



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

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

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

Ander raadslede:

Rdh M A Rangasamy (Speaker)

Beampes:

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

1. OPENING

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

2. VERLOF TOT AFWESIGHEID

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

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

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

BESLUIT

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

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

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 12 OKTOBER 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

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

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

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

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

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

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

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

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

5.1.4 BESKERMINGDIENSTE

BESLUIT

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

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

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1/...

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

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

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

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

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

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

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

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

Die hersiende PAIA-handleiding is met die sakelys gesirkuleer.

BESLUIT

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

7.3 SWARTLAND RAADSLID BESKERMINