) as Uitvoerende Burgemeester van die Swartland Munisipale Raad te lewer (sien aangeheg vir volledigheidshalwe).

Die Uitvoerende Burgemeester beklemtoon die inisiatiewe wat gedurende die 2023/2024 finansiële jaar onderneem is om die welstand van gemeenskappe aan te spreek en om ekonomiese groei te bevorder. Verder word uitgebrei op die projekte wat geïmplementeer is om volhoubare basiese diensleweringe te verseker, asook die nuwe projekte wat oor die meerjarige begroting geïmplementeer sal word, onder andere, voltooiing van die nuwe swembad by die Alfastraat Sportgronde, 'n meerdoelige sentrum vir Kalbaskraal, die aanlyn aankope van elektrisiteit en die opgradering van strate teen 'n bedrag van R80 miljoen.

Die Uitvoerende Burgemeester noem verder die inisiatiewe wat onderneem is om kommunikasie met die Munisipaliteit se kliënte te verbeter en bevestig dat die munisipale Facebook reeds 40 500 volgelinge het.

Die Uitvoerende Burgemeester, met verwysing na Artikel 23 van die Plaaslike Regering: Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 (MFMA), bevestig dat daar deeglike oorweging verleen is aan die insette wat ontvang is gedurende die publieke deelname proses.

Die Uitvoerende Burgemeester gee 'n oorsig van die meerjarige kapitaal- en bedryfsbegroting en finale tariewe en bevestig, ten spyte daarvan dat geen publieke insette ontvang is op die voorgestelde tariewe nie, dat daar besluit is om die belastingkoers met 10% te verlaag.

8.1/...

Cllr Penxa, on behalf of the ANC, expressed his appreciation for the progress being made in wards and acknowledges the IDP and Area Plans. However, the ANC representatives are concerned about the high electricity tariffs.

The Speaker mentioned that the matters, also on an inquiry from Cllr J R Papier, will not be discussed as councillors, from the presentation of the draft IDP and Area Plans in March and during the public participation process, had an opportunity to comment.

The Speaker puts the matter to a vote and the approval of the 2024 Amended IDP and Area Plans (in the absence of two (2) councillors) is decided with 13 councillors in favour thereof, two (2) councillors against it and six (6) councillors abstaining from vote.

RESOLUTION

(proposed by Ald J H Cleophas, seconded by Cllr N Smit)

- (a) That the 2024 Amended Integrated Development Plan (IDP) for the Swartland municipal area, as well as the five Area Plans for 2024/2025, be approved in terms of Chapter 5 of the Municipal Systems Act No 32 of 2000;
- (b) That the comments and inputs received during April 2024 (including the SIME comments) be dealt with in accordance with **ANNEXURES 2 and 3**;
- (c) That the legal process, as prescribed in the Municipal Systems Act No 32 of 2000, Municipal Finance Management Act No 56 of 2003 and the Municipal Budget and Reporting Regulations, 2009, be completed.

8.2 APPROVAL OF THE FINAL MULTI YEAR CAPITAL AND OPERATING BUDGETS, FINAL BUDGET AND RELATED POLICIES, PROPERTY RATES, TARIFFS AND OTHER CHARGES FOR 2024/2025; 2025/2026 AND 2026/2027 (5/1/1/1, 5/1/1/2 – 2024/2025, 5/1/4)

The Speaker gave the Executive Mayor, Ald J H Cleophas, an opportunity to deliver his third State of the Municipal Address as Executive Mayor of the Swartland Municipal Council (see attached for the sake of completeness).

The Executive Mayor highlighted the initiatives undertaken during the 2023/2024 financial year to address the well-being of communities and to promote economic growth. Furthermore, the projects that have been implemented to ensure sustainable basic service delivery, as well as the new projects that will be implemented over the multi-year budget, amongst others, completion of the new swimming pool at the Alfa Street Sports Grounds, a multi-purpose centre for Kalbaskraal, the online purchases of electricity and the upgrading of streets to the amount of R80 million.

The Executive Mayor further mentioned the initiatives undertaken to improve communication with the Municipality's clients and confirmed that the municipal Facebook already has 40 500 followers.

The Executive Mayor, referring to Section 23 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 (MFMA), confirmed that careful consideration has been given to the inputs received during the public participation process.

The Executive Mayor gave an overview of the multi-year capital and operating budget and final rates and confirmed, despite no public input being received on the proposed rates, that a decision has been made to reduce the tax rate by 10%.

The approval of/...

Die goedkeuring van die meerjarige kapitaal- en bedryfsbegrotings, gewysigde begrotingsverwante beleide, heffing van eiendomsbelasting, tariewe en ander heffings vir 2024/2025, 2025/2026 en 2026/2027 word tot stemming gebring en besluit (in die afwesigheid van twee (2) raadslede) met 13 raadslede ten gunste daarvan en agt (8) raadslede wat buite stemming bly.

BESLUIT

(op voorstel van rdh J H Cleophas, gesekondeer deur rdl A K Warnick)

- (a) Dat oorweging verleen word aan die insette ontvang vanaf die publiek met in ag neming van die tegniese oorwegings deur die Begrotingsbeheerkomitee tydens die vergadering van 16 Mei 2024 wat gehandel het met die feit dat beide die bedryfs- en kapitaalebegrotings tot die uiterste gerek is en dat die Munisipaliteit klem plaas om die dringende basiese dienste en behuisingbehoefes aan te spreek. Hierdeur word die Uitvoerende Burgemeester se verbintenis om na die welstand van benadeelde gemeenskappe om te sien beklemtoon, sonder om addisionele druk te plaas op die betalende publiek (**Annexure E, Inputs received on Draft Budget**);
- (b) Dat die Raad kennis neem dat die Uitvoerende Burgemeester opdrag gegee het om die konsep residensiële tarief met 10% te verlaag na R0.005360, nieteenstaande die feit dat daar geen kommentaar vanaf die publiek ontvang is op die voorgestelde tariewe nie, in 'n poging om die effek van die verhoogde eiendomswaardasies te versag wat deur die nuwe algemene waardasie met ingang van 1 Julie 2024 teweeg gebring is;
- (c) Dat die Raad die gedetailleerde reaksie op die publieke insette wat gevind kan word in (**Annexure E, Inputs received on Draft Budget**) goedkeur en dat die administrasie dienooreenkomstig terugvoering gee aan die onderskeie partye;
- (d) Dat kennis geneem word van die insette wat ontvang is vanaf die Provinsiale Tesourier (SIME-verslag) (**Annexure E, Inputs received on Draft Budget**);
- (e) 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: 2024/2025 – 2026/2027 Final Budget and Tariff File**) en oorweeg dieselfde;
- (f) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in (**Annexure B: 2024/2025 – 2026/2027 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;
- (g) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 4 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;
- (h) Dat die toekomstige kapitaalebegrotings vanaf jaar 3 beperk word tot 17% 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;
- (i) 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 geormerk is nie:

Tabel/...

8.2/...

The approval of the multi-year capital and operating budgets, amended budget-related policies, levying of property tax, rates and other levies for 2024/2025, 2025/2026 and 2026/2027 is put to a vote and is decided (in the absence of two (2) councillors) with 13 councillors in favour and eight (8) councillors abstaining from vote.

RESOLUTION

(proposed by Ald J H Cleophas, seconded by Cllr A K Warnick)

- (a) That consideration be given to the inputs received from the public with due regard to the technical considerations amplified at the Budget Steering Committee meeting of 16 May 2024, which dealt with the fact that both the operational and capital budgets are stretched to the limit as the Municipality placed emphasis on meeting urgent needs like basic services and housing and thereby demonstrating the Executive Mayor's dedication to enhancing the well-being of disadvantaged communities, without placing an additional burden on the paying public **(Annexure E, Inputs received on Draft Budget)**;
- (b) That council note that the Executive Mayor directed that the draft residential tax rate be reduced further to be 10% lower, to R0.005360, notwithstanding that no public representations were received, in a bid to reduce the impact of increased property valuations occasioned by the new general valuation to be implemented on 1 July 2024;
- (c) That council resolves as per the detailed responses to the public representations found in **(Annexure E, Inputs received on Draft Budget)** and that the administration feedback same to the various input-stakeholders;
- (d) That cognisance be taken of the inputs received from Provincial Treasury (SIME report) **(Annexure E, Inputs received on Draft Budget)**;
- (e) That council takes note that the costs as envisaged by Section 19 (2)(a)(b) were derived after consultation with the respective director(s), who has confirmed the costs as per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** and consider same;
- (f) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2024/2025 – 2026/2027 Capital Projects ito Sec 19)**, first consider the projected operational cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications;
- (g) That council deemed it appropriate to consider the entire capital program excluding the 4 contractually combined projects above R50 million as the aforementioned capital program's operational cost, inclusive of future costs will be covered by the rates regime and the normal cost centres found in the operational budget;
- (h) That the future capital budgets from year 3 be limited to 17% of the operating budget (based on NT's norm for *Capital Expenditure to Total Expenditure* that is between 10% to 20%) because of the upward pressure it has on the operating budget and the affordability of tariffs;
- (i) That council considers the funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

Table/...

8.2(i)/...

FINANCING SOURCES	Final Budget 2024/2025	Final Budget 2025/2026	Final Budget 2026/2027
Capital Replacement Reserve (CRR)	R 93 535 241	R 115 676 861	R 116 891 897
External Loans	R 36 950 588	R 3 000 000	R -
Municipal Infrastructure Grant (MIG)	R 29 332 000	R 25 343 000	R 27 225 000
Integrated National Electrification Programme (INEP)	R 22 818 000	R 23 100 000	R 20 868 000
WCED (Private Funding)	R 19 033 109	R -	R -
Dept. of Infrastructure	R 174 289 166	R 49 520 000	R 33 000 000
Dept. Cultural Affairs and Sport	R 484 783	R -	R -
Community Safety Grant	R 34 783	R -	R -
GRAND TOTAL	R 376 477 670	R 216 639 861	R 197 984 897

- (j) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (k) Dat die Raad in beginsel goedkeuring verleen vir die opneem van 'n eksterne lening tot 'n bedrag van R40 miljoen vir die 2024/25 MTREF, vir die gedeeltelike finansiering van die volgende kapitaalprojekte: 132/11kV Eskom Schoonspruit Substation (R29 miljoen) en die Development of Highlands New Landfill Cell (R11 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;
- (l) Dat die finale hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die **2024/2025 – 2026/2027** finansiële jare goedgekeur word as finaal, in ooreenstemming met artikel 16, 17 en 19 van die MFMA;

	Oorspronklike Begroting 2023/24	Aansuiwerings begroting 2023/24	Finale Begroting 2024/25	Finale Begroting 2025/26	Finale Begroting 2026/27
Kapitaalbegroting	209 052 395	248 689 919	376 477 670	216 639 861	197 984 897
Bedryfsuitgawes	1 071 330 062	1 071 352 206	1 189 045 715	1 434 463 775	1 584 420 812
Bedryfsinkomste	1 192 485 181	1 252 422 713	1 458 996 892	1 535 862 828	1 666 597 277
Begrote (Surplus)/ Tekort	(121 155 119)	(181 070 507)	(269 951 177)	(101 399 053)	(82 176 465)
Minus: Kapitaal Toekennings & Donasies	107 386 943	119 908 999	246 062 275	97 963 000	81 093 000
(Surplus)/ Tekort	(13 768 176)	(61 161 508)	(23 888 902)	(3 436 053)	(1 083 465)

- (m) 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 2024/2025 finansiële jaar met effek vanaf 1 Julie 2024;

Tabel/...

8.2(i)/...

FINANCING SOURCES	Final Budget 2024/2025	Final Budget 2025/2026	Final Budget 2026/2027
Capital Replacement Reserve (CRR)	R 93 535 241	R 115 676 861	R 116 891 897
External Loans	R 36 950 588	R 3 000 000	R -
Municipal Infrastructure Grant (MIG)	R 29 332 000	R 25 343 000	R 27 225 000
Integrated National Electrification Programme (INEP)	R 22 818 000	R 23 100 000	R 20 868 000
WCED (Private Funding)	R 19 033 109	R -	R -
Dept. of Infrastructure	R 174 289 166	R 49 520 000	R 33 000 000
Dept. Cultural Affairs and Sport	R 484 783	R -	R -
Community Safety Grant	R 34 783	R -	R -
GRAND TOTAL	R 376 477 670	R 216 639 861	R 197 984 897

- (j) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (k) That council in-principle approves the raising of an external loan to the amount of R40 million for the new 2024/25 MTREF for the partial financing of the following capital projects: 132/11kV Eskom Schoonspruit Substation (R29 million) and the Development of Highlands New Landfill site Cell (R10 million), by means of testing the market as envisaged by MFMA section 46, requesting tenders from the financial institutions;
- (l) That the final high-level multi-year Capital and Operating budgets in respect of the **2024/2025 – 2026/2027** financial years, be approved as final, in accordance with sections 16, 17 and 19 of the MFMA;

	Original Budget 2023/24	Adjustments Budget 2023/24	Final Budget 2024/25	Final Budget 2025/26	Final Budget 2026/27
Capital budget	209 052 395	248 689 919	376 477 670	216 639 861	197 984 897
Operating Expenditure	1 071 330 062	1 071 352 206	1 189 045 715	1 434 463 775	1 584 420 812
Operating Revenue	1 192 485 181	1 252 422 713	1 458 996 892	1 535 862 828	1 666 597 277
Budgeted (Surplus)/ Deficit	(121 155 119)	(181 070 507)	(269 951 177)	(101 399 053)	(82 176 465)
Less: Capital Grants & Contributions	107 386 943	119 908 999	246 062 275	97 963 000	81 093 000
(Surplus)/ Deficit	(13 768 176)	(61 161 508)	(23 888 902)	(3 436 053)	(1 083 465)

- (m) That council approves the notice given in terms of section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004, to levy the final property tax rates, exemptions and rebates on property reflected in the schedule below and in the property rates policy for the 2024/25 financial year with effect from 1 July 2024;

Table/...

Category of property	Rate ratio	Tax Rate
<i>Residential properties</i>	1: 1	R0.005360
<i>Business and Commercial properties</i>	1: 1,6360	R0.008769
<i>Industrial properties</i>	1: 1,6360	R0.008769
<i>Agricultural properties</i>	1: 0,25	R0.001340
<i>Mining properties</i>	1: 1,6360	R0.008769
<i>Public Service Infrastructure</i>	1: 0,25	R0.001340
<i>Properties owned by an organ of state and used for public service purposes</i>	1: 1,6360	R0.008769
<i>Public Benefit Organisations</i>	1: 0	R0.00
<i>Vacant properties</i>	1: 1,4966	R0.008022
<i>Municipal properties</i>	1: 0	R0.00
<i>Conservation Areas</i>	1: 0	R0.00
<i>Protected Areas</i>	1: 0	R0.00
<i>National Monuments</i>	1: 0	R0.00
<i>Informal Settlements</i>	1: 0	R0.00

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 tax 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.

- (n) Dat die Raad die tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** goedkeur as finaal;
- (o) Dat die Raad die elektrisiteitstariewe vir die 2024/2025 finansiële jaar goedkeur, gebaseer op die inkomstevereiste soos ondersteun in die koste van voorsieningstudie;
- (p) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)** goedgekeur word;
- (q) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Final Amended Budget & Related Policies 2024/2025)**, goedgekeur word as finaal;
- (r) Dat die vloot uitgebrei word met 'n addisionele nuwe 8-10 sitplek Bus vir die Reaksie/LEAP-eenheid, maar dat die aanwending daarvan beperk word tot binne die Swartland munisipale gebied (WC015), aangesien die Raad reeds R14 miljoen vanaf 2022/2023 in bedryfskoste finansier bo en behalwe die provinsiale toekenning;

Category of property	Rate ratio	Tax Rate
Residential properties	1: 1	R0.005360
Business and Commercial properties	1: 1,6360	R0.008769
Industrial properties	1: 1,6360	R0.008769
Agricultural properties	1: 0,25	R0.001340
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NB: Please refer to the municipality's property rates policy in respect of all rebates offered.

- (n) That council approve the final tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (o) That council approve the electricity tariffs for the 2024/2025 financial year, based on the revenue requirement supported in the cost of supply study;
- (p) That the annual budget tables as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)**;
- (q) That the **amendments** to the budget and related policies as set out in **(Annexure D: Final Amended Budget & Related Policies 2024/2025)** hereto, be approved as final;
- (r) That Council takes note that the municipality's DORA allocations was reduced by R39.267 million over the new MTREF;
- (s)/...

8.2/...

- (s) Dat die Raad kennis dra dat die munisipaliteit se DORA allokasies verminder was met R39.267 miljoen oor die nuwe MTREF;
- (t) Dat die opleidingsbegroting beperk tot **0,50%** van die salarisbegroting vir die 2024/2025 finansiële jaar, goedgekeur word as finaal;
- (u) Dat die Raad kennis neem dat die verhogings vir die direkteure kontraktueel gekoppel is aan die ander personeel wat op nasionale vlak onderhandel en bepaal word:
 - Ten opsigte van alle personeel, 'n verhoging van **5.2%** vir 2024/2025; **5%** vir die 2025/2026 en **5%** vir 2026/2027 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,415% 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 inflasie-teikens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).
- (v) Dat die Raad kennis neem van die begrote bedryfsurplusse en dat die begroting “kontant gefinansier” word as gevolg van die kontantreserwes in tabel A8, die totale groei in uitgawes van **11%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **16.5% (7.1% 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 **6.3 maande** vir 2024/25, **5.3 maande** vir 2025/26 en **8.4 maande** vir die 2026/27 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 2024/25, 'n bedrag van **R 23 888 902**, vir 2025/26 'n bedrag van **R 3 436 053** en vir 2026/27 'n bedrag van **R 1 083 465 (kapitale toekennings uitgesluit)**, wat ver onder die NT riglyn is van minstens 'n 7.5% surplus;
- (w) 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;
- (x) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.8 soos vereis deur Nasionale Tesourie.

[Nota: Dat, vir doeleindes van volledigheid en implementering, sal daar op die Engelse-weergawe van die besluit staat gemaak word.]

8.3 VASSTELLING VAN ONTWIKKELINGBYDRAES VIR 2024/2025 (15/1/B)

'n Ontwikkelingsbydrae word bereken as 'n pro rata bydrae tot die werklike kapitaalkoste van grootmaat- en verwante infrastruktuur om 'n bepaalde ontwikkeling van ingenieursdienste te voorsien.

Die groeimodel en meesterplan van elke diens word gebruik om toekomstige infrastruktuur vereistes te bepaal ten einde aan toekomstige ontwikkelingsbehoefte te voldoen.

Die voorgestelde ontwikkelingsbydraes vir 2024/2025 is met die sakeliks gesirkuleer en word deur die Speaker tot stemming gebring. Die goedkeuring daarvan word beslis (in die afwesigheid van twee (2) raadslede) met 13 raadslede ten gunste daarvan met die res van die raadslede wat buite stemming bly.

Besluit/...

8.2/...

- (s) That the expansion of the fleet by means of adding a new 8-10 Seater Bus for the Reaction/LEAP unit, be restricted for usage only within the Swartland municipal boundary (WC015) due to council already financing R14 million of the operating cost over and above the grant allocation from 2022/2023;
- (t) That the training budget limited to **0,50%** of the salary budget for the 2024/2025 financial year be approved as final;
- (u) That Council takes note of the increases of the directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:
 - In respect of all personnel, an increase of **5.2%** for 2024/2025; **5%** for 2025/2026 and **5%** for the 2026/2027 financial years, excluding the increase in other benefits that are applicable and the annual 2.415% notch increase where applicable;
 - All salary adjustments are adequately budgeted for;
 - Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).
- (v) That Council takes note of the budgeted operating surpluses and that the budget is "cash-funded" as a result of cash reserves in table A8, the total expenditure growth of **11%** from the current to the new financial year and the revenue streams with growth in revenue of **16.5% (7.1% excluding capital grant income)** for the MTREF period as well as the cash flow statement as per **(A-schedule A7)** for the next three financial years;
 - the budgeted risk factor for cash coverage for operating expenses are **6.3 months** for 2024/25, **5.3 months** for 2025/26 and **8.4 months** for the 2026/27 financial year (this can materially be impacted but not possible to determine scientifically at this stage);
 - over the next three financial years the planning is such that net operating surpluses are envisaged for 2024/25 to an amount of **R 23 888 902**, for 2025/26 an amount of **R 3 436 053** and for 2026/27 an amount of **R 1 083 465 (excluding capital grant income)**, which is well below the NT guideline of at least a surplus of 7.5%.
- (w) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (x) That Council take note that the budget was prepared in the new mSCOA Version 6.8 as required by National Treasury.

[Note: That, for purposes of completeness and implementation, the English-language version of the decision will be relied upon.]

8.3 DETERMINATION OF DEVELOPMENT CHARGE FOR 2024/2025 (15/1/B)

A development contribution is calculated as a pro rata contribution to the actual capital cost of bulk and related infrastructure to provide a particular development of engineering services.

The growth model and master plan of each service are used to determine future infrastructure requirements in order to meet future development needs.

The proposed development contributions for 2024/2025 have been circulated on the agenda and are being put to a vote by the Speaker. Its approval is decided (in the absence of two (2) councillors) with 13 councillors in favour and the rest of the councillors abstaining from vote.

BESLUIT

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

- (a) Die aangehegte ontwikkelingbydraes vir die 2024/2025 finansiële jaar goedgekeur word:
- Greenfields"-ontwikkelingbydraes vir grootmaat elektrisiteit - (Bylae "A");
 - "Brownfields"-ontwikkelingbydraes vir elektrisiteit (Bylae "B");
 - Ontwikkelingbydraes water (Bylae "C");
 - Ontwikkelingsbydraes vir riool (Bylae "D");
 - Ontwikkelingsbydraes vir paaie (Bylae "E").
- (b) 'n Korting van 55% op genoemde ontwikkelingbydraes ten opsigte van die 2024/2025 finansiële jaar toegestaan word as aansporing om ontwikkeling te bevorder en beleggers te lok;
- (c) Ontwikkelaars 'n ooreenkoms met die Munisipaliteit aangaan m.b.t. die betaling van ontwikkelingbydraes ingevolge die bestaande beleide;
- (d) 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.

8.4 AANVAARDING VAN DIE VERORDENING INSAKE KREDIETBEHEER EN SKULD-INVORDERING (1/1; 1/1/3/16)

Die Raad het op 30 April 2024 die konsep Verordening insake Kredietbeheer en Skuldinvordering in beginsel aanvaar om geleentheid te gee vir 'n publieke deelname.

Daar was geen insette/kommentaar op die verordening ontvang teen die spertyd van 15 Mei 2024 nie.

Die Speaker bring die aangeleentheid tot stemming en die aanvaarding van die Verordening insake Kredietbeheer en Skuldinvordering word beslis (in die afwesigheid van twee (2) raadslede) met 13 raadslede ten gunste daarvan, met die res van die raadslede wat buite stemming bly.

BESLUIT

(op voorstel van rdl I S le Minnie, gesekondeer deur rdl E C O'Kennedy)

- (a) Dat die Swartland Munisipaliteit: Verordening insake Kredietbeheer en Skuldinvordering aangeneem word deur die Raad vir afkondiging in die Provinsiale Koerant om met ingang van 1 Julie 2024 in werking te tree;
- (b) Dat boetes vir oortredings van die verordening vasgestel word deur die Departement van Justisie.

8.5 GOEDKEURING VAN WYSIGINGS AAN DIE VOORKEURVERKRYGINGSBELEID (8/1/B/1)

Die Voorkeurverkrygingsbeleid is hersien aan die hand van die nuwe Voorkeurverkrygingsregulasies, 2022 wat met ingang van 16 Januarie 2023 in werking getree het.

BESLUIT

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

Dat die voorgestelde wysigings aan die Munisipaliteit se Voorkeurverkrygingsbeleid, soos uiteengesit in Bylaag B, met onmiddellike effek deur die Raad goedgekeur word.

RESOLUTION

(proposed by Cllr D G Bess, seconded by Ald T van Essen)

- (a) The attached Development Charges for the 2024/2025 financial year be approved:
- “Greenfields” Development Charges for bulk electricity – (Annexure “A”).
 - “Brownfields” Development Charges for electricity – Swartland Municipal Area (Annexure “B”).
 - Development Charges for water – (Annexure “C”).
 - Development Charges for sewerage - (Annexure “D”).
 - Development Charges for roads - (Annexure “E”).
- (b) A rebate of 55% be approved regarding development charges in respect of the 2024/2025 financial year as an incentive to promote development and attract investors;
- (c) Developers have to enter into an agreement with the Municipality regarding the payment of charges in terms of the existing policies;
- (d) Actual Cost of Development Charges will apply to all developments, as determined and calculated by the Directors of Infrastructure/Civil Engineering Services and Electrical Engineering Services.

8.4 ADOPTION OF THE CREDIT CONTROL AND DEBT COLLECTION BY-LAW (1/1; 1/1/3/16)

On 30 April 2024, the Council adopted the draft Credit Control and Debt Collection By-law in principle to provide an opportunity for a public participation.

No input/comment on the by-law was received by the deadline of 15 May 2024.

The Speaker puts the matter to a vote and the adoption of the Credit Control and Debt Collection By-law is decided (in the absence of two (2) councillors) with 13 councillors in favour and the rest of the councillors abstaining from vote.

RESOLUTION

(proposed by Cllr I S le Minnie, seconded by Cllr E C O'Kennedy)

- (a) That the Swartland Municipality: Credit Control and Debt Collection By-law be adopted by Council and promulgated in the Provincial Gazette to take effect on 1 July 2024;
- (b) That fines for offences of the by-law be determined by the Department of Justice.

8.5 AMENDMENTS TO PREFERENTIAL PROCUREMENT POLICY (8/1/B/1)

The Preferential Procurement Policy has been revised in terms of the new Preferential Procurement Regulations, 2022 which came into effect on 16 January 2023.

RESOLUTION

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

That the proposed amendments to the Municipality's Preferential Procurement Policy, as presented in Appendix B, be approved by Council with immediate effect.

8.6 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 ontwikkel en onderhou wat administratiewe en operasionele doeltreffendheid sal optimaliseer en voorsiening maak vir voldoende wigte en teenwigte.

Die aanhangsels tot die sakelys behels die derde hersiening van die Stelsel van Delegasies wat op 16 November 2021 deur die Raad aanvaar is.

BESLUIT

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

- (a) Dat wysiging van die Raad se Stelsel van Delegasie (3^{de} Hersiening) goedgekeur word soos volg:
 - soos per Aanhangsel C, met ingang vanaf 1 Julie 2024, om die delegasies soos per Aanhangsel B te vervang; en
 - soos per Aanhangsel D, met onmiddellike effek
- (b) Dat kennis geneem word van die wysigings aan die delegasiestelsels van die Uitvoerende Burgemeester (soos per Aanhangsel A) en Hoof Finansiële Beampte (soos per Aanhangsels E en F, met ingang vanaf 1 Julie 2024);
- (c) 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.

8.7 VERTEENWOORDIGING OP RAADSKOMITEES: RDL G E WHITE (3/2)

Rdl G E White is by wyse van 'n tussenverkiesing met ingang van 25 April 2024 op die munisipale raad verkies en moet na 'n Portefeuljekomitee aangewys word.

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl A M Williams)

Dat rdl G E White met onmiddellike effek na die volgende komitees aangewys word:

- Beskermingsdienste Portefeuljekomitee

8.8 VOORGESTELDE LANGTERMYN VERHURING VAN ONROERENDE EIENDOM GELEË TE ERWE 41 EN 43, MOORREESBURG (VOORMALIGE OU KOMMANDO-GEBOU) AAN DIE IMIBALA TRUST (15/4/6)

Swartland Munisipaliteit is die eienaar van die gebou geleë op Erwe 41 en 43, Moorreesburg (bekend as die Kommandogebou), groot 5400 m². Die gebou is oor die jare heen verhuur as 'n meerdoelige sentrum, mees onlangs, aan Sinethemba. Lg. se huurooreenkoms het op 30 April 2024 verstryk.

Vroeër die jaar het *The Imibala Trust* belangstelling getoon om 'n vaardigheid-ontwikkelingsentrum vir minderbevoorregte skoolgaande jeug in Moorreesburg te vestig. Daar is opdrag aan die Administrasie gegee om die toekomstige aanwending van die voormalige Kommandogebou te ondersoek en is daar ook met *The Imibala Trust* 'n ter plaatse inpeksie onderneem om lg. se belangstelling in die gebou te toets.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdd M Nel)

- (a) Dat in beginsel goedkeuring verleen word vir die verlening van die reg om die volgende kapitale bate te mag gebruik, te beheer en te bestuur, en gevolglik vir die uit die hand verhuring van die bate aan *The Imibala Trust* onder 'n notariële huurooreenkoms vir 'n periode van twintig (20) jaar, vanaf 'n datum nog bepaal te word:
 - Erf 41 en Erf 43 geleë te Hoofweg 6, Moorreesburg
- (b) Dat daar in hierdie geval van die mededingende prosesse afgesien word, en die huur by wyse van direkte onderhandeling gefinaliseer word, vir die volgende redes:

8.6 REVISION OF SYSTEM OF DELEGATIONS (2/5/1; 2/5/2)

Section 59 of the Municipal Systems Act stipulates that a Council must develop and maintain a system of delegations that will optimise administrative and operational efficiency and provide for adequate checks and balances.

The annexes to the agenda comprise the third revision of the System of Delegations adopted by the Council on 16 November 2021.

RESOLUTION

(proposed by Cllr D C Pypers, seconded by Cllr R Jooste)

- (a) That amendments to Council's System of Delegation (3rd Revision) be approved as follows:
 - as per Annexure C, with effect from 1 July 2024, to replace the delegations as per Annexure B; and
 - as per Annexure D, with immediate effect
- (b) That cognizance be taken of the amendments to the delegation systems of the Executive Mayor (as per Annexure A) and Chief Financial Officer (as per Annexures E and F, with effect from 1 July 2024) be noted;
- (c) That cognizance be taken that no amendments were effected to the Section 53 Role Demarcation of political structures, political office bearers and the Municipal Manager, which document forms part of the System of Delegation.

8.7 REPRESENTATION ON COUNCIL'S COMMITTEES: CLLR G E WHITE (3/2)

Cllr G E White was elected to the municipal council by way of a by-election with effect from 25 April 2024 and must be appointed to a Portfolio Committee.

RESOLUTION

(proposed by Cllr A K Warnick, seconded by Cllr A M Williams)

That cllr G E White be appointed to the following committees with immediate effect:

- Protection Services Portfolio Committee

8.8 PROPOSED LONG TERM LEASING OF IMMOVABLE PROPERTY LOCATED AT ERVEN 41 EN 43, MOORREESBURG (FORMER KOMMANDO BUILDING) TO THE IMIBALA TRUST (15/4/6)

Swartland Municipality is the owner of the building located on Erven 41 and 43, Moorreesburg (known as the Commando Building), size 5400 m². The building has been leased over the years as a multi-purpose centre, most recently, to Sinethemba. Last mentioned's lease agreement expired on 30 April 2024.

Earlier in the year, The Imibala Trust expressed interest in establishing a skills development centre for underprivileged school-going youth in Moorreesburg. The Administration was instructed to investigate the future use of the former Commando Building and an on-site inspection was undertaken with The Imibala Trust to test last mentioned's interest in the building.

RESOLUTION

(proposed by Cllr D C Pypers, seconded by Cllr M Nel)

- (a) That in principle approval be granted for the right to use, control and manage the following capital asset, and consequently the out of hand lease of the asset to The Imibala Trust under a notarial lease agreement for a period of twenty (20) years, from a date yet to be determined:
 - Erf 41 and Erf 43, located in 6 Main Road, Moorreesburg;
- (b) That the competitive processes be dispensed with in this instance, and the lease be finalised by means of direct negotiation, for the following reasons:

8.8(b)/...

- Daar is 'n groot behoefte aan 'n jeugontwikkelingsfasiliteit soos die voorgestelde een, en alhoewel daar baie nie-regeringsorganisasies in die Swartland funksioneer, is daar selde organisasies met sowel die finansiële middele en strukture in plek om 'n fasiliteit van hierdie aard suksesvol te ontwikkel en te bestuur;
 - Die applikant 'n bewese rekord het van die suksesvolle bestuur van soortgelyke fasiliteite, en die direkte verhuring van die onderwerp eiendom beslis tot voordeel sal wees van die breër gemeenskap;
 - Die voorgestelde fasiliteite ideaal geleë sal wees waar die behoeftes en begeerte is, en binne stapafstand sal wees vir begunstigdes in the omliggende area.
- (c) Dat 'n gesubsidieerde huur van R120.00 (BTW uigesluit) per jaar goedgekeur word, met inagneming van die assessering in terme van Regulasie 13(2) soos aangespreek in die verslag;
- (d) Dat die voorgenome transaksie vir besware en/of teenvoorstelle geadverteer word;
- (e) Dat volmag verleen word
- (i) aan die Uitvoerende Burgemeesterskomitee om te handel met enige besware en/of teenvoorstelle wat teen die voorgenome langtermyn en uit die hand verhuring van die eiendom ontvang mag word;
 - (ii) aan die Direkteur: Korporatiewe Dienste om die terme en voorwaardes van verhuur te finaliseer.

8.9 VOORGESTELDE VERVREEMDING VAN SAKERPERSEEL (ERF 11793, GEDEELTE VAN ERF 11654) TE MALMESBURY (12/2/4/2-8/5)

Swartland Munisipaliteit is die geregistreerde eienaar van Erf 11793 (gedeelte van Erf 11654), groot 658 m², geleë in Alfastraat en gesoneer as Sakesone 2: Woonbuurtsake.

Die doel met hierdie sone is om voorsiening te maak vir lae-intensiteit kommersiële en gemengde-gebruik ontwikkeling wat in die plaaslike buurt se behoeftes vir gebruiksgoedere en persoonlike dienste sal voorsien.

Daar is belangstelling in die eiendom getoon en word voorgestel dat Erf 11793, Malmesbury by wyse van 'n openbare tender vir vervreemding aangebied word.

BESLUIT

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

- (a) Dat die Raad in beginsel goedkeuring verleen in terme van Artikel 14 van die Wet op Munisipale Finansiële Bestuur, 2003 en die Verordening en Beleid insake Oordrag van Munisipale Bates dat finansiële aanbiedinge by wyse van openbare tender gevra word vir die vervreemding van die volgende vakante onroerende eiendom in Malmesbury, gesoneer Sakesone 2: Woonbuurtsake:
- Erf 11793 (gedeelte Erf 11654), Alfastraat, Malmesbury (658 m² groot)
- (b) Dat kennis geneem word dat die eiendom wat te koop aangebied staan te word in geen stadium vir die verskaffing van 'n minimum of enige ander vlak van basiese munisipale dienste geormerk is nie;
- (c) Dat die reserweprys (BTW uitgesluit) vir die eiendom vasgestel word soos volg, welke reserweprys deur die Raad geag word die markwaarde daarvan billik te reflekteer:
- Erf 11793 R125 000,00
- (d) Dat die koper, benewens die koopprys, verantwoordelik sal wees vir alle aanvullende en toevallige kostes wat uit die transaksie mag voortspruit;
- (e) Dat die voorgenome transaksie in die media geadverteer word vir kommentaar en/of potensiële besware;

8.8(b)/...

- There is a great need for a youth development facility as the one proposed, and although there are many NGO's functioning within the Swartland, there are very seldom organizations with both the financial means and structures in place to successfully develop and manage such a facility;
 - The applicant has a proven track record of successfully running similar facilities and the direct leasing of the subject property will definitely be to the benefit of the community at large;
 - The proposed facility would be ideally located where the needs and desires are and will be within walking distance to beneficiaries in the surrounding area;
- (c) That a subsidized rental of R120.00 (VAT excluded) per annum be approved, with due regard of the assessment in terms of Regulation 13(2) as addressed in the report;
- (d) That the proposed transaction be advertised for objections and/or counter offers;
- (e) That authorization be given as follows:
- (i) to the Executive Mayoral Committee to deal with any objections and/or counter offers that may be forthcoming regarding the proposed long term and out of hand leasing of the property;
 - (ii) to the Director: Corporate Services to finalise the terms and conditions of lease.

8.9 PROPOSED ALIENATION OF BUSINESS SITE (ERF 11793, PORTION OF ERF 11654) IN MALMESBURY (12/2/4/2-8/5)

Swartland Municipality is the registered owner of Erf 11793 (part of Erf 11654), size 658 m², located on Alfa Street and zoned as Business Zone 2: Neighbourhood Affairs.

The purpose of this zone is to provide for low-intensity commercial and mixed-use development that will meet the local neighbourhood's needs for consumer goods and personal services.

Interest was shown in the property, and it was proposed that Erf 11793, Malmesbury be offered for alienation by way of a public tender.

RESOLUTION

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

- (a) That in-principle approval be granted by Council in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets for financial offers to be called by means of public tenders for the disposal of the following vacant immovable property in Malmesbury, zoned Business Zone 2: Neighbourhood Business:
- Erf 11793 (portion Erf 11654), Alfa Street, Malmesbury (658 m² in extent);
- (b) That cognizance be taken that the property to be sold has at no stage been earmarked for the provision of a minimum or any other level of basic municipal services;
- (c) That the reserve price (VAT exclusive) for the property be determined as follows, which reserve price is considered by Council to fairly represent the market value of same:
- Erf 11793 R125 000,00;
- (d) That the purchaser, in addition to the purchase price, shall be responsible for all costs ancillary and incidental to this transaction;
- (e) That the proposed transaction be advertised in the media for public comments and/or potential objections;
- (f)/...

8.9/...

- (f) Dat volmag verleen word
- (i) aan die Uitvoerende Burgemeesterskomitee om
- te handel met enige kommentaar en/of beswaar wat in verband met die voorgenome transaksie ontvang word; en om
 - 'n besluit te finaliseer rakende die oordrag van die bate, nadat alle toepaslike Voorsieningskanaal- en ander wetlike voorskrifte gevolg is;
- (ii) aan die Direkteur: Korporatiewe Dienste om die voorwaardes van verkoop vir tenderdoeleindes te finaliseer in oorlegpleging met al die tersaaklike interne rolspelers;
- (g) Dat goedkeuring verder verleen word dat indien bogemelde eiendom onverkoop bly na afloop van die betrokke mededingende proses, dit uit-die-hand-uit op 'n *'first come first serve'* basis verkoop mag word teen die reserweprys of hoër, mits die reserweprys ooreenstem met billike markwaarde (gebaseer op die munisipale waardasie van die eiendomme op die stadium van vervreemding), en met dien verstande verder dat dieselfde opskortende voorwaardes wat in die koop-ooreenkoms vervat staan te word, op die kooptransaksie van toepassing gemaak word.

GETEKEN:
SPEAKER

8.9/...

- (f) That authorization be given as follows:
- (i) to the Executive Mayoral Committee to
 - to deal with any comments and/or objections received in respect of the proposed transaction and
 - to finalise a decision regarding the transfer of the asset after all applicable Supply Chain and other legal prescripts have been complied with;
 - (ii) to the Director: Corporate Services to finalise the conditions of sale for tender purposes with all the relevant internal role-players;
- (g) That approval be granted that should the property remain unsold after the competitive process, it be sold out-of-hand on a 'first come first serve' basis at the reserve price or higher, provided that the reserve price corresponds with fair market value (based on the municipal valuation of the property when alienation takes place), and provided further that the same suspensive conditions to be included in the deed of sale, shall apply to such transaction.

SIGNED:
SPEAKER:



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP DINSDAG, 21 MEI 2024 OM 10:00

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdh T van Essen
Rdl A K Warnick

Beampies:

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

1. OPENING

Die voorsitter verwelkom lede en versoek die Munisipale Bestuurder om die vergadering met skriflesing en gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat kennis geneem word van die verskonings ontvang vanaf die Speaker, rdh M A Rangasamy en die Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 17 APRIL 2024

BESLUIT

(op voorstel van rdl A K Warnick, gesekondeer deur rdl D G Bess)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 17 April 2024 goedgekeur en deur die Uitvoerende Burgemeester onderteken word, onderhewig aan die volgende regstellings:

ITEM 7.5: VERHURING VAN VOORMALIGE KOMMANDOGEBOU TE MOORREESBURG (15/4/6)

Die regstelling van die spelling van Imibala Trust (i.p.v. Imibale Trust).



MINUTES OF A MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN THE BANQUET HALL, MALMESBURY, ON TUESDAY, 21 MAY 2024 AT 10:00

PRESENT:

Executive Mayor, Ald J H Cleophas (chairperson)
Executive Deputy Mayor, Cllr J M de Beer

Members of the Mayoral Committee:

Cllr D G Bess
Cllr N Smit
Ald T van Essen
Cllr A K Warnick

Officials:

Municipal Manager, Mr J J Scholtz
Director: Financial Services, Mr M A C Bolton
Director: Civil Engineering Services, Mr L D Zikmann
Director: Protection Services, Mr P A C Humphreys
Director: Development Services, Ms J S Krieger
Director: Corporate Services, Ms M S Terblanche
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING

The Chairperson welcomed members and asked the Municipal Manager to open the meeting with scripture reading and prayer.

2. LEAVE OF ABSENCE

That the apology received from the Speaker, Ald M A Rangasamy and the Director: Electrical Engineering Services, Mr T Möller, be noted.

3. SUBMISSIONS/DEPOSITIONS/SPEAKING ENGAGEMENTS

None.

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 17 APRIL 2024

RESOLUTION

(on the proposal of Cllr A K Warnick, seconded by Cllr Mr D G Bess)

That the Minutes of an Ordinary Executive Mayoral Committee Meeting held on 17 April 2024 be approved and signed by the Executive Mayor, subject to the following corrections:

ITEM 7.5: RENTAL OF FORMER COMMAND BUILDING AT MOORREESBURG (15/4/6)

Correcting the spelling of Imibala Trust (instead of Imibale Trust).

4.1/...

BESLUIT

- (a) Dat daar kennis geneem word dat die huurooreenkoms met Sinethemba ten opsigte van die gebou geleë op gedeeltes van Erf 41 (i.p.v. Erf 122) en Erf 43 te Hoofstraat 6, Moorreesburg ...

5. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

6. MAANDVERSLAG: MAART 2024

[Nota: Die prestasie- en finansiële inligting t.o.v. Kwartaal 3 was ngesluit in die artikel 52 MFMA-verslag wat op 30 April 2024 aan die Raad voorgelê sal word, vandaar die voorlegging van slegs addisionele verslae soos van toepassing op die betrokke direkteurats.]

6.1 SIVIELE INGENIEURSDIENSTE (7/1/2/2-4)

Die Direkteur: Siviele Ingenieursdienste noem dat, alhoewel die damvlak van die Voëlmei Dam gunstiger is as in vorige jare, die Elnino-weerverskynsel tot in Julie kan voortduur. Die kommerwekkende effek hiervan is dat die kouefronte verby beweeg en winterreëns eers in Julie verwag kan word.

Rdh T van Essen spreek sy kommer uit dat die fodderapers by die Highlands Stortings-terrein 'n bedreiging inhou vir die werkers en die publiek. Daar word versoek om oorweging daaraan te verleen om sekuriteitswagte by die stortingsterrein te plaas.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direktooraat: Siviele Ingenieursdienste ten opsigte van Maart 2024.

6.2 ELEKTRIESE INGENIEURSDIENSTE (7/1/2/2-6)

Rdh T van Essen noem dat aandag gegee moet word aan die sinkronisering van die verkeersligte in Bokomoweg, aangesien daar probleme ondervind word om by Bokomoweg aan te sluit. Voormelde word verder bemoeilik deur taxi's en wets-toepassersvoertuie wat die verkeersligte verontagsaam.

Rdl J M de Beer verneem of die versoek aan Eskom om elektrisiteit te voorsien aan die Lynkamp in Kalbaskraal opgevolg kan word, aangesien die inwoners oor geen basiese dienste beskik nie en daar gereelde navrae hieromtrent ontvang word.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direktooraat: Elektriese Ingenieursdienste ten opsigte van Maart 2024.

6.3 ONTWIKKELINGSDIENSTE (7/1/2/2-5)

Die Direkteur: Ontwikkelingsdienste gee terugvoering aangaande die vordering met die onderskeie behuisingsprojekte soos vervat in die maandverslag.

Rdl J M de Beer noem dat daar verskeie navrae uit die publiek ontvang word insake die vordering met die 9 GAP-huise in Abbotsdale. Die voorsitter noem dat dit onaanvaarbaar is dat daar vir die afgelope drie jaar geen vordering is nie en dat dit dringend met Provinsie opgeneem moet word.

Die Direkteur: Ontwikkelingsdienste noem, met verwysing na die voorsiening van basiese dienste aan die Lynkamp in Kalbaskraal, dat die aankoop van grond vir behuisingsdoeleindes in Kalbaskraal op die Behuisingspylpyn geplaas is. Die voorsiening van basiese dienste aan die Lynkamp sal by die behuisingsprojek ingeskakel word.

4.1/...

RESOLUTION

- (a) That note be taken that the lease agreement with Sinethemba in respect of the building located on parts of Erf 41 (instead of Erf 122) and Erf 43 at 6 Hoof Street, Moorreesburg...

5. MATTERS ARISING FROM THE MINUTES

None.

6. MONTHLY REPORT: MARCH 2024

[Note: The performance and financial information for Quarter 3 was included in the section 52 MFMA report to be submitted to the Council on 30 April 2024, hence the submission of only additional reports as applicable to the relevant directorates.]

6.1 CIVIL ENGINEERING SERVICES (7/1/2/2-4)

The Director: Civil Engineering Services mentioned that, although the dam level of the Voëlmei Dam is more favorable than in previous years, the Elnino weather phenomenon may continue until July. The worrying effect of this is that the cold fronts pass and winter rains can only be expected in July.

Ald T van Essen expressed his concern that the foragers at the Highlands Landfill pose a threat to the workers and the public. It is requested that placing security guards at the landfill be considered.

RESOLUTION

(on the proposal of Ald T van of Essen, seconded by Cllr J M de Beer)

That note be taken of the contents of the monthly report of the Directorate: Civil Engineering Services in respect of March 2024.

6.2 ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)

Ald T van Essen mentioned that attention should be paid to the synchronisation of the traffic lights in Bokomo Way, as there are problems to connect to Bokomo Way. The above is further complicated by taxis and law-enforcement vehicles that ignore traffic lights.

Cllr J M de Beer asked if the request to Eskom to supply electricity to the Lynkamp in Kalbaskraal can be followed up, as the residents have no basic services and regular inquiries are received in this regard.

RESOLUTION

(on the proposal of Ald T van of Essen, seconded by Cllr J M de Beer)

That note be taken of the content of the monthly report of the Directorate: Electrical Engineering Services in respect of March 2024.

6.3 DEVELOPMENT SERVICES (7/1/2/2-5)

The Director: Development Services provided feedback on the progress of the respective housing projects, as contained in the monthly report.

Cllr J M de Beer mentioned that several inquiries are being received from the public regarding the progress of the 9 GAP houses in Abbotsdale. The Chairperson stated that it is unacceptable that there has been no progress for the past three years and that this must be urgently taken up with the Province.

The Director: Development Services mentioned, referring to the provision of basic services to the Lynkamp in Kalbaskraal, that the purchase of land for housing purposes in Kalbaskraal has been placed on the Housing Pipeline. The provision of basic services at Lynkamp will be integrated into the housing project.

6.3/...

Rdl de Beer noem dat daar navrae ontvang word insake die vordering met oordrag van die Nitrophoska-huise in Iris- en Tulpstraat.

Rdl de Beer noem verder dat die onwettige huiswinkel in Alfastraat, oorkant die nuwe RSEP-park, aangespreek moet word.

BESLUIT

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

- (a) Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Ontwikkelingsdienste ten opsigte van Maart 2024;
- (b) Dat daar verslag gedoen word insake die vordering met die volgende projekte:
 - (i) Voorsiening van basiese dienste aan die Lynkamp, Kalbaskraal;
 - (ii) Voltooiing van konstruksie van die 9 GAP-huise op Abbotsdale;
 - (iii) Oordrag van Nitrophoska-huise in Iris- en Tulpstraat;
 - (iv) Optrede teen onwettige huiswinkel in Alfastraat – oorkant die nuwe RSEP-park.

6.4 BESKERMINGSDIENSTE (7/1/2/2-3)

6.4.1 VERKEER- EN WETSTOEPASSINGSDIENS

Die maandverslag word ter tafel gelê en spreek rdl J M de Beer haar kommer uit oor die volgende sake:

- (1) Kinders op skaatsborde en die klein aangepaste fietse (sonder remme) wat padreëls oortree;
- (2) Groei in die aantal kleinboere by Saamstaan;
- (3) Uitbreek van Bek- en Klouseer in die Oos-Kaap en moontlike verspreiding.

Die Direkteur: Beskermingsdienste verwys na die veldtogte by Spaza-winkels om produkte waarvan die vervaldatum verskryk het te identifiseer. Die wetstoepassers is egter nie bevoeg om die produkte te konfiskeer nie.

BESLUIT

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

- (a) Dat kennis geneem word van die inhoud van die maandverslag van die Verkeer- en Wetstoepassingsdienste ten opsigte van Maart 2024;
- (b) Dat, wanneer veldtogte by die Spaza-winkels beplan word om vervalde produkte te identifiseer, die Weskus Distrikmunisipaliteit se Gesondheidsinspekteurs betrek word, aangesien lg. oor die bevoegdheid beskik om vervalde produkte te konfiskeer.

6.4.2 BRANDWEERDIENSTE

Die Direkteur: Beskermingsdienste noem dat die Weskus Distrikmunisipaliteit per skrywe bevestig het dat die status quo ten opsigte van die lewering van brandweerdienste gehandhaaf sal word, m.a.w. dat die diens nie oorgeneem sal word nie.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Brandweerdienste ten opsigte van Maart 2024.

7. NUWE SAKE

7.1 2024 GEWYSIGDE GEÏNTEGREERDE ONTWIKKELINGSPLAN (2/1/4/4/1)

Die Geïntegreerde Ontwikkelingsplan (GOP)/...

6.3/...

Cllr De Beer mentioned that inquiries are being received regarding the progress of the transfer of the Nitrophoska houses in Iris and Tulip Streets.

Cllr De Beer stated that the illegal home shop in Alfa Street, across from the new RSEP park, needs to be addressed.

RESOLUTION

(on the proposal of Ald T van Essen, seconded by Cllr J M de Beer)

- (a) That note be taken of the contents of the monthly report of the Directorate: Development Services for March 2024;
- (b) That reporting regarding the progress of the following projects be done:
 - (i) Provision of basic services at the Lynkamp, Kalbaskraal;
 - (ii) Completion of construction of the 9 GAP houses in Abbotsdale;
 - (iii) Transfer of Nitrophoska houses in Iris and Tulip Streets;
 - (iv) Action against the illegal home shop in Alfa Street – opposite the new RSEP park.

6.4 PROTECTION SERVICES (7/1/2/2-3)

6.4.1 TRAFFIC AND LAW ENFORCEMENT SERVICE

The monthly report is tabled and Cllr J M de Beer expressed her concern about the following matters:

- (1) Children on skateboards and the small modified bicycles (without brakes) that violate road rules;
- (2) Growth in the number of small farmers in Saamstaan;
- (3) Outbreak of foot-and-mouth disease in the Eastern Cape and possible spreading.

The Director: Protection Services referred to the campaigns at Spaza shops to identify products that are past their expiration date. However, law enforcement officers do not have the authority to confiscate the products.

RESOLUTION

(on the proposal of Ald T van Essen, seconded by Cllr J M de Beer)

- (a) That note be taken of the contents of the monthly report of the Traffic and Law Enforcement Services in respect of March 2024;
- (b) That, when campaigns are planned at the Spaza shops to identify expired products, the West Coast District Municipality's Health Inspectors are involved, as the latter have the authority to confiscate expired products.

6.4.2 FIRE SERVICES

The Director: Protection Services stated that the West Coast District Municipality has confirmed in writing that the status quo regarding the provision of fire services will be maintained, i.e., that the service will not be taken over.

RESOLUTION

(on the proposal of Ald T van Essen, seconded by Cllr J M de Beer)

That note be taken of the content of the monthly report of the Fire Services in respect of March 2024.

7. NEW MATTERS

7.1 2024 AMENDED INTEGRATED DEVELOPMENT PLAN (2/1/4/4/1)

The Integrated Development Plan (IDP)/...

7.1/...

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

Die hersiening van die GOP en gepaardgaande proses word deur verskeie wetgewende vereistes gereël, onder andere, wysiging van strategieë, nuwe statistieke vanaf STASSA en opgedateerde begrotingsyfers.

Die gewysigde GOP en Areaplanne is met die sakelys gesirkuleer.

BESLUIT (vir voorlegging aan die Raad op 31 Mei 2024)
(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

- (a) Dat die 2024 Gewysigde Geïntegreerde Ontwikkelingsplan (GOP) vir die Swartland munisipale gebied, sowel as die vyf Areaplanne vir 2024/2025, 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 kommentaar en insette wat tydens April 2024 ontvang is (insluitende die SIME kommentaar), hanteer word ooreenkomstig **AANHANGSELS 2 en 3**;
- (c) 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 BEGROTINGSBEHEERKOMITEE TEGNIESE AANBEVELINGS VIR DIE MEERJARIGE KAPITAAL- EN BEDRYFSBEGROTING, BEGROTINGS- EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIWE EN ANDER HEFFINGS VIR 2024/2025; 2025/2026 EN 2026/2027 (5/1/2/2)

Die voorsitter versoek die Direkteur: Finansiële Dienste om die belangrikste punte uit die verslag voor te hou. Die Direkteur: Finansiële Dienste bevestig dat daar 'n publieke deelname proses gevolg is om insette op die konsep begroting, konsep tariewe en verwante beleide te ontvang teen 30 April 2024. 'n Begrotingsbeheerkomitee-vergadering is gehou op 16 Mei 2024 om, onder andere, die insette te oorweeg en die Uitvoerende Burgemeester te ondersteun om die impak van die insette op die begroting en tariewe te oorweeg.

Die Direkteur: Finansiële Dienste bevestig dat daar geen insette/kommentaar ontvang is op die voorgestelde belastingskoers en tariewe nie en verder ook nie enige insette/kommentaar wat 'n wysiging van die begrotings noodsaak nie.

Die Munisipale Bestuurder noem, met verwysing na Artikel 23 van die MFMA, dat nieteenstaande die feit dat daar geen insette/kommentaar op die voorgestelde belastingkoers ontvang is nie, die Uitvoerende Burgemeester 'n verlaging van 10% in die koers aan die Raad sal aanbeveel om die impak van die nuwe waardasies te versag.

BESLUIT (vir voorlegging aan die Raad op 31 Mei 2024)
(op voorstel van rdl N Smit, gesekondeer deur rdh T van Essen)

- (a) Dat oorweging verleen word aan die insette ontvang vanaf die publiek, met in ag neming van die tegniese oorwegings deur die Begrotingsbeheerkomitee tydens die vergadering van 16 Mei 2024 waartydens gehandel is met die feit dat beide die bedryfs- en kapitaalbegrotings tot die uiterste gerek is en dat die Munisipaliteit klem plaas om die dringende basiese dienste- en behuisingsbehoefes aan te spreek. Hierdeur word die Uitvoerende Burgemeester se verbintenisse om na die welstand van benadeelde gemeenskappe om te sien beklemtoon, sonder om addisionele druk te plaas op die betalende publiek (**Annexure E, Inputs received on Draft Budget**);
- (b) Dat kennis geneem word van die insette wat ontvang is vanaf die Provinsiale Tesourier (SIME-verslag) (**Annexure E, Inputs received on Draft Budget**);

7.1/...

The Integrated Development Plan (IDP) of a municipality serves as the main strategic plan dealing with the most critical development needs in the municipal area (external focus), as well as the most critical management needs of the organisation (internal focus).

The review of the IDP and associated process is governed by several legislative requirements, including, among others, modification of strategies, new statistics from STASSA and updated budget figures.

The amended IDP and Area Plans were circulated with the agenda.

RESOLUTION (for submission to the Council on 31 May 2024)
(on the proposal of Cllr Mr N Smit, seconded by Cllr Mr D G Bess)

- (a) That the 2024 Amended Integrated Development Plan (IDP) for the Swartland municipal area, as well as the five Area Plans for 2024/2025, be recommended for approval by Council in terms of Chapter 5 of the Municipal Systems Act No 32 of 2000;
- (b) That the comments and inputs received during April 2024 (including the SIME comments) be dealt with in accordance with **ANNEXURES 2 and 3**;
- (c) That the legal process, as prescribed in the Municipal Systems Act No 32 of 2000, Municipal Finance Management Act No 56 of 2003 and the Municipal Budget and Reporting Regulations, 2009, be completed after approval of the IDP by Council.

7.2 BUDGET STEERING COMMITTEE TECHNICAL RECOMMENDATIONS FOR THE MULTI YEAR CAPITAL AND OPERATING BUDGETS, FINAL BUDGET AND RELATED POLICIES, PROPERTY RATES, TARIFFS AND OTHER CHARGES FOR 2024/2025; 2025/2026 AND 2026/2027 (5/1/2/2)

The Chairperson requested the Director: Financial Services to present the most important points from the report. The Director: Financial Services confirmed that a public participation process has been followed to receive input on the draft budget, draft rates and related policies by 30 April 2024. A Budget Steering Committee meeting was held on 16 May 2024 to, among other things, consider the input and to support the Executive Mayor in considering the impact of the input on the budget and rates.

The Director: Financial Services confirmed that no input/comment has been received on the proposed tax rate and rates, nor any input/comment necessitating an amendment of the budgets.

The Municipal Manager mentioned, with reference to section 23 of the MFMA, that despite the fact that no input/comment was received on the proposed tax rate, the Executive Mayor will recommend a 10% reduction in the rate to the Council to mitigate the impact of the new valuations.

RESOLUTION (for submission to the Council on 31 May 2024)
(on the proposal of Cllr N Smit, seconded by Cllr T of Essen)

- (a) That consideration be given to the inputs received from the public with due regard to the technical considerations amplified at the Budget Steering Committee meeting of 16 May 2024, which dealt with the fact that both the operational and capital budgets are stretched to the limit as the Municipality placed emphasis on meeting urgent needs like basic services and housing and thereby demonstrating the Executive Mayor's dedication to enhancing the well-being of disadvantaged communities, without placing an additional burden on the paying public (**Annexure E, Inputs received on Draft Budget**);
- (b) That cognisance be taken of the inputs received from Provincial Treasury (SIME report) (**Annexure E, Inputs received on Draft Budget**);

7.2/...

- (c) 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: 2024/2025 – 2026/2027 Final Budget and Tariff File)** en oorweeg dieselfde;
- (d) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2024/2025 – 2026/2027 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;
- (e) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 4 individuele projekte bo R50 miljoen, aangesien die voorgenoemde kapitaalprogram se operasionele koste, insluitend die toekomstige koste gedek sal word deur belasting en die normale kostesentrums soos in die bedryfsbegroting;
- (f) Dat die toekomstige kapitaalbegrotings vanaf jaar 3 beperk word tot 17% 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;
- (g) 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 2024/2025	Final Budget 2025/2026	Final Budget 2026/2027
Capital Replacement Reserve (CRR)	R 93 535 241	R 115 676 861	R 116 891 897
External Loans	R 36 950 588	R 3 000 000	R -
Municipal Infrastructure Grant (MIG)	R 29 332 000	R 25 343 000	R 27 225 000
Integrated National Electrification Programme (INEP)	R 22 818 000	R 23 100 000	R 20 868 000
WCED (Private Funding)	R 19 033 109	R -	R -
Dept. of Infrastructure	R 174 289 166	R 49 520 000	R 33 000 000
Dept. Cultural Affairs and Sport	R 484 783	R -	R -
Community Safety Grant	R 34 783	R -	R -
GRAND TOTAL	R 376 477 670	R 216 639 861	R 197 984 897

- (h) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (i) Dat die Raad in beginsel goedkeuring verleen vir die opneem van 'n eksterne lening tot 'n bedrag van R40 miljoen vir die 2024/25 MTREF, vir die gedeeltelike finansiering van die volgende kapitaalprojekte: 132/11kV Eskom Schoonspruit Substation (R29 miljoen) en die Development of Highlands New Landfill Cell (R11 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;
- (j) Dat die finale hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die **2024/2025 – 2026/2027** finansiële jare goedgekeur word as finaal, in ooreenstemming met artikel 16, 17 en 19 van die MFMA;

7.2/...

- (c) That council takes note that the costs as envisaged by Section 19 (2)(a)(b) were derived after consultation with the respective director(s), who has confirmed the costs as per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** and consider same;
- (d) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2024/2025 – 2026/2027 Capital Projects ito Sec 19)**, first consider the projected operational cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications;
- (e) That council deemed it appropriate to consider the entire capital program excluding the 4 contractually combined projects above R50 million as the aforementioned capital program's operational cost, inclusive of future costs will be covered by the rates regime and the normal cost centres found in the operational budget;
- (f) That the future capital budgets from year 3 be limited to 17% of the operating budget (based on NT's norm for *Capital Expenditure to Total Expenditure* that is between 10% to 20%) because of the upward pressure it has on the operating budget and the affordability of tariffs;
- (g) That council considers the funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

FINANCING SOURCES	Final Budget 2024/2025	Final Budget 2025/2026	Final Budget 2026/2027
Capital Replacement Reserve (CRR)	R 93 535 241	R 115 676 861	R 116 891 897
External Loans	R 36 950 588	R 3 000 000	R -
Municipal Infrastructure Grant (MIG)	R 29 332 000	R 25 343 000	R 27 225 000
Integrated National Electrification Programme (INEP)	R 22 818 000	R 23 100 000	R 20 868 000
WCED (Private Funding)	R 19 033 109	R -	R -
Dept. of Infrastructure	R 174 289 166	R 49 520 000	R 33 000 000
Dept. Cultural Affairs and Sport	R 484 783	R -	R -
Community Safety Grant	R 34 783	R -	R -
GRAND TOTAL	R 376 477 670	R 216 639 861	R 197 984 897

- (h) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (i) That council in-principle approves the raising of an external loan to the amount of R40 million for the new 2024/25 MTREF for the partial financing of the following capital projects: 132/11kV Eskom Schoonspruit Substation (R29 million) and the Development of Highlands New Landfill site Cell (R10 million), by means of testing the market as envisaged by MFMA section 46, requesting tenders from the financial institutions;
- (j) That the final high-level multi-year Capital and Operating budgets in respect of the **2024/2025 – 2026/2027** financial years, be approved as final, in accordance with sections 16, 17 and 19 of the MFMA;

7.2(j)/...

	Oorspronklike Begroting 2023/24	Aansuiwerings begroting 2023/24	Finale Begroting 2024/25	Finale Begroting 2025/26	Finale Begroting 2026/27
Kapitaalbegroting	209 052 395	248 689 919	376 477 670	216 639 861	197 984 897
Bedryfsuitgawes	1 071 330 062	1 071 352 206	1 189 045 715	1 434 463 775	1 584 420 812
Bedryfsinkomste	1 192 485 181	1 252 422 713	1 458 996 892	1 535 862 828	1 666 597 277
Begrote (Surplus)/ Tekort	(121 155 119)	(181 070 507)	(269 951 177)	(101 399 053)	(82 176 465)
Minus: Kapitaal Toekennings & Donasies	107 386 943	119 908 999	246 062 275	97 963 000	81 093 000
(Surplus)/ Tekort	(13 768 176)	(61 161 508)	(23 888 902)	(3 436 053)	(1 083 465)

- (k) 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 2024/2025 finansiële jaar met effek vanaf 1 Julie 2024;

Category of property	Rate ratio	Rate determined for the relevant property category
Residential properties	1: 1	R0,005360
Business and Commercial properties	1: 1,6360	R0,008769
Industrial properties	1: 1,6360	R0,008769
Agricultural properties	1: 0,25	R0,001340
Mining properties	1: 1,6360	R0,008769
Public Service Infrastructure	1: 0,25	R0,001340
Properties owned by an organ of state and used for public service purposes	1: 1,6360	R0,008769
Public Benefit Organisations	1: 0	R0
Vacant properties	1: 1,4966	R0,008022
Municipal properties	1: 0	R0
Conservation Areas	1: 0	R0
Protected Areas	1: 0	R0
National Monuments	1: 0	R0
Informal Settlements	1: 0	R0

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.

7.2(j)/...

	Original Budget 2023/24	Adjustments Budget 2023/24	Final Budget 2024/25	Final Budget 2025/26	Final Budget 2026/27
Capital budget	209 052 395	248 689 919	376 477 670	216 639 861	197 984 897
Operating Expenditure	1 071 330 062	1 071 352 206	1 189 045 715	1 434 463 775	1 584 420 812
Operating Revenue	1 192 485 181	1 252 422 713	1 458 996 892	1 535 862 828	1 666 597 277
Budgeted (Surplus)/ Deficit	(121 155 119)	(181 070 507)	(269 951 177)	(101 399 053)	(82 176 465)
Less: Capital Grants & Contributions	107 386 943	119 908 999	246 062 275	97 963 000	81 093 000
(Surplus)/ Deficit	(13 768 176)	(61 161 508)	(23 888 902)	(3 436 053)	(1 083 465)

- (k) That council approves the notice given in terms of section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004, to levy the final property tax rates, exemptions and rebates on property reflected in the schedule below and in the property rates policy for the 2024/25 financial year with effect from 1 July 2024;

Category of property	Rate ratio	Rate determined for the relevant property category
Residential properties	1: 1	R0,005360
Business and Commercial properties	1: 1,6360	R0,008769
Industrial properties	1: 1,6360	R0,008769
Agricultural properties	1: 0,25	R0,001340
Mining properties	1: 1,6360	R0,008769
Public Service Infrastructure	1: 0,25	R0,001340
Properties owned by an organ of state and used for public service purposes	1: 1,6360	R0,008769
Public Benefit Organizations	1: 0	R0
Vacant properties	1: 1,4966	R0,008022
Municipal properties	1: 0	R0
Conservation Areas	1: 0	R0
Protected Areas	1: 0	R0
National Monuments	1: 0	R0
Informal Settlements	1: 0	R0

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.

7.2/...

- (l) Dat die Raad die tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** goedkeur as finaal;
- (m) Dat die Raad die elektrisiteitstariewe vir die 2024/2025 finansiële jaar goedkeur, gebaseer op die inkomstevereiste soos ondersteun in die koste van voorsieningstudie;
- (n) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)** goedgekeur word;
- (o) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Final Amendments to Budget & Related Policies 2024/2025)**, goedgekeur word as finaal;
- (p) Dat die vloot uitgebrei word met 'n addisionele nuwe 8-10 sitplek Bus vir die Reaksie/LEAP-eenheid, maar dat die aanwending daarvan beperk word tot binne die Swartland munisipale gebied (WC015), aangesien die Raad reeds R14 miljoen vanaf 2022/2023 in bedryfskoste finansier bo en behalwe die provinsiale toekenning;
- (q) Dat die Raad kennis dra dat die Munisipaliteit se DORA allokasies verminder met R39.267 miljoen oor die nuwe MTREF;
- (r) Dat die opleidingsbegroting beperk tot **0,50%** van die salarisbegroting vir die 2024/2025 finansiële jaar, goedgekeur word as finaal;
- (s) Dat die Raad kennis neem dat die verhogings vir die Direkteure kontraktueel gekoppel is aan die ander personeel wat op nasionale vlak onderhandel en bepaal word:
- Ten opsigte van alle personeel, 'n verhoging van **5.2%** vir 2024/2025; **5%** vir die 2025/2026 en **5%** vir 2026/2027 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,415% 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 inflasietekens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).
- (t) Dat die Raad kennis neem van die begrote bedryfssurplusse en dat die begroting "kontant gefinansier" word as gevolg van die kontantreserwes in tabel A8, die totale groei in uitgawes van **11%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **16.5% (7.1% 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 **6.3 maande** vir 2024/25, **5.3 maande** vir 2025/26 en **8.4 maande** vir die 2026/27 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 2024/25, 'n bedrag van **R 23 888 902**, vir 2025/26 'n bedrag van **R 3 436 053** en vir 2026/27 'n bedrag van **R 1 083 465 (kapitale toekennings uitgesluit)**, wat ver onder die NT riglyn is van minstens 'n 7.5% surplus.
- (u) 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;

7.2/...

- (l) That council approve the final tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (m) That council approve the electricity tariffs for the 2024/2025 financial year, based on the revenue requirement supported in the cost of supply study;
- (n) That the annual budget tables as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)**;
- (o) That the **amendments** to the budget and related policies as set out in **(Annexure D: Final Amendments to Budget & Related Policies 2024/2025)** hereto, be approved as final;
- (p) That Council takes note that the municipality's DORA allocations was reduced by R39.267 million over the new MTREF;
- (q) That the expansion of the fleet by means of adding a new 8-10 Seater Bus for the Reaction/LEAP unit, be restricted for usage only within the Swartland municipal boundary (WC015) due to council already financing R14 million of the operating cost over and above the grant allocation from 2022/2023;
- (r) That the training budget limited to **0,50%** of the salary budget for the 2024/2025 financial year be approved as final;
- (s) That Council takes note of the increases of the directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:
- In respect of all personnel, an increase of **5.2%** for 2024/2025; **5%** for 2025/2026 and **5%** for the 2026/2027 financial years, excluding the increase in other benefits that are applicable and the annual 2.415% notch increase where applicable;
 - All salary adjustments are adequately budgeted for;
 - Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).
- (t) That Council takes note of the budgeted operating surpluses and that the budget is "cash-funded" as a result of cash reserves in table A8, the total expenditure growth of **11%** from the current to the new financial year and the revenue streams with growth in revenue of **16.5% (7.1% excluding capital grant income)** for the MTREF period as well as the cash flow statement as per **(A-schedule A7)** for the next three financial years;
- the budgeted risk factor for cash coverage for operating expenses are **6.3 months** for 2024/25, **5.3 months** for 2025/26 and **8.4 months** for the 2026/27 financial year (this can materially be impacted but not possible to determine scientifically at this stage);
 - over the next three financial years the planning is such that net operating surpluses are envisaged for 2024/25 to an amount of **R 23 888 902**, for 2025/26 an amount of **R 3 436 053** and for 2026/27 an amount of **R 1 083 465 (excluding capital grant income)**, which is well below the NT guideline of at least a surplus of 7.5%.
- (u) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (v) That Council take note that the budget was prepared in the new mSCOA Version 6.8 as required by National Treasury.

7.2/...

- (v) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.8 soos vereis deur Nasionale Tesourie.

7.3 SWARTLAND MUNISIPALITEIT: ONTWIKKELINGSBYDRAEBELEID (15/1/B)

Die Munisipale Bestuurder noem dat die vasstelling van ontwikkelingsbydraes gerugsteun word deur die Swartland Munisipaliteit: Ontwikkelingsbydraebeleid.

Die verslag bevat die wetgewende raamwerk waaruit die Beleid gestalte kry en waarvolgens 'n munisipaliteit gelde mag hef om die beskikbaarheid van dienste te verseker.

BESLUIT

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

Dat die aangehegte Ontwikkelingsbydraebeleid in terme van artikel 93(2) van Swartland Munisipaliteit: Verordening insake Grondgebruikbeplanning (PK 8226 van 25 Maart 2020), goedgekeur word vir die totale regsgebied van Swartland Munisipaliteit effektief vanaf 1 Julie 2024.

7.4 VASSTELLING VAN ONTWIKKELINGSBYDRAES VIR 2024/2025 / DETERMINATION OF DEVELOPMENT CHARGES FOR 2024/2025 (15/1/B)

Ontwikkelingsbydraes word bereken as 'n pro rata bydrae tot die werklike kapitaalkoste van grootmaat- en verwante infrastruktuur om 'n bepaalde ontwikkeling van ingenieursdienste te voorsien.

Groeimodelle en Meesterplanne van elke diens word gebruik om toekomstige infrastruktuur vereistes te bepaal ten einde aan toekomstige ontwikkelingsbehoefes te voldoen.

Ten einde die bekostigbaarheid van ontwikkelingsbydraes vir ontwikkelaars te verseker, is dit nodig om 'n korting daarop te oorweeg.

BESLUIT (vir voorlegging aan die Raad op 31 Mei 2024)

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

- (a) Die aangehegte ontwikkelingbydraes vir die 2024/2025 finansiële jaar goedgekeur word om op 1 Julie 2024 in werking te tree:
- Greenfields"-ontwikkelingbydraes vir grootmaat elektrisiteit - (Bylae "A");
 - "Brownfields"-ontwikkelingbydraes vir elektrisiteit (Bylae "B");
 - Ontwikkelingbydraes vir water (Bylae "C");
 - Ontwikkelingsbydraes vir riool (Bylae "D");
 - Ontwikkelingsbydraes vir paaie (Bylae "E")
- (b) Dat 'n korting van 55% op genoemde ontwikkelingbydraes ten opsigte van die 2024/2025 finansiële jaar toegestaan word as aanspreek om ontwikkeling te bevorder en beleggers te lok;
- (c) Dat ontwikkelaars 'n ooreenkoms met die Munisipaliteit aangaan m.b.t. die betaling van ontwikkelingbydraes ingevolge die goedgekeurde beleid;
- (d) Dat die werklike koste van ontwikkelingsbydraes op alle ontwikkelings van toepassing sal wees, soos bepaal en bereken deur die Direkteur: Siviele Ingenieursdienste en die Direkteur: Elektriese Ingenieursdienste.

7.5 AANBEVELING VIR DIE AANVAARDING VAN DIE VERORDENING INSAKE KREDIETBEHEER EN SKULDINVORDERING (1/1; 1/1/3/16)

Die konsep Verordening insake Kredietbeheer en Skuldinvordering is op 20 Maart 2024 deur die Uitvoerende Burgemeester aanbeveel aan die Raad ten einde 'n publieke deelname proses te deurloop.

7.3 SWARTLAND MUNICIPALITY: DEVELOPMENT CHARGE POLICY (15/1/B)

The Municipal Manager mentioned that the determination of development contributions is supported by the Swartland Municipality: Development Charge Policy.

The report sets out the legislative framework from which the Policy takes shape and under which a municipality may levy fees to ensure the availability of services.

RESOLUTION

(on the proposal of Ald T van Essen, seconded by Cllr A K Warnick)

That the proposed Development Charge Policy be approved in terms of Section 93(2) of Swartland Municipality: Municipal Land Use Planning By-Law-2020 for the entire jurisdiction area of Swartland Municipality and comes into effect on 1 July 2024.

7.4 DETERMINATION OF DEVELOPMENT CHARGES FOR 2024/2025 (15/1/B)

Development charges are calculated as a pro-rata contribution to the actual capital costs of bulk and related infrastructure to provide a given development of engineering services.

Growth models and Master Plans of each service are used to determine future infrastructure requirements in order to meet future development needs.

In order to ensure the affordability of development grants for developers, it is necessary to consider a discount on them.

RESOLUTION (for submission to the Council on 31 May 2024)

(on the proposal of Ald T van Essen, seconded by Cllr A K Warnick)

- (a) The attached Development Charges for the 2024/2025 financial year be approved:
- "Greenfields" Development Charges for bulk electricity – (Annexure "A").
 - "Brownfields" Development Charges for electricity – Swartland Municipal Area (Annexure "B").
 - Development Charges for water – (Annexure "C").
 - Development Charges for sewerage - (Annexure "D").
 - Development Charges for roads - (Annexure "E").
- (b) A rebate of 55% be considered regarding development charges in respect of the 2024/2025 financial year as an incentive to promote development and attract investors;
- (c) Developers have to enter into an agreement with the Municipality regarding the payment of charges in terms of the existing policies;
- (d) Actual Cost of Development Charges will apply to all developments, as determined and calculated by the Directors of Infrastructure/Civil Engineering Services and Electrical Engineering Services;

7.5 RECOMMENDATION FOR THE ADOPTION OF THE CREDIT CONTROL AND DEBT COLLECTION BY-LAW (1/1; 1/1/3/16)

The draft By-law on Credit Control and Debt Collection was recommended to the Council by the Executive Mayor on 20 March 2024 in order to go through a public participation process.

No input/...

7.5/...

Daar was geen insette/kommentaar op die verordening ontvang teen die spertyd van 15 Mei 2024 nie.

BESLUIT (vir voorlegging aan die Raad op 31 Mei 2024)
(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

- (a) Dat die Swartland Munisipaliteit: Verordening insake Kredietbeheer en Skuldinvordering aangeneem word deur die Raad vir afkondiging in die Provinsiale Koerant om met ingang van 1 Julie 2024 in werking te tree;
- (b) Dat boetes vir oortredings van die verordening vasgestel word deur die Departement van Justisie.

7.6 WYSIGINGS AAN DIE VOORKEURVERKRYGINGSBELEID (8/1/B/1)

Die Voorkeurverkrygingsbeleid is hersien aan die hand van die nuwe Voorkeurverkrygingsregulasies, 2022 wat met ingang van 16 Januarie 2023 in werking getree het.

BESLUIT (vir voorlegging aan die Raad op 31 Mei 2024)
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die voorgestelde wysigings aan die Munisipaliteit se Voorkeurverkrygingsbeleid, soos uiteengesit in Bylaag B, met onmiddellike effek deur die Raad goedgekeur word.

7.7 AANVAARDING VAN DIE BELEID INSAKE DIE ALLOKASIE VAN BEFONDSING VIR WYKSPROJEKTE (3/4/4/B)

Die Munisipale Bestuurder noem dat die beleid in November 2023 aan die Uitvoerende Burgemeesterskomitee voorgelê was en daar was besluit om die beleid terug te verwys vir verdere insette/kommentaar.

Die Munisipale Bestuurder verduidelik die wysigings wat aangebly is ooreenkomstig die insette/kommentaar wat ontvang is. Dit is uiters belangrik dat daar pro-aktief beplan moet word ten einde die projekte in die begroting op te neem, anders gaan die gelde verbeur word.

Die konsep beleid is met die sakeliks gesirkuleer.

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

Dat die Beleid insake die Allokasie van Befondsing vir Wyksprojekte aanvaar word vir implementering met ingang van 1 Julie 2024 – m.a.w. vir identifisering van projekte vir befondsing in die 2025/2026 finansiële jaar.

7.8 KENNISNAME VAN PUBLIEKE DEELNAME PROSES VIR DIE SAAMSTEL VAN DIE 2022-2027 WATERDIENSTE ONTWIKKELINGSPLAN (16/1/1/8)

Die Direkteur: Siviele Ingenieursdienste noem dat die Departement van Waterdienste wysigings aangebring het aan die basis waarop die Waterdienste Ontwikkelingsplan opgestel moet word ten einde relevant te bly in die beplanning om waterdienste op 'n effektiewe, bekostigbare, ekonomiese en volhoubare wyse te lewer.

Die 2022-2027 Waterdienste Ontwikkelingsplan is ingevolge die nuwe riglyne opgestel en is tans beskikbaar vir publieke insette/kommentaar. Die volledige stel dokumente is beskikbaar by die Direkoraat: Siviele Ingenieursdienste.

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

- (a) Dat kennis geneem word van die konsep 2022-2027 Waterdienste Ontwikkelingsplan;

7.5/...

No input/comment on the by-law was received by the deadline of 15 May 2024.

RESOLUTION (for submission to the Council on 31 May 2024)
(on the proposal of Cllr N Smit, seconded by Cllr J M de Beer)

- (a) That the Swartland Municipality: Credit Control and Debt Collection By-law be adopted by Council and promulgated in the Provincial Gazette to take effect on 1 July 2024;
- (b) That fines for offences of the by-law be determined by the Department of Justice.

7.6 AMENDMENTS TO THE PREFERENTIAL PROCUREMENT POLICY (8/1/B/1)

The Preferential Procurement Policy has been revised on the basis of the new Preferential Procurement Regulations, 2022, which came into effect on 16 January 2023.

RESOLUTION (for submission to the Council on 31 May 2024)
(on the proposal of Cllr N Smit, seconded by Cllr A K Warnick)

That the proposed amendments to the municipality's Preferential Procurement Policy, as presented in Appendix B, be approved by Council with immediate effect.

7.7 ADOPTION OF WARD ALLOCATION POLICY (3/4/4/B)

The Municipal Manager mentioned that the policy was submitted to the Executive Mayoral Committee in November 2023 and it was decided to refer the policy back for further input/comment.

The Municipal Manager explained the changes made in accordance with the input/comment received. It is extremely important that proactive planning be carried out in order to include the projects in the budget, otherwise the funds will be forfeited.

The draft policy was circulated with the agenda.

RESOLUTION
(on the proposal of Ald T van Essen, seconded by Cllr A K Warnick)

That the Ward Committee Allocation Policy be accepted for implementation from 1 July 2024 – that is for identifying projects for the 2025/2026 financial year.

7.8 NOTICE OF PUBLIC PARTICIPATION PROCESS FOR THE DRAFTING OF THE 2022-2027 WATER SERVICES DEVELOPMENT PLAN (16/1/1/8)

The Director: Civil Engineering Services mentioned that the Department of Water Services has made amendments to the basis on which the Water Services Development Plan is to be drawn up in order to remain relevant in the planning to deliver water services in an effective, affordable, economic and sustainable manner.

The 2022–2027 Water Services Development Plan has been prepared under the new guidelines and is currently available for public input/comment. The complete set of documents is available from the Directorate: Civil Engineering Services.

RESOLUTION
(on the proposal of Ald T van Essen, seconded by Cllr J M de Beer)

- (a) That cognisance be taken of the concept 2022–2027 Water Services Development Plan;
- (b)/...

7.8/...

- (b) Dat verder kennis geneem word dat die konsep Waterdienste Ontwikkelingsplan beskikbaar gestel is aan die publiek, die Departement van Water en Sanitasie en omliggende munisipaliteite vir kommentaar ingevolge die wetlike voorskrifte;
- (c) Dat die dokument in elektroniese formaat beskikbaar is op die Munisipaliteit se webtuiste en in harde kope by die kantoor van die Uitvoerende Burgermeester en die kantoor van die Direkteur: Siviele Ingenieursdienste.

7.9 SWARTLAND EKONOMIESE ONTWIKKELINGSPLAN (2/1/4/5)

Die Swartland Ekonomiese Ontwikkelingsplan bevat inligting wat gereeld opgedateer moet word, onder andere, die prestasies van die Munisipaliteit en ekonomiese inisiatiewe wat ontwikkeling in die Swartland munisipale gebied rig en ondersteun.

Die is verder belangrik om te kyk na Nasionale, Provinsiale en ander inisiatiewe wat as 'n raamwerk kan dien waarbinne die Munisipaliteit sy eie implementeringsdoelwitte kan ontwikkel.

Die hersiene Swartland Ekonomiese Ontwikkelingsplan is met die sakelys gesirkuleer.

BESLUIT

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

Dat die aangehegte Swartland Ekonomiese Ontwikkelingsplan goedgekeur word.

7.10 SWARTLAND MUNISIPALITEIT: BELEID INSAKE DIE ONDERSTEUNING AAN KLEIN-BESIGHEDE (SMME'S) (12/1/3/1-1/1)

Die Direkteur: Ontwikkelingsdienste noem dat die gefokusde benadering tot die ondersteuning aan Klein-, Medium- en Mikro-ondernemings (SMME's) voortspruit uit die Geïntegreerde Ontwikkelingsplan, aangesien dit as 'n belangrike sektor beskou word vir ekonomiese groei en die skep van werksgeleenthede.

Die Departement van Ekonomiese Ontwikkeling en Toerisme (DEDAT) het in 2023 na munisipaliteite uitgereik om 'n beleid te ontwikkel wat die rol, funksie en verantwoordelikhede van munisipaliteite teenoor kleinbesighede aandui.

Die Direkteur: Ontwikkelingsdienste noem dat Swartland Munisipaliteit een van die eerstes is om 'n beleid voor te lê – die konsep beleid is met die sakelys gesirkuleer.

BESLUIT

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

Dat die aangehegte Swartland Munisipaliteit: Beleid insake die Ondersteuning aan Klein-Besighede (SMME's) goedgekeur word.

7.11 MUNISIPALE BEPLANNINGSDOKUMENT VIR VOORLOPIGE DIENSTE EN MENSlike NEDERSETTING-KWESSIES INGEVOLGE DIE RAAD SE NEDERSETTINGSPLAN (17/4/2/B)

Die munisipale beplanningdokument met spesifieke behuisingsprojekte en gepaardgaande begrotings vir die kort-, medium- en langtermyn is ingevolge die Raad se Nedersettingsplan opgestel. Die beplanningdokument word op 'n jaarlikse basis aan die Provinsiale Departement van Infrastruktuur voorsien ten einde lg. in staat te stel om 'n besighedsplan aan die Nasionale Departement van Infrastruktuur te voorsien.

Die aangepaste beplanningdokument vir die 2024/2025 tot 2026/2027 finansiële jare, in lyn met die DORA-allokasie, in met die sakelys gesirkuleer en is verder toegelig deur die Direkteur: Ontwikkelingsdienste.

Besluit/...

7.8/...

- (b) That cognisance be further taken that the concept Water Services Development Plan was made available to the public, The Department of Water and Sanitation and neighbouring municipalities for comments in accordance with legislative requirements;
- (c) That the document is available in soft copy on the website of the Municipality and in hard copy at the office of the Executive Mayor and the office of the Director: Civil Engineering Services.

7.9 SWARTLAND ECONOMIC DEVELOPMENT PLAN (2/1/4/5)

The Swartland Economic Development Plan contains information that needs to be updated regularly, among others, the achievements of the Municipality and economic initiatives that guide and support development in the Swartland municipal area.

7.9/...

It is further important to look at National, Provincial and other initiatives that can serve as a framework within which the Municipality can develop its own implementation objectives.

The revised Swartland Economic Development Plan was circulated with the agenda.

RESOLUTION

(on the proposal of Cllr D G Bess, seconded by Cllr N Smit)

That the Swartland Economic Development Plan be approved.

7.10 SWARTLAND MUNICIPALITY: POLICY REGARDING THE SUPPORT TO SMALL BUSINESSES (SMMES) (12/1/3/1-1/1)

The Director: Development Services mentioned that the focused approach to supporting Small, Medium and Micro Enterprises (SMMES) stems from the Integrated Development Plan, as it is seen as an important sector for economic growth and job creation.

The Department of Economic Development and Tourism (DEDAT) reached out to municipalities in 2023 to develop a policy outlining the role, function and responsibilities of municipalities towards small businesses.

The Director: Development Services mentioned that Swartland Municipality is one of the first to submit a policy. The draft policy was circulated with the agenda.

RESOLUTION

(on the proposal of Cllr D G Bess, seconded by Cllr N Smit)

That the attached Swartland Municipality: Policy regarding the Support to Small Businesses (SMMES) be approved.

7.11 MUNICIPAL PLANNING DOCUMENT FOR PRELIMINARY SERVICES AND HUMAN SETTLEMENT ISSUES UNDER THE COUNCIL'S SETTLEMENT PLAN (17/4/2/B)

The municipal planning document with specific housing projects and accompanying budgets for the short, medium and long term was drawn up in accordance with the Council's Settlement Plan. The planning document is provided to the Provincial Department of Infrastructure annually to enable the latter to provide a business plan to the National Department of Infrastructure.

The revised planning document for the 2024/2025 to 2026/2027 financial years, in line with the DORA allocation, was circulated with the agenda and was further clarified by the Director: Development Services.

Resolution/...

7.11/...

BESLUIT

(op voorstel van rdl D G Bess, gesekondeer deur rdl A K Warnick)

- (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 grootmaatsdienste binne die onderskeie dorpe en indien voldoende fondse nie beskikbaar is nie, projekte moontlik aangeskuif kan word na die volgende finansiële jare;
- (c) Dat kennis geneem word dat, in terme van die De Hoop Behuisingsprojek Fase 3 (1021 erwe) en die Moorreesburg Behuisingsprojek (650 erwe), die Munisipaliteit besig is met 'n verkrygingsproses om 'n gekwalifiseerde kontrakteur aan te stel en is dit die verwagting dat die kontrakteur gedurende Julie 2024 met die installering van siviele dienste 'n aanvang sal neem. Die aanstelling is onderhewig aan 'n appél periode van twee weke en 'n kontraktuele oorhandelingsproses.

7.12 AANSTEL VAN DORPSBESTUURDER VIR DARLING (4/2/B)

Die funksie van Dorpsbestuurder is al vir jare 'n gevestigde praktyk in Moorreesburg en Yzerfontein.

Weens 'n verskeidenheid van operasionele en diensleweringkewessies in Darling, het die behoefte ontstaan om 'n Dorpsbestuurder vir Darling aan te stel.

BESLUIT

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

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die voorneme om so spoedig moontlik 'n Dorpsbestuurfunksie te Darling te vestig, soortgelyk aan die suksesvolle Dorpsbestuurfunksies in Moorreesburg en Yzerfontein;
- (b) Dat die Uitvoerende Burgemeesterskomitee kennis neem dat die werwingsproses die geleentheid sal bied vir 'n bestaande permanente werknemer werksaam en woonagtig in Darling om sy/haar kandidatuur beskikbaar te stel vir die pos en dat die Dorpsbestuurder toelae met die suksesvolle kandidaat onderhandel sal word, wat kan insluit die wysiging en herevaluering van die werknemer se bestaande posbeskrywing om die bykomende funksies in te sluit;
- (c) Dat die wysiging aan die organisatoriese struktuur sal volg sodra die proses afgehandel is.

7.13 HERSIENING VAN STELSEL VAN DELEGASIES (2/5/1; 2/5/2)

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

BESLUIT (vir voorleging aan die Raad op 31 Mei 2024)

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

- (a) Dat wysiging van die Raad se Stelsel van Delegasie (3^{de} Hersiening) goedgekeur word soos volg:
 - soos per Aanhangsel C, met ingang vanaf 1 Julie 2024, om die delegasies soos per Aanhangsel B te vervang; en
 - soos per Aanhangsel D, met onmiddellike effek;
- (b) Dat kennis geneem word van die wysigings aan die delegasiestelsels van die Uitvoerende Burgemeester (soos per Aanhangsel A) en Hoof Finansiële Beampte (soos per Aanhangsels E en F, met ingang vanaf 1 Julie 2024);

7.11/...

RESOLUTION

(on the proposal of Cllr D G Bess, seconded by Cllr A K Warnick)

- (a) That the municipal planning document as tabled be adopted by the Executive Mayoral Committee;
- (b) That the proposed projects, only be a preliminary planning document and are subjected to the availability of funding, suitable land and bulk services within the relevant towns and should sufficient funding not be available the projects be moved to the following financial years;
- (c) That it be noted that in terms of De Hoop Phase 3 Housing Project (1021 erven) and Moorreesburg Housing Project (650 erven), the Municipality is in the process of procuring a qualified contractor and we envisage that the installation of civil services will commence during July 2024. Also note that this is subject to an appeal period of two weeks and a contractual handover phase.

7.12 APPOINTMENT OF TOWN MANAGER FOR DARLING (4/2/B)

The function of Town Manager has been an established practice in Moorreesburg and Yzerfontein for years.

Due to a variety of operational and service delivery issues in Darling, the need arose to appoint a Town Manager for Darling.

RESOLUTION

(on the proposal of Cllr A K Warnick, seconded by Ald T van Essen)

- (a) That the Executive Mayoral Committee takes note of the intention to implement a Town Management function as soon as possible at Darling, similar to the successful Town Management functions at Moorreesburg and Yzerfontein;
- (b) That the Executive Mayoral Committee takes note that the recruitment process will provide the opportunity to a current permanent employee working and residing in Darling to offer his/her candidacy for the post and that the Town Manager allowance will be negotiated with the successful candidate, which might include the amendment and re-evaluation of the employee's current job description to include the additional duties;
- (c) That the amendment to the organisational structure will follow once the process has been finalised.

7.13 REVISION OF SYSTEM OF DELEGATIONS (2/5/1; 2/5/2)

Section 59 of the Municipal Systems Act provides that a Council shall develop and maintain a System of Delegations which will optimise administrative and operational efficiency and provide for adequate checks and balances.

RESOLUTION (for submission to the Council on 31 May 2024)

(on the proposal of Cllr N Smit, seconded by Cllr J M de Beer)

- (a) That amendments to Council's System of Delegation (3rd Revision) be approved as follows:
 - as per Annexure C, with effect from 1 July 2024, to replace the delegations as per Annexure B; and
 - as per Annexure D, with immediate effect
- (b) That cognizance be taken of the amendments to the delegation systems of the Executive Mayor (as per Annexure A) and Chief Financial Officer (as per Annexures E and F, with effect from 1 July 2024) be noted;
- (c)/...

7.13/...

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

7.14 HERSIENING VAN KOMMUNIKASIESTRATEGIE EN VERWANTE BELEIDE (6/2/2/B)

'n Hersiening van die 2017-2022 Kommunikasiestrategie het die opdatering van verwante beleide genoodsaak, asook die opstel van 'n Korporatiewe Identiteitsgids.

Die Korporatiewe Identiteitsgids sal toesien dat 'n konsekwente en betroubare handelsmerkidentiteit gevestig word in alle munisipale kommunikasie deurdat dit riglyne aan personeel sal verskaf oor hoe om die Munisipaliteit se handelsmerk te gebruik.

BESLUIT

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

- (a) Dat die 2023-2027 Kommunikasiestrategie goedgekeur word soos voorgestel met ingang vanaf 1 Junie 2024;
- (b) Dat die gewysigde Kommunikasiebeleid goedgekeur word met ingang vanaf 1 Junie 2024;
- (c) Dat die gewysigde Sosiale Mediabeleid goedgekeur word met ingang vanaf 1 Junie 2024;
- (d) Dat die Korporatiewe Identiteitsgids goedgekeur en met ingang vanaf 1 Junie 2024 geïmplementeer word.

7.15 THE IMIBALA TRUST: BENUTTING VAN VOORMALIGE KOMMANDOGEBOU TE MOORREESBURG (15/4/6)

Die Uitvoerende Burgemeesterskomitee is op 17 April 2024 in kennis gestel dat die huurtermyn van Sinethemba vir die benutting van die voormalige Kommandogebou te Moorreesburg op 30 April 2024 verstryk en nie hernu sal word nie.

Die Imibala Trust het hul belangstelling uitgespreek om 'n vaardigheids-ontwikkelingsentrum vir minderbevoorregte skoolgaande jeug in Moorreesburg te vestig en is opdrag aan die Administrasie gegee om die toekomstige benutting van die Kommandogebou te ondersoek.

Daar is op 7 Mei 2024 met die Hoof Uitvoerende Beampste, mnr Theo Willemse, en ander verteenwoordigers van die Imibala Trust ontmoet en was 'n ter plaatse inspeksie gebring aan die Kommandogebou.

BESLUIT

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

- (a) Dat kennis geneem word van *The Imibala Trust* se belangstelling om 'n vaardigheids-ontwikkelingsentrum vir minderbevoorregte skoolgaande jeugdiges in Moorreesburg te vestig en sodanige sentrum teen Januarie 2025 in bedryf te stel;
- (b) Dat daar by die Raad aanbeveel word dat die perseel van die voormalige Kommandogebou aan *The Imibala Trust* onder 'n notariële huurooreenkoms beskikbaar gestel word om 'n jeugontwikkelingsentrum te vestig, vir 'n termyn van twintig (20) jaar, en wel teen 'n nominale tarief, gegee die infrastruktuur-belegging wat die Trust op die grond sal maak en die gemeenskapsvoordeel wat die projek inhou vir Moorreesburg en omstreke;
- (c) Dat dit onder andere 'n voorwaarde van verhuring sal wees dat die bestaande gebruikers van die perseel ook binne die sentrum geakkommodeer sal word.

7.13/...

- (c) That cognizance be taken that no amendments were effected to the Section 53 Role Demarcation of political structures, political office bearers and the Municipal Manager, which document forms part of the System of Delegation.

7.14 REVISION OF COMMUNICATION STRATEGY AND RELATED POLICIES (6/2/2/B)

A review of the 2017–2022 Communication Strategy required the updating of related policies, as well as the preparation of a Corporate Identity Guide.

The Corporate Identity Guide will ensure that a consistent and reliable brand identity is established in all municipal communications by providing guidance to staff on how to use the Municipality's brand.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr N Smit)

- (a) That the 2023-2027 Communication Strategy be approved as proposed with effect from 1 June 2024;
- (b) That the amended Communication Policy be approved with effect from 1 June 2024;

7.14/...

- (c) That the amended Social Media Policy be approved with effect from 1 June 2024;
- (d) That the Corporate Identity Guide be approved and implemented with effect from 1 June 2024.

7.15 THE IMIBALA TRUST: USE OF FORMER 'KOMMANDOGEBOU' AT MOORREESBURG (15/4/6)

On 17 April 2024, the Executive Mayoral Committee was informed that Sinethemba's lease for the use of the former Commando Building in Moorreesburg expires on 30 April 2024 and will not be renewed.

The Imibala Trust has expressed its interest in establishing a skills development centre for disadvantaged school-going youth in Moorreesburg and the Administration has been instructed to explore the future use of the Commando Building.

On 7 May 2024, a meeting was held with the Chief Executive Officer, Mr Theo Willemse, and other representatives of the Imibala Trust and there was an on-site inspection of the Commando Building.

RESOLUTION

(on the proposal of Cllr D G Bess, seconded by Cllr J M de Beer)

- (a) That cognizance be taken of the interest expressed by The Imibala Trust to establish a skills development centre for underprivileged school going youth in Moorreesburg and to operationalise such centre by January 2025;
- (b) That it be recommended to Council that the premises of the former Kommando Building be made available to The Imibala Trust under a notarial lease agreement to establish a youth development centre, for a period of twenty (20) years and at a nominal tariff, given the infrastructure investment to be made on the land by the Trust as well as the community benefit that the project brings to Moorreesburg and surrounding area;
- (c) That it shall inter alia be a condition of lease that the existing users of the premises are also to be accommodated at the centre.

7.16/...

7.16 VERHURING VAN GEBOU (BEKEND AS DIE OU CARNEGIE BIBLIOTEEK), GELEë OP ERF 123, KERKSTRAAT, MOORREESBURG AAN DIE ACVV VIR KANTOORSPASIE (12/1/3/1-9/1)

'n Aansoek is ontvang vanaf die ACVV Moorreesburg om die gebou op Erf 123, Moorreesburg (bekend as die ou Carnegie Biblioteek) te huur vir gebruik as kantoorspasie vir kinderbeskermingsdienste. Lg. dienste word tans bedryf uit Huis Moorrees, maar die ACVV het aangedui dat die spasie benodig word om 'n Alzheimers-eenheid te vestig.

Die gebou op Erf 123, Moorreesburg word tans deur die Wetstoepassingsafdeling benut, maar daar is voldoende kantoorspasie by die Moorreesburg munisipale kantoor om daar te hervestig.

BESLUIT

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

- (a) Dat in terme van Regulasie 34 van die Regulasies insake die Oordrag van Munisipale Bates, saamgelees met die Beleid insake Oordrag van Munisipale Bates (2014) goedkeuring verleen word vir die verhuur van die gebou geleë op Erf 123, ongeveer 991m² groot, Kerkstraat, Moorreesburg aan die ACVV Moorreesburg teen 'n huurbedrag van R120.00 (BTW uitgesluit) per jaar vir 'n tydperk van 3 (drie) jaar vanaf 1 Julie 2024 tot 30 Junie 2027, onderworpe daaraan dat die verhuurder verantwoordelik gaan wees vir die betaling van dienste-aansluitings asook dienste-verbruik;
- (b) Dat die gebou slegs gebruik word vir kantoorspasie om kinderbeskermingsdienste te voorsien;
- (c) Dat in terme van paragraaf 13 van die Beleid insake Oordrag van Munisipale Bates, goedkeuring vir die verhuur van die eiendom deur middel van direkte onderhandelinge verleen word, aangesien die ACVV akkommodasie benodig vir die voorsiening van 'n baie belangrike sosiale diens aan die gemeenskap van Moorreesburg.

7.17 VERHURING VAN GEDEELTE VAN ERF 409, LANGSTRAAT, MOORREESBURG AAN DIE WESKUS DISTRIKMUNISIPALITEIT VIR PARKERING DOELEINDES (12/1/3/1-9/1)

Die Weskus Distriksmunisipaliteit (WKDM) huur sedert 2013 'n gedeelte van Erf 409, Langstraat, Moorreesburg (groot 1 234 m²) vanaf die Raad en is die betrokke gedeelte verbeter en omhein vir parkeerdoeleindes.

'n Aansoek is vanaf die WKDM ontvang om 'n addisionele gedeelte by te huur (groot 938 m²) vir parkeerdoeleindes. Hierdie gedeelte sal nie omhein word nie en oor naweke beskikbaar wees vir die Moorreesburg Rolbalklub/Lions-klub wat die gedeelte oor nawe,e benut as parkering.

BESLUIT

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

- (a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Beleid insake Oordrag van Munisipale Bates (2014) dat goedkeuring verleen word vir die verhuur van 'n gedeelte van Erf 409, ongeveer 2 938m² groot, geleë in Langstraat, Moorreesburg aan die Weskus Distriksmunisipaliteit vir parkeerdoeleindes teen 'n huurbedrag van R2 938.00 per jaar (BTW uitgesluit) vir 'n tydperk van 3 (drie) jaar vanaf 1 Julie 2024 tot 30 Junie 2027;
- (b) Dat 'n gedeelte van Erf 409 Moorreesburg, ongeveer 1704m² groot, slegs gebruik word vir die ontwikkeling van 'n parkeerarea wat nie omhein is nie, onderhewig daaraan dat die parkeerarea naweke toeganklik sal wees vir gebruik deur die Moorreesburg Rolbalklub/Lions Klub wat vanaf die aangrensende eiendom, Erf 3974 bedryf word;

7.16 LEASING OF MUNICIPAL BUILDING (KNOWN AS THE OLD CARNEGIE LIBRARY), SITUATED ON ERF 123, CHURCH STREET, MOORREESBURG TO THE ACVV FOR OFFICE USE (12/1/3/1-9/1)

An application was received from the ACVV Moorreesburg to lease the building at Erf 123, Moorreesburg (known as the old Carnegie Library), for use as office space for child protection services. The latter services are currently operated from Moorrees House, but the ACVV has indicated that the space is needed to establish an Alzheimer's unit.

The building at Erf 123, Moorreesburg, is currently used by the Law Enforcement Division, but there is sufficient office space at the Moorreesburg municipal office to relocate to there.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr D G Bess)

- (a) That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of the building situated on Erf 123, measuring approximately 991m² in extent, Church Street, Moorreesburg to the ACVV Moorreesburg at a rental amount of R120.00 (VAT excluded) per annum for a period of 3 (three) years commencing from 1 July 2024 until 30 June 2027, subject to the lessee being responsible for the payment of service connection fees as well as service consumption;
- (b) That the building only be utilised for office space in respect of rendering childcare protection services;
- (c) That in terms of paragraph 13 of the Municipal Asset Transfer Policy, approval be granted for the lease of the property by means of direct negotiations as the ACVV requires accommodation to render a much needed social service to the community of Moorreesburg.

7.17 LEASING OF A PORTION OF ERF 409, LANG STREET, MOORREESBURG, TO THE WEST COAST DISTRICT MUNICIPALITY FOR PARKING PURPOSES (12/1/3/1-9/1)

Since 2013, the West Coast District Municipality (WKDM) has leased a portion of Erf 409, Lang Street, Moorreesburg (large 1 234 m²), from the Council and has improved and fenced the portion involved for parking purposes.

An application was received from WKDM to lease an additional area (large 938 m²) for parking purposes. This section will not be fenced and will be available on weekends to the Moorreesburg Bowling Club/Lions Club who use the section as a parking lot on weekends.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr N Smit)

- (a) That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of a portion of Erf 409, measuring approximately 2 938m² in extent situated in Park Street, Moorreesburg to the West Coast Municipality for parking purposes at a rental amount of R2 938.00 (VAT excluded) per annum for a period of 3 (three) years commencing from 1 July 2024 until 30 June 2027;
- (b) That a portion of Erf 409 Moorreesburg measuring approximately 1704m² in extent, only be utilised for the development of an unfenced parking area, subject thereto that the property be accessible for the use of the parking area by the Moorreesburg Bowling Club/Lions Club operating from the adjacent property, Erf 3974 over weekends;
- (c)/...

7.17/...

- (c) Dat die eiendom te alle tye deur en op koste van die huurder onderhou word;
- (d) Dat, in terme van paragraaf 12 van die Beleid insake Oordrag van Munisipale Bates, goedkeuring vir die verhuring van die eiendom deur middel van direkte onderhandelinge verleen word aangesien die WCMD, 'n regeringsinstansie, die eiendom in 'n parkeerarea gaan ontwikkel om aan hul parkeerbehoefes sowel as dié van die Moorreesburg Rolbalklub/Lions Klub te voldoen.

7.18 KANTOORAKKOMMODASIE: ABBOTSDALE BUURTWAG (12/1/3/1-1/1)

Die Abbotsdale Buurtwag huur tans een deel van die struktuur op Erf 1217, geleë te Roomsmarynstraat, Abbotsdale en is begerig om die huurooreenkoms vir 'n verdere tydperk te verleng.

BESLUIT

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

- (a) 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 met ingang vanaf 1 Julie 2024 ten bedrae van R120.00 per jaar, BTW uitgesluit, welke bedrag vooruitbetaalbaar sal wees;
- (b) Dat die huurvoorwaardes wat tans geld, van krag sal bly, ingesluit dat water en riooldienste kosteloos beskikbaar gestel word, in ag genome dat die buurtwag 'n vrywillige diens aan die gemeenskap lewer.

7.19 VERHURING VAN VOORAFVERVAARDIGDE STRUKTUUR, GELEë OP ERF 213, DARLINGWEG, ABBOTSDALE AAN DIE ABBOTSDALE NETBALKLUB VIR DIE GEBRUIK DAARVAN AS 'N KLEEDKAMER (12/1/3/1-1/1)

'n Aansoek is ontvang vanaf die Abbotsdale Sport Forum, namens die Abbotsdale Netbalklub, om die voorafvervaardigde struktuur, geleë op Erf 213, Darlingweg, Abbotsdale te gebruik as kleedkamer.

BESLUIT

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

- (a) In terme van Regulasie 34 van Regulasies insake die Oordrag van Munisipale Bates, saamgelees word met die Beleid insake Oordrag van Munisipale Bates (2014), goedkeuring verleen word vir die verhuring van die voorafvervaardigde struktuur geleë op Erf 213, Darlingweg, Abbotsdale aan die Abbotsdale Netbalklub teen 'n huurbedrag van R120.00 (BTW uitgesluit) per jaar vir 'n tydperk van 3 (drie) jaar vanaf 1 Julie 2024 tot 30 Junie 2027;
- (b) Dat die voorafvervaardigde struktuur deur die Abbotsdale Netbalklub slegs as 'n kleedkamer en vir geen ander doel gebruik word nie;
- (c) Dat die klub verantwoordelik sal wees vir enige verbeterings aan die struktuur, sowel as die onderhoud en skoonmaak daarvan vir die tydperk van verhuring;
- (d) Dat in terme van paragraaf 13 van die Beleid insake Oordrag van Munisipale Bates, goedkeuring vir die verhuring van die eiendom verleen word deur middel van direkte onderhandelinge aangesien die Abbotsdale Netbalklub 'n sportorganisasie is wat kleedkamergeriewe benodig.

7.20 VERVREEMDING VAN ERF 1308, ABBOTSDALE (TENDER L03/23/24)) (8/2/2/8)

Die Raad het op 30 Januarie 2024 goedkeuring verleen vir die vervreemding van Erf 1308, Abbotsdale by wyse van 'n mededingende proses. Die Raad het verder die Uitvoerende Burgemeesterskomitee gemagtig om die vervreemding na afloop van die tenderproses te oorweeg.

7.17/...

- (c) That the property be maintained by and at the cost of the lessee at all times;
- (d) That in terms of paragraph 12 of the Municipal Asset Transfer Policy, approval for the lease of the property be granted by way of direct negotiations, since the WCMD, being a government institution, will develop the property into a parking area to meet the parking needs of both the WCMD and the Moorreesburg Bowling Club/Lions Club.

7.18 OFFICE ACCOMMODATION: ABBOTSDALE NEIGHBOURHOOD (12/1/3/1-1/1)

The Abbotsdale Neighbourhood Watch is currently leasing one part of the structure at Erf 1217, located at Rosemary Street, Abbotsdale, and is keen to extend the lease for a further period.

RESOLUTION

(on the proposal of Cllr A K Warnick, seconded by Cllr J M de Beer)

- (a) 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 with effect from 1 July 2024 at the amount of R120.00 per annum, VAT excluded, which amount shall be payable in advance;
- (b) That the current conditions of lease remain applicable, including that water and sewerage services be made available free of charge, considering that the neighbourhood watch renders a voluntary service to the community.

7.19 LEASING OF PREFABRICATED STRUCTURE SITUATED ON ERF 213, DARLING WAY, ABBOTSDALE, TO THE ABBOTSDALE NETBALL CLUB FOR THE USE THEREOF AS A CHANGING ROOM (12/1/3/1-1/1)

An application was received from the Abbotsdale Sport Forum, on behalf of the Abbotsdale Netball Club, to use the prefabricated structure, located on Erf 213, Darling Road, Abbotsdale, as a dressing room.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr A K Warnick)

- (a) That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of the prefabricated structure situated on Erf 213, Darling Way, Abbotsdale to the Abbotsdale Netball Club at a rental amount of R120.00 (VAT excluded) per annum for a period of 3 (three) years commencing from 1 July 2024 until 30 June 2027;
- (b) That the prefabricated structure only be used by the Abbotsdale Netball Club as a changing room and for no other purpose;
- (c) That the club shall take responsibility for any improvements to the structure, as well as for the maintenance and cleaning of same for the duration of the lease;
- (d) That in terms of paragraph 13 of the Municipal Asset Transfer Policy, approval of the lease of the property be granted by way of direct negotiations, as the Abbotsdale Netball Club is a sport organisation that requires a facility to use as a changing room.

7.20 DISPOSAL OF ERF 1308, ABBOTSDALE (TENDER L03/23/24)) (8/2/2/8)

On 30 January 2024, the Council approved the alienation of Erf 1308, Abbotsdale, by way of a competitive process. The Council further authorised the Executive Mayoral Committee to consider the alienation after the tender process had been completed.

7.20/...

Daar is op tender uitgegaan en drie tenders is ontvang, waarvan slegs twee finansiële aanbiedinge meer was as die reserweprys. Die tenders is oorweeg tydens 'n Bodbeoordelingskomitee gehou op 30 April 2024 vir aanbeveling aan die Uitvoerende Burgemeesterskomitee.

BESLUIT

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

- (a) Dat kennis geneem word van die prosesse wat gevolg is vir Tender L03/23/24 (Verkoop van Erf 1308 Abbotsdale) om toegeken te word aan SSJ Brothers Save (Pty) Ltd ten bedrae van R114 500.00 BTW uitgesluit;
- (b) Dat die oordrag van die bate (onderwerp eiendom) aan SSJ Brothers Save (Pty) Ltd goedgekeur word, en die Verkoopsooreenkoms onderteken word deur die Direkteur: Korporatiewe Dienste.

7.21 VERHURING VAN VRAGHOUER AAN DIE KALBASKRAAL BUURTWAG (12/1/31-6/1)

'n Skrywe is ontvang vanaf die Kalbaskraal Gemeenskapsforum, waarin namens die Kalbaskraal Buurtwag (wat deel is van die forum) aansoek gedoen word vir 'n vraghouer vanwaar hulle hul aktiwiteite in Kalbaskraal kan bedryf.

Die uitgediende vraghouer wat voorheen vir Wyk 11 se buurtwag ingerig was en na Jakarandastraat, Malmesbury verskuif is, is geskik om vir buurtwag doeleindes te gebruik.

BESLUIT

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

- (a) Dat goedkeuring verleen word dat die uitgediende vraghouer in Jakarandastraat, Malmesbury (oorkant die gemeenskapskliniek) aan die Kalbaskraal Buurtwag beskikbaar gestel word, en dat 'n huurooreenkoms gesluit word vir die huur van die betrokke struktuur vir 'n periode van een (1) jaar ten bedrae van R120.00 per jaar, BTW uitgesluit, welke bedrag vooruitbetaalbaar sal wees, met ingang vanaf 'n datum nadat verskuiwing van die vraghouer plaasgevind het;
- (b) Dat die vraghouer kosteloos deur die Munisipaliteit verskuif sal word na die oop gedeelte grond in Rivierstraat (langs die bushalte) in Kalbaskraal;
- (c) Dat die gebruik van die vraghouer daaraan onderhewig is dat die Kalbaskraal Buurtwag dit sonder verbeterings, en sonder krag- en wateraansluitings sal aanvaar.

7.22 UITSTAANDE DEBITEURE: APRIL 2024 (5/7/1/1)

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

BESLUIT

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir April 2024.

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

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

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 30 April 2024 soos met die sakelys gesirkuleer.

7.20/...

A tender was issued and three tenders were received, of which only two financial offers exceeded the reserve price. The tenders were considered during a Land Assessment Committee meeting held on 30 April 2024 for recommendation to the Executive Mayoral Committee.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr D G Bess)

- (a) That cognizance be taken of the processes followed for Tender L03/23/24 (Sale of Erf 1308 Abbotsdale) to be awarded to SSJ Brothers Save (Pty) Ltd at the amount of R114 500.00 excluding VAT;
- (b) That the transfer of the asset (subject property) to SSJ Brothers Save (Pty) Ltd be approved, and the Agreement of Sale be signed by the Director: Corporate Services.

7.21 LEASE OF CONTAINER TO THE KALBASKRAAL NEIGHBOURHOOD WATCH (12/1/31-6/1)

A letter was received from the Kalbaskraal Community Forum applying for, on behalf of the Kalbaskraal Neighbourhood Watch (which is part of the forum), a container from which they can carry out their activities in Kalbaskraal.

The dilapidated cargo container formerly equipped for Ward 11's neighbourhood watch and moved to Jakaranda Street, Malmesbury, is suitable for use for neighbourhood watch purposes.

RESOLUTION

(on the proposal of Cllr J M de Beer, seconded by Cllr A K Warnick)

- (a) That approval be granted that the obsolete container in Jakaranda Street, Malmesbury (opposite the community clinic) be made available to the Kalbaskraal Neighbourhood Watch, and that a lease agreement be entered into for the lease of the structure concerned for a period of one (1) year at the amount of R120.00 per annum, VAT exclusive, which amount shall be payable in advance, with effect from a date after relocation of the container has taken place;
- (b) That the container be moved free of charge by the Municipality to the open portion of land in Rivier Street (adjacent to the bus terminus) in Kalbaskraal;
- (c) That the use of the container shall be subject to the Kalbaskraal Neighbourhood Watch accepting same without improvements, and without electricity and water connections.

7.22 OUTSTANDING DEBT – APRIL 2024 (5/7/1/1)

A full report of the status of outstanding debtors was circulated with the agenda.

RESOLUTION

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for April 2024.

7.23 PROGRESS WITH OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

The Asset Management Policy requires monthly reporting of outstanding insurance claims.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 30 April 2024 as circulated with the agenda.

7.24 VOORRAADOPNAME: 2024 (6/1/1)

Die jaarlikse voorraadopname is geskeduleer vir 26 Junie 2024 en word die genomindeerde raadslede uitgenooi om die opname waar te neem.

BESLUIT

- (a) Dat rdh T van Essen en rdl N Smit aangewys word vir die voorraadopname en dat rdl A K Warnick op bystand sal wees indien nodig;
- (b) Dat die aangewese raadslede kennis neem dat die Assistent Voorraad Kontroleurder graag om 09:00 stiptelik aanvang wil neem met die voorraadopname by die hoof magasyn te Malmesbury.

7.25 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: AANSTEL VAN DIENSVERSKAFFER VIR DIE VOORSIENING EN INSTALLERING VAN TOERUSTING VIR DIE REMTOETSMASJIE BY DIE MOORREESBURG TOETSTASIE (8/1/B/2)

Die remtoetsmasjien by die Moorreesburg Toetstasie het onklaar geraak en die toetstasie voldoen nie aan die SANS-standaard nie en kan die nodige dienslewering aan die publiek nie plaasvind nie.

Die Clifford-remtoetsmasjien is aangekoop by *Fulcrum Technologies* en is lg. die alleen-verskaffer, ontwikkelaar en diensagent van die masjiene en ook die onderhoud van die sagteware.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygings-prosedures ingevolge paragraaf 36 van die Voorsieningkanaalbestuursbeleid;
- (b) Dat kennis geneem word van die optrede van die Munisipale Bestuurder om nie verdere kwotasies aan te vra nie, maar om die aanvaarding van die kwotasie vir die aanstelling van Fulcrum Technologies vir die verskaffing en installering van toerusting by die remtoetsmasjien by Moorreesburg Voertuigtoetsstasie goed te keur;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses aangeteken word as:
 - (i) Die Clifford-remtoetsmasjien is gekoop by en geïnstalleer deur Fulcrum Technologies;
 - (ii) Fulcrum Technologies is die vervaardiger en verskaffer van Clifford-toestelle en om sy sagteware in stand te hou;
 - (iii) Fulcrum Technologies kan hierdie toetsmasjiene kalibreer en stel;
- (d) Dat die uitgawe van R38 580.00 (BTW uitgesluit) teen posnommer: 9/245-677-317 verreken word en dat daar voldoende befondsing beskikbaar is;
- (e) Dat die Senior Bestuurder: Finansiële State en Batebestuur 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.

7.26 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTELWERK AAN KOMPakteerder, CK 44823 (8/1/B/2)

Die UD 330 Quester-kompakteervragmotor word gebruik vir die lewering van die vullisverwyderingsdiens in Darling en Yzerfontein en dit is noodsaaklik dat die vragmotor in 'n werkende toestand moet wees.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge paragraaf 36(2) van die Voorsieningkanaalbestuursbeleid;

7.24 INVENTORY STOCK TAKE - 2024 (6/1/1)

The annual stock take is scheduled for 26 June 2024, and the nominated council members are invited to observe the stock take.

RESOLUTION

- (a) That Ald T van Essen and Cllr N Smit be designated for the stock taking and that cllr A K Warnick will be on standby if necessary;
- (b) That the designated councillors take note that the Assistant Stock Controller would like to start promptly at 09:00 with the stock taking at the main warehouse in Malmesbury.

7.25 DEVIATION FROM THE PRESCRIBED PROCUREMENT PROCEDURES: APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF EQUIPMENT FOR THE BRAKE TESTING MACHINE AT THE MOORREESBURG TEST STATION (8/1/B/2)

The brake testing machine at the Moorreesburg Test Station has become defective and the test station does not comply with the SANS standard and the necessary service delivery to the public cannot take place.

The Clifford brake testing machine was purchased from Fulcrum Technologies who is the sole supplier, developer and service agent of the machines as well as the maintenance of the software.

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager not to invite further quotations but to approve the acceptance of the quotation for the appointment of Fulcrum Technologies for the supply and installation of equipment at the brake testing machine at Moorreesburg Vehicle Testing Station;
- (c) That the reasons for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The Clifford brake testing machine was bought from and installed by Fulcrum Technologies.
 - (ii) Fulcrum Technologies is the manufacturer and supplier of Clifford devices and to maintain its software.
 - (iii) Fulcrum Technologies can calibrate and set these testing machines;
- (d) That the expenditure of R38 580.00 (Excl VAT) be allocated against mSCOA Code: 9/245-677-317 and that there is sufficient funding available;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed in terms of the Supply Channel Management Policy to include the above reasons as a note in the financial statements, when the relevant statements are drawn up.

7.26 DEVIATION FROM THE PRESCRIBED PROCUREMENT PROCEDURES: REPAIRS TO COMPACTOR, CK 44823 (8/1/B/2)

The UD 330 Quester compactor truck is used to deliver garbage removal services in Darling and Yzerfontein and it is essential that the truck be in working condition.

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Chain Management Policy;

7.26/...

- (b) Dat verder kennis geneem word dat, in terme van paragraaf 2(6)(g) van die Voorsieningkanaalbestuursbeleid, dit nie nodig is om 'n formele tenderproses te volg nie, aangesien Transtech die ondersteuningsagent van die Heil-kompakteerder in die Wes-Kaap is;
- (c) Dat die uitgawe ten bedrae van R153 810.93 (BTW uitgesluit) teen posnommer 9/4-60-5 verreken word en dat daar voldoende fondse beskikbaar is;
- (d) Dat die Senior Bestuurder: Finansiële State en Batebestuur 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.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

7.26/...

- (b) That further cognisance be taken that in terms of paragraph 2(6)(g) of the Supply Chain Management Policy a formal tender process was not followed as Transtech is the support agent for Heil compactor bodies in the Western Cape;
- (c) That the expenditure of R153 810.93 (Excl VAT) be allocated against mSCOA Code: 9/4-60-5 and that there is sufficient funding available;
- (d) That the Senior Manager: Financial Statements and Asset Management be instructed in terms of the Supply Channel Management Policy to include the above reasons as a note in the financial statements, when the relevant statements are drawn up.

(SIGNED) J H CLEOPHAS
EXECUTIVE MAYOR



**MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD IN THE COMMITTEE ROOM:
CORPORATE SERVICES ON WEDNESDAY, 8 MAY 2024 AT 12:00**

PRESENT

Director: Corporate Services, Ms M S Terblanche
Director: Financial Services, Mr M Bolton
Director: Civil Engineering Services, Mr L D Zikmann
Director: Development Services, Ms J S Krieger
Senior Manager: Supply Chain Management, Mr P Swart
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 18 APRIL 2024

RESOLUTION

That the minutes of a Bid Adjudication Committee meeting held on 18 April 2024 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 30 APRIL 2024

That **COGNISANCE BE TAKEN** of the minutes of a Bid Evaluation Committee meeting held on 30 April 2024.

4. MATTERS FOR CONSIDERATION

4.1 TENDER L03/23/24: SALE OF ERF 1308, ABBOTSDALE (8/2/2/8)

The Municipal Council granted in-principle approval in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets for financial offers to be called by means of public tender for the disposal of the Erf 1308, 6 Jasmyrn Street (318 m² in extent) which is a vacant immovable property in Abbotsdale, zoned Business Zone 1: General Business:

A reserve price of R56 000.00, excluding VAT, was determined by Council.

A total of three tenders were received of which two are above the reserve price and were evaluated in terms of Council's Preferential Procurement Policy relating to income-generating contracts – see table below:

		Preferential Points			
Tenderer	Price offered (excl VAT)	Points for Price	Within the boundaries of South Africa		Total points
			Yes/No	Points	
SSJ Brothers Save (Pty) Ltd	R114 500.00	80.00	Yes	20	100.00
Due Wayne Petersen	R111 000.00	77.55	Yes	20	97.55

Recommendation/...

4.1/...

RECOMMENDATION¹

- (a) That Tender L03/23/24 for the Sale of Erf 1308, Abbotsdale be awarded to SSJ Brothers Save (Pty) Ltd at the amount of R114 500.00 excluding VAT;
- (b) That the Agreement of Sale be entered into by the Director: Corporate Services, provided that the transfer of the asset (subject property) is approved by the Executive Mayoral Committee as per Council resolution dated 30 January 2024;
- (c) That the suspensive conditions in the Offer to Purchase signed by the tenderer be noted as follows:

"Clause 10.1.1: the lodging by the PURCHASER with the MUNICIPALITY of a site development plan, including draft building plans and elevations of the building/s to be erected on the PROPERTY together with a landscaping plan, not later than 31st October 2024; and

Clause 10.1.2: the written confirmation by the MUNICIPALITY to the PURCHASER by not later than 28 February 2025 that the above development proposals have been approved by it.

Clause 10.2: In the event of any of the suspensive conditions referred to in clause 10.1 not being fulfilled on the respective due dates, or on such later date as the MUNICIPALITY may allow in writing, this Agreement shall ab initio be void and the deposit paid to the Conveyancers in terms of clause 1.1 together with the accrued interest, shall be repaid to the PURCHASER."

4.2 TENDER T06/23/24: TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE FROM RIEBEEK WEST SOLID WASTE DROP-OFF FOR A CONTRACT PERIOD ENDING 30 JUNE 2027 (8/2/2/1)

The Municipality is responsible for the collection of solid waste and garden waste from drop-off facilities in various towns of the Municipal area. These drop-off facilities are used by the public over and above normal collection services. A new drop-off facility was constructed in Riebeeck West in 2020.

In order to service, empty the bulk containers and transport the solid waste to the Highlands Landfill Site, the services of a transport contractor for a period of three years is required. The Municipality currently does not have the required specialised equipment.

A total of seven tenders were received of which six adhered to the tender specifications and tender requirements – see table below for the preferential procurement evaluation:

TENDERER	TENDER AMOUNT VAT INCL (R)	POINTS FOR PRICE	BBBEE		LOCALITY		TOTAL PREFERENCE POINTS
			LEVEL	POINTS	WC	SM	
Landfill Consult	R2,335,650.00	80.00	-	0	0	0	80.00
Paso Organies	R2,870,400.00	61.68	-	0	0	0	61.68
Rocket Trading	R2,942,160.00	59.23	-	0	0	0	59.23
Waste Carriers	R3,701,470.50	33.22	1	10	0	0	43.22
Aqua Transport & Plant Hire	R4,416,000.00	8.74	1	10	4	0	22.74
Inkunzi Waste Management Solutions	R4,917,354.00	-8.43	1	10	4	0	5.57

Recommendation/...

¹ Confirmed by the Municipal Manager on 8 May 2024

4.2/...

RECOMMENDATION²

- (a) That Tender T06/23/24: Transport of Containerised Municipal Solid Waste from Riebeeck West Solid Waste Drop-off be awarded to Landfill Consult (Pty) Ltd for the tendered rates for the period 1 July 2024 to 30 June 2027, namely

ITEM	DESCRIPTION	RATE (excluding VAT)	RATE (including VAT)
	TRANSPORT OF CONTAINERS		
1	30m ³ Garden Waste Containers from Riebeeck West Drop Off Facility to Highlands landfill site in Malmesbury	R 2 800.00	R3 220.00
2	10m ³ Builder's Rubble Containers from Riebeeck West Drop Off Facility to Highlands landfill site in Malmesbury	R 1 950.00	R2 242.50

- (b) That it be noted that the rates are subject to monthly price adjustments based on clause 9 of the conditions of contract;
- (c) That the expenditure is set off against vote number 9/241-304-550.

4.3 TENDER T41/23/24: SUPPLY AND DELIVERY OF LIGHT BLUE BAGS FOR PERIOD 1 JULY 2024 TO 30 JUNE 2025 (8/2/2/1)

Council resolved to provide five refuse bags per month to ±9 000 indigent households in the municipal area . Swartland Municipality identified the need to provide support to registered indigent households in order to demonstrates a commitment to support vulnerable households.

Twelve tenders were received with the closing of the tender and all the tenderers adhered to the tender specifications and tender requirements.

		Preferential Points							
Tenderer	*Tender amount Vat incl.	Points for Price	Contribution level	BBBEE Points	Western Cape		Swartland		Total points
					Yes/ No	Points	Yes / No	Points	
Wastewant Plastics (Pty) Ltd	R 179 400.00	80.00	1	10		0	No	0	90.00
Cocopan (Pty) Ltd	R 188 370.00	76.00	1	10		0	No	0	86.00
Sakh'ikhaya Suppliers cc	R 197 340.00	72.00	1	10	Yes	4	No	0	86.00
Tingle Moon (Pty)Ltd *	R 210 400.00	66.18	1	10		0	No	0	76.18
TMR Plastics (Pty) Ltd	R 227 700.00	58.46	1	10	Yes	4	No	0	72.46
Mac and Wani Projects and Trading *	R 260 500.00	43.84	1	10	No	0	No	0	53.84
Miyalam General Trading	R 270 135.00	39.54	1	10	Yes	4	No	0	53.54
Ropak (Pty) Ltd	R 315 640.55	19.25	0	0		0	No	0	19.25
Zest of Life *	R 338 450.00	9.07	1	10	No	0	No	0	19.07
Ambitious People Holdings (Pty) Ltd *	R 350 000.00	3.92	1	10	Yes	4	Yes	6	23.92
Luvocy (Pty) Ltd*	R 366 000.00	-3.21	1	10	Yes	4	No	0	10.79
Brown Quality Works	R 503 125.00	-64.36	1	10		0	No	0	-54.36

* The evaluation was done based on an estimated quantity of 120 000 bags, delivery included
Not VAT registered

Cocopan (Pty) Ltd - Did not submit Proof of Locality

Tingle Moon (Pty) Ltd - Did not submit Proof of Locality for business address

Ropak (Pty) Ltd - Did not claim preferential points and points for locality

Brown Quality Works - Did not submit Proof of Locality, Municipal Account not in name of Company

² To be confirmed by the Municipal Manager after approval of multi-year budget on 31 May 2024

4.3/...

RECOMMENDATION³

- (a) That tender T41/23/24 for the Supply and Delivery of Light Blue Refuse Bags for the period 1 July 2024 to 30 June 2025 be awarded to Wastewant Plastics (Pty) Ltd for the tendered tariff of R1.49 (R1.30 excluding VAT) per bag (delivery costs are included in tariff);
- (b) That the expense be allocated to vote number 508069006841 (Consumable Stores MBY Acquisition).

4.4 TENDER T42/23/24: SUPPLY AND DELIVERY OF MATERIALS AND REQUIREMENTS FOR THE ELECTRICITY DEPARTMENT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025 (8/2/1)

Tenders for the supply and delivery of materials and services for the Department Electrical Engineering Services were invited in order to have a list of approved service providers when a specific item is required during the 2024/2025 financial year.

RECOMMENDATION⁴

- (a) That the tenders for the supply and delivery of materials and requirements for the electricity department for the financial year 2024/2025 of the tenderers listed below be accepted:

1. Aberdare Cables
2. Actom Electrical Products
3. Kader Technologies (Pty) Ltd
4. Powercomm Solutions (Pty) Ltd
5. Cape Winds Outsource Solutions
6. Take Note Trading 245cc t/a Universal Trading
7. Obhejane Trading (Pty) Ltd
8. Bloemhof Electrical (Pty) Ltd
9. PRZ Slurry Pumps & Valves (Pty) Ltd
10. JoCastro (Pty) Ltd
11. Mbond Engineering
12. ARB Electrical Wholesalers (Pty) Ltd
13. M-Tec
14. Maboneng Electrical Distributors (Pty) Ltd
15. Onlab Specialist Electro-Technology
16. Avhashavi Trading Enterprise
17. Ithuba Industries
18. Zonart Labour Distributions (Pty) Ltd
19. Smart Switch Distributors (Pty) Ltd
20. Pentafortis cc
21. Ontec Systems (Pty) Ltd
22. Conlog (Pty) Ltd
23. Landis & Gyr (Pty) Ltd
24. Memotek Trading cc

- (b) That the tender prices be re-evaluated when each specific item is required, taking into account the escalation indexes, rate of exchange variance, preferential procurement and delivery time.

4.5 TENDER T44/23/24: SUPPLY AND DELIVERY OF EMERGENCY KITS (8/2/2/1)

Swartland received a grant of R 284 100, 00 from the Provincial Department of Human Settlements to procure material for emergency kits.

A total of eight tenders were received and all adhered to the tender specifications and tender requirements – see table below for the preferential procurement evaluation:

Table/...

³ Confirmed by the Municipal Manager on 8 May 2024

⁴ Confirmed by the Municipal Manager on 8 May 2024

4,5/...

		PREFERENTIAL POINTS								
Tenderer	Tender amount	Points for price	Contribution level	BBBEE point	Western Cape (Yes/No)	Po int s	Swartland (Yes/No)	Po int s	Prefer ence point	Total Points
1.West Coast Skies Services	R 228 850,00	80,00	1	10	Yes	4	No	0	14	94,00
2.Jonty Engineering and Trading SA	R 247 020,00	73,65	0	0		0	Yes	6	6	79,65
3. Ropak (Pty) Ltd	R 257 247,60	70,07	0	0		0	No	0	0	70,07
4. *Rosshi Group (Pty) Ltd	R 287 370,00	59,54	1	10	Yes	4	Yes	6	10	79,54
5. M Bond Engineering	R 334 277,40	43,15	0	0	Yes	4	No	0	4	47,15
6. Gpam Protection Services CC	R 367 423,85	31,56	1	10		0	No	0	10	41,56
7. Memotek Trading CC	R 409 135,39	16,98	1	10	Yes	4	No	0	14	30,98
8. Tra-Col Solutions CC	R 423 200,00	12,06	1	10	Yes	4	No	0	14	26,06

RECOMMENDATION⁵

- (a) That tender T44/23/24 for the Supply and Delivery of 74 emergency kits be awarded to West Coast Skies Services for the amount of R 281 980, 00 (including delivery) (R245 200.00 VAT excluded) and a delivery period of 5-10 days.
- (b) That the expenditure be financed from the following vote number: 9/231-876-534 (Emergency Kits (Materials & Supplies)).

(sgd) M S TERBLANCHE
CHAIRPERSON

⁵ Confirmed by the Municipal Manager on 16 May 2024



**MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD IN THE COMMITTEE ROOM:
CORPORATE SERVICES ON FRIDAY, 7 JUNE 2024 AT 10:00**

PRESENT

Director: Financial Services, Mr M Bolton (acting chairperson)
Director: Electrical Engineering Services, Mr T Möller
Director: Development Services, Ms J S Krieger
Manager: Supply Chain Management, Mr L L de Wet
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 8 MAY 2024

RESOLUTION

That the minutes of a Bid Adjudication Committee meeting held on 8 May 2024 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 4 JUNE 2024

That **COGNISANCE BE TAKEN** of the minutes of a Bid Evaluation Committee meeting held on 4 June 2024.

4. MATTERS FOR CONSIDERATION

4.1 TENDER T33/23/24: PROCUREMENT OF AN INTEGRATED INTERNAL AUDIT AND ENTERPRISE RISK MANAGEMENT SOFTWARE SOLUTION FOR THE PERIOD 01 JULY 2024 TO 30 JUNE 2027 (8/2/2/1)

A total of seven tenders were received for the Procurement of an Integrated Internal Audit and Enterprise Risk Management Software Solution of which all the tenders complied with the tender specifications and tender requirements. See table below for the preferential procurement evaluation:

No.	Tenderer	Tender Amount	Points for Price	Contribution Level	B-BBEE Points	Preferential Points				Total Points
						Western Cape		Swartland		
						Yes/No	Points	Yes/No	Points	
1	IDI Technology Solutions (Pty) Ltd	R 807 341,00	80.00	2	9	No	0	No	0	89.00
2	Business Connexion (Pty) Ltd	R 1 646 024,10	-3.11	1	10		0	No	0	6.89
3	Emora Group	R 2 231 000,00	-61.07	1	10	Yes	4	No	0	-47.07
4	Nated Systems (Pty) Ltd	R 2 275 850,00	-65.52	1	10	No	0	No	0	-55.52
5	Timmus Connect	R 3 054 285,00	-142.65	1	10	No	0	No	0	-132.65
6	Thaba Consulting Services	R 3 183 847,22	-155.49	1	10	No	0	No	0	-145.49
7	Rain Chartered Accountants Inc.	R 4 444 750,00	-280.43	1	10	No	0	No	0	-270.43

Recommendation/...

4.1/...

RECOMMENDATION¹

(a) That Tender T33.23.24: Integrated Internal Audit and Enterprise Risk Management Software Solution for the period 01 July 2024 to 30 June 2027 be awarded to IDI Technology Solutions (Pty) Ltd at a cost of R807 341,00 including VAT, (R702 035,65 excluding VAT).

(b) That vote number 9/214-968-1106 be utilised for the expenditure.

4.2 TENDER T36/23/24: INSTALLATION OF A DRIVER AND VEHICLE MONITORING SYSTEM INCORPORATING VEHICLE RECOVERY TO THE MUNICIPALITY'S FLEET OF VEHICLES FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/2/1)

The Municipality issued a rates based tender for the supply of a vehicle tracking system in order to appoint a suitable service provider for the supply, installation and commissioning of a complete tracking system and vehicle monitoring system for the fleet.

A total of eight tenders were received of which two tenderers adhered to the tender specifications and tender requirements – see report for the preferential procurement evaluations.

RESOLVED that the item be referred back to the Bid Evaluation Committee.

4.3 TENDER T37/23/24: MANAGEMENT OF THE SHORT TERM INSURANCE PORTFOLIO OF THE MUNICIPALITY FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/2/5)

Tenders were invited to the underwriting of the Municipality's Short Term Insurance Portfolio. A total of four tenders were received of which only one tenderer adhered to the tender specification and tender requirements.

RESOLVED that the item be referred back to the Bid Evaluation Committee.

4.4 TENDER T39/23/24: SUPPLY AND DELIVERY OF MATERIALS, SUPPLIES AND SERVICES FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025 (8/2/2)

Tenders for the supply and delivery of materials, supplies and services for the Directorate Civil Engineering Services were invited in the press on 5 April 2024.

RECOMMENDATION²

(a) That the following tenderers for the supply and delivery of materials, supplies and services for the Civil Engineering Department for the 2024/2025 financial year be accepted.

1	2ACS Services (Pty)Ltd	18	ALM Construction and Supplies (Pty) Ltd
2	MBond Engineering (Pty) Ltd	19	Virtigo Resources (Pty) Ltd
3	Juno Corp (Pty) Ltd	20	Keynas (Pty) Ltd
4	Top Fiks Suppliers CC	21	Henchem Environmental Management Solutions
5	Otto Signs (Pty) Ltd	22	VW Civil Engineering Supplies CC
6	Maverick Trading 59CC	23	Nu Way Enterprises
7	PPD Engineering and Hardware Suppliers CC	24	Powercomm Solutions (Pty) Ltd
8	Xeracote (Pty)Ltd t/a Olympia International Paints & Coatings	25	Caprichem Saccs (Pty) Ltd
9	Rosshi Group (Pty) Ltd	26	Obhejane Trading (Pty) Ltd
10	Speed Vac and Plant (Pty) Ltd	27	Patco Manufacturing CC
11	Kader Technologies (Pty) Ltd	28	Prime Bio Agri (Pty) Ltd
12	Leafix (Pty) Ltd	29	West Coast Skies Services
13	Memotek Trading CC	30	Sizwe Paints (Pty) Ltd
14	Thuthukani SNF Chemicals (Pty) Ltd	31	AJ Van Huffel Planthire CC
15	Conchem-Saligna BEE CC	32	DD Supplies and Services (Pty) Ltd
16	AWV Project Management	33	CCG Logistics (Pty) Ltd
17	Take Note Trading 245cc t/a Universal Trading		

¹ Confirmed by the Municipal Manager on 10 June 2024

² Confirmed by the Municipal Manager on 10 June 2024

4.4/...

- (b) That the tender prices be re-evaluated when a purchase is made against an included item, with cognisance of respective escalation indices, exchange rate variations, preferential procurement and delivery times.
- (c) It is recommended that Section 5: Concrete Stormwater Pipes 50D Ogee (Items No.5.1.1-5.1.6) and Section 8: Chemicals (Items No.8.2, 8.5, 8.6 & 8.9) be omitted from Tender T39.23.24.

4.5 TENDER T50/23/24: PROVISIONING OF INTERNET SERVICES AND SOFTWARE-DEFINED NETWORKING (SDN) FOR SWARTLAND MUNICIPALITY FOR A THREE-YEAR PERIOD FROM 1 JULY 2024 TO 30 JUNE 2027 (8/2/23)

Swartland Municipality has an existing 75 Mb/s Enterprise Internet connection in Malmesbury with a Software-defined Network (SDN) between Malmesbury-, Moorreesburg- and Darling-offices.

Tenders were invited for the renewal of the services, including to add the Yzerfontein-office via a fibre optical connection to the SDN-network.

A total of five tenders were received of which all adhered to the tender specifications and tender requirements – see table below for the preferential procurement evaluation:

No.	Tenderer	Tender Amount	Points for Price	Preferential Points						Total Points
				Contribution Level	B-BBEE Points	Western Cape		Swartland		
						Yes/No	Points	Yes/No	Points	
1	Linux Based Systems Design SA (Pty) Ltd	R 2 250 337.11	80.00	1	10	Yes	4	No	0	94
2	Business Connexion (Proprietary) Limited	R 2 565 621.56	68.79	1	10	Yes	4	No	0	82.79
3	Innovo Networks	R 3 032 264.46	52.20	1	10	Yes	4	No	0	66.20
4	Dataproof Communications	R 2 763 891.22	61.74	2	9	No	0	No	0	70.74
5	Datacentrix (Pty) Ltd	R 2 736 661.77	62.71	1	10	No	0	No	0	72.71

RECOMMENDATION³

- (a) That the tender (T50/23/24) for the provisioning of internet services and software-defined networking (SDN) for Swartland Municipality be awarded to of Linux Based Systems Design SA (Pty) Ltd at a cost of R2 250 337.11 including VAT, (R 1 956 814.88 excluding VAT) for a three-year period from 1 July 2024 until 30 June 2027.
- (b) That the expenditure be allocated to the operating budget vote 9/216-583-1921 (Internet Connectivity and Access).

4.6 TENDER T52/23/24: SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF DIGITAL PHOTOCOPY EQUIPMENT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/23)

Tenders were invited for a new operating lease for hiring of photocopier equipment based on a three year operating lease period as from 1 July 2024 until 30 June 2027. The tender specifications make provision for the hiring of new and/or used photocopiers not exceeding a usage of more than 40% of the life span of the unit.

A total of six tenders were received of which all tenders adhered to the tender specifications and tender requirements and was evaluated in accordance with the 80/20 preferential procurement point system – see on next page:

Table/...

³ Confirmed by the Municipal Manager on 10 June 2024

4.6/...

No.	Tenderer	Tender Amount	Preferential Points							
			Points for Price	Contribution Level	B-BBEE Points	Western Cape		Swartland		Total Points
						Yes/No	Points	Yes/No	Points	
1	Konika Minolta South Africa, a division of Bidvest Office (Pty) Ltd	R 48 701.73	80	1	10	Yes	4	No	0	94.00
2	Sky Metro Equipment (Pty) Ltd	R 74 646.33	37.38	1	10	Yes	4	No	0	51.38
3	Business Connexion (Proprietary) Limited	R 91 099.96	10.35	1	10		0		0	20.35
4	Page Automation (Pty) Ltd	R 96 828.14	0.95	1	10			No	0	10.95
5	ZEEDEC (Pty) Ltd	R 110 457.55	-21.44	0	0	Yes	4	Yes	6	-11.44
6	Tumile Bambix Project (Pty) Ltd	R 323 244.00	-360.98	1	10			No	0	-370.98

RECOMMENDATION (for consideration by the Bid Adjudication Committee)

- (a) That the tender (T52/23/24) for the supply, installation, commissioning and maintenance of digital photocopy equipment be awarded to Konika Minolta South Africa a division of Bidvest Office (Pty) Ltd for the period 1 July 2024 to 30 June 2027 based on operating lease of three years and on the unit prices tendered as attached;
- (b) That it be noted that the tendered prices for copies are subject to yearly escalation of not more than CPI%;
- (c) That the rental and copy costs be allocated to the various votes per department as applicable.

4.7 TENDER T31/23/24: CONSTRUCTION OF CIVIL ENGINEERING SERVICES FOR THE DEVELOPMENT OF LOW COST HOUSING ERVEN IN MALMESBURY AND MOORREESBURG (17/4/23-8/3; 17/4/23-9/3)

An application was made to the Department of Infrastructure (formerly known as the Department of Human Settlements) to address the need for serviced erven in Malmesbury (part of the De Hoop housing project) and Moorreesburg.

Tenders were invited to appoint a suitably experienced and qualified civil engineering contractor to construct and install civil services for ±1560 erven in Malmesbury and ±650 erven in Moorreesburg over a 3-year period ending 30 June 2027.

As the tender is a rate based tender, the tender amount is based on a preliminary estimation of quantities and for comparative evaluation purposes only.

A total of 13 tenders were received of which seven tenders adhered to the tender specifications and tender requirements – see table below for the 90/10 preferential procurement evaluation:

No.	Tenderer	Tender Amount	Preferential Points							Total
			Points For Price	Contribution	BBBEE Points	Location				
						Western Cape	Swartland Mun.	Yes/No	Points	
1	Exeo Khokela Civil (Pty) Ltd	R201 407 815.55	90.00	1	5	Yes	2	No	0	97.00
2	ASLA Construction (Pty) Ltd	R217 662 609.74	82.74	1	5	Yes	2	Yes	3	92.74
3	Tefla Group (Pty) Ltd	R227 229 639.49	78.46	1	5	Yes	2	No	0	85.46
4	Raubex Infra (Pty) Ltd	R255 477 441.55	65.84	1	5	Yes	2	No	0	72.84
5	Ruwacon(Pty) Ltd	R269 560 000.00	59.55	1	5	No	0	No	0	64.55
6	Cornfield Construction	R319 794 743.15	37.10	1	5	Yes	2	No	0	44.10
7	Esor Construction (Pty) Ltd	R361 453 025.69	18.48	2	4.5	Yes	2	No	0	24.98

Recommendation/...

4.7/...

RECOMMENDATION⁴

- (a) That tender T31.23.24: Construction of Civil Engineering Services for the Development of Low Cost Housing Erven in Malmesbury and Moorreesburg be awarded to **Exeo Khokela Civil Engineering Construction (Pty) Ltd** for the period up to 30 June 2027 and that the rates supplied be approved accordingly;
- (b) That the expense be allocated against the following vote numbers and limited to available funding:
- 9/123-839-975
 - 9/123-854-997
 - 9/123-841-984
 - 9/123-845-988
 - 9/123-848-991
 - 9/123-839-976
 - 9/123-839-977
 - 9/123-841-1074
 - 9/123-846-989
 - 9/123-853-996
 - 9/123-841-983
 - 9/123-841-1075
 - 9/123-847-990
- (c) That construction may only commence once the projects are approved by the Department of Infrastructure and that the appointment is made with the condition that no claim is made by the contractor against Swartland Municipality for delayed commencement due to registration and approval processes;
- (d) That construction may only commence once a Construction Permits (were applicable) have been issued by the Department of Labour and that the appointment is made with the condition that no claim is made by the contractor against Swartland Municipality for delayed commencement due to registration and approval processes.

4.8 TENDER T35/23/24: THE SUPPLY, DELIVERY AND THE ADMINISTRATIVE SUPPORT SERVICES OF A FINE COLLECTION SYSTEM AND CAMERA EQUIPMENT WITH THE RELATED OPERATIONAL SUPPORT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/15)

Tenders were invited for the above service and the report to the agenda contains a short summary of the tender specifications required to render the service to the satisfaction of the Municipality.

TMT Services and Supplies (Pty) Ltd was the only tenderer and is the current service provider. With more than 20 years experience in Road Safety Enforcement, the indication is that the tenderer has the capability to successfully delivers the required services.

RECOMMENDATION⁵

- (a) That the tender T35/23/24 for the Supply, delivery and the administrative support services of a fine collection system and camera equipment with the related operational support for a period from 1 July 2024 to 30 June 2027 be awarded to **TMT Services & Supplies (Pty) Ltd** for the following rates:

DESCRIPTION	AMOUNT		
BASIC FEES	YEAR 1 (2024/2025)	YEAR 2 (2025/26)	YEAR 3 (2026/27)
Fixed rate per paid fine	R 231, 00	R 231, 00	R 231, 00
15% VAT	R 34, 65	R 34, 65	R 34, 65
GRANT TOTAL	R 265, 65	R 265, 65	R 265, 65

- (b) The award is subject to the following conditions agreed to by TMT Services & Supplies (Pty) Ltd:
- (i) That any and all fines paid at the municipal cashiers will not be subject to the transaction fee;
 - (ii) That reduced fines below the fee of R265,65 (VAT included) not be subject to said transaction fee; and
 - (iii) That TMT Services & Supplies (Pty) Ltd agree in writing to the award conditions;

⁴ Confirmed by the Municipal Manager on 11 June 2024

⁵ Confirmed by the Municipal Manager on 11 June 2024, but referred back to the Bid Adjudication Committee after negotiations in terms of Paragraph 24 of the Supply Chain Management Policy with the preferred bidder – see minutes of Bid Adjudication Committee held on 3 July 2024

4.8/...

- (c) The award is also subject to the following fees applicable should **AARTO** be implemented during this contract. The AARTO amount will only come into effect once it is introduced, automatically making the amount for paid fine as per paragraph (a) above null and void, meaning that either one or the other will apply:

DESCRIPTION	AMOUNT		
	YEAR 1 (2024/25)	YEAR 2 (2025/26)	YEAR 3 (2026/27)
Fixed rate per AARTO infringement captured/uploaded	R 70, 00	R 70, 00	R 70, 00
15% VAT	R 10, 50	R 10, 50	R 10, 50
GRANT TOTAL	R 80, 50	R 80, 50	R 80, 50

- (d) The award includes the following:
- (i) Maximum of 5 fixed digital cameras
 - (ii) Maximum of 4 mobile digital cameras
 - (iii) Maximum of 4 semi fixed digital cameras
 - (iv) 1 x vehicle equipped with an Automatic Number Plate Recognition System (ANPR)
 - (v) Supply two (2) unmarked vehicles (Panel Vans)
 - (vi) Maximum of 15 handheld devices to record violations and must be compatible to handel AARTO infringements and all municipal by-laws.
 - (vii) Portable units as specified in the tender document.
- (e) Payments to TMT Services & Supplies (Pty) Ltd will be accounted to **vote number 9/233-1181- 1333**.
- (f) The award is subject to a **Service Level Agreement (SLA)** being entered into between TMT Services & Supplies (Pty)Ltd and the Swartland Municipality.
- (g) TMT Services & Supplies (Pty) Ltd will cover **all the related costs of the back office**.

(sgd) **M BOLTON**
ACTING CHAIRPERSON



**MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD IN THE COMMITTEE ROOM:
CORPORATE SERVICES ON THURSDAY, 13 JUNE 2024 AT 14:00**

PRESENT

Director: Electrical Engineering Services, Mr T Möller (acting chairperson)
Senior Manager: Budget Office
Director: Development Services, Ms J S Krieger
Manager: Supply Chain Management, Mr L L de Wet
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

None.

4. MATTERS FOR CONSIDERATION

4.1 TENDER T36/23/24: INSTALLATION OF A DRIVER AND VEHICLE MONITORING SYSTEM INCORPORATING VEHICLE RECOVERY TO THE MUNICIPALITY'S FLEET OF VEHICLES FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/21)

The Municipality issued a rates based tender for the supply of a vehicle tracking system in order to appoint a suitable service provider for the supply, installation and commissioning of a complete tracking system and vehicle monitoring system for the fleet.

A total of eight tenders were received of which two tenderers adhered to the tender specifications and tender requirements – see table below for the preferential procurement evaluation:

No.	Tenderer	Tender Amount	Preferential Points							Total Points
			Points for Price	Contrib ution Level	B-BBEE Points	Western Cape		Swartland		
						Yes/ No	Points	Yes/ No	Points	
1	EWC Vehicle Communication (Pty) Ltd	R 1 121 871.92	80.00	2	9	No	0	No	0	89.00
2	RAMM Systems (Pty) Ltd t/a RAMM Technologies	R 1 504 960.10	(40.64)	2	9	Yes	4	No	0	65.68
3	Afrirent (Pty) Ltd	R 1 535 508.52	50.50	0	0	No	0	No	0	50.50
4	Vision Fleet Solutions	R 4 601 804.35	(168.15)	0	0	Yes	4	No	0	(164.15)

RECOMMENDATION (for confirmation by the Municipal Manager)¹

- (a) That the tender (T36/23/24) for the Installation of a Driver and Vehicle Monitoring System Incorporating Vehicle Recovery to the Municipality's Fleet of Vehicles be awarded to EWC Vehicle Communication (Pty) Ltd for the period 1 July 2024 to 30 June 2027 for the following tendered tariffs:

¹ Confirmed by the Municipal Manager on 14 June 2024

4.1(a)/...

Monthly Fee per vehicle:

Year 1	Year 2	Year 3
R166.06	R166.06	R166.06

Tag Fee per tag:

Year 1	Year 2	Year 3
R126	R126	R126

Removal Fee per vehicle:

Year 1	Year 2	Year 3
R 650.00	R 650.00	R 650.00

Installation Fee per vehicle:

Year 1	Year 2	Year 3
R 750.00	R 750.00	R 750.00

- (b) That the expenses be financed from the operating budget vote 9/211-1254-2502 for the tracking monthly fee, tags to be issued, the removal of tracking devices and the installation of tracking devices.

4.2 TENDER T37/23/24: MANAGEMENT OF THE SHORT TERM INSURANCE PROTFOLIO OF THE MUNICIPALITY FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/2/5)

Tenders were invited to the underwriting of the Municipality's Short Term Insurance Portfolio. A total of four tenders were received of which only on tenderer adhered to the tender specification and tender requirements.

RECOMMENDATION (for confirmation by the Municipal Manager)²

- (a) That the tender (T37/23/24) be awarded to Opulentia Financial Services for Short Term Insurance for the period from 1 July 2024 until 30 June 2027 for the tendered premiums.
- (b) That the expenses be financed from the operating budget of the respective departments.

(sgd) T MöLLER
ACTING CHAIRPERSON

² Confirmed by the Municipal Manager on 14 June 2024



**MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD IN THE COMMITTEE ROOM:
CORPORATE SERVICES ON WEDNESDAY, 26 JUNE 2024 AT 08:30**

PRESENT

Director: Financial Services, Mr M Bolton (acting chairperson)
Director: Civil Engineering Services, Mr L S Zikmann
Director: Development Services, Ms J S Krieger
Senior Manager: Supply Chain Management, Mr P Swart
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

3.1 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 7 JUNE 2024

RESOLUTION

That the minutes of a Bid Adjudication Committee meeting held on 7 June 2024 be approved.

3.2 MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 13 JUNE 2024

RESOLUTION

That the minutes of a Bid Adjudication Committee meeting held on 13 June 2024 be approved.

3.2 MINUTES OF A BID EVALUATION COMMITTEE MEETING HELD ON 18 JUNE 2024

That **COGNISANCE BE TAKEN** of the minutes of a Bid Evaluation Committee meeting held on 18 June 2024.

4. MATTERS FOR CONSIDERATION

4.1 TENDER T57/23/24: SUPPLY AND FITMENT OF A FIRE FIGHTING SUPERSTRUCTURE ON AN UD CRONER 250 PKE 2X4 CHASSIS (8/2/2)

Tenders were invited for a fire fighting superstructure on an UD Croner 250 PKE 2x4 and only one tender was received.

No.	Tenderer	Tender Amount	Points for Price	Preferential Points						
				Contribution Level	B-BBEE Points	Western Cape		Swartland		Total Points
						Yes/No	Points	Yes/No	Points	
1	F.E.S Manufacturing (Pty) Ltd	R1 470 503.38	80.00	2	9	Yes	4	No	0	93.00

Previously the following tenders were awarded in order to ensure a functional firefighting vehicle:

- T02/23/24: Supply and delivery of a 2x4 single/chassis truck
- T64/22/23: Supply and delivery of firefighting equipment (pump and auxiliary equipment)

4.1/...

Tender T57/23/24 allowed for optional items on a tariff basis for the fitment of the equipment within the available budget.

RECOMMENDATION¹

- That tender T57/23/24 for the Supply and Fitment of a Fire Fighting Superstructure on an UD Croner 250 PKE 2x4 Chassis be awarded to FES Manufacturing (Pty) Ltd for the amount of R1 470 503.38 (Vat Incl.) / R1 278 698.59 (Vat Excl.) to be completed on 31 May 2025;
- That tender T57/23/24 for the Supply and Fitment of a Fire Fighting Superstructure on an UD Croner 250 PKE 2x4 Chassis be awarded to FES Manufacturing (Pty) Ltd for the tendered rates for the optional/extra as per Section 10 of the tender document – attached as Annexure A;
- That the expense be allocated to vote number: 9/125-855-998;
- That the balance after payment for the supply and fitment of a fire-fighting superstructure on an UD Croner 250 PKE 2x4 Chassis truck will be used to procure firefighting equipment to have an operational fire fighting vehicle.

**(sgd) M BOLTON
ACTING CHAIRPERSON**

¹ Confirmed by the Municipal Manager on 26 June 2024



**MINUTES OF A MEETING OF THE BID ADJUDICATION COMMITTEE HELD IN THE COMMITTEE ROOM:
CORPORATE SERVICES ON WEDNESDAY, 3 JULY 2024 AT 10:00**

PRESENT

Director: Corporate Services, Ms M S Terblanche
Director: Financial Services, Mr M Bolton
Director: Electrical Engineering Services, Mr T Möller
Director: Development Services, Ms J S Krieger
Senior Manager: Supply Chain Management, Mr P Swart
Manager: Secretariat and Records Services, Ms N Brand

1. OPENING/APOLOGIES

The chairperson opened the meeting.

2. DECLARATION OF INTEREST

RESOLVED that cognisance is taken that no declaration of interests were made.

3. MINUTES

None.

4. MATTERS FOR CONSIDERATION

4.1 TENDER T35/23/24: THE SUPPLY, DELIVERY AND THE ADMINISTRATIVE SUPPORT SERVICES OF A FINE COLLECTION SYSTEM AND CAMERA EQUIPMENT WITH THE RELATED OPERATIONAL SUPPORT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027 (8/2/2/15)

Tenders were invited for the above service and only one tender was received, namely TMT Services and Supplies (Pty) Ltd. The latter is also the current service provider for this service.

The tender was evaluated by the Bid Evaluation Committee on 4 June 2024 for recommendation to the Bid Adjudication Committee on 11 June 2024. The Bid Adjudication Committee determined additional conditions of tender in respect of paid reduced fines below the tendered service fee. The recommendation by the Bid Adjudication Committee was confirmed by the Municipal Manager on 11 June 2024 and communicated to TMT Services and Supplies (Pty) Ltd.

TMT Services and Supplies (Pty) Ltd accepted the tender, subject to negotiations with regard to the additional conditions of tender. Negotiations with the service provider and the contract champion was held in terms of Paragraph 24 of the Supply Chain Management Policy and the agreed conditions were communicated with the Municipal Manager.

The outcome of the negotiations was referred back to the Bid Adjudication Committee for consideration.

RECOMMENDATION¹

(a) That the recommendation by the Bid Adjudication Committee dated 7 June 2024 (approved on 11 June 2024) be revised as follows, based on the outcomes of the negotiations between the service provider and the contract champion in terms of paragraph 24 of the Supply Chain Management Policy;

(b)/...

¹ Confirmed by the Municipal Manager on 8 July 2024

4.1/...

- (b) That tender T35/23/24 for the Supply, delivery and the administrative support services of a fine collection system and camera equipment with the related operational support for a period from 1 July 2024 to 30 June 2027 be awarded to **TMT Services and Supplies (Pty) Ltd** for the following rates, further subject to paragraph (c) below when paid reduced fines are equal to, or below the tendered service fee of R265,65 (VAT included):

DESCRIPTION	AMOUNT		
	YEAR 1 (2024/2025)	YEAR 2 (2025/26)	YEAR 3 (2026/27)
BASIC FEES			
Fixed rate per paid fine	R 231, 00	R 231, 00	R 231, 00
15% VAT	R 34, 65	R 34, 65	R 34, 65
GRANT TOTAL	R 265, 65	R 265, 65	R 265, 65

- (c) That, for paid reduced fines equal to or below the tendered service fee of R265,65 (Vat included), a fixed service fee of R130,00 (VAT excluded) will be applicable for the term of this tender, i.e. Year 1, Year 2 and Year 3;
- (d) The award is also subject to the following fees applicable should **AARTO** be implemented during this contract. The AARTO amount will only come into effect once it is introduced, automatically making the amount for paid fine as per paragraph (a) above null and void, meaning that either one or the other will apply:

DESCRIPTION	AMOUNT		
	YEAR 1 (2024/25)	YEAR 2 (2025/26)	YEAR 3 (2026/27)
Fixed rate per AARTO infringement captured/uploaded	R 70, 00	R 70, 00	R 70, 00
15% VAT	R 10, 50	R 10, 50	R 10, 50
GRANT TOTAL	R 80, 50	R 80, 50	R 80, 50

- (e) The award includes the following:
- (i) Maximum of 5 fixed digital cameras
 - (ii) Maximum of 4 mobile digital cameras
 - (iii) Maximum of 4 semi fixed digital cameras
 - (iv) 1 x vehicle equipped with an Automatic Number Plate Recognition System (ANPR)
 - (v) Supply two (2) unmarked vehicles (Panel Vans)
 - (vi) Maximum of 15 handheld devices to record violations and must be compatible to handel AARTO infringements and all municipal by-laws
 - (vii) Portable units as specified in the tender document
- (f) Payments to TMT Services and Supplies (Pty) Ltd will be accounted to **vote number 9/233-1181- 1333**;
- (g) The award is subject to a **Service Level Agreement (SLA)** being entered into between TMT Services and Supplies (Pty) Ltd and the Swartland Municipality;
- (h) TMT Services and Supplies (Pty) Ltd will cover **all the related costs of the back office**;
- (i) TMT Services and Supplies (Pty) Ltd provides the Municipality with a monthly report clearly detailing the reduced paid fines below the service fee of R265,65 (Vat included), for purposes of reconciling/determining the value of reduced fees payable to TMT Services and Supplies (Pty) Ltd.

(sgd) **M S TERBLANCHE**
CHAIRPERSON



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2024-07-25

2/4/2
WARD: N/a

ITEM 8.1 OF THE AGENDA OF AN ORDINARY COUNCIL MEETING TO BE HELD ON 25 JULY 2024

SUBJECT: SUBMISSION OF 2024/2025 PERFORMANCE AGREEMENTS AND PLANS
--

1. **BACKGROUND**

The concluded and signed performance agreements of the Municipal Manager and directors are for the 2024/2025 financial year and are substituted addendums to their employment contracts. Because the performance agreements of the directors share the same generic contents, only the agreements of the Municipal Manager and the Director Electrical Engineering are attached as **ANNEXURE 1**.

2. **LEGISLATION**

Performance agreements are compiled in terms of section 57 of the Municipal Systems Act (Act 32 of 2000).

In terms of Section 57(2) of the Municipal Systems Act the performance agreements must be concluded annually within one month after the beginning of each financial year. The performance agreements were concluded and signed during the last week of June 2024.

In terms of Section 53(3)(b) of the Municipal Finance Management Act (Act 56 of 2003) the performance agreements must be submitted to the Council.

3. **LINK TO THE IDP**

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

4. **FINANCIAL IMPLICATIONS**

None

5. **RECOMMENDATION**

That the performance agreements and plans of the Municipal Manager and directors for the 2024/2025 financial year be noted.

(sgd) J J Scholtz

MUNICIPAL MANAGER

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE SWARTLAND MUNICIPALITY
AS REPRESENTED BY THE EXECUTIVE MAYOR**

Harold Cleophas

AND

JJ Scholtz

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Swartland Municipality herein represented by **Harold Cleophas** in his capacity as Executive Mayor (hereinafter referred to as the **Employer**)

and

Joachim Jacobus Scholtz (ID 620902 5118 085) (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the **Employee's** performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the **Employee** has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Employee**; and
- 2.7 give effect to the **Employer's** commitment to a performance-orientated relationship with its **Employee** in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2024** and will remain in force until **30 June 2025**, after which a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure B) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure B are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the **Employee's** responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and Competencies respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators and targets) identified as per attached Performance Plan (**Annexure B**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the following weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weight
IDP Implementation	10%
Good Governance and Public Participation and LED	36%
Municipal Institutional Development and Transformation	32%
Municipal Financial Viability and Management	22%
Total	100%

- 5.7 The Competencies will make up the other 20% of the **Employee's** assessment score. The following Competencies will be assessed in terms of the Regulations on Appointment and Conditions of Employment of Senior Managers (17 January 2014):

LEADING COMPETENCIES	
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

6. EVALUATING PERFORMANCE

- 6.1 Paragraph 7 of this Agreement sets out -
- 6.1.1 the procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:

- 6.5.1 Assessment of the achievement of results as outlined in the performance plan:
- (a) Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) The rating scale in paragraph 6.6 below will be used.
 - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the Competencies

- (a) Each Competency will be assessed according to the extent to which the specified standards have been met.
- (b) The rating scale in paragraph 6.7 below will be used.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3) must then be used to add the scores and calculate a final Competency score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's:

Rating	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The appraisal indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The appraisal indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

- 6.7 The assessment of the performance of the **Employee** will be based on the following rating scale for Competencies:

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in- depth analyses
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

A full description of achievement levels per competency is attached as **ANNEXURE C**.

- 6.8 For purposes of evaluating the annual performance, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Executive Mayor;
 - 6.8.2 Chairperson of the audit committee;
 - 6.8.3 Member of the mayoral committee;
 - 6.8.4 Executive Mayor and/or municipal manager from another municipality; and
 - 6.8.5 Member of a ward committee as nominated by the Executive Mayor.
- 6.9 The **Employer's** manager responsible for human resources must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE ASSESSMENT

- 7.1 The performance assessment of each **Employee** in relation to his/her Performance Plan shall be done as follows:
- 7.1.1 KPI's and targets shall be monitored on a monthly basis.
 - 7.1.2 KPI's and targets shall be assessed on a quarterly basis on the following dates:

First quarter (July-September 2024):	October 2024
Second quarter (October-December 2024):	January 2025
Third quarter (January-March 2025):	April 2025
Fourth quarter (April-June 2025):	July 2025
 - 7.1.3 Competencies shall be assessed in June/July 2025.
 - 7.1.4 KPI's and targets as well as Competencies shall be formally assessed by the evaluation panel on an annual basis in August/September 2025.
- 7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.
- 7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure B from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.5 The **Employer** may amend the provisions of Annexure B whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer shall –

- 8.1.1 create an enabling environment to facilitate effective performance by the **Employee**;
- 8.1.2 provide access to skills development and capacity building opportunities;
- 8.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 8.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
- 8.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

9. CONSULTATION

9.1 The Employer agrees to consult the Employee timely where the exercising of the powers will have amongst others –

- 9.1.1 a direct effect on the performance of any of the **Employee**'s functions;
- 9.1.2 commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 9.1.3 a substantial financial effect on the **Employer**.

9.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 9.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

10 MANAGEMENT OF ASSESSMENT OUTCOMES

- 10.1 The annual assessment of the **Employee**'s performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 The **Employee** will be eligible for a performance bonus according to the calculation table in **ANNEXURE D** up to a maximum of 14%.
- 10.3 The **Employer** may make provision for non-monetary incentives in recognition of outstanding performance.
- 10.4 In the case of unacceptable performance, the **Employer** shall –
 - 10.4.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
 - 10.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

11. DISPUTE RESOLUTION

- 11.1 Any disputes about the nature of the **Employee**'s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province or any other person designated by the MEC within thirty (30) days of receipt of a formal dispute from the **Employee**. The decision of the MEC or person designated by the MEC shall be final and binding on both parties.
- 11.2 In the event that the mediation process contemplated above fails, the dispute resolution stipulations in the Contract of Employment shall apply.

12. GENERAL

- 12.1 The contents of this agreement must be made available to the public by the **Employer** in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Systems Act.
- 12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 12.3 The performance assessment results of **Employee** must be submitted to the MEC responsible for local government in the province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus **done** and **signed** aton this the..... day of 2024

AS WITNESSES:

1. _____

EMPLOYEE

2. _____

AS WITNESSES:

1. _____

EXECUTIVE MAYOR

2. _____

PERSONAL TRAINING AND DEVELOPMENT PLAN**ANNEXURE A****Report period from:** _____ **to:** _____

Particulars of employee

Name:	
Position held:	
Department and Division:	

Training and development to improve current work performance

Date	Need	Recommended solution and time frame	Impact on work performance (Employee)	Impact on work performance (Manager)

Long term training and development needs

Need	Recommended solution and time frame	Action taken / Progress made	Revision date

Signature of employee		Date	
Signature of Manager		Date	

A copy must be sent to the Human Resource Management Division when a new need develops and at the identification of a training intervention.

PERFORMANCE PLAN (ANNEXURE B)

1. KPIs and targets from the IDP

Strategic Goal 2: Economic Transformation

Strategic Initiatives	KPI's	Targets					
		2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Longer term
2.1 Skills development	Investigate the establishment of a skills development centre by June 2025		✓				
2.2 Global networks and an active participant in global knowledge exchange	Investigate global partnerships and submit a proposal to the Mayoral Committee by June 2025		✓				
2.3 Investment Promotion / Marketing	(1) Collaborate with other levels of government and other organisations to promote Swatland as a preferred destination for business and investment annually	✓	✓	✓	✓	✓	
	(2) Submit a report to the Mayoral Committee by June 2025 on the promotion of Swatland as a preferred destination		✓				
	(3) Improve investment by creating an online platform by June 2026 to share information with investors			✓			
2.4 Assist and support SMME	(1) Develop a SMME Policy and submit to Council by June 2024	✓					
	(2) Organise an annual SMME Indaba	✓	✓	✓	✓	✓	
	(3) Investigate SMME hubs in the Swatland area and submit report to Mayoral committee by June 2025		✓				
2.5 Improving the ease of doing business	Create an automated one stop shop for all business enquiries by June 2025			✓			



Strategic Goal 5: A connected and innovative local government

Strategic Initiatives	KPI's	Targets					
		2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Longer term
5.1 Innovative local government	Develop an innovation policy and submit to the Mayoral Committee by June 2026			✓			
5.2 Inter-connected towns and Municipal buildings	Develop an ICT masterplan for connectivity and submit to the Mayoral Committee by June 2025		✓				
5.3 "Smart City" concept	Develop a proposal for implementing the "Smart City" concept in the Swartland and submit to the Mayoral Committee by June 2025		✓				
5.4 Increased use of digital technology	Develop a proposal for the increased use of digital technology to support business and the economy and submit to the Mayoral Committee by June 2026			✓			

2. Other KPIs and targets

Strategic Initiative	Key Performance Indicators	Target
D47: Liaison with business role-players	Hold a annual event with local business before the end of June	1
D48: LED fund management	Spend 90% of the LED funds by end of June	90% for the year
D49: Sound management	Hold monthly management meetings	10
D51: Performance and financial monitoring	Ensure that monthly performance review sessions are held	11
D52: Annual report compilation and approval	Table the Annual Report as required by MFMA (121) to Council annually by end of January	1
D53: Annual report compilation and approval	Submit the Annual Report to Council as required by section 129 of the MFMA (121) for approval annually by end of March	1
D54: Council decision implementation	Implement 100% of council decisions quarterly	100%
D56: Functional macro-structure maintained	Review the macro structure annually	1
D57: MFMA Section 131(1): Ensure that any issues raised by the Auditor-General in an audit report are addressed	% of issues raised by the Auditor-General in an audit report addressed by 30 June	100%
D58: Training needs of staff	Submit training needs of staff to HR at meetings held with all departments during November annually	1
D737: Performance management	Conduct a formal performance evaluation of the Section 57 managers in terms of their signed performance agreements annually	1



3. General indicators in terms of the Municipal Planning and Performance Management Regulations, 2001

Indicator in the regulations	Key Performance Indicators	Targets
D59: Reg 10(c): Percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan	Spend 95% of capital budget by the end of June	95%
D60: Reg 10(d): The number of jobs created through municipality's LED initiatives including capital projects	Create 150 jobs through Municipality's capital projects (contracts > R200 000) by 30 June	150



COMPETENCY DESCRIPTIONS (ANNEXURE C)

1. Leading Competencies Cluster

Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate• Describe how specific tasks link to institutional strategies but has limited influence in directing strategy• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole• Demonstrate a basic understanding of key decision- makers	<ul style="list-style-type: none">• Give direction to a team in realising the institution's strategic mandate and set objectives• Has a positive impact and influence on the morale, engagement and participation of team members• Develop actions plans to execute and guide strategy implementation• Assist in defining performance measures to monitor the progress and effectiveness of the institution• Displays an awareness of institutional structures and political factors• Effectively communicate barriers to execution to relevant parties• Provide guidance to all stakeholders in the achievement of the strategic mandate• Understand the aim and objectives of the institution and relate it to own work	<ul style="list-style-type: none">• Evaluate all activities to determine value and alignment to strategic intent• Display in-depth knowledge and understanding of strategic planning• Align strategy and goals across all functional areas• Actively define performance measures to monitor the progress and effectiveness of the institution• Consistently challenge strategic plans to ensure relevance• Understand institutional structures and political factors, and the consequences of actions• Empower others to follow strategic direction and deal with complex situations• Guide the institution through complex and ambiguous concern• Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances	<ul style="list-style-type: none">• Structure and position the institution to local government priorities• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework• Hold self-accountable for strategy execution and results• Provide impact and influence through building and maintaining strategic relationships• Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions• Integrate various systems into a collective whole to optimise institutional performance management• Uses understanding of competing interests to manoeuvre successfully to a win/win outcome

Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Participate in team goal-setting and problem solving• Interact and collaborate with people of diverse backgrounds• Aware of guidelines for employee development, but requires support in implementing development initiatives	<ul style="list-style-type: none">• Seek opportunities to increase team contribution and responsibility• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach• Effectively delegate tasks and empower others to increase contribution and execute functions optimally• Apply relevant employee legislation fairly and consistently• Facilitate team goal-setting and problem-solving• Effectively identify capacity requirements to fulfil the strategic mandate	<ul style="list-style-type: none">• Identify ineffective team and work processes and recommend remedial interventions• Recognise and reward effective and desired behaviour• Provide mentoring and guidance to others in order to increase personal effectiveness• Identify development and learning needs within the team• Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism• Inspire a culture of performance excellence by giving positive and constructive feedback to the team• Achieve agreement or consensus in adversarial environments• Lead and unite diverse teams across divisions to achieve institutional objectives	<ul style="list-style-type: none">• Develop and incorporate best practice people management processes, approaches and tools across the institution• Foster a culture of discipline, responsibility and accountability• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution• Develop comprehensive integrated strategies and approaches to human capital development and management• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Initiate projects after approval from higher authorities• Understand procedures of program and project management methodology, implications and stakeholder involvement• Understand the rational of projects in relation to the institution's strategic objectives• Document and communicate factors and risk associated with own work• Use results and approaches of successful project implementation as guide	<ul style="list-style-type: none">• Establish broad stakeholder involvement and communicate the project status and key milestones• Define the roles and responsibilities of the project team and create clarity around expectations• Find a balance between project deadline and the quality of deliverables• Identify appropriate project resources to facilitate the effective completion of the deliverables• Comply with statutory requirements and apply policies in a consistent manner• Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation	<ul style="list-style-type: none">• Manage multiple programs and balance priorities and conflicts according to institutional goals• Apply effective risk management strategies through impact assessment and resource requirements• Modify project scope and budget when required without compromising the quality and objectives of the project• Involve top-level authorities and relevant stakeholders in seeking project buy-in• Identify and apply contemporary project management methodology• Influence and motivate project team to deliver exceptional results• Monitor policy implementation and apply procedures to manage risks	<ul style="list-style-type: none">• Understand and conceptualise the long-term implications of desired project outcomes• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives• Consider and initiate projects that focus on achievement of the long-term objectives• Influence people in positions of authority to implement outcomes of projects• Lead and direct translation of policy into workable actions plans• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand basic financial concepts and methods as they relate to institutional processes and activities• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems• Understand the importance of financial accountability• Understand the importance of asset control	<ul style="list-style-type: none">• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate• Assess, identify and manage financial risks• Assume a cost- saving approach to financial management• Prepare financial reports based on specified formats• Consider and understand the financial implications of decisions and suggestions• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget	<ul style="list-style-type: none">• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility• Prepare budgets that are aligned to the strategic objectives of the institution• Address complex budgeting and financial management concerns• Put systems and processes in place to enhance the quality and integrity of financial management practices• Advise on policies and procedures regarding asset control• Promote National Treasury's regulatory framework for Financial Management	<ul style="list-style-type: none">• Develop planning tools to assist in evaluating and monitoring future expenditure trends• Set budget frameworks for the institution• Set strategic direction for the institution on expenditure and other financial processes• Build and nurture partnerships to improve financial management and achieve financial savings• Actively identify and implement new methods to improve asset control• Display professionalism in dealing with financial data and processes

Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Display an awareness of change interventions, and the benefits of transformation initiatives• Able to identify basic needs for change• Identify gaps between the current and desired state• Identify potential risk and challenges to transformation, including resistance to change factors• Participate in change programs and piloting change interventions• Understand the impact of change interventions on the institution within the broader scope of Local government	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment• Maintain calm and focus during change• Able to assist team members during change and keep them focused on the deliverables• Volunteer to lead change efforts outside of own work team• Able to gain buy-in and approval for change from relevant stakeholders• Identify change readiness levels and assist in resolving resistance to change factors• Design change interventions that are aligned with the institution's strategic objectives and goals	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders• Secure buy-in and sponsorship for change initiatives• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change• Take the lead in impactful change programs• Benchmark change interventions against best change practices• Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation• Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions• Actively adapt current structures and processes to incorporate the change interventions• Mentor and guide team members on the effects of change, resistance factors and how to integrate change• Motivate and inspire others around change initiatives

Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders• Provide input into policy formulation	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution• Actively drive policy formulation within the institution to ensure the achievement of objectives	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers• Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives• Demonstrate a thorough understanding of risk retention plans• Identify and implement comprehensive risk management systems and processes• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework• Able to advise Local Government on risk management strategies, best practice interventions and compliance management• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government• Able to shape, direct and drive the formulation of policies on a macro level

2. Core Competencies Cluster

Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Realise the impact of acting with integrity, but requires guidance and development in implementing principles• Follow the basic rules and regulations of the institution• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent	<ul style="list-style-type: none">• Conduct self in alignment with the values of Local Government and the institution• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver• Actively report fraudulent activity and corruption within local government• Understand and honour the confidential nature of matters without seeking personal gain• Able to deal with situations of conflict of interest promptly and in the best interest of local government	<ul style="list-style-type: none">• Identify, develop, and apply measures of self- correction• Able to gain trust and respect through aligning actions with commitments• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders• Present values, beliefs and ideas that are congruent with the institution's rules and regulations• Takes an active stance against corruption and dishonesty when noted• Actively promote the value of the institution to internal and external stakeholders• Able to work in unity with a team and not seek personal gain• Apply universal moral principles consistently to achieve moral decisions	<ul style="list-style-type: none">• Create an environment conducive of moral practices• Actively develop and implement measures to combat fraud and corruption• Set integrity standards and shared accountability measures across the institution to support the objectives of local government• Take responsibility for own actions and decisions, even if the consequences are unfavourable

Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans• Able to follow existing plans and ensure that objectives are met• Focus on short- term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task• Recognise the urgency and importance of tasks• Balance short and long-term plans and goals and incorporate into the team's performance objectives• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources• Measures progress and monitor performance results	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation• Identify in advance required stages and actions to complete tasks and projects• Schedule realistic timelines, objectives and milestones for tasks and projects• Produce clear, detailed and comprehensive plans to achieve institutional objectives• Identify possible risk factors and design and implement appropriate contingency plans• Adapt plans in light of changing circumstances• Prioritise tasks and projects according to their relevant urgency and importance	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions• Able to project and forecast short, medium and long term requirements of the institution and local government• Translate policy into relevant projects to facilitate the achievement of institutional objectives



Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand the basic operation problem solving of analysis, but lack detail and thoroughness• Able to balance independent analysis with requesting assistance from others• Recommend new ways to perform tasks within own function• Propose simple remedial interventions that marginally challenges the status quo• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking	<ul style="list-style-type: none">• Demonstrate Logical techniques and approaches and provide rationale for recommendations• Demonstrate objectivity, insight, and thoroughness when analysing problems• Able to break down complex problems into manageable parts and identify solutions• Consult internal and external stakeholders on opportunities to improve processes and service delivery• Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders• Continuously identify opportunities to enhance internal processes• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention	<ul style="list-style-type: none">• Coaches team members on analytical and innovative approaches and techniques• Engage with appropriate individuals in analysing and resolving complex problems• Identify solutions on various areas in the institution• Formulate and implement new ideas throughout the institution• Able to gain approval and buy- in for proposed interventions from relevant stakeholders• Identify trends and best practices in process and service delivery and propose institutional application• Continuously engage in research to identify client needs	<ul style="list-style-type: none">• Demonstrate complex analytical and problem solving approaches and techniques• Create an environment conducive to analytical and fact-based problem-solving• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence• Create an environment that fosters innovative thinking and follows a learning organisation approach• Be a thought leader on innovative customer service delivery, and process optimisation• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects• Analyse and interpret information to draw conclusions• Seek new sources of information to increase the knowledge base• Regularly share information and knowledge with internal stakeholders and team members	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing• Evaluate data from various sources and use information effectively to influence decisions and provide solutions• Actively create mechanisms and structures for sharing of information• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems• Develop standards and processes to meet future knowledge management needs• Share and promote best- practice knowledge management across various institutions• Establish accurate measures and monitoring systems for knowledge and information management• Create a culture conducive of learning and knowledge sharing• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information• Establish partnerships across local government to facilitate knowledge management• Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach• Recognise and exploit knowledge points in interactions with internal and external stakeholders

Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools• Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration• Disseminate and convey information and knowledge adequately	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in an manner that is interesting and motivating• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs• Adapt communication content and style to suit the audience and facilitate optimal information transfer• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders• Compile clear, focused, concise and well-structured written documents	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders• Develop a well-defined communication strategy• Balance political perspectives with institutional needs when communicating viewpoints on complex issues• Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution• Able to communicate with the media with high levels of moral competence and discipline	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution• Able to inspire and motivate others through positive communication that is impactful and relevant• Creates an environment conducive to transparent and productive communication and critical and appreciative conversations• Able to coordinate negotiations at different levels within local government and externally

Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand quality of work but requires guidance in attending to important matters• Show a basic commitment to achieving the correct results• Produce the minimum level of results required in the role• Produce outcomes that is of a good standard• Focus on the quantity of output but requires development in incorporating the quality of work• Produce quality work in general circumstances, but fails to meet expectation when under pressure	<ul style="list-style-type: none">• Focus on high- priority actions and does not become distracted by lower-priority activities• Display firm commitment and pride in achieving the correct results• Set quality standards and design processes and tasks around achieving set standards• Produce output of high quality• Able to balance the quantity and quality of results in order to achieve objectives• Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed	<ul style="list-style-type: none">• Consistently verify own standards and outcomes to ensure quality output• Focus on the end result and avoids being distracted• Demonstrate a determined and committed approach to achieving results and quality standards• Follow task and projects through to completion• Set challenging goals and objectives to self and team and display commitment to achieving expectations• Maintain a focus on quality outputs when placed under pressure• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution	<ul style="list-style-type: none">• Coach and guide others to exceed quality standards and results• Develop challenging, client-focused goals and sets high standards for personal performance• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required• Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations• Take appropriate risks to accomplish goals• Overcome setbacks and adjust action plans to realise goals• Focus people on critical activities that yield a high impact

Annexure D: Performance calculation

% Rating	% Bonus		
130	5.0		A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%
131	5.2		
132	5.4		
133	5.6		
135	6.1		
136	6.3		
137	6.5		
138	6.7		
139	6.9		
140	7.1		
141	7.3		
142	7.5		
143	7.7		
144	7.9		
145	8.2		
146	8.4		
147	8.6		
148	8.8		
149	9.0		
150	10.0		A score of 150% and above is awarded a performance bonus ranging from 10% to 14%
151	10.2		
152	10.5		
153	10.7		
154	10.9		
155	11.2		
156	11.4		
157	11.6		
158	11.9		
159	12.1		
160	12.4		
161	12.6		
162	12.8		
163	13.1		
164	13.3		
165	13.5		
166	13.8		
167	14.0		

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE SWARTLAND MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

JJ Scholtz

AND

MJ Möller

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Swartland Municipality herein represented by **Joachim Jacobus Scholtz** (ID 620902 51 18 085) in his capacity as Municipal Manager (hereinafter referred to as the **Employer**)

and

Matthys Johannes Möller (ID 620922 5024 083) (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the **Employee's** performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the **Employee** has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Employee**; and
- 2.7 give effect to the **Employer's** commitment to a performance-orientated relationship with its **Employee** in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2024** and will remain in force until **30 June 2025**, after which a new Performance Agreement and Performance Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.

- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the **Employee's** responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators and targets) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the following weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weight
General Management	38%
IDP Implementation	25%
Operations, Maintenance and Construction	25%
Information Management	12%
Total	100%

- 5.7 The Competencies will make up the other 20% of the **Employee's** assessment score. The following Competencies will be assessed in terms of the Regulations on Appointment and Conditions of Employment of Senior Managers (17 January 2014):

LEADING COMPETENCIES	
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

6. EVALUATING PERFORMANCE

- 6.1 Paragraph 7 of this Agreement sets out -
- 6.1.1 the procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.
- 6.5 The annual performance appraisal will involve:

- 6.5.1 Assessment of the achievement of results as outlined in the performance plan:
- (a) Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) The rating scale in paragraph 6.6 below will be used.
 - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the Competencies

- (a) Each Competency will be assessed according to the extent to which the specified standards have been met.
- (b) The rating scale in paragraph 6.7 below will be used.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3) must then be used to add the scores and calculate a final Competency score.

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

- 6.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's:

Rating	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The appraisal indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The appraisal indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

- 6.7 The assessment of the performance of the **Employee** will be based on the following rating scale for Competencies:

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

A full description of achievement levels per competency is attached as **ANNEXURE C**.

- 6.8 For purposes of evaluating the annual performance, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the audit committee;
 - 6.8.3 Member of the mayoral committee
 - 6.8.4 Municipal manager from another municipality.
- 6.9 The **Employer's** manager responsible for human resources must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE ASSESSMENT

- 7.1 The performance assessment of each **Employee** in relation to his/her Performance Plan shall be done as follows:
- 7.1.1 KPI's and targets shall be monitored on a monthly basis
 - 7.1.2 KPI's and targets shall be assessed on a quarterly basis on the following dates:

First quarter (July-September 2024):	October 2024
Second quarter (October-December 2024):	January 2025
Third quarter (January-March 2025):	April 2025
Fourth quarter (April-June 2025):	July 2025
 - 7.1.3 Competencies shall be assessed in June/July 2025.
 - 7.1.4 KPI's and targets as well as Competencies shall be formally assessed by the evaluation panel on an annual basis in August/September 2025.
- 7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.
- 7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.
- 7.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer shall –

- 8.1.1 create an enabling environment to facilitate effective performance by the **Employee**;
- 8.1.2 provide access to skills development and capacity building opportunities;
- 8.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 8.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
- 8.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

9. CONSULTATION

9.1 The Employer agrees to consult the Employee timely where the exercising of the powers will have amongst others –

- 9.1.1 a direct effect on the performance of any of the **Employee**'s functions;
- 9.1.2 commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 9.1.3 a substantial financial effect on the **Employer**.

9.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 9.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

10 MANAGEMENT OF ASSESSMENT OUTCOMES

10.1 The annual assessment of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

10.2 The Employee will be eligible for a performance bonus according to the calculation table in ANNEXURE D up to a maximum of 14%.

10.3 The Employer may make provision for non-monetary incentives in recognition of outstanding performance.

10.4 In the case of unacceptable performance, the Employer shall –

- 10.4.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
- 10.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by a member of the municipal council within thirty (30) days of receipt of a formal dispute from the Employee, provided that such member was not part of the evaluation panel provided for in Paragraph 6.7 of this Agreement. The decision of this member shall be final and binding on both parties.

11.2 In the event that the mediation process contemplated above fails, the dispute resolution stipulations in the Contract of Employment shall apply.

12. GENERAL

- 12.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.
- 12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus **done** and **signed** aton this the..... day of 2024

AS WITNESSES:

1. _____

EMPLOYEE

2. _____

AS WITNESSES:

1. _____

MUNICIPAL MANAGER

2. _____

PERSONAL TRAINING AND DEVELOPMENT PLAN**ANNEXURE A****Report period from:** _____ **to:** _____

Particulars of employee

Name:	
Position held:	
Department and Division:	

Training and development to improve current work performance

Date	Need	Recommended solution and time frame	Impact on work performance (Employee)	Impact on work performance (Manager)

Long term training and development needs

Need	Recommended solution and time frame	Action taken / Progress made	Revision date

Signature of employee		Date	
Signature of Manager		Date	

A copy must be sent to the Human Resource Management Division when a new need develops and at the identification of a training intervention.

PERFORMANCE PLAN (ANNEXURE B)

1. KPIs and targets from the IDP

Strategic Goal 3: Quality and Reliable Services

Strategic Initiatives	KPI's	Targets					
		2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Longer term
3.6 Wheeling framework development	(1) Develop a draft Wheeling Framework by June 2024	✓					
	(2) Submit Wheeling Framework to Council for approval by June 2025		✓				
3.7 Ensure bulk infrastructure capacity that is adequate for future developments	Master plans reviewed and updated if required annually by June	✓	✓	✓	✓	✓	
3.8 Optimally maintain electrical network infrastructure	Submit motivated budget to the Budget Office annually by November (minimum 6% of annual electricity revenue allocation is a Nersa license condition)	✓	✓	✓	✓	✓	
3.9 Ensure sustainable electricity tariffs	Submit application to Nersa for approval annually by June	✓	✓	✓	✓	✓	
3.10 Facilitate grid access for renewable energy generation	Develop a bylaw for small-scale embedded generation (SSEG) by June 2024	✓					

2. Other KPI's and targets

Strategic Initiative	Key Performance Indicators	Target
Capital expenditure in line with budget and time frames	Spend 95% of the capital budget by the end of June	95%
Operating expenditure in line with budget and time frames	Spend 90% of the operating budget by the end of June	90%
Workforce training roll-out	Ensure that 95% of planned training sessions according to the Workplace Skills Plan realised by the end of June	95%
Council decision implementation		100%

Strategic Initiative	Key Performance Indicators	Target
	Initiate/Implement 100% of council decisions monthly	
Performance and financial monitoring	Ensure that monthly performance assessments are held	11
Annual Report inputs provided by departments	Complete departmental input to the annual report on the AR Framework annually by end of October	100%
Budget inputs provided by departments	Submit budget requests to the financial department by end of October	1
Assignments from the municipal manager completed	Number of written warnings received from the municipal manager by the end of June	0
Equal employment opportunity management	Ensure that 90% of new appointments comply with the employment equity targets	90%
Audit issues resolved	% of internal audit actions implemented by 30 June	100%
Audit issues resolved	% of Auditor General's findings implemented by 30 June	100%
Risk identification and control implementation		2
	Complete bi-annual departmental risk assessments	
Risk identification and control implementation	% of Risk Action Plans implemented by 30 June	100%
Invocoms held	Ensure that monthly invocoms are held	11
Average duration of vacancies reduced		6
	Fill vacancies within 6 months after decision was taken by management to fill the post	
Productive workforce	Monitor the percentage of person days lost per month due to sick leave	4% pm maximum
EPWP monitoring	Monitor the number of EPWP work opportunities created by 30 June	296 for the whole organisation
Asset safeguarding	Complete a condition assessment and review of the remaining useful life of all assets in the department and submit a certification in this regard to the Head Asset Management within the first week after the financial year end	1
Asset safeguarding	Report all moveable assets quarterly that became unusable or that were lost or stolen quarterly in the prescribed manner to the Head: Asset Management	4
Communication Strategy implementation	Submit a plan of all planned communication activities for the next financial year in terms of the Communication Strategy to the Communication Officer by end of June	1
Communication Strategy implementation	Submit quarterly reports on all communication activities undertaken by the directorate submitted to the Communication Officer	4
Issuing of safety clothing	Ensure that all safety clothing are issued by the end of March	100%

Strategic Initiative	Key Performance Indicators	Target
Spending of grants	Spend 100% of operational and capital grants by the end of June	100%
Ensure that accurate revenue estimates are prepared in relation to operating requirements	Submit projected tariff increases determined for the new budget annually by end of October	1
Ensure timeous submission of capital payment invoices and payment certificates to the finance department	Submit all capital unbundling packs with all outstanding invoices annually to the Finance Department by 10 July	100%
Training needs of staff	Submit training needs of staff to HR at meetings held with all departments during November annually	1
Improved energy sustainability	Manage the % of electricity losses within the NERSA benchmark norm annually by end of June	10%
Minimum competencies attained	Complete the required number of unit standards of the MMCP by June 2024	15

3. General indicators in terms of the Municipal Planning and Performance Management Regulations, 2001

Indicator in the regulations	Key Performance Indicators	Targets
D109: Reg 10 (a): Improved access to electricity	Supplying of electricity services to residential account holders for electrical metering	16 326

COMPETENCY DESCRIPTIONS (ANNEXURE C)

1. Leading Competencies Cluster

Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandateDescribe how specific tasks link to institutional strategies but has limited influence in directing strategyHas a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective wholeDemonstrate a basic understanding of key decision- makers	<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectivesHas a positive impact and influence on the morale, engagement and participation of team membersDevelop actions plans to execute and guide strategy implementationAssist in defining performance measures to monitor the progress and effectiveness of the institutionDisplays an awareness of institutional structures and political factorsEffectively communicate barriers to execution to relevant partiesProvide guidance to all stakeholders in the achievement of the strategic mandateUnderstand the aim and objectives of the institution and relate it to own work	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intentDisplay in-depth knowledge and understanding of strategic planningAlign strategy and goals across all functional areasActively define performance measures to monitor the progress and effectiveness of the institutionConsistently challenge strategic plans to ensure relevanceUnderstand institutional structures and political factors, and the consequences of actionsEmpower others to follow strategic direction and deal with complex situationsGuide the institution through complex and ambiguous concernUse understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances	<ul style="list-style-type: none">Structure and position the institution to local government prioritiesActively use in-depth knowledge and understanding to develop and implement a comprehensive institutional frameworkHold self-accountable for strategy execution and resultsProvide impact and influence through building and maintaining strategic relationshipsCreate an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actionsIntegrate various systems into a collective whole to optimise institutional performance managementUses understanding of competing interests to manoeuvre successfully to a win/win outcome

Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Participate in team goal-setting and problem solving• Interact and collaborate with people of diverse backgrounds• Aware of guidelines for employee development, but requires support in implementing development initiatives	<ul style="list-style-type: none">• Seek opportunities to increase team contribution and responsibility• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach• Effectively delegate tasks and empower others to increase contribution and execute functions optimally• Apply relevant employee legislation fairly and consistently• Facilitate team goal-setting and problem-solving• Effectively identify capacity requirements to fulfil the strategic mandate	<ul style="list-style-type: none">• Identify ineffective team and work processes and recommend remedial interventions• Recognise and reward effective and desired behaviour• Provide mentoring and guidance to others in order to increase personal effectiveness• Identify development and learning needs within the team• Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism• Inspire a culture of performance excellence by giving positive and constructive feedback to the team• Achieve agreement or consensus in adversarial environments• Lead and unite diverse teams across divisions to achieve institutional objectives	<ul style="list-style-type: none">• Develop and incorporate best practice people management processes, approaches and tools across the institution• Foster a culture of discipline, responsibility and accountability• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution• Develop comprehensive integrated strategies and approaches to human capital development and management• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Initiate projects after approval from higher authorities• Understand procedures of program and project management methodology, implications and stakeholder involvement• Understand the rational of projects in relation to the institution's strategic objectives• Document and communicate factors and risk associated with own work• Use results and approaches of successful project implementation as guide	<ul style="list-style-type: none">• Establish broad stakeholder involvement and communicate the project status and key milestones• Define the roles and responsibilities of the project team and create clarity around expectations• Find a balance between project deadline and the quality of deliverables• Identify appropriate project resources to facilitate the effective completion of the deliverables• Comply with statutory requirements and apply policies in a consistent manner• Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation	<ul style="list-style-type: none">• Manage multiple programs and balance priorities and conflicts according to institutional goals• Apply effective risk management strategies through impact assessment and resource requirements• Modify project scope and budget when required without compromising the quality and objectives of the project• Involve top-level authorities and relevant stakeholders in seeking project buy-in• Identify and apply contemporary project management methodology• Influence and motivate project team to deliver exceptional results• Monitor policy implementation and apply procedures to manage risks	<ul style="list-style-type: none">• Understand and conceptualise the long-term implications of desired project outcomes• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives• Consider and initiate projects that focus on achievement of the long-term objectives• Influence people in positions of authority to implement outcomes of projects• Lead and direct translation of policy into workable actions plans• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand basic financial concepts and methods as they relate to institutional processes and activities• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems• Understand the importance of financial accountability• Understand the importance of asset control	<ul style="list-style-type: none">• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate• Assess, identify and manage financial risks• Assume a cost- saving approach to financial management• Prepare financial reports based on specified formats• Consider and understand the financial implications of decisions and suggestions• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget	<ul style="list-style-type: none">• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility• Prepare budgets that are aligned to the strategic objectives of the institution• Address complex budgeting and financial management concerns• Put systems and processes in place to enhance the quality and integrity of financial management practices• Advise on policies and procedures regarding asset control• Promote National Treasury's regulatory framework for Financial Management	<ul style="list-style-type: none">• Develop planning tools to assist in evaluating and monitoring future expenditure trends• Set budget frameworks for the institution• Set strategic direction for the institution on expenditure and other financial processes• Build and nurture partnerships to improve financial management and achieve financial savings• Actively identify and implement new methods to improve asset control• Display professionalism in dealing with financial data and processes

Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Display an awareness of change interventions, and the benefits of transformation initiatives• Able to identify basic needs for change• Identify gaps between the current and desired state• Identify potential risk and challenges to transformation, including resistance to change factors• Participate in change programs and piloting change interventions• Understand the impact of change interventions on the institution within the broader scope of Local government	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment• Maintain calm and focus during change• Able to assist team members during change and keep them focused on the deliverables• Volunteer to lead change efforts outside of own work team• Able to gain buy-in and approval for change from relevant stakeholders• Identify change readiness levels and assist in resolving resistance to change factors• Design change interventions that are aligned with the institution's strategic objectives and goals	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders• Secure buy-in and sponsorship for change initiatives• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change• Take the lead in impactful change programs• Benchmark change interventions against best change practices• Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation• Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions• Actively adapt current structures and processes to incorporate the change interventions• Mentor and guide team members on the effects of change, resistance factors and how to integrate change• Motivate and inspire others around change initiatives

Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders• Provide input into policy formulation	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution• Actively drive policy formulation within the institution to ensure the achievement of objectives	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers• Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives• Demonstrate a thorough understanding of risk retention plans• Identify and implement comprehensive risk management systems and processes• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework• Able to advise Local Government on risk management strategies, best practice interventions and compliance management• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government• Able to shape, direct and drive the formulation of policies on a macro level

2. Core Competencies Cluster

Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Realise the impact of acting with integrity, but requires guidance and development in implementing principles• Follow the basic rules and regulations of the institution• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent	<ul style="list-style-type: none">• Conduct self in alignment with the values of Local Government and the institution• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver• Actively report fraudulent activity and corruption within local government• Understand and honour the confidential nature of matters without seeking personal gain• Able to deal with situations of conflict of interest promptly and in the best interest of local government	<ul style="list-style-type: none">• Identify, develop, and apply measures of self- correction• Able to gain trust and respect through aligning actions with commitments• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders• Present values, beliefs and ideas that are congruent with the institution's rules and regulations• Takes an active stance against corruption and dishonesty when noted• Actively promote the value of the institution to internal and external stakeholders• Able to work in unity with a team and not seek personal gain• Apply universal moral principles consistently to achieve moral decisions	<ul style="list-style-type: none">• Create an environment conducive of moral practices• Actively develop and implement measures to combat fraud and corruption• Set integrity standards and shared accountability measures across the institution to support the objectives of local government• Take responsibility for own actions and decisions, even if the consequences are unfavourable

Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans• Able to follow existing plans and ensure that objectives are met• Focus on short- term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task• Recognise the urgency and importance of tasks• Balance short and long-term plans and goals and incorporate into the team's performance objectives• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources• Measures progress and monitor performance results	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation• Identify in advance required stages and actions to complete tasks and projects• Schedule realistic timelines, objectives and milestones for tasks and projects• Produce clear, detailed and comprehensive plans to achieve institutional objectives• Identify possible risk factors and design and implement appropriate contingency plans• Adapt plans in light of changing circumstances• Prioritise tasks and projects according to their relevant urgency and importance	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions• Able to project and forecast short, medium and long term requirements of the institution and local government• Translate policy into relevant projects to facilitate the achievement of institutional objectives



Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand the basic operation problem solving of analysis, but lack detail and thoroughness• Able to balance independent analysis with requesting assistance from others• Recommend new ways to perform tasks within own function• Propose simple remedial interventions that marginally challenges the status quo• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking	<ul style="list-style-type: none">• Demonstrate Logical techniques and approaches and provide rationale for recommendations• Demonstrate objectivity, insight, and thoroughness when analysing problems• Able to break down complex problems into manageable parts and identify solutions• Consult internal and external stakeholders on opportunities to improve processes and service delivery• Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders• Continuously identify opportunities to enhance internal processes• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention	<ul style="list-style-type: none">• Coaches team members on analytical and innovative approaches and techniques• Engage with appropriate individuals in analysing and resolving complex problems• Identify solutions on various areas in the institution• Formulate and implement new ideas throughout the institution• Able to gain approval and buy- in for proposed interventions from relevant stakeholders• Identify trends and best practices in process and service delivery and propose institutional application• Continuously engage in research to identify client needs	<ul style="list-style-type: none">• Demonstrate complex analytical and problem solving approaches and techniques• Create an environment conducive to analytical and fact-based problem-solving• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence• Create an environment that fosters innovative thinking and follows a learning organisation approach• Be a thought leader on innovative customer service delivery, and process optimisation• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects• Analyse and interpret information to draw conclusions• Seek new sources of information to increase the knowledge base• Regularly share information and knowledge with internal stakeholders and team members	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing• Evaluate data from various sources and use information effectively to influence decisions and provide solutions• Actively create mechanisms and structures for sharing of information• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems• Develop standards and processes to meet future knowledge management needs• Share and promote best- practice knowledge management across various institutions• Establish accurate measures and monitoring systems for knowledge and information management• Create a culture conducive of learning and knowledge sharing• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information• Establish partnerships across local government to facilitate knowledge management• Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach• Recognise and exploit knowledge points in interactions with internal and external stakeholders

Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools• Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration• Disseminate and convey information and knowledge adequately	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in an manner that is interesting and motivating• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs• Adapt communication content and style to suit the audience and facilitate optimal information transfer• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders• Compile clear, focused, concise and well-structured written documents	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders• Develop a well-defined communication strategy• Balance political perspectives with institutional needs when communicating viewpoints on complex issues• Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution• Able to communicate with the media with high levels of moral competence and discipline	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution• Able to inspire and motivate others through positive communication that is impactful and relevant• Creates an environment conducive to transparent and productive communication and critical and appreciative conversations• Able to coordinate negotiations at different levels within local government and externally

Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand quality of work but requires guidance in attending to important matters• Show a basic commitment to achieving the correct results• Produce the minimum level of results required in the role• Produce outcomes that is of a good standard• Focus on the quantity of output but requires development in incorporating the quality of work• Produce quality work in general circumstances, but fails to meet expectation when under pressure	<ul style="list-style-type: none">• Focus on high- priority actions and does not become distracted by lower-priority activities• Display firm commitment and pride in achieving the correct results• Set quality standards and design processes and tasks around achieving set standards• Produce output of high quality• Able to balance the quantity and quality of results in order to achieve objectives• Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed	<ul style="list-style-type: none">• Consistently verify own standards and outcomes to ensure quality output• Focus on the end result and avoids being distracted• Demonstrate a determined and committed approach to achieving results and quality standards• Follow task and projects through to completion• Set challenging goals and objectives to self and team and display commitment to achieving expectations• Maintain a focus on quality outputs when placed under pressure• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution	<ul style="list-style-type: none">• Coach and guide others to exceed quality standards and results• Develop challenging, client-focused goals and sets high standards for personal performance• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required• Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations• Take appropriate risks to accomplish goals• Overcome setbacks and adjust action plans to realise goals• Focus people on critical activities that yield a high impact

Annexure D: Performance calculation

% Rating	% Bonus		
130	5.0		<p>A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%</p>
131	5.2		
132	5.4		
133	5.6		
135	6.1		
136	6.3		
137	6.5		
138	6.7		
139	6.9		
140	7.1		
141	7.3		
142	7.5		
143	7.7		
144	7.9		
145	8.2		
146	8.4		
147	8.6		
148	8.8		
149	9.0		
150	10.0		<p>A score of 150% and above is awarded a performance bonus ranging from 10% to 14%</p>
151	10.2		
152	10.5		
153	10.7		
154	10.9		
155	11.2		
156	11.4		
157	11.6		
158	11.9		
159	12.1		
160	12.4		
161	12.6		
162	12.8		
163	13.1		
164	13.3		
165	13.5		
166	13.8		
167	14.0		



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
17 Julie 2024

7/1/2/2-2
WYK: ALLE

ITEM 8.2 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL
WORD OP 25 JULIE 2024.

ONDERWERP: KWARTAALVERSLAG (ARTIKEL 52 van MFMA) – APRIL - JUNIE 2024

SUBJECT: QUARTERLY REPORT (SECTION 52 of MFMA) – APRIL - JUNE 2024

1. AGTERGROND / BACKGROUND

Die doel van hierdie verslag is om te voldoen aan die vereistes van Artikel 52 (d) van die Wet op Munisipale Finansiële Bestuur, No. 56 van 2003, wat die algemene verantwoordelikhede van die Burgermeester voorskryf om aan die raad die finansiële posisie asook die finansiële vordering van die munisipaliteit voor te lê, gemeet teenoor die goedgekeurde begroting vir die 4de kwartaal soos op 30 Junie 2024.

Hierdie verslag bevat ook die nie-finansiële inligting in die vorm van die munisipaliteit se prestasie gemeet teen die teikens soos uiteengesit in die Topvlak Dienslewering en Begroting Implementeringsplan van 2023/2024.

The purpose of this report is to comply with the requirements of Section 52 (d) of the Municipal Finance Management Act, No. 56 of 2003, which prescribes the general responsibilities of the Mayor to table to council the financial position as well as the financial progress of the municipality, measured against the approved budget for the 4th quarter as at 30 June 2024.

This report also includes the non-financial information in the form of the municipality's performance measured against the targets set out in the Top Level Service Delivery and Budget Implementation Plan 2023/2024.

2. WETGEWING / LEGISLATION

- 2.1 Local Government: Municipal Systems Act 32 of 2000
- 2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. KOPPELING AAN DIE GOP / LINK TO THE IDP

The monthly report links with Chapter 4 of the IDP - Strategic Goal 5 (A Connected and Innovative Local Government).

4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

Not applicable.

5. AANBEVELING / *RECOMMENDATION*

Dat kennis geneem word dat die kwartaalverslag op 23 Julie 2024 by die MPAC ter tafel gelê was en dat die MPAC, by wyse van verslagdoening aan die Raad, aanbeveel dat die Raad kennis neem van die kwartaalverslag, soos voorgeskryf deur Artikel 52 van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 ten opsigte van die implementering van die begroting sowel as die prestasie teenoor die Topvlak Dienslewering en Begroting Implementeringsplan van die munisipaliteit vir die periode 1 April tot 30 Junie 2024.

That cognisance be taken that the quarterly report was tabled at the MPAC on 23 July 2024 and that the MPAC, by way of reporting to the Council, recommends that the Council takes note of the quarterly report as required by Section 52 of the Municipal Finance Management Act, Act 56 of 2003 in respect of the implementation of the budget as well as the performance against the Top Layer Service Delivery and Budget Implementation Plan of the municipality for the period 1 April to 30 June 2024.

(get) J J Scholtz

MUNICIPAL MANAGER

ITEM 8.3 OF THE AGENDA OF AN ORDINARY COUNCIL MEETING TO BE HELD ON 25 JULY 2024

SUBJECT: ANNUAL REPORT REGARDING THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE FINANCIAL YEAR ENDING 30 JUNE 2024

1. BACKGROUND

In terms of Regulation 6(2)(a)(i) of the Municipal Supply Chain Management Regulations a report regarding the implementation of the Swartland Municipality's Supply Chain Management Policy must be submitted to Council within 30 days of the end of each financial year. Regulation 6(3) of the SCM Regulations requires the Accounting Officer to report quarterly on the implementation of the Supply Chain Management Policy to the Mayor, in order to give effect to Council's oversight role.

2. DOCUMENTATION

Attached hereto please find a copy of the report on the implementation of the Supply Chain Management Policy for the period 1 July 2023 to 30 June 2024 and also the Formal Tenders (Annexure A), Informal Tenders (Annexure B), Deviation Report (Annexure C) and Deviations with reference to the Supply Chain Management Policy (Annexure D) for the last quarter of the financial year.

3. RECOMMENDATION (as recommended by the Executive Mayoral Committee on 17 July 2024)

- (a) That cognisance is taken of the Annual Report regarding the implementation of the Supply Chain Management Policy in accordance with section 6(2)(a)(i) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C).
- (b) That cognisance is taken of the services rendered for the period 1 April 2024 to 30 June 2024 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D). It must be noted that payments must still be finalised for the 2023/2024 financial year. To comply with legislation in terms of quarter 4, any differences will be highlighted in the following SCM quarterly report, subject to figures/transactions that would have an impact on the completeness of the financial statements.

AANBEVELING (soos aanbeveel deur die Uitvoerende Burgemeesterskomiteevergadering op 17 Julie 2024)

- (a) *Dat kennis geneem word van die Jaarverslag ten opsigte van die implementering van die Voorsieningskanaalbestuursbeleid soos beoog deur artikel 6(2)(a)(i) van die Regulasies, sowel as verslae van die Formele Tenders (Bylae A), Informele Tenders (Bylae B), en die Afwykingsverslag (Bylae C);*
- (b) *Dat kennis geneem word van die dienste gelewer vir die tydperk 1 April 2024 tot 30 Junie 2024 met verwysing na die uitsonderings waar dit onprakties is om die mark te toets en dus 'n afwyking van die verkrygingsprosesse ingevolge paragraaf 2(6) van die Voorsieningskettingbestuurbeleid (Bylae D). Kennis moet geneem word dat betalings nog vir die 2023/2024 finansiële jaar gefinaliseer moet word. Om aan wetgewing in terme van kwartaal 4 te voldoen, sal enige verskille in die volgende VKB-kwartaalverslag uitgelig word, onderhewig aan syfers/transaksies wat 'n impak op die volledigheid van die finansiële state sal hê.*



Supply Chain Management Implementation Report

2023/2024 ANNUAL REPORT

To The Council

Regulation 6(3) of the SCM Regulations requires the Accounting Officer to report quarterly on the implementation of the Supply Chain Management Policy to the Mayor, in order to strengthen Council's oversight role. In accordance with Regulation 6(2)(a)(i) of the Municipal Supply Chain Management Regulations, I submit the required report on the implementation of Swartland Municipality's Supply Chain Management Policy for the period: 1 July 2023 to 30 June 2024.

Municipal Manager
2 July 2024

Executive Summary

Introduction

This report is a summary of the implementation of the Supply Chain Management Policy. It highlights the implementation of Supply Chain Management in the Swartland Municipality. Regulation 6(3) of the SCM Regulations requires the Accounting Officer to report quarterly on the implementation of the Supply Chain Management Policy to the Mayor, in order to strengthen Council's oversight role. In accordance with Regulation 6(2)(a)(i) of the SCM Regulations the Accounting Officer must "within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy of the municipality to the council of the municipality".

Implementation of Supply Chain Management Policy

The Supply Chain Management Policy was adopted by Council on 1 January 2006 to fully comply with the SCM Regulations communicated under National Treasury general notice 868, Gazette no. 27636. The Supply Chain Management Policy has been reviewed and amendments approved by the Council on 28 March 2024.

Committees

The below mentioned committees are established and are functioning fully according to Council's Supply Chain Management Policy and the Supply Chain Management Regulations. The committees are as listed below:

- Bid Specification Committee (BSC)
- Bid Evaluation Committee (BEC)
- Bid Adjudication Committee (BAC)

Tenders Awarded

During the 2023/2024 financial year the BAC met **16 times**, and **52** tenders were awarded.

Attached as Annexure A (Formal Tenders) and Annexure B (Informal Tenders) is a list of all tenders awarded during the last quarter of the 2023/2024 financial year by the Bid Adjudication Committee and Manager: Supply Chain Management respectively.

Herewith a summary of tenders awarded for the 2023/2024 financial year.

	Formal Tenders Awarded			Informal Tenders Awarded	
	Number of Tenders	Bid Committee Meetings	Tender Amount	Number of Tenders	Tender Amount
1 July 2023-30 September 2023	17	5	R 162 155 686.59	29	R 2 775 789.25
1 October 2023-31 December 2023	14	3	R 8 897 935.69	49	R 4 450 908.10
1 January 2024-31 March 2024	7	3	R 23 007 702.41	34	R 2 771 794.76
1 April 2024-30 June 2024	14	5	R 3 753 158.11	42	R 3 839 699.03
	52	16	R 197 814 482.80	154	R 13 838 191.14

Deviations Approved

In accordance with Paragraph 36 of the Supply Chain Management Policy, all deviations from the official procurement processes must be approved and recorded by the Accounting Officer, and reported to Council. The approval of emergency deviations with a transaction value of up to R30,000 (VAT included), has been delegated to the relevant director. The approval of all other deviations with a transaction value of up to R30,000 (VAT included), has been delegated to the Manager: Supply Chain Management. The total value of deviations, up to a value of R30,000 (VAT included), approved for the period 1 April 2024 to 30 June 2024 amount to **R 367 214.87**. The total deviations approved with a transaction value of up to R30,000 (VAT included) for the 2023/2024 financial year amounted to **R 3 252 173.42**. The list of approved deviations for the last quarter is attached as Annexure C.

Deviations Approved by Municipal Manager: 2023/2024

The total deviations approved by the Municipal Manager for the 2023/2024 financial year amounted to **R 4 331 544.98**, VAT included compared to **R 3 975 906.64** for the 2022/2023 financial year .

Deviations with Reference to Exceptions from the Supply Chain Processes in terms of the Supply Chain Management Policy

In paragraph 2(6) of the Supply Chain Management Policy provision is made for exceptions from the supply chain processes regarding the procurement of certain services. These services include the servicing and repairs of vehicles at the vehicle agents, repair of equipment and accommodation and air travel bookings through the local travel agency. In these instances, only 1 quote needs to be obtained. In accordance with paragraph 36(2) of the Supply Chain Management Policy, these deviations must be reported to Council. Attached as "Annexure D", please find a summary of deviations with reference to exceptions from the supply chain processes for the period 1 April 2024 to 30 June 2024.

Staffing Issues

The staff complement of the Supply Chain Management unit is as follows:

- Senior Manager: Supply Chain Management,
- SCM Manager,
- SCM Head: Logistics and Disposal,
- Head: Demand, Acquisition and Evaluation
- Principal Clerk,
- Assistant Store Controller: Issues & Stocktake,
- Store Keeper: Stationery,
- Store Keeper: Purchase/Stock Levels and
- Four SCM Practitioners

Systems

- **Supplier Database**
 - The municipality is utilising National Treasury's Central Supplier Database with effect from 1 July 2016.

External Relations

- The SCM Unit works very closely with the Provincial Treasury on all the legislative requirements. A representative from the unit attended the SCM Forum, which was hosted by the Provincial Treasury and held at Cape Winelands District Municipality, Worcester on 2 April 2024.

Reporting

All awards made above R300 000 have been registered on the National Treasury ePortal.

Conclusion

The Supply Chain Management Unit is continuously improving its processes and procedures in order to ensure that Council receives value for money in terms of demand and acquisitions management.

ANNEXURE A

FORMAL TENDERS (>R300,000) AWARDED: 1 APRIL 2024 - 30 JUNE 2024

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/D ELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
18.04.2024	T38/23/24	Completeness of Revenue Billing and Prevention of Revenue Leakages for Swartland Municipality for the Period Ending 31 August 2024	R299 000.00	31-Aug-24	Munsoft (Pty) Ltd	1
18.04.2024	T34/23/24	Supply and Delivery of Photoelectric Smoke Detectors	Rates	5 Weeks	Manyene Holdings (Pty) Ltd	0
08.05.2024	T42/23/24	Materials and Requirements for Electricity Department	Rates	30-Jun-25	All tenders accepted	Various
08.05.2024	T44/23/24	Supply and Delivery of Emergency Kits	R281 980.00	5-10 Days	West Coast Skies Services	1
08.05.2024	T41/23/24	Supply and Delivery of Light Blue Refuse Bags for the Period 1 July 2024 to 30 June 2025	Rates	30-Jun-25	Wastewant Plastics (Pty) Ltd	1
08.05.2024	L03/23/24	Sale of Erf 1308, Abbotsdale	R114 500.00		SSJ Brothers Save (Pty) Ltd	0
07.06.2024	T39/23/24	Materials and Requirements for Civil Engineering Department	Rates	30-Jun-25	All tenders accepted	Various
07.06.2024	T31/23/24	Construction of Civil Engineering Services for the Development of Low Cost Housing Erven in Malmesbury and Moorreesburg	Rates	30-Jun-27	Exeo Khokela Civil Engineering Construction (Pty)	1
07.06.2024	T33/23/24	Procurement of an Integrated Internal Audit and Enterprise Risk Management Software Solution for the Period 1 July 2024 to 30 June 2027	R807 341.00	30-Jun-27	IDI Technology Solutions (Pty) Ltd	2
07.06.2024	T52/23/24	Supply, Installation, Commissioning and Maintenance of Digital Photocopy Equipment for the Period 1 July 2024 to 30 June 2027	Rates	30-Jun-27	Konika Minolta SA, a division of Bidvest Office	1
07.06.2024	T50/23/24	Provisioning of Internet Services and Software-Defined Networking (SDN) for Swartland Municipality for a Three-Year Period	R2 250 337.11	30-Jun-27	Linux Based Systems Design SA (Pty) Ltd	1

DATE	CONTRACT NO	CONTRACT NAME	AMOUNT	COMPLETION/D ELIVERY PERIOD	CONTRACTOR	CONTRIBUTION LEVEL
13.06.2024	T37/23/24	Management of Short Term Insurance Portfolio	Rates	30-Jun-27	Opulentia Financial Services	1
13.06.2024	T36/23/24	Installation of a Driver and Vehicle Monitoring System Incorporating Vehicle Recovery to the Municipality's Fleet Of Vehicles	Rates	30-Jun-27	EWC Vehicle Communication (Pty) Ltd	2
27.06.2024	T57/23/24	Supply and Fitment of a Fire Fighting Superstructure on an UD Croner 250 Pke 2x4 Chassis	Rates	31-May-25	FES Manufacturing (Pty) Ltd	2
			R3 753 158.11			

ANNEXURE B

INFORMAL TENDERS (>R30,000<R300,000) AWARDED: 1 APRIL 2024 - 30 JUNE 2024

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Appointment of Architectural Professional for "Alterations and Refurbishment to Ground and Lower Ground Floor Municipal Offices Malmesbury"	SCM128.23.24	03.04.2024	R 72 168.25	Checkerflag Projects	1
Hire of Excavator and Truck to Clean Sections of No-Go River Moorreesburg	SCM124.23.24	03.04.2024	R 81 000.27	CCG Logistix (Pty) Ltd	1
Manufacture and Install a Container with I-Beam and Crawler at Chatsworth Pump Station	SCM133.23.24	05.04.2024	R 131 269.35	Johan Bester Ingenieurswerke BK	4
Supply and Delivery of Septic Tanks	SCM145.23.24	05.04.2024	R 64 140.06	Memotek Trading CC	1
External Painting of Tennis Clubhouse Moorreesburg	SCM140.23.24	11.04.2024	R 28 900.00	Wot Projects	1
Renewal of Fortigate 200E UTM License and 1 Year Forticloud Service	SCM136.23.24	11.04.2024	R 62 160.95	Resilient Services and Networks	4
Supply and Delivery of Gym Equipment	SCM132.23.24	11.04.2024	R 40 252.76	Adjuvo Enterprises (Pty) Ltd	2
Supply and Install New Central Air Conditioning System at Moorreesburg Municipal Offices	SCM138.23.24	12.04.2024	R 278 875.00	Louwco Cooling Solutions	4
Supply and Delivery of Notebooks and Desktop Computers	SCM130.23.24	12.04.2024	R 207 841.73	Ubuntu Technology (Pty) Ltd	2
Supply and Delivery of Manhole Rings	SCM144.23.24	15.04.2024	R 39 100.00	West Coast Skies Services	0
External Painting of Squash Court Clubhouse Moorreesburg	SCM141.23.24	16.04.2024	R 36 400.00	Wot Projects	1
Supply, Delivery and Packing of Grass at Yzerfontein Caravan Park	SCM143.23.24	16.04.2024	R 79 350.00	Bandakhanya (Pty) Ltd	2
Supply and Delivery of Shoes for Traffic and Law Enforcement Officials	SCM142.23.24	16.04.2024	R 155 830.18	Sparks and Ellis (Pty) Ltd	1
Renewal of EMC Unity 300 Support	SCM151.23.24	25.04.2024	R 51 032.34	Ubuntu Technologies (Pty) Ltd	2
Supply and Delivery of Air Break Switch Disconnectors	SCM137.23.24	25.04.2024	R 99 360.00	Lucy Electrical South Africa (Pty) Ltd	1
Supply and Delivery of Desktop Terminals	SCM150.23.24	02.05.2024	R 40 170.21	Ubuntu Technology (Pty) Ltd	1
Service, Refilling and Maintenance of Fire Extinguishers	SCM149.23.24	06.05.2024	R 12 120.00	Cyote Services Enterprise (Pty) Ltd	1
Renewal of 150 x Citrix Xendesktop Licenses	SCM152.23.24	06.05.2024	R 181 125.00	Phandu Communications	1

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Supply and Delivery of Level IIIA Bullet Proof Vests	SCM154.23.24	06.05.2024	R 44 728.26	Gabriel and Michael Marketing (Pty) Ltd	1
Supply and Delivery of Fleece Knee Blankets	SCM146.23.24	06.05.2024	R 103 787.50	Swartland Workwear Centre (Pty) Ltd	4
Install and Commission Fibre Optical Cable and Network Points for Law Enforcement Office Moorreesburg	SCM162.23.24	09.05.2024	R 28 769.46	Bridging Technologies South Africa (Pty) Ltd t/a BTSA (Pty) Ltd	1
Supply and Installation of Two Way Digital Repeater Equipment for Swartland Municipality	SCM159.23.24	09.05.2024	R 162 249.93	Communication Network CC	1
Supply and Delivery of Padded Jackets	SCM155.23.24	14.05.2024	R 38 397.79	Swartland Workwear (Pty) Ltd	4
Replace and Program Level Controller at Rosenburg Pumpstation	SCM147.23.24	15.05.2024	R 31 335.20	WJ Cotter Electrical	0
Supply and Delivery of 11kv Switchgear Panel	SCM169.23.24	15.05.2024	R 270 250.00	Lucy Electrical South Africa (Pty) Ltd	1
Supply and Delivery of Solar Streetlights	SCM156.23.24	17.05.2024	R 86 769.29	Kader Technologies (Pty) Ltd	1
Cleaning of Dam at Riebeeck West Site	SCM161.23.24	17.05.2024	R 52 785.00	West Coast Skies Services	1
Installation of Diamond Mesh Fence at Darling Reservoir	SCM158.23.24	20.05.2024	R 122 322.52	Trade Avail 406CC t/a CAF Contractors	1
Supply and Delivery of Golfer T-Shirts	SCM163.23.24	20.05.2024	R 54 240.00	CJ Siebritz T/a Chez Supplies	1
Upgrading of Emergency Power Supply to Klipkoppie Radio Repeater Site	SCM175.23.24	21.05.2024	R 95 768.56	DDD Electrical (Pty) Ltd	1
Supply, Delivery and Installation of Hybrid Inverters and Batteries	SCM174.23.24	22.05.2024	R 263 659.93	DDD Electrical (Pty) Ltd	1
Replacement of Existing Pavilion Asbestos Roof Covering at Rosenhof Sports Grounds Moorreesburg	SCM167.23.24	28.05.2024	R 212 000.00	WLF Contractors (Pty) Ltd	1
Supply and Delivery of Tactical Vests for Traffic and Law Enforcement Officials	SCM172.23.24	28.05.2024	R 34 845.00	Nolada 8 (Pty) Ltd	1
Supply and Installation of Blinds at Municipal Head Office Malmesbury	SCM178.23.24	05.06.2024	R 49 900.00	M and E Roofing	1
Supply and Delivery of Led Aluminum Alloy Rechargeable Flashlights with USB Charge Cables	SCM177.23.24	07.06.2024	R 26 910.00	Swartland Workwear	4
Provision of Excavator Refresher Training Course	SCM170.23.24	11.06.2024	R 9 627.80	Tjeka Training Matters (Pty) Ltd	1
Provision of Front End Loader Refresher Training Course			R 4 692.00	Breerivier Training Development (Pty) Ltd	4
Provision of Front Truck Mounted Crane Refresher Training Course			R 8 050.00	He and She Driver Training Centre	4

Contract Description	Tender Number	Date Awarded	Approved Amount	Successful Bidder	Contribution Level
Gardening Services Required for the Cutting of Lawn and Maintenance of Trees and Shrubs at the Entrance to Ongegund Village for the Period Ending 30 June 2025	SCM179.23.24	11.06.2024	R 34 800.00	Swartland and West Coast Trading (Pty) Ltd	0
Transportation of Employees between Darling and Yzerfontein for the Period 1 July 2024 to 30 June 2025	SCM173.23.24	18.06.2024	R 187 500.00	Jacen Peter Filander	1
Gardening Services Required for the Cutting of Grass and Maintenance of Trees at the Diep River Banks Malmesbury for the Period Ending 30 June 2025	SCM180.23.24	20.06.2024	R 28 800.00	Swartland and West Coast Trading (Pty) Ltd	0
Supply and Delivery of Bunker Suits for Fire Fighting and Rescue Operations	SCM171.23.24	20.06.2024	R 43 152.19	Charnaud & Co (Pty) Ltd	6
Backup Solution for Microsoft 365 Environment for the Period 1 July 2024 to 30 June 2025	SCM176.23.24	20.06.2024	R 153 387.00	Ubuntu Technology (Pty) Ltd	2
Supply and Fit 2x Tyres for Bomag Roller	SCM182.23.24	21.06.2024	R 29 875.51	VWE Installations CC t/a VWE Bande	0
			R 3 839 699.03		

ANNEXURE C

**DEVIATIONS WITH A VALUE EQUAL TO OR LESS THAN R30 000.00 APPROVED FOR THE QUARTER 1 APRIL
2024 TO 30 JUNE 2024**

Supplier Name	Approval Date	Deviation Type	Department	Total
Swartland Gazette	05/04/2024	Impractical	Development Services	R 3 912.30
Swartland Joernaal	05/04/2024	Impractical	Development Services	R 4 250.40
Du Plessis & Mostert	11/04/2024	Impractical	Corporate Services	R 9 970.49
Swartland Gazette	11/04/2024	Impractical	Corporate Services	R 4 347.00
Swartland Joernaal	11/04/2024	Impractical	Corporate Services	R 4 675.44
Swartland Gazette	15/04/2024	Impractical	Development Services	R 20 430.90
Swartland Joernaal	15/04/2024	Impractical	Development Services	R 14 238.84
M&E Roofing	17/04/2024	Emergency	Civil Engineering Services	R 7 900.00
Media 24-Die Burger	23/04/2024	Impractical	Corporate Services	R 2 421.90
Channel Mobile (Pty) Ltd	25/04/2024	Impractical	Electrical Engineering Services	R 22 540.00
Dogs and All	30/04/2024	Emergency	Protection Services	R 15 525.00
M&E Roofing	02/05/2024	Emergency	Civil Engineering Services	R 28 500.00
Swartland Gazette	03/05/2024	Impractical	Development Services	R 11 519.55
Dogs and All	09/05/2024	Emergency	Civil Engineering Services	R 6 900.00
Swartland Gazette	10/05/2024	Impractical	Development Services	R 3 477.60
Checkerflag Projects	13/05/2024	Impractical	Civil Engineering Services	R 9 867.00
Swartland Gazette	16/05/2024	Impractical	Corporate Services	R 2 173.50
Swartland Gazette	17/05/2024	Impractical	Corporate Services	R 4 347.00
Swartland Gazette	17/05/2024	Impractical	Development Services	R 8 259.30
Patco Manufacturing CC	21/05/2024	Emergency	Civil Engineering Services	R 2 974.42
Presentation Solutions (Pty) Ltd	21/05/2024	Impractical	Electrical Engineering Services	R 6 325.00
Johan Bester Ingenieurswerke BK	23/05/2024	Emergency	Civil Engineering Services	R 12 100.37
Swartland Gazette	24/05/2024	Impractical	Development Services	R 4 347.00
M&E Roofing	27/05/2024	Emergency	Civil Engineering Services	R 9 700.00
Skaarland Ingenieurswerke BK	28/05/2024	Impractical	Electrical Engineering Services	R 4 168.04
Swartland Gazette	30/05/2024	Impractical	Corporate Services	R 6 955.20
Swartland Joernaal	03/06/2024	Impractical	Corporate Services	R 8 925.84
Swartland Joernaal	04/06/2024	Impractical	Development Services	R 11 688.60
Swartland Joernaal	04/06/2024	Impractical	Development Services	R 4 037.88
Swartland Gazette	04/06/2024	Impractical	Development Services	R 4 347.00
Swartland Joernaal	04/06/2024	Impractical	Corporate Services	R 3 220.00
Isolabantu	04/06/2024	Impractical	Corporate Services	R 2 805.60
Swartland Gazette	04/06/2024	Impractical	Corporate Services	R 3 018.75
Swartland Joernaal	05/06/2024	Impractical	Development Services	R 11 476.08
Tricom Africa	05/06/2024	Emergency	Civil Engineering Services	R 5 801.75
Presentation Solutions	05/06/2024	Impractical	Electrical Engineering Services	R 4 651.75
Swartland Joernaal	06/06/2024	Impractical	Corporate Services	R 8 075.76
Swartland Gazette	06/06/2024	Impractical	Corporate Services	R 6 737.85
Swartland Joernaal	06/06/2024	Impractical	Corporate Services	R 8 500.80
Swartland Joernaal	06/06/2024	Impractical	Development Services	R 5 100.48
Johan Bester Ingenieurswerke BK	07/06/2024	Emergency	Civil Services	R 5 170.33
Wot Projects	13/06/2024	Emergency	Civil Engineering Services	R 11 550.00
Wot Projects	13/06/2024	Emergency	Civil Engineering Services	R 3 800.00
Wot Projects	14/06/2024	Emergency	Civil Engineering Services	R 3 800.00

Supplier Name	Approval Date	Deviation Type	Department	Total
WJ Cotter	14/06/2024	Emergency	Civil Engineering Services	R 3 568.30
Swartland Gazette	19/06/2024	Impractical	Corporate Services	R 3 477.60
Swartland Gazette	20/06/2024	Impractical	Corporate Services	R 2 173.50
J Lawrence	20/06/2024	Emergency	Civil Engineering Services	R 3 680.00
Swartland Gazette	28/06/2024	Impractical	Development Services	R 9 780.75
				R 367 214.87

ANNEXURE D

DEVIATIONS WITH REFERENCE TO PARAGRAPH 2(6) OF THE SUPPLY CHAIN MANAGEMENT POLICY (WHERE IT IS IMPRACTICAL TO TEST THE MARKET) FOR THE PERIOD 1 APRIL 2024 TO 30 JUNE 2024		
SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
<u>Vehicles: Services & Repairs (Para 2(6)d)</u>		
600CT Manufacturing (Pty)Ltd	R 14 565.00	1
Action Ford Malmesbury	R 7 325.20	2
AFGRI	R 184 558.43	8
Babcock Equipment	R 76 810.06	4
Barloworld Equipment (Pty)Ltd	R 101 678.55	6
Bell Equipment Sales	R 32 123.88	2
Compaction + Industrial Equipment	R 17 021.00	2
Darling Hersteldienste	R 6 880.35	1
FES Manufacturing	R 11 118.68	1
HD Transmissions (Pty)Ltd	R 33 868.84	3
HJ van Zyl Meganies BK	R 19 610.00	1
JB's Nissan (Diens En Herstel)	R 40 722.05	8
JB's Trucks - UD Trucks Malmesbury	R 504 038.65	34
Kaap Agri Bedryf Bpk	R 19 946.22	2
Kanu Equipment (Kemach)	R 8 906.67	1
Malmesbury Toyota	R 85 871.14	9
Perdeberg Motors	R 132 121.52	17
Rola VW Malmesbury	R 20 255.70	2
TFM Transtech	R 31 277.14	3
Unicape Equipment	R 12 320.00	1
VB AGRI (Pty) Ltd	R 24 004.79	1
Weskus Meganisasie	R 20 951.91	2
<u>Equipment: Repairs (Para 2(6)i)</u>		
Alpha Hydraulic Lifting Services (Pty) Ltd	R 29 690.00	2
Automodell BK	R 8 030.80	2
BM Power Centre cc	R 7 193.50	1
CAW-Cape Armature Winders	R 26 000.00	1
Conradie Besproeiing	R 3 037.00	1
Darling Hersteldienste	R 6 554.43	1
DDD Electrical (Pty) Ltd	R 30 611.20	2
Demolition Technologies	R 20 129.10	1
Drager South Africa Pty Ltd	R 13 293.00	1
Euraf Agencies	R 20 930.44	5
First Battery Centre	R 4 623.70	2
Fremtac Fire and Rescue cc	R 8 258.57	1
Graanland Ingenieurswerke	R 3 132.00	1
HJ van Zyl Meganies BK	R 2 950.00	1
Hydromatic	R 2 335.00	1

SERVICE PROVIDER	AMOUNT	TOTAL TRANSACTIONS
JHL Ingenieurs Verskaffers	R 8 957.35	3
Louwco Cooling Solutions	R 3 450.00	1
Lumber & Lawn (Pty)Ltd	R 16 295.38	5
Tricom Africa	R 7 906.14	1
VWE Installasies BK	R 3 625.00	1
<u>IT Software (Para 2(6)b)</u>		
Adapt IT	R 92 352.32	1
ICASA	R 8 373.04	1
Landis & Gyr	R 42 262.56	1
R-Data (Pty) Ltd	R 392 114.62	3
RT Systems	R 7 437.62	1
Spectrum Communications	R 10 388.57	1
<u>Training, Courses, Seminars (Para 2(6)e)</u>		
SAICE (Pty) Ltd	R 5 440.00	1
The Institute of Risk Management South Africa	R 5 000.00	1
<u>Disaster situation (Para 2(6)f)</u>		
J Lawrence	R 5 140.00	1
<u>Medical Specialists (Para 2(6)h)</u>		
M. van Heerden	R 2 250.00	1
<u>Refresher Training Courses (Para 2(6)i)</u>		
UAV Industries Training Africa (Pty) Ltd	R 16 520.00	1
<u>Subscription & Membership Fees (Para 2(6)k)</u>		
DG Capital	R 3 308.80	1
Engineering Council of South Africa	R 22 125.22	2
South African Council for the Property Valuers Profession	R 3 556.52	1
The Institute of Internal Auditors	R 2 972.50	1
<u>Travel Agencies (Para 2(6)l)</u>		
Swartland Travel Services	31 913.52	4
<u>Tyre Repairs (Para 2(6)m)</u>		
VWE Installasies BK	17 667.76	7
	R 2 301 801.44	174

ITEM 8.4 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 25 JULIE 2024

ONDERWERP: HERSIENING VAN DIE REËLS EN PROSEDURES VIR WYKSKOMITEES SUBJECT: REVIEW OF THE RULES AND PROCEDURES FOR WARD COMMITTEES

1. AGTERGROND / BACKGROUND

1.1 Rescheduling of ward committee meetings to quarterly meetings:

The 2024 meeting schedule was approved by Council in August 2023 where, amongst others, the dates of ward committee meetings were determined for 2024.

The 2025 meeting schedule is being drafted for tabling to Council in August 2024 and the process gives the opportunity to reconsider the frequency of meetings, included ward committee meetings. The Rules and Procedures for Ward Committers determine as follows:

11(3)(a) A ward committee should meet on a monthly basis but shall meet at least quarterly on a suitable date and at a venue to be determined by the ward councillor in collaboration with the Speaker and Municipal Manager.

The proposal for ward committee meetings to convene on a quarterly basis was tabled to the Executive Mayoral Committee, in collaboration with the Speaker, on 17 July 2024.

It was resolved as follows:

(a) That approval be granted for ward committee meetings to be held quarterly with effect from the 2024/25 financial year;

1.2 Remuneration of ward committee members

The resolution of the Executive Mayoral Committee necessitates the revision of the remuneration of ward committee members as it is based on a sitting fee for the attendance of a meeting.

It was therefore further resolved by the Executive Mayoral Committee as follows:

(a) That approval be granted to remunerate ward committee members on the following basis:

- (i) the payment of an attendance fee of R750,00/quarterly meeting and R3,50/km if traveling more than 10 km to the meeting;*
- (ii) the payment of an additional attendance fee of R250,00/meeting and R3,50/km if traveling further than 10km to the venue for the attendance of block meetings and where the ward committee member is a representative of council, subject to the submission of the necessary evidence.*

1.3 Review of Rules and Procedures for Ward Committees

The above resolutions by the Executive Mayoral Committee necessitates a review of the Rules and Procedures for Ward Committees.

Attached find the document with the necessary amendment regarding the frequency of meetings – see paragraph 11(3)(a).

The other amendments/...

1.3/...

The other amendments to the policy were suggested by the Department of Local Government, as well as serve to rectify some matters:

- (1) the restriction to nominate next of kin on a ward committee – see paragraph 6(8);
- (2) filling of vacancy – see paragraph 10(3)
- (3) Vacancies – see paragraph 15(2)
- (4) General and administrative measures – see paragraph 19(4)

2. WETGEWING / LEGISLATION

Section 72(3), (4) and (5) of the Local Government: Structures Act (Act 117 of 1998) determines as follows:

- (3) A metro or local council must make rules regulating—
(c) the frequency of meetings of ward committees.

(4) A metro or local council may make administrative arrangements to enable ward committees to perform their functions and exercise their powers effectively.

(5) (a) Out of pocket expenses referred to in paragraph (c) must be paid from the budget of the municipality in question.

(b) A metro or local council must develop a policy and determine criteria for and calculation of the out of pocket expenses referred to in paragraph (c) based on a provincial framework determined by the MEC subject to paragraph (e).

(c) A metro or local council may make arrangements for the payment of out of pocket expenses to members of ward committees in respect of participation by ward committee members in the activities of the ward committees.

(d) A municipal council may allocate funds and resources to enable ward committees to perform their functions, exercise their powers and undertake development in their wards within the framework of the law.

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Strategic Goal 5 – A connected and innovative Local Government

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Sufficient funding is available in the 2024/2025 financial year to accommodate the proposed amendment of remuneration of ward committee members.

5. AANBEVELING

- (a) Dat kennis geneem word dat die wykskomiteevergaderings met ingang van die 2024/2025 finansiële jaar op 'n kwartaallikse basis gehou sal word;
- (b) Dat kennis verder geneem word dat wykskomiteeledes op die volgende basis vergoed sal word:
 - (i) R750,00/vergadering as sittingsfooi vir die bywoning van kwartaallikse vergaderings en R3,50/km indien daar verder as 10 km na 'n vergadering gereis word; en
 - (ii) R250,00/vergadering as sittingsfooi en R3,50/km indien daar verder as 10 km na 'n vergadering gereis word vir die bywoning van blokvergaderings in die geografiese area wat die lid verteenwoordig of waar versoek word dat die wykskomiteelid as verteenwoordiger van die Raad 'n vergadering bywoon, onderhewig aan die voorlegging van die nodige bewyse;
- (c) Dat die wysigings aan die Reëls en Prosedures vir Wykskomitees dienooreenkomstig met onmiddellike effek goedgekeur word.

RECOMMENDATION

- (b) *That cognisance be taken that ward committee meetings will be held quarterly with effect from the 2024/2025 financial year;*
- (c) *That cognisance further be taken that ward committee members will be remunerated on the following basis:*

5.(c)/...

- (i) *the payment of an attendance fee of R750,00/quarterly meeting and R3,50/km if traveling more than 10 km to the meeting;*
- (ii) *the payment of an additional attendance fee of R250,00/meeting and R3,50/km if traveling further than 10km to the venue for the attendance of block meetings and where the ward committee member is a representative of council, subject to the submission of the necessary evidence;*
- (d) *That the amendments to the Rules and Procedures for Ward Committees be approved accordingly with immediate effect.*

(get) M S Terblanche

MUNISIPALE BESTUURDER



Rules and procedures for ward committees

The purpose of the Rules and Procedures for ward committees is to provide a framework and guidelines for council, the administration and members of ward committees on the establishment and functioning of ward committees.

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1. APPLICATION OF THE RULES AND PROCEDURES

- (1) These rules apply to all meetings of ward committees.
- (2) The ruling of the ward councillor/chairperson to the application or interpretation of these rules and other procedural matters not dealt with in the rules is final and binding.

2. DEFINITIONS

In this document, unless the context indicates otherwise, -

“**Council**” means the council of the Municipality;

“**Councillor**” means a member of the council of the Municipality, as well as a member of the council of the West Coast District Municipality who represents the Swartland municipal area;

“**Members**” means persons elected or designated to, or co-opted onto, a ward committee;

“**Municipality**” means the Swartland Municipality;

“**Municipal Manager**” means an employee of the Swartland Municipality appointed as such and includes, for the purpose of these rules, anyone designated or authorised by the Municipal Manager to act or fulfil a duty in terms of these rules;

“**PR Councillor**” means a proportional representative municipal councillor elected in terms of section 22(1)(a) of the Structures Act to represent a party in the council of the Municipality;

“**Presiding officer**” means the person in charge of the election of ward committee members at an extraordinary public meeting, which person shall be an official of the Municipality or an impartial person appointed by the Municipal Manager for this purpose;

“**Speaker**” means the councillor elected as chairperson of the council or any other councillor acting as chairperson of the council in terms of the Structures Act;

“**Structures Act**” means the Local Government: Municipal Structures Act, No. 117 of 1998, and any amendment thereof;

“**Systems Act**” means the Local Government: Municipal Systems Act, No. 32 of 2000, and any amendment thereof;

“**Ward committee**” means a committee of a municipal ward, established in terms of Part 4 of Chapter 4 of the Structures Act; and

“**Ward councillor**” means a municipal councillor elected in terms of section 22(1)(b) of the Structures Act to represent a ward.

3. LEGAL FRAMEWORK

Section 152(1)(e) of the Constitution of the Republic of South Africa, read with sections 72 to 78 of the Structures Act, give a direct mandate to municipalities to encourage the involvement of communities and community organisations in matters of local government and to establish community participatory systems. Sections 8 (g and h), 9(f) and 72 of the Structures Act, authorise municipalities to establish ward participatory systems as mechanisms to enhance participatory democracy in local government.

4. STATUS OF WARD COMMITTEES

A ward committee –

- (1) Is an advisory body.
- (2) Is a representative committee of the community and not of the ward councillor or the Council.
- (3) Is not politically oriented.
- (4) Is independent and impartial and performs its functions without fear, favour or prejudice.

5. COMPOSITION OF WARD COMMITTEES

- (1) A ward committee consist of -
 - (a) the ward councillor who is, *ipso facto*, chairperson of the committee in terms of section 73(2)(a) of the Structures Act; and
 - (b) ten (10) other persons.
- (2) The ten (10) members are elected on the basis of geographical representation in accordance with the structure set out in Schedule A to represent an equitable spread of the residents in the ward.
- (3) Where there is a geographical area in terms of Annexure A with more than one ward committee member, the ward councillor must divide the relevant geographical area into smaller geographical areas within 30 days after the first meeting of a ward committee and assign elected, nominated or co-opted ward committee members to the respective smaller geographical areas.
- (4) Gender equity may be pursued by ensuring that men and women are accommodated on the ward committee.

6. ELECTION CRITERIA

To be eligible for election as a member of a ward committee, a person -

- (1) Must be registered as a voter on the voters' roll of the ward concerned (for this purpose, the latest updated national voters' roll available on the Independent Electoral Commission's database shall be used to determine whether a person is registered as a voter or not).
- (2) May not be a councillor.
- (3) May not be an employee of the Municipality or the West Coast District Municipality.
- (4) May not, on the closing date for receipt of nominations, be indebted to the Municipality for more than three (3) months, unless it can be proved that arrangements have been made for the repayment of the amount in arrears and such arrangements are respected for the duration of the term.
- (5) May not be an unrehabilitated insolvent;
- (6) May not be nominated if such a person has been placed under curatorship;
- (7) May not be nominated if such a person has been convicted of an offence after February 1997 and sentenced to imprisonment without the option of a fine;
- (8) ~~Must declare in advance any family ties with the ward councillor concerned.~~ No next of kin of the ward councillor may serve on the ward committee.

7. NOMINATION OF CANDIDATES

- (1) A person must be nominated on a prescribed form which may be obtained from the Municipal Manager.
- (2) Nominations must be submitted to the Municipal Manager, Municipal Offices, Malmesbury by not later than ~~17:12:00~~ on the date fixed by the Municipal Manager to be the closing date for receipt of nominations.
- (3) The closing date for receipt of nominations shall be not less than 7 days or more than 21 days before the date fixed in terms of paragraph 11(1)(a) for the election of members of the ward committee.
- (4) Nominations submitted must be accompanied by a written declaration, duly signed by the person so nominated, indicating such a person's acceptance of the nomination.
- (5) A nomination paper to nominate a member of a ward committee as contemplated by paragraph 5(2) should be completed and signed by not less than 5 persons who are registered voters in that ward.
- (6) A political party, i.e. a party registered in terms of sections 15 and 15A of the Electoral Commissions Act No. 51 of 1996, may not nominate a person as is contemplated by the provisions of sub-paragraph (1).

8. REJECTION OF NOMINATIONS

The Municipal Manager shall reject a nomination -

- (1) That does not conform to the provisions and requirements of paragraphs 6 and 7;
- (2) That is submitted by a political party.

9. ELECTION OF WARD COMMITTEE MEMBERS

- (1) At the onset of an extraordinary public meeting, as is contemplated by the provisions of paragraph 11(1), the presiding officer shall –
 - (a) reveal to the persons present details of -
 - (i) nominations received;
 - (ii) nominations rejected and the reason for rejection thereof;
 - (iii) the names of persons whose nominations have been accepted and for which geographical area listed in Schedule A they have been nominated;
 - (b) inform those present on the composition of a ward committee in term of paragraph 5.
- (2) Election of members to represent a specific geographical area -
 - (a) if the permitted number of nominations have been received for a particular geographical area, listed in Schedule A, the nominee(s) concerned shall be deemed to have been duly elected as member(s) of the ward committee.
 - (b) if more nominations have been received for a particular geographical area as permitted for in Schedule A, a vote shall be taken in respect of each such area.
- (3) Wherever a vote has to be taken to elect members in the geographical areas, the nominees elected will be determined by the nominee that receives the greatest number of votes.
- (4) In the event of an equality of votes the presiding officer must by lot determine who is to be regarded as elected.
- (5) A voter may cast one vote only in respect of each geographical area where he/she is registered.
- (6) Voters will vote by ballot paper.
- (7) The presiding officer of a meeting held to elect members of the ward committee, must after the poll has been taken:
 - (a) declare the results of the poll;
 - (b) announce the total votes cast on each of the nominees that took part in the election;
 - (c) ensure that the results and the number of votes cast on the nominees concerned are properly recorded in the minutes of the meeting.

10. DESIGNATION AND CO-OPTATION OF WARD COMMITTEE MEMBERS

- (1) If, following an election of members as contemplated in paragraph (9)(2), fewer than five members have been elected to the ward committee, the Speaker shall, with due regard to paragraphs 5 and 6 and prior to the first ward committee meeting, designate (in consultation with the relevant ward councillor) the number of members required to make up five ward committee members, for any of the geographical areas in regard to which vacancies exist.
- (2) The remaining vacancies must be filled as soon as possible following the first meeting of the ward committee, by way of co-optation by the ward committee, with due regard to the provisions of paragraphs 5 and 6.
- (3) Should a vacancy arise for the position of ward committee member during the term of a ward committee, such vacancy must be filled as soon as possible after it has been reported, by way of
 - (a) the appointment of the person from the replacement list available from the previous election or by-election (2nd highest vote) in consultation with the ward councillor;
 - (b) a by-election (in the absence of a replacement list);

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(c) co-optation of a person by the ward committee if the efforts in paragraphs (3)(a) and (b) were not successful;

~~a by-election~~, with due regard to the provisions of paragraphs 5 and 6.

- (4) Should a ward committee for whatever reason fail or be unable to co-opt or elect a person/persons as contemplated by subparagraphs (2) and (3) to fill the vacancy/vacancies within 45 days after the date of its first meeting or after the vacancy has been reported as stipulated in subparagraphs (2) and (3), whatever the case may be, Council will be entitled to identify suitable persons and to appoint them to fill the vacancies in such ward, with due regard to the provisions of paragraphs 5 and 6 hereof.

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11. PUBLIC AND WARD COMMITTEE MEETINGS

- (1) Extraordinary public meetings
- (a) An extraordinary public meeting of residents in the ward for the sole purpose of electing ward committee members must be convened by the Municipal Manager within 120 days after Council has resolved to establish ward committees in terms of section 72 of the Structures Act.
 - (b) Any resident in a ward has the right to attend an extraordinary public meeting, but only residents registered on the voters roll for that particular ward may vote (for this purpose the latest updated national voter's roll, available on the Independent Electoral Commissioner's database shall be used to determine whether a person is registered as a voter or not).
 - (c) The presiding officer, whose decision will be final, will decide on any question of order during the meeting.
 - (d) The quorum for an extraordinary public meeting is the registered voters in that ward present at that particular meeting.
 - (e) The presiding officer shall cause minutes to be kept of the proceedings of an extraordinary public meeting.
 - (f) The Municipal Manager shall be responsible for the safe keeping of the minutes of the meeting.
- (2) Ordinary Public Meetings
- (a) In addition to the ward councillor's obligation in terms of Schedule 7 of the Structures Act to report at least quarterly to his/her constituency on council matters, including the performance of the Municipality in accordance with set targets, an ordinary public meeting of residents in the ward –
 - (i) must be held at least once per annum;
 - (ii) may be convened by the ward councillor at any time as and when the need arises for such a meeting;
 - (iii) must be convened by the ward councillor on receipt in the office of the Municipal Manager of a written request for such a meeting signed by –
 - at least 5 members of the ward committee; or
 - at least 50 voters registered in the ward;stating the reason for such a request and the matters to be discussed.
 - (b) The ward councillor chairs the ordinary public meeting.
 - (c) If the ward councillor is for whatever reason prevented from attending a meeting or refuses or fails to convene and/or attend such a meeting, another councillor, as designated by the ward councillor or Speaker, may fulfil the duties of the ward councillor and/or chair such a meeting.
 - (d) The chairperson, whose decision will be final, will decide on any question of order during the meeting.
 - (e) The chairperson shall cause minutes to be kept of the proceedings of an ordinary public meeting.
 - (f) The Municipal Manager shall be responsible for the safe keeping of the minutes of the meeting.
 - (g) Public meetings are mainly held in order to –
 - (i) register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have; and

- (ii) report back to the public on issues that affect it.
- (h) Public meetings are not political platforms and the chairperson at such meetings must ensure that ward committee members and the public refrain from making party political statements, campaigning and canvassing.

(3) Ward Committee Meetings

- (a) A ward committee ~~should meet on a monthly basis but~~ shall meet at least quarterly on a suitable date and at a venue to be determined by the ward councillor in collaboration with the Speaker and Municipal Manager.
- (b) The ward councillor chairs meetings of the ward committee.
- (c) If the ward councillor is for whatever reason prevented from attending a meeting or refuses or fails to convene and/or attend such a meeting, any other councillor, as designated by the ward councillor or Speaker, may fulfil the duties of the ward councillor and/or chair such a meeting. If, however, the ward councillor has to recuse himself/herself from discussion of an item at the committee, he/she must arrange with any other councillor or another member to chair the meeting during such recusal.
- (d) A ward committee shall endeavour to take decisions based on consensus. If consensus on any matter cannot be achieved, such matter may be determined with the supporting vote of a majority of the members present.
- (e) The quorum at any meeting of the ward committee shall be the ward committee members present at the meeting.
- (f) Voting shall be by show of hands.
- (g) In the event of an equality of votes the result will be minuted and the item will be tabled to the relevant committee of Council for consideration.
- (h) All meetings of the ward committee shall be open to the public. Members of the public may not participate in the debates and proceedings of a meeting of the ward committee unless the chairperson has given permission to such a person to address the committee and then only on such conditions as the chairperson may permit.
- (i) The chairperson, whose decision will be final, will decide on any question of order during a meeting.
- (j) Members of the committee must submit items to be discussed, well in advance to the chairperson.
- (k) The chairperson will be responsible to prepare an agenda for ward committee meetings.
- (l) The chairperson shall cause minutes to be kept of the proceedings of Ward Committee meetings.
- (m) The Municipal Manager shall be responsible for the safekeeping of the minutes of the meeting.
- (n) No items from the agenda of the Municipality marked confidential by the Municipal Manager or a political body of the Municipality may be discussed at a ward committee meeting.
- (o) If a member has a direct or indirect financial or personal interest in a matter serving before the committee, unless that interest is the same as any other person in the ward, such person must recuse himself/herself from such discussion.
- (p) PR councillors, members of the Executive Mayoral Committee and chairpersons of Portfolio Committees shall be allowed to attend ward committee meetings and to participate in the deliberations, but will not have the right to vote.

(4) Block meetings in geographical areas

- (a) Block meetings, being the convening of meetings within the respective geographical areas, are mainly held in order:
 - (i) to register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have.
 - (ii) to report back to the community on issues that affect them.

- (iii) to ensure active participation of the community in campaigns and processes initiated by the Municipality.
- (b) Block meetings must be chaired by the ward committee member representing the geographical area or smaller geographical area.
- (c) Block meetings must at least be held quarterly on a suitable date and venue determined by the ward committee member in consultation with the ward councillor.
- (d) Block meetings are open for the public to attend.
- (e) Block meetings are not political platforms and the chairperson must ensure that members of the public refrain from making party political statements, campaigning and canvassing.
- (f) The ward committee member must provide feedback on the quarterly block meetings at the next ward committee meeting.

12. FUNCTIONS AND POWERS OF WARD COMMITTEES

- (1) A ward committee may –
 - (a) make recommendations on any matter affecting its ward to the ward councillor; or through the ward councillor to a standing committee of the council; and
 - (b) have such duties and powers as may be delegated to it by the council in terms of Section 59 of the Systems Act. No executive powers will however be delegated to ward committees.
- (2) A ward committee serves as the official public participatory structure of the Municipality and must as such –
 - (a) assist the ward councillor in identifying challenges and needs of residents;
 - (b) disseminate information in the ward concerning municipal affairs such as the budget, the integrated development plan (IDP) and service delivery options;
 - (c) obtain inputs from residents regarding municipal affairs such as the budget, the integrated development planning and service delivery options;
 - (d) assist the Municipality and ward councillor with actions to improve the payment rate of municipal service accounts;
 - (e) receive queries and complaints from residents concerning municipal service delivery;
 - (f) interact with other forums and organisations on matters affecting the ward.
- (3) A ward committee member may be instructed by the ward councillor to represent an interest in accordance with the interests of the Portfolio Committees of the Council in order to align ward committees with the functions of the Municipality.
- (4) A ward committee member must at least on a quarterly basis give feedback on ward committee matters to the geographic area/interest he/she represents.
- (5) A ward committee must draw up an annual work program (Ward Operational Plan) before 31 May for the ensuing financial year which must be submitted to the Speaker during July.
- (6) In terms of section 16(2) of the Systems Act the above functions and powers conferred upon a ward committee should not be interpreted as permitting interference with the Council's right to govern and to exercise its executive and legislative authority.

13. SUBCOMMITTEES AND OBSERVERS

- (1) A ward committee may, in collaboration with the Speaker establish one or more subcommittees necessary for the performance of its functions.
- (2) Subcommittees may be standing or ad hoc committees.
- (3) The ward committee must appoint the members of such a subcommittee, appoint a chairperson from among its members and determine the brief and functions of the subcommittee.
- (4) The ward committee and subcommittee(s) may meet together as a ward forum for major discussions.
- (5) The ward committee must encourage interest groups in the ward to participate in subcommittees that are relevant to their field of work.

- (6) A ward committee may extend a standing invitation to a maximum of two persons which in their opinion will contribute to a better representativity of the committee, to attend the ward committee meetings as observers.
- (7) The observers mentioned in subparagraph (6) above will have no voting rights.

14. TERM OF OFFICE OF WARD COMMITTEE MEMBERS

- (1) The term of office of a member of the ward committee (excluding the ward councillor) shall, subject to the provisions of paragraph 15 and 22(2), be equal to the term of the Council.
- (2) Members shall assume office on the date they are elected or co-opted in terms of paragraph 8, paragraph 9 and/or paragraph 22(2) hereof and shall retire from office on the date to be fixed in terms of paragraph 10(1)(a).
- (3) The term of office of the ward councillor as a member of the ward committee terminates on the date that such a ward councillor ceases to be a councillor for that ward.

15. VACANCIES

- (1) A member vacates office during a term of office of the ward committee if that member –
 - (a) resigns in writing;
 - (b) no longer qualifies as a member in terms of the provisions and requirements contained in paragraph 6 hereof;
 - (c) is removed from office in terms of sub-paragraph (2); or
 - (d) dies.
- (2) The Council must remove a member from office if that member –
 - (a) has been absent without leave of the committee from three consecutive meetings of the ward committee, or
 - (b) has been absent with or without leave of the committee from four meetings of the ward committee during the course of one calendar year, or
 - (c) fails to be actively involved in the geographical area he/she represents by failing to give feedback at least once in a quarter at a ward committee meeting on the operations of the relevant geographical area and further to fail to submit evidence of such involvement, e.g. agendas, minutes, attendance registers, etc, or
 - (d) is proven to be actively involved in campaigns for the removal of the ward councillor from office without having raised grievances against the ward councillor in the ward committee meeting or written complaints to the Speaker, or
 - (e) fails to perform the functions of office in good faith, honestly and in a transparent manner, or
 - (f) fails to act in the best interest of the Municipality and in such a way that the credibility and integrity of the Municipality are compromised, or
 - (g) acts in a manner which seeks to undermine the authority of the ward Councillor, the Council and/or the ward committee, or
 - (h) commits a crime that results in an imprisonment without the option of a fine for a period of not less than twelve months; or
 - (i) consistently interferes in the administration of the Municipality; members should be warned twice and be removed the third time, or
 - (j) consistently exhibits violent or abusive or intimidating behaviour towards other members and/or the community, or
 - (k) attends a meeting under the influence of alcohol and/or illegal drugs, or
 - (l) is proven to have accepted a bribe from any party that has an interest in a development project for that particular ward, or

- (m) is proven to have used his/her membership of the ward committee to extract, or attempt to extract, favours of any kind, or
- (n) is indebted to the Municipality for more than three months during any period of time in his/her term of office, without an installment-payment agreement.

16. CONDUCT OF MEMBERS

- (1) A member of the committee –
 - (a) must perform the functions of the committee in good faith and without fear, favour or prejudice;
 - (b) may not use the position or privileges of a member for private gain, or to improperly benefit another person;
 - (c) may not act in any other way that compromises the credibility, impartiality, independence or integrity of the committee;
 - (d) must adopt the principle of accountability to the community and all political parties represented in Council;
 - (e) must be accessible for the community and ensure that all role players can participate in the process and the issues at hand and are able to make their inputs with respect to the work of the committee;
 - (f) must adopt the principle of transparency to promote openness, sincerity and honesty among all the role-players in a participative process and promote trust and respect for the integrity of each role-player and a commitment by all to the overriding objectives of the process in the interest of the common good;
 - (g) must recognise diversity and understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation, among others;
 - (h) must embrace all views and opinions in the process of community participation.
 - (i) must provide an apology with a valid reason to the chairperson of the committee if a meeting cannot be attended.
- (2) The code of conduct in Schedule C will be applicable to members of the ward committee and must be signed within 30 days of his or her election of co-optation on the ward committee.
- (3) If the majority of the members of a ward committee express in writing their dissatisfaction to the Speaker of the poor performance of the ward councillor, the conduct of the ward councillor concerned shall be investigated by the Speaker in terms of the Code of Conduct for Councillors.

17. MAINTENANCE OF ORDER AT WARD COMMITTEE MEETINGS

- (1) If a member misconducts him/herself or obstructs the business of any meeting of the ward committee or challenges the ruling of the chairperson on any point of order or declines to withdraw any expression when required to do so by the chairperson, or indulges in tedious repetition or unbecoming language or commits any breach of these Rules, the chairperson will direct such member to conduct him/herself properly and resume his/her seat.
- (2) In the event of a persistent disregard of the directions of the chairperson, the chairperson will direct such member to retire from the meeting venue for the remainder of the meeting and may, if necessary, cause him/her to be expelled there from.
- (3) Any such member who:
 - (a) refuses or fails to comply with a direction of the chairperson given in terms of paragraph 17(2); or
 - (b) returns to the place of meeting prior to the conclusion of the meeting from which he/she was directed to retire; or

- (c) offers resistance whilst being expelled from the place of meeting, will be guilty of an offence and will receive a formal written warning and a one-meeting suspension, which will be deemed to be an absence without leave.
- (4) Should such member commit the same or similar offence twice, he/she will be disqualified as a member of the ward committee.
- (5) If a non-member or a member of the public is guilty of misconduct, misbehaving or obstructing the affairs of any meeting, the chairperson may order that he/she be removed from the meeting venue.

18. COMMUNICATION MEASURES

- (1) The Municipal Manager must in each year in which an election of members of the ward committee has to take place as contemplated by the provisions of paragraph 9 at least 30 days before the closing date for receipt of nominations as is contemplated by the provisions of paragraph 7(3) cause a notice to be published in a newspaper circulated in the municipal area.
- (2) Whenever an extraordinary public meeting is convened in a ward, the Municipal Manager in collaboration with the ward councillor concerned, shall at least 10 days before the date fixed for such a meeting, publish a notice to such effect in a newspaper circulating in the area concerned, stating the time, date and place of the meeting as well as the purpose thereof, inviting the public to attend the meeting.
- (3) In the event an ordinary public meeting is convened in a ward, the Municipal Manager in collaboration with the ward councillor shall give notice of such meeting in any way they may deem fit.
- (4) Other ways and means of publicising a public meeting, be it an extraordinary or ordinary meeting, may include radio, social media, eg. facebook or other appropriate means of communication such as direct mail outs, posters or notices in key areas such as clinics, schools, bus stops, taxi ranks and libraries.
- (5) The Municipal Manager shall give written notice of meetings of a ward committee to all the members of such a committee at least seven days before the date fixed for such a meeting.
- (6) The ward councillor must report in writing quarterly to the Speaker on the activities of the ward committee in order to enable the Speaker to deal with those issues that need to be addressed by him or the Council.

19. GENERAL AND ADMINISTRATIVE MEASURES

- (1) In terms of section 77 of the Structures Act no remuneration is payable to members of a ward committee – neither shall a member be entitled to be reimbursed for any expenditure incurred by him or her, be it expenditure incurred in the course of the execution of his or her duties or not.
- (2) The Council shall adopt a policy with regard to –
 - (a) out of pocket expenses of ward committee members in respect of their participation in ward committees;
 - (b) payment of such expenditure that may be necessary to ensure that a ward committee functions properly;
 - (c) capacity building and training programmes for ward committee members; and
 - (d) the compensation whether or not of subcommittee members and observers in terms of paragraph 13.
- (3) The Municipality shall make available its staff members for administrative back-up to assist the ward councillors and committee members in fulfilling their clerical and administrative functions. In particular staff shall be made available to attend ward meetings as well as Public meetings, inter alia, to take the minutes at such meetings and also to act as election officers at ward committee elections.
- (4) The ward committee must, whenever called upon by the Municipality, elect two persons from its own ranks to serve on the Swartland Municipal Advisory Forum (SMAF)-Mayoral Consultative Forum to represent the wards viewpoint and to participate when they are consulted by the Municipality on matters affecting the Swartland municipal area in general.

20. ROLE OF MEMBERS OF THE EXECUTIVE MAYORAL COMMITTEE, CHAIRPERSONS OF PORTFOLIO COMMITTEES AND PR COUNCILLORS

- (1) The Speaker may, in consultation with the Mayor and whips of the different political parties in Council, allocate members of the Executive Mayoral Committee, chairpersons of Portfolio Committees and PR councillors for the respective ward committees.
- (2) Members of the Executive Mayoral Committee, chairpersons of Portfolio Committees and PR councillors shall in their capacity as members of the Council, be allowed to attend meetings of the ward committee and shall be allowed to participate in the deliberations but shall not have the right to vote.
- (3) In general PR councillors must be allowed to assist and complement the work of the ward councillors.
- (4) Both the ward councillor and PR councillor(s) in a ward should develop mutually respectful working relations, such that there is a role for the PR councillors, but on the other hand, PR councillors are expected to respect the legal prerogative of ward councillors and not interfere.

21. DISPUTE RESOLUTION

The following dispute resolution mechanism must be applied:

- (1) Every possible effort should be made to deal with disputes internally if the ward councillor is not involved.
- (2) When a dispute arises, the ward councillor must appoint a person or persons (maximum two), to attempt and resolve the dispute through mediation;
- (3) If the attempt at mediation fails, the matter is then submitted to the Speaker for arbitration;
- (4) If the matter involves the ward councillor, it must be referred to the Council directly.
- (5) If the matter involves the Speaker (where he/she is also a ward councillor), it must be referred to the Executive Mayor.

22. DISSOLUTION OF WARD COMMITTEES

- (1) The Council may in terms of section 78 of the Structures Act dissolve a ward committee if it fails to fulfil its object. The following will serve as an indication that a committee fails to fulfil its object:
 - (a) when it fails to meet three consecutive times;
 - (b) when the members decide to dissolve it; and
 - (c) when maladministration, fraud, corruption or any serious malpractices have occurred or is occurring in a committee.
- (2)
 - (a) The Council may also at any time dissolve a ward committee if the boundaries of a ward are amended, extended or changed by virtue of a demarcation process by the Demarcation Board, to such an extent that the ward committee concerned, in the opinion of the Council cannot be considered to be representative anymore of the original ward or the new demarcated ward;
 - (b) In the event of the dissolution of a ward committee in terms of the provisions of this paragraph, the Council shall be obliged to take the necessary steps to establish a new ward committee for such an effected ward and shall cause an election to be held in such a ward within 60 days from the dissolution of such a committee, to elect a new representative ward committee.
 - (c) The term of office of the members of a newly elected ward committee, shall be determined in accordance with the provisions of paragraph 14(2) read with paragraph 11(1)(a).
- (3) The Council shall give written notice of at least 30 days to a ward committee informing such a committee that the Council intends to dissolve the committee.
- (4) A committee shall be considered finally dissolved when written notice under the signature of the Municipal Manager is served on the ward councillor concerned to inform him/her of the Council's decision in this regard.



Reëls en -prosedures vir wykskomitees

Die doel van die Reëls en Prosedures vir Wykskomitees is om 'n raamwerk en riglyne te voorsien aan die raad, administrasie en wykskomitee-lede met betrekking tot die instelling en funksionering van wykskomitees.

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1. TOEPASSING VAN REËLS EN PROSEDURES

- (1) Hierdie reëls is van toepassing op alle vergaderings van wykskomitees.
- (2) Die reëlings van die wyksraadslid/voorsitter met betrekking tot die toepassing of interpretering van hierdie reëls en ander proseduriële aangeleenthede wat nie in hierdie reëls vervat is nie, is finaal en bindend.

2. WOORDOMSKRUYINGS

In hierdie dokument, tensy uit die samehang anders blyk, beteken –

“**Lede**” persone verkies tot, benoem of gekoöpteer op ‘n wykskomitee;

“**Munisipale Bestuurder**” ‘n werknemer van die Munisipaliteit Swartland wat as sulks aangestel is en sluit dit in, vir doeleindes van hierdie reëls, enigiemand deur die Munisipale Bestuurder aangewys of gemagtig is om ‘n plig in terme van hierdie reëls af te handel of uit te voer;

“**Munisipaliteit**” die Munisipaliteit Swartland;

“**PV-raadslid**” ‘n proporsioneel verteenwoordigende munisipale raadslid verkies ingevolge artikel 22(1)(a) van die Strukturewet om ‘n party in die raad van die Munisipaliteit te verteenwoordig;

“**Raad**” die raad van die Munisipaliteit;

“**Raadslid**” ‘n lid van die raad van die Munisipaliteit asook ‘n lid van die raad van die Weskus Distriksmunisipaliteit wat die Swartland munisipale gebied verteenwoordig;

“**Speaker**” die raadslid gekies tot voorsitter van die raad of enige ander raadslid wat as voorsitter van die raad waarneem kragtens die Strukturewet;

“**Stelselswet**” die Wet op Plaaslike Regering: Munisipale Stelsels, No. 32 van 2000, en enige wysiging daarvan;

“**Strukturewet**” die Wet op Plaaslike Regering: Munisipale Strukture, No.117 van 1998, en enige wysiging daarvan;

“**Voorsittende beampte**” ‘n persoon in beheer van die verkiesing van wykskomiteelede by ‘n buitengewone openbare vergadering, welke persoon ‘n amptenaar van die munisipaliteit, of ‘n onpartydige persoon wat deur die Munisipale Bestuurder vir hierdie doel aangewys is, moet wees;

“**Wykskomitee**”, ‘n komitee van ‘n munisipale wyk, ingestel ingevolge Deel 4 van Hoofstuk 4 van die Strukturewet; en

“**Wyksraadslid**”, ‘n munisipale raadslid verkies ingevolge artikel 22(1)(b) van die Strukturewet om ‘n wyk te verteenwoordig.

3. WETLIKE RAAMWERK

Artikel 152(1)(e) van die Grondwet van die Republiek van Suid-Afrika, saamgelees met artikels 72 tot 78 van die Strukturewet, gee ‘n regstreekse mandaat aan munisipaliteite om die betrokkenheid van gemeenskappe en gemeenskapsorganisasies in plaaslike owerheidsaangeleenthede aan te moedig en om gemeenskap deelnemende stelsels in te stel.

Artikel 8(g) en (h), 9(f) en 72 van die Strukturewet bemagtig munisipaliteite om wykdeelnemende stelsels in te stel as meganismes om deelnemende demokrasie in plaaslike regering te bevorder.

4. STATUS VAN WYKSKOMITEES

‘n Wykskomitee -

- (1) Is ‘n raadgewende liggaam.
- (2) Is ‘n verteenwoordigende struktuur van die wyk en nie ‘n komitee van die wyksraadslid of die Raad nie.
- (3) Is nie polities georiënteer nie.
- (4) Is onafhanklik en onpartydig en verrig sy funksies sonder vrees, begunstiging of vooroordeel.

5. SAMESTELLING VAN WYKSKOMITEES

- (1) 'n Wykskomitee bestaan uit -
 - (a) die wyksraadslid wat, ingevolge artikel 73(2)(a) van die Strukturewet *ipso facto* voorsitter van die komitee is, en
 - (b) tien (10) ander persone.
- (2) Die tien (10) lede van 'n wykskomitee word gekies op grond van geografiese verteenwoordiging, ooreenkomstig die struktuur soos uiteengesit in Bylae A, wat die inwoners van die wyk billik verteenwoordig.
- (3) Waar daar 'n geografiese area ingevolge Bylae A is met meer as een wykskomiteelid, moet die wyksraadslid binne 30 dae na die eerste vergadering van 'n Wykskomitee die betrokke geografiese area in kleiner geografiese areas opdeel en verkose, benoemde of gekoöpteerde wykskomiteeledes toewys aan die onderskeie kleiner geografiese areas.
- (4) Geslagsgelykheid moet nagestreef word deur te verseker dat sowel mans en vroue in 'n Wykskomitee geakkommodeer word.

6. VERKIESINGSKRITERIA

Om verkies te mag word as lid van 'n Wykskomitee, moet 'n persoon -

- (1) As 'n kieser geregistreer wees op die kieserslys van die wyk (vir hierdie doel sal die nuutste opgedateerde nasionale kieserslys beskikbaar op die Onafhanklike Verkiesingskommissie se databasis gebruik word om te bepaal of 'n persoon as 'n kieser geregistreer is of nie).
- (2) Nie 'n raadslid wees nie.
- (3) Nie 'n werknemer van die Munisipaliteit of die Weskus Distriksmunisipaliteit wees nie.
- (4) Nie op enige stadium geld aan die Munisipaliteit vir langer as drie (3) maande skuld nie, tensy daar bewys kan word dat reëlins getref is vir die afbetaling van die agterstallige bedrag en sodanige reëlins eerbiedig word vir die duur van die termyn.
- (5) Nie 'n ongerehabiliteerde insolvent wees nie.
- (6) Nie genomineer word nie indien so 'n persoon onder kuratorskap geplaas is.
- (7) Nie genomineer word nie indien so 'n persoon skuldig bevind is aan 'n misdryf na 1997 en gevangenisstraf, sonder die keuse van 'n boete, opgelê is.
- (8) ~~Enige familiebande met die betrokke wyksraadslid vooraf verklaar. Geen naasbestaandes van die wyksraadslid mag op die wyskomitee dien nie.~~

7. NOMINASIE VAN KANDIDATE

- (1) 'n Persoon moet op 'n voorgeskrewe vorm, wat van die Munisipale Bestuurder verkry kan word, genomineer word.
- (2) Nominasies moet by die Munisipale Bestuurder, Munisipale kantore, Malmesbury ingedien word nie later nie as 17:00 van die dag wat deur die Munisipale Bestuurder vasgestel is as die sluitingsdatum vir die ontvangs van nominasies.
- (3) Die sluitingsdatum vir die ontvangs van nominasies mag nie minder as 7 dae of meer as 21 dae voor die datum wat ooreenkomstig paragraaf 11(1)(a) vir die verkiesing van lede van die wykskomitee vasgestel is, wees nie.
- (4) Nominasies wat ingedien word, moet vergesel gaan van 'n geskrewe verklaring, behoorlik onderteken deur die persoon wat aldus genomineer word, wat sodanige persoon se aanvaarding van nominasie te kenne gee.
- (5) 'n Nominasiebrief om 'n lid van 'n wykskomitee, soos beoog by paragraaf 5(2), te nomineer, moet voltooi en geteken word deur nie minder nie as 5 persone wat geregistreerde kiesers in daardie wyk is.
- (6) 'n Politieke party, dit wil sê 'n party geregistreer ingevolge artikels 15 en 15A van die Wet op die Verkiesing van die Verkiesingskommissie No. 51 van 1996, mag nie 'n persoon soos beoog by die bepalings van subparagraaf (1) nomineer nie.

8. VERWERPING VAN NOMINASIES

Die Munisipale Bestuurder moet nominasies verwerp -

- (1) Wat nie aan die bepalings en vereistes van paragrawe 6 en 7 voldoen nie;
- (2) Wat deur 'n politieke party ingedien word.

9. VERKIESING VAN WYKSKOMITEELEDE

- (1) By die aanvang van 'n buitengewone openbare vergadering, soos beoog by die bepalings van paragraaf 11(1) moet die voorsittende beampte -
 - (a) aan die persone teenwoordig besonderhede bekendmaak van -
 - (i) nominasies ontvang;
 - (ii) nominasies verwerp en die redes vir verwerping daarvan;
 - (iii) die name van die persone wie se nominasies aanvaar is en vir welke geografiese area gelys in Bylae A hul genomineer is;
 - (b) diegene teenwoordig in te lig oor die samestelling van 'n wykskomitee ingevolge paragraaf 5.
- (2) Verkiesing van lede om 'n spesifieke geografiese area te verteenwoordig -
 - (a) Indien die toegelate getal nominasies ontvang word vir 'n bepaalde geografiese area, gelys in Bylae A, word sodanige genomineerde(s) geag behoorlik verkies te wees as 'n lid of lede van die wykskomitee.
 - (b) Indien meer nominasies ontvang word vir 'n bepaalde geografiese area ingevolge Bylae A, vind 'n stemming plaas ten opsigte van elke sodanige area.
- (3) Wanneer ookal 'n stemming plaasvind om lede vir die verskillende geografiese areas te verkies, sal die genomineerdes wat verkies word, bepaal word deur die genomineerde wat die grootste getal stemme ontvang.
- (4) Ingeval van 'n gelykop stemming, moet die voorsittende beampte by wyse van loting bepaal wie as verkose geag moet word.
- (5) 'n Kieser mag slegs een stem uitbring ten opsigte van die geografiese area waarbinne hy/sy geregistreer is.
- (6) Kiesers moet by wyse van stembrieffies stem.
- (7) Die voorsittende beampte van 'n vergadering wat gehou word om lede van wykskomitees te kies, moet nadat die stemmery afgehandel is -
 - (a) die resultate van die stemming verklaar;
 - (b) die totale getal stemme uitbring op elkeen van die genomineerdes wat aan die verkiesing deelgeneem het, bekend maak;
 - (c) seker maak dat die resultate en die getal stemme uitbring op die betrokke genomineerdes, behoorlik in die notule van die vergadering aangeteken word.

10. BENOEMING EN KOÖPTERING VAN WYKSKOMITEELEDE

- (1) Indien daar na afloop van die verkiesing van lede soos beoog by paragraaf (9)(2) minder as vyf lede op die wykskomitee verkies is, moet die Speaker, na behoorlike inagneming van paragrawe 5 en 6 en voordat die eerste wykskomiteevergadering plaasvind, die aantal lede benoem (in oorlegpleging met die betrokke wyksraadslid) wat nodig is om die getal wykskomiteelede tot vyf aan te vul, vir enige van die geografiese areas waarin vakatures bestaan.
- (2) Die oorblywende vakatures moet so spoedig moontlik na afloop van die eerste vergadering van die wykskomitee by wyse van koöptering deur die wykskomitee gevul word na behoorlike inagneming van die bepalings van paragrawe 5 en 6.
- (3) Ingeval 'n vakature in die amp van wykskomiteelid gedurende die termyn van 'n wykskomitee ontstaan, moet die vakature so spoedig moontlik na die rapportering daarvan gevol word by wyse van:
 - (a) die aanwys van die persoon vanaf die vervangingslys van die vorige verkiesing of tussenverkiesing (persoon met die 2^{de} hoogste stem) in oorleg met die wyksraadslid;
 - (b) 'n tussenverkiesing (in die afwesigheid van 'n vervangingslys);

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~~(c) koöptering van 'n persoon deur die wykskomitee indien die pogings in subparagrafe (3)(a) en (b) nie geslaag is nie;~~

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~~'n tussenverkiesing gevul word~~ met behoorlike inagneming van die bepalings van paragrafe 5 en 6.

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- (4) Indien 'n wykskomitee vir welke rede ookal in gebreke bly of nie by magte is om 'n persoon of persone, soos beoog by subparagrafe (2) en (3) binne 45 dae na die datum van sy eerste vergadering of na rapportering van 'n vakature soos vermeld in subparagrafe (2) en (3), na gelang die geval, te koöpteer of te verkies om die vakature of vakatures te vul nie, sal die Raad die reg hê om geskikte persone te identifiseer en aan te stel om die vakature of vakatures in sodanige wyk te vul na behoorlike inagneming van die bepalings van paragrafe 5 en 6 hiervan.

11. OPENBARE- EN WYKSKOMITEEVERGADERINGS

(1) Buitengewone Openbare Vergaderings

- (a) 'n Buitengewone openbare vergadering van inwoners van 'n wyk vir die uitsluitlike doel om wykskomitee-lede te verkies moet deur die Munisipale Bestuurder belê word binne 120 dae na 'n besluit van die Raad ingevolge artikel 72 van die Strukturewet om wykskomitees in te stel.
- (b) Enige inwoner van 'n wyk is geregtig om 'n buitengewone openbare vergadering by te woon, maar slegs inwoners wat op die kieserslys vir daardie bepaalde wyk geregistreer is, mag stem (vir hierdie doel sal die nuutste opgedateerde nasionale kieserslys beskikbaar op die Onafhanklike Verkiesingskommissie se databasis gebruik word om te bepaal of 'n persoon as 'n kieser geregistreer is of nie.)
- (c) Die voorsittende beampte sal oor enige ordereëling gedurende die vergadering beslis en sy of haar besluit sal finaal wees.
- (d) Die kworum vir 'n buitengewone openbare vergadering is die getal geregistreerde kiesers in die wyk wat by daardie bepaalde vergadering teenwoordig is.
- (e) Die voorsittende beampte moet toesien dat notule van die verrigtinge van 'n buitengewone openbare vergadering gehou word.
- (f) Die Munisipale Bestuurder sal verantwoordelik wees vir die veilige bewaring van die notule van 'n vergadering.

(2) Gewone Openbare Vergaderings

- (a) Behalwe vir die wyksraadslid se verpligting ingevolge Skedule 7 van die Strukturewet om ten minste kwartaalliks verslag te doen aan sy/haar kiesafdeling rakende raadsaangeleenthede, insluitende die prestasie van die Munisipaliteit ooreenkomstig vasgestelde teikens, moet 'n gewone openbare vergadering van inwoners van 'n wyk –
 - (i) ten minste jaarliks gehou word;
 - (ii) kan, soos en wanneer die behoefte vir so 'n vergadering ontstaan, deur die wyksraadslid belê word;
 - (iii) moet deur die wyksraadslid belê word by ontvangs in die kantoor van die Munisipale Bestuurder van 'n skriftelike versoek vir so 'n vergadering, geteken deur –
 - minstens vyf lede van die wykskomitee, of
 - minstens 50 geregistreerde kiesers in die wyk,waarin die redes vir die versoek en die sake vir bespreking vermeld word.
- (b) Die wyksraadslid is die voorsitter van die gewone openbare vergadering.
- (c) Indien die wyksraadslid vir welke rede ookal verhinder word om 'n vergadering by te woon of weier of nalaat om so 'n vergadering te belê en/of by te woon, kan 'n ander raadslid soos benoem deur die wyksraadslid of Speaker die pligte van die wyksraadslid vervul, en/of as voorsitter van sodanige vergadering optree.
- (d) Die voorsitter sal oor enige ordereëling gedurende die vergadering beslis en sy of haar besluit sal finaal wees.
- (e) Die voorsitter moet toesien dat notule van die verrigtinge van 'n gewone openbare vergadering gehou word.
- (f) Die Munisipale Bestuurder sal verantwoordelik wees vir die veilige bewaring van die notule van die vergadering.
- (g) Openbare vergaderings word hoofsaaklik gehou ten einde –

- (i) die besorgdhede en insette van die gemeenskap met betrekking tot dienslewering, algemene ontwikkeling van die gemeenskap, rampbestuur en enige ander munisipale besorgdheid wat die gemeenskap mag hê, aan te hoor;
 - (ii) terugvoering aan die publiek te gee oor aangeleenthede wat hul affekteer.
 - (h) Openbare vergaderings is nie politieke platforms nie en die voorsitter by sodanige vergaderings moet toesien dat wykskomiteede en die publiek hul daarvan weerhou om party politieke verklarings te doen, veldtogte te voer of guns te werf.
- (3) Wykskomiteevergaderings
- (a) 'n Wykskomitee ~~behoort op 'n maandelikse basis te vergader, maar~~ moet minstens kwartaalliks vergader op 'n geskikte datum en 'n plek wat deur die wyksraadslid, in oorlegpleging met die Speaker en Munisipale Bestuurder, bepaal word.
 - (b) Die wyksraadslid is die voorsitter van die vergaderings van die wykskomitee.
 - (c) Indien die wyksraadslid vir welke rede ookal verhinder word om 'n vergadering by te woon of weier of nalaat om so 'n vergadering te belê en/of by te woon, kan enige ander raadslid soos benoem deur die wyksraadslid of Speaker die pligte van die wyksraadslid vervul, en/of as voorsitter van sodanige vergadering optree. Indien 'n wyksraadslid egter hom/haar van bespreking van 'n item voor die komitee moet onttrek, moet hy/sy met enige ander raadslid of 'n ander lid reël om as voorsitter van die vergadering op te tree tydens sodanige onttrekking.
 - (d) 'n Wykskomitee moet daarna streef om besluite op 'n konsensus grondslag te neem. Indien konsensus oor 'n saak nie bereik kan word nie, moet die aangeleentheid beslis word deur die ondersteunende stem van 'n meerderheid van die lede teenwoordig.
 - (e) Die kworum vir enige vergadering van die wykskomitee is die lede wat by die betrokke vergadering teenwoordig is.
 - (f) Stemming vind deur opsteek van hande plaas.
 - (g) Ingeval van 'n gelykop stemming word die uitslag as sodanig in die notule aangeteken en word die saak aan die toepaslike komitee van die Raad voorgelê vir oorweging.
 - (h) Alle vergaderings van die wykskomitee sal vir die publiek oop wees. Lede van die publiek mag nie aan die debatte en verrigtinge van die wykskomitee se vergaderings deelneem nie, tensy die voorsitter toestemming aan sodanige persoon verleen het om die komitee toe te spreek en dan slegs op sodanige voorwaardes as wat die voorsitter mag toelaat.
 - (i) Die voorsitter sal oor enige ordereëling gedurende die vergadering beslis en sy/haar besluit sal finaal wees.
 - (j) Lede van die komitee moet items wat bespreek moet word, vroegtydig by die voorsitter indien.
 - (k) Die voorsitter sal verantwoordelik wees om die sakelys vir wykskomiteevergaderings voor te berei.
 - (l) Die voorsitter moet toesien dat notule van die verrigtinge van wykskomiteevergaderings afgeneem word.
 - (m) Die Munisipale Bestuurder sal verantwoordelik wees vir die veilige bewaring van die notule van die vergadering.
 - (n) Geen item op die sakelys van die Munisipaliteit, wat deur die Munisipale Bestuurder of politieke liggaam van die Munisipaliteit as "vertroulik" gemerk is, mag by 'n vergadering van die wykskomitee bespreek word nie.
 - (o) Indien 'n lid 'n regstreekse of onregstreekse finansiële of persoonlike belang het in 'n saak wat voor die komitee dien, moet tensy die belang dieselfde is as vir enige ander persoon in die wyk, sodanige persoon hom/haar aan sodanige bespreking onttrek.
 - (p) PV-raadslede, die Uitvoerende Burgemeesterskomiteede en Voorsitters van Portefeuljekomitees moet toegelaat word om wykskomiteevergaderings by te woon en aan die beraadslagings deel te neem, maar sal nie die reg hê om te stem nie.
- (4) Blokvergaderings in geografiese areas
- (a) Blokvergaderings, synde die hou van vergaderings binne die onderskeie geografiese areas, word hoofsaaklik gehou om -
 - (i) die bekommernisse en insette van die gemeenskap met betrekking tot dienslewering, algemene ontwikkeling van die gemeenskap, rampbestuur en enige ander munisipale belang wat die gemeenskap kan hê aan te hoor.

- (ii) om terugvoering te gee aan die gemeenskap oor sake wat hulle raak.
- (iii) om aktiewe deelname van die gemeenskap in programme en prosesse van die Munisipaliteit aan te moedig en te verseker.
- (b) Blokvergaderings moet onder die voorsitterskap van die wykskomiteelid plaasvind wat daardie betrokke geografiese area of kleiner geografiese area verteenwoordig.
- (c) Blokvergaderings moet ten minste kwartaaliks gehou word op 'n geskikte datum en 'n plek wat deur die wykskomiteelid in oorleg met die wyksraadslid bepaal word.
- (d) Blokvergaderings sal oop wees vir die publiek.
- (e) Blokvergaderings is nie politieke platforms nie en die voorsitter by sodanige vergaderings moet toesien dat die publiek hul daarvan weerhou om party politieke verkларings te doen, veldtogte te voer of guns te werf;
- (f) Die wykskomiteelid moet op die eerskomende wykskomiteevergadering na die kwartaallike blokvergaderings terugvoering gee.

12. FUNKSIES EN BEVOEGDHEDE VAN WYKSKOMITEES

- (1) 'n Wykskomitee kan -
 - (a) aanbevelings met betrekking tot enige sake wat die wyk raak aan die wyksraadslid, of deur die wyksraadslid aan 'n staande komitee van die Raad, maak; en
 - (b) sodanige pligte en magte hê as wat deur die Raad aan die komitee gedelegeer word in terme van Artikel 59 van die Stelselwet. Geen uitvoerende magte sal egter aan wykskomitees gedelegeer word nie.
- (2) 'n Wykskomitee dien as die amptelike publieke deelnemende struktuur van die Munisipaliteit en moet as sodanig -
 - (a) die wyksraadslid bystaan met die identifisering van uitdagings en behoeftes van inwoners;
 - (b) inligting insake munisipale aangeleenthede in die wyk versprei, soos byvoorbeeld in verband met die begroting, die geïntegreerde ontwikkelingsplan (GOP) en diensleweringsopsies;
 - (c) die insette van inwoners verkry oor munisipale aangeleenthede soos die begroting, geïntegreerde ontwikkelingsbeplanning en diensleweringsopsies;
 - (d) hulp verleen aan die Munisipaliteit en wyksraadslid met aksies om betaling van munisipale diensterekeninge te bevorder;
 - (e) vrae en klagtes van inwoners ontvang in verband met munisipale dienslewering; en
 - (f) met ander forums en organisasies skakel in verband met aangeleenthede wat die wyk raak.
- (3) 'n Wykskomiteelid kan opdrag vanaf die wyksraadslid ontvang om 'n belang te verteenwoordig wat ooreenstem met die belange van die Portefeuljekomitees van die Raad ten einde wykskomitees te belyn met die funksies van die Munisipaliteit;
- (4) 'n Wykskomiteelid moet ten minste op 'n kwartaalike basis aan die geografiese area en/of belang wat hy of sy verteenwoordig terugvoering gee oor wyksaangeleenthede.
- (5) 'n Wykskomitee moet jaarliks voor 31 Mei 'n werksprogram (*Ward Operational Plan*) vir die komende finansiële jaar opstel wat gedurende Julie aan die Speaker voorgelê moet word.
- (6) Ingevolge artikel 16(2) van die Stelselwet mag die bogenoemde funksies en bevoegdhede wat aan 'n komitee verleen word nie uitgelê word nie as synde dit inmenging toelaat met die Raad se reg om te regeer en om sy uitvoerende en wetgewende gesag uit te oefen.

13. SUBKOMITEES EN WAARNEMERS

- (1) 'n Wykskomitee kan, in oorleg met die Speaker een of meer subkomitees instel indien nodig vir die uitvoering van sy funksies.
- (2) Subkomitees kan vaste of ad hoc komitees wees.
- (3) Die wykskomitee moet die lede van so 'n subkomitee aanwys, 'n voorsitter vanuit sy lede aanwys en die opdrag en funksies van die subkomitee bepaal.
- (4) Die wykskomitee en subkomitee(s) kan gesamentlik vergader as 'n wyksforum vir die bespreking van groot aangeleenthede.

- (5) Die wykskomitee moet belangegroepes in die wyk aanmoedig om by subkomitees betrokke te raak wat relevant is tot hulle werksterrein.
- (6) 'n Wykskomitee mag 'n vaste uitnodiging rig aan 'n maksimum van twee persone wie na hulle mening sal bydra tot 'n beter verteenwoordiging van die komitee, om die wykskomiteevergaderings as waarnemers by te woon.
- (7) Die waarnemers in subparagraaf (6) hierbo genoem sal geen stemreg hê nie.

14. AMPSTERMYN VAN LEDE VAN WYKSKOMITEES

- (1) Die ampstermyn van 'n lid van die wykskomitee (die wyksraadslid uitgesluit) sal onderworpe aan die bepalings van paragrawe 15 en 22(2) gelyk wees aan die termyn van die Raad.
- (2) Lede aanvaar hul amp op die datum waarop hul ingevolge paragraaf 8, paragraaf 9 en/of paragraaf 22(2) hiervan verkies, benoem of gekoöpteer word en lê die amp neer op die datum wat ooreenkomstig paragraaf 10(1)(a) vasgestel word.
- (3) Die ampstermyn van die wyksraadslid as lid van die wykskomitee verstryk op die datum waarop sodanige raadslid ophou om raadslid vir daardie wyk te wees.

15. VAKATURES

- (1) 'n Lid ontruim sy/haar amp gedurende die ampstermyn van 'n wykskomitee, indien so 'n lid -
 - (a) skriftelik bedank;
 - (b) nie langer as 'n lid ingevolge die bepalings en vereistes vervat in paragraaf 6 hiervan, kwalifiseer nie;
 - (c) uit die amp verwyder word ooreenkomstig subparagraaf (2); of
 - (d) sterf.
- (2) Die Raad moet 'n lid uit die amp verwyder, indien so 'n lid -
 - (a) sonder 'n geldige rede en sonder die toestemming van die voorsitter, van drie agtereenvolgende vergaderings van die wykskomitee afwesig was; of
 - (b) met of sonder toestemming van die komitee van vier vergaderings van die wykskomitee afwesig was ~~deur die loop van een kalender jaar~~; of
 - (c) versuim om aktief betrokke te wees in die geografiese area wat aan hom/haar toegeken is, deur na te laat om ten minste een keer per kwartaal op 'n wykskomiteevergadering terugvoering te gee van die bedrywighede van die betrokke geografiese area, ondersteun deur die nodige bewyse bv. agendas, notules, bywoningsregisters, ens.; of
 - (d) aktief betrokke is, en dit bewys kan word, by veldtogte om die wyksraadslid uit sy/haar amp te verwyder sonder dat griewe teen die wyksraadslid by wykskomiteevergaderings geopper is of skriftelike klagtes aan die Speaker, gerig is; of
 - (e) sy/haar funksies as lid van 'n Wykskomitee nie in goeie trou, eerlik en op 'n deursigtige wyse verrig nie; of
 - (f) nie te alle tye in die beste belang van die Munisipaliteit optree nie en op so 'n wyse dat die geloofwaardigheid en integriteit van die Munisipaliteit gekompromitteer word; of
 - (g) op 'n wyse optree wat daarop bereken is om die gesag van die wyksraadslid, die wyk- en/of die wykskomitee te ondermyn; of
 - (h) 'n misdaad begaan het waarvoor gevangenisstraf, sonder die keuse van 'n boete, opgelê is vir 'n periode van nie minder nie as twaalf maande; of
 - (i) aanhoudend in die administrasie van die Munisipaliteit inmeng; lede moet twee keer gewaarsku en die derde keer verwyder word; of
 - (j) aanhoudend gewelddadige of beledigende of intimiderende gedrag teenoor ander lede en/of die gemeenskap, openbaar; of
 - (k) 'n vergadering onder die invloed van drank en/of onwettige dwelms bywoon; of
 - (l) 'n omkoopgeskenk aanvaar het, en dit bewys kan word, van 'n party wat 'n belang in 'n ontwikkelingsprojek vir die betrokke wyk het; of
 - (m) sy/haar lidmaatskap van die wykskomitee gebruik het, en dit bewys kan word, om guns van enige aard te werf of poog om dit werf; of

- (n) geld aan die Munisipaliteit verskuldig is vir meer as drie maande gedurende enige tydperk in sy of haar ampstermyn sonder enige afbetalingsooreenkoms of by versuim om die terme van die afbetalingsooreenkoms te eerbiedig.

16. GEDRAG VAN LEDE

- (1) 'n Lid van die komitee, ingesluit die wyksraadslid -
 - (a) moet die funksies van die komitee ter goeder trou verrig en sonder vrees, begunstiging of vooroordeel;
 - (b) mag nie die posisie of voorregte van 'n lid vir private gewin of om 'n ander persoon onbehoorlik te bevoordeel, gebruik nie;
 - (c) mag nie op enige wyse optree wat die geloofwaardigheid, onpartydigheid onafhanklikheid of integriteit van die komitee aantast nie;
 - (d) moet die beginsel van toerekenbaarheid teenoor die gemeenskap en alle politieke partye wat in die Raad verteenwoordig is, aanvaar;
 - (e) moet toeganklik vir die gemeenskap wees en moet toesien dat alle rolspelers aan die proses en sake ter sprake, kan deelneem en dat hul in staat gestel word om insette met betrekking tot die werksaamhede van die komitee te maak;
 - (f) moet die beginsel van deursigtigheid aanvaar ten einde openlikheid, opregtheid en eerlikheid tussen alle rolspelers in 'n deelnemende proses te bevorder en moet vertroue en respek vir die integriteit van elke rolspeler en 'n verbintenis deur almal ten opsigte van die oorheersende doelstellings van die proses in die belang van die gemeenskaplike strewe, aanmoedig;
 - (g) moet diversiteit erken en, onder meer die verskille wat met ras, geslag, geloof, etnisiteit, taal, ouderdom, ekonomiese status en seksuele oriëntasie geassosieer word, begryp;
 - (h) moet ag slaan op alle beskouinge en standpunte in die proses van gemeenskapsdeelname.
- (2) Die gedragskode vir wykskomiteeëdele in Bylae B sal op lede van die komitee van toepassing wees en moet binne 30 dae na sy of haar verkiesing of koöptering afgeteken word.
- (3) Indien die meerderheid van lede van 'n wykskomitee op skrif hulle ontevredenheid aan die Speaker te kenne gee van die swak prestasie van die wyksraadslid, sal die gedrag van die betrokke wyksraadslid deur die Speaker ondersoek word in terme van die Gedragskode vir Raadslede.

17. HANDHAWING VAN ORDE TYDENS 'N WYKSKOMITEEVERGADERING

- (1) Indien 'n wykskomiteelid hom/haarself wangedra of die verrigtinge van enige vergadering van die Wykskomitee verhinder, belemmer of die beslissing van die voorsitter uitdaag op enige punt van orde of weier om enige aanmerking terug te trek, wanneer so versoek word deur die voorsitter, of hom/haarself skuldig maak aan herhaling van onbetaamlike taal, sal die voorsitter die lid aanmaan om hom/haarself na behore te gedra.
- (2) In die geval waar daar 'n voortdurende minagting vir die leiding van die voorsitter is, sal die voorsitter die lid aansê om die vergaderlokaal te verlaat totdat die vergadering verdaag of kan die voorsitter versoek dat die lid verwyder word.
- (3) Enige lid wat -
 - (a) weier of versuim om uitvoering te gee aan 'n beslissing deur die voorsitter ingevolge die bepalings van paragraaf 17(2), of
 - (b) terugkeer na die vergaderplek voordat die vergadering afgesluit is waarvan hy/sy aangesê was om te verlaat, of
 - (c) weerstand bied terwyl hy/sy uit die vergaderplek verwyder word, sal skuldig wees aan 'n oortreding en sal 'n formele geskrewe waarskuwing en 'n skorsing vir een vergadering ontvang. Die skorsing van een vergadering sal beskou word as verlof sonder verskoning.
- (4) Sou so 'n lid dieselfde oortreding 'n tweede keer begaan, sal hy/sy gediskwalifiseer word as 'n lid van die Wykskomitee.
- (5) Indien 'n nie-lid of 'n lid van die publiek hom/haar aan wangedrag skuldig maak, op 'n onbehoorlike wyse gedra of die sake van enige vergadering belemmer, kan die voorsitter gelas dat hy/sy uit die vergaderlokaal verwyder word.

18. KOMMUNIKASIEMAATREËLS

- (1) Die Munisipale Bestuurder moet in elke jaar waarin 'n verkiesing van lede van die wykskomitee moet plaasvind, soos beoog word ingevolge die bepalings van paragraaf 9, ten minste 30 dae voor die sluitingsdatum vir ontvangs van nominasies, soos beoog word ingevolge die bepalings van paragraaf 7(3) 'n kennisgewing in 'n nuusblad wat in die munisipale gebied in omloop is, publiseer.
- (2) Wanneer ookal 'n buitengewone openbare vergadering in 'n wyk belê word, moet die Munisipale Bestuurder in samewerking met die betrokke wyksraadslid, ten minste 10 dae voor die datum vasgestel vir sodanige vergadering, 'n kennisgewing ten dien effekte in 'n nuusblad wat in die betrokke gebied in omloop is, publiseer en die tyd, datum en plek van die vergadering asook die doel daarvan aandui en die publiek uitnooi om die vergadering by te woon.
- (3) Ingeval 'n gewone openbare vergadering in 'n wyk belê word, moet die Munisipale Bestuurder in samewerking met die wyksraadslid, kennis gee van sodanige vergadering op enige wyse wat hulle gerade mag ag.
- (4) Ander weë en middele om 'n openbare vergadering af te kondig hetsy dit 'n buitengewone of gewone vergadering is, kan insluit radio, sosiale media, bv. facebook of ander toepaslike weë van kommunikasie soos regstreekse posbestellings, plakate of kennisgewings by sleutelpunte soos klinieke, skole, busstoppe, taxi staanplekke en biblioteke.
- (5) Die Munisipale Bestuurder moet skriftelike kennis gee van vergaderings van 'n wykskomitee, ten minste sewe dae voor die datum vasgestel vir sodanige vergadering, aan al die lede van so 'n komitee.
- (6) Die wyksraadslid moet kwartaalliks aan die Speaker oor die aktiwiteite van die wykskomitee rapporteer ten einde die Speaker in staat te stel om met daardie sake waaraan hy of die Raad aandag moet gee, te handel op 'n wyse soos bepaal deur die Speaker.

19. ALGEMENE EN ADMINISTRATIEWE MAATREËLS

- (1) Geen vergoeding is ooreenkomstig die bepalings van artikel 77 van die Strukturewet betaalbaar aan lede van 'n wykskomitee nie en sal 'n lid ook nie geregtig wees op terugbetaling van enige uitgawe wat deur hom/haar omgegaan is, hetsy dit uitgawe is wat in die loop van die uitvoering van sy/haar pligte aangegaan is of nie.
- (2) Die Raad moet 'n beleid aanvaar met betrekking tot -
 - (a) uit-die-sak uitgawes van wykskomiteeledes met betrekking tot hulle deelname aan wykskomitees;
 - (b) die betaling van sodanige uitgawes as wat nodig mag wees om te verseker dat 'n wykskomitee behoorlik funksioneer;
 - (c) kapasiteitsbou- en opleidingsprogramme vir wykskomiteeledes; en
 - (d) die vergoeding al dan nie van subkomiteeledes en waarnemers in terme van paragraaf 13.
- (3) Die Munisipaliteit moet sy personeellede vir administratiewe ondersteuning beskikbaar stel om wyksraadslede en komiteeledes by te staan met die vervulling van hul klerikale en administratiewe funksies. In besonder moet personeel beskikbaar gestel word om wyksvergaderings sowel as openbare vergaderings by te woon, onder andere, om notules by vergaderings af te neem en ook om as verkiesingsbeamptes by wykskomiteeverkiesings op te tree.
- (4) Die wykskomitee moet wanneer aldus deur die Munisipaliteit versoek, twee persone uit eie geledere kies om op die ~~Swartland Munisipale Advies Forum (SMAF)~~ *Mayoral Consultative Forum* te dien om die wyke se standpunte te verteenwoordig en om deel te neem wanneer hul deur die Munisipaliteit geraadpleeg word oor aangeleenthede wat die Swartland munisipale gebied in die algemeen affekteer.

20. ROL VAN UITVOERENDE BURGEMEESTERSKOMITEELEDE, VOORSITTERS VAN PORTEFEULJEKOMITEES EN PV-RAADSLEDE

- (1) Die Speaker kan, in oorlegpleging met die Uitvoerende Burgemeester en swepe van die verskillende politieke partye in die Raad, die Uitvoerende Burgemeesterskomiteelede, voorsitters van Portefeuljekomitees en PV-raadslede vir die onderskeie wykskomitees allokeer.
- (2) Uitvoerende Burgemeesterskomiteelede, voorsitters van Portefeuljekomitees en PV-raadslede moet in hul hoedanigheid as lede van die Raad, toegelaat word om vergaderings van enige wykskomitee by te woon en moet toegelaat word om in die beraadslagings deel te neem, maar het nie die reg om te stem nie.
- (3) In die algemeen moet Uitvoerende Burgemeesterskomiteelede, Voorsitters van Portefeuljekomitees en PV-raadslede toegelaat word om met die werk van die wyksraadslede behulpsaam te wees en dit aan te vul.
- (4) Beide die wyksraadslid en PV-raadslede moet wedersydse respekvolle werksverhoudinge in 'n wyk ontwikkel, sodanig dat daar 'n rol vir die PV-raadslede is, maar aan die ander kant, word van PV-raadslede verwag om die wettige prerogatief van wyksraadslede te respekteer en nie in te meng nie.

21. GESKILOPLOSSING

Die volgende geskiloplossing hanteringsmeganisme moet toegepas word -

- (1) Alle moontlike pogings moet aangewend word om die geskil intern te hanteer indien die wyksraadslid nie betrokke is nie.
- (2) Wanneer 'n geskil ontstaan, moet die wyksraadslid 'n persoon of persone (maksimum twee) aanstel om te poog om die geskil deur mediasie op te los.
- (3) Indien die mediasie poging misluk, word die aangeleentheid na die Speaker verwys vir arbitrasie.
- (4) Indien die aangeleentheid die wyksraadslid betrek, moet dit regstreeks na die Raad verwys word.
- (5) Indien die aangeleentheid die Speaker betrek, moet dit na die Uitvoerende Burgemeester verwys word.

22. ONTBINDING VAN WYKSKOMITEES

- (1) Die Raad mag ingevolge artikel 78 van die Strukturewet 'n wykskomitee ontbind indien die komitee versuim om sy oogmerke te verwesenlik. Die volgende sal as 'n aanduiding beskou word dat die komitee versuim om sy oogmerk te verwesenlik -
 - (a) wanneer dit versuim om drie keer agtereenvolgens te vergader;
 - (b) wanneer die lede besluit om te ontbind; en
 - (c) wanneer wanadministrasie, bedrog, korrupsie of enige ernstige wanpraktyke in 'n komitee voorgekom het of voorkom.
- (2) Die Raad mag ook ter enige tyd 'n wykskomitee ontbind indien die grense van 'n wyk kragtens 'n afbakeningsproses deur die Afbakeningsraad, tot so 'n mate gewysig, uitgebrei of verander word dat die betrokke wykskomitee na die mening van die Raad, nie meer as verteenwoordigend van die oorspronklike of die nuut afgebakende wyk, beskou kan word nie. Ingeval van die ontbinding van 'n wykskomitee ingevolge die bepalings van hierdie paragraaf, sal die Raad verplig wees om die nodige stappe te neem om 'n nuwe wykskomitee vir sodanige geaffekteerde wyk in te stel en moet die Raad binne 60 dae vanaf die datum van die ontbinding van so 'n komitee 'n verkiesing hou ten einde 'n nuwe verteenwoordigende wykskomitee te verkies. Die ampstermyn van die lede van 'n nuut verkose wykskomitee, sal ooreenkomstig die bepalings van paragraaf 14(2) saamgelees met paragraaf 11(1)(a), bepaal word.
- (3) Die Raad moet skriftelike kennisgewing van ten minste 30 dae aan 'n wykskomitee gee waarin so 'n komitee meegedeel word dat die Raad van voorneme is om die komitee te ontbind.
- (4) 'n Komitee sal geag word finaal ontbind te wees wanneer skriftelike kennisgewing gegee onder die handtekening van die Munisipale Bestuurder op die betrokke wyksraadslid beteken word om hom/haar van die Raad se besluit in dié verband in te lig.

ITEM 8.5 FOR THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 25 JULY 2024

SUBJECT: WATER SERVICES DEVELOPMENT PLAN 2022-2027

1. BACKGROUND

Water services Authorities have an obligation to deliver effective, affordable, economical and sustainable water services to consumers. The Water Services Development Plan (WSDP) functions as a mechanism for planning the delivery of water services. It deals with the socio-economic, technical, financial, institutional and environmental factors in relation to the delivery of water services.

In order to remain relevant, the directives for the WSDP are reviewed and updated by the Department of Water and Sanitation. IX Consulting Engineers were appointed to compile a new WSDP for Swartland Municipality according to the prescriptions of the 2022-2027 cycle. The draft plan is complete and appropriate for the 2022-2027 cycle.

The Executive Mayoral Committee Meeting held on 21 May 2024 noted and took cognisance of the Draft WSDP, the legislative requirements and the proposed public participation process that need to be followed.

The public participation process started on 16 May 2024 where the draft report was made available to the Department of Water and Sanitation, surrounding municipalities, the public and relevant stakeholders to provide necessary input. Public notices were placed in both Swartland Joernaal, Gazette and on the Swartland Municipality website. By the closing date of 30 June 2024, no comments or inputs had been received.

The public participation process has been concluded and is ready for adoption by Council.

2. LEGISLATION

Sections 11 and 12 of the Water Services Act, Act no. 108 of 1997, respectively deals with the duty of a Water Services Authority and the Water Services Development Plan (WSDP).

Section 11 of the act determines:

(1) Every water services authority has a duty to all consumers or potential consumers in its area of jurisdiction to progressively ensure efficient, affordable, economical and sustainable access to water services.

Section 12 of the act determines:

- (1) every water services authority must, within one year of the commencement of this Act -*
- (a) as part of the process of preparing any integrated development plan in terms of the Local Government Transition Act, 1193 (Act no. 209 of 1193); or*
 - (b) separately, if no process contemplated in paragraph (a) has been initiated*
prepare -
 - (i) a draft water services development plan for its area of jurisdiction: and*
 - (ii) a summary of that plan.*

Section 13 of the Water Services Act, Act no. 108 of 1997, deals the WSDP itself and stipulates the following:

*Every draft water services development plan must contain details -
(c) of a time frame for the plan, including the implementation programme for the following five years.*

3. **LINKING WITH THE IDP**

The drafting and the WSDP links with the Strategic Goal 3 - Quality and Reliable Services of the 2023 IDP.

4. **FINANCIAL IMPLICATION**

There are no financial implications for the operational budget of 2024-2025.

5. **RECOMMENDATION**

It is recommended that the Council approve the Water Services Development Plan 2022-2027 in its current form and in its entirety.

(SGD) L D Zikmann

MUNICIPAL MANAGER



ITEM: 8.6 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING
WHICH WILL BE HELD ON 25 JULY 2024

SUBJECT: REPORTING IN TERMS OF SECTION 15 (3) OF THE MUNICIPAL PROPERTY TAX LEGISLATION ON PROPERTY TAX EXEMPTIONS, REBATES AND REDUCTIONS & "REVENUE FORGONE" FOR THE FINANCIAL YEAR 2023/2024

1. **BACKGROUND/DISCUSSION:**

Section 15(3) *"The municipal manager must annually table in the council of the municipality a –*

- (a) list of all exemptions, rebates and reductions granted by the municipality in terms of subsection (1) during the previous financial year; and*
- (b) statement reflecting the income of the municipality forgone during the previous financial year by way of –*
 - (i) such exemptions, rebate and reductions".*

The above-mentioned legislation obliges the municipal manager to report annually to the council regarding all tax exemptions, rebates and reductions granted in the previous financial year.

For purposes of giving effect to council's oversight role and compliance with legal reporting as mentioned above, feedback is provided to council in respect of the details and categories of properties that have qualified in terms of paragraph 7 (2) and 8 of the Swartland Municipality Property Rates Policy.

2. **DISCUSSION:**

During the 2023/2024 financial year Property Rates Exemptions and Rebates to specific categories of rateable properties were granted to properties as envisaged by our Property Rates Policy, quoted for ease of reference *"the following properties which have been assigned to the category contemplated in paragraph 7(2) and section 8 of the Property Rates Policy of Swartland Municipality will be exempt from property tax on submission of a valid certificate issued by the SA Revenue Services as proof that the organization which owns such a property, is registered for tax exemption in terms of the Income Tax Act and provided that the organization concerned, on a yearly basis on or before 30 September of each year apply on a prescribed form to be exempt from payment of property tax".*

- Applications were received in terms of section 7 and section 8 to the tune of **R 859 502.30** with a **valuation value of R 98 016 000**;
- An amount of **R 2 893 073.43** was allocated to Pensioners to a maximum value of **R 300 000** of the rateable property as a rebate and an amount of **R 3 148 291.66** was allocated to **Indigent Households** in line with the Municipality's Equitable Share Policy;
- Farm properties used for bona fide agricultural purposes received no additional discount for the 2023/2024 financial year in respect of rateable property;

3. LINKAGE TO THE IDP:

The monthly report links with Chapter 7 of the IDP Strategic Outcome 1 (A Finally Sustainable Municipality with Assets well-maintained) and especially with –

- Output 1.2 (Affordable and well-managed budget)
- Output 1.3 (Restriction of expenses)
- Compliance with Legal Reporting Requirements

4. FINANCIAL IMPLICATION:

That council takes note of the property rates and discounts already awarded for the 2023-2024 financial year as summarized below. *Attachments A-C included.*

Description:	Amount:	Type:	
Exemptions: Paragraph 7 & 8	R 859 502.30		
Zero Rebate – Agricultural Property	R 0.00		
TOTAL:	R 859 502.30	Exemptions	Table 1
Revenue Forgone: Pensioners R 300 000	R 2 893 073.43		
TOTAL:	R 2 893 073.43	Revenue Forgone	Table 2
Discount: E/Share R 105 000	R 3 148 291.66		
TOTAL:	R 3 148 291.66	Discount	Table 3

Table 1 - Exemptions: Paragraph 7 & 8

Municipal Area	Value
Malmesbury	R 303 784.47
Moorreesburg	R 262 587.71
Darling	R 131 491.16
Yzerfontein	R 16 858.40
Riebeek Kasteel	R 55 862.91
Riebeek Wes	R 88 917.66
TOTAL	R 859 502.30

Table 2 - Revenue Forgone: Pensioners R 300 000

Municipal Area	Value
Abbotsdale	R 59 056.72
Chatsworth	R 45 807.60
Darling	R 311 617.92
Kalbaskraal	R 14 291.42
Koringberg	R 42 883.20
Malmesbury	R 956 250.70
Moorreesburg	R 344 295.53
PPC	R 37 522.80
Riebeek Kasteel	R 177 637.70
Riebeek Wes	R 111 832.83
Riverlands	R 16 405.81
Yzerfontein	R 711 146.40
Jakkalsfontein	R 10 720.80

Grottobaai	R 33 949.20
Landelik	R 19 654.80
TOTAL	R 2 893 073.43

Table 3 - Discount: Equitable Share R 105 000

Municipal Area	Value
Malmesbury	R2 043 273.92
Darling	R534 047.72
Moorreesburg	R566 781.89
Yzerfontein	R4 188.14
TOTAL	R 3 148 291.66

5. **RECOMMENDATION (tabled for cognisance):**

That cognisance be taken of the municipal property tax rates exemptions to public benefit organisations/non-governmental organisations, discounts, rebates granted and revenue forgone as per the information substantiated above for the financial year ended 30 June 2024.

AANBEVELING

Dat kennis geneem word van die vrystellings van munisipale eiendomsbelasting aan openbare weldaadsorganisasies/nie-regeringsorganisasies, afslag, kortings toegestaan en inkomste afgestaan (*revenue forgone*) soos gestaaf in die verslag hierbo vir die finansiële jaar geëindig 30 Junie 2024.

(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste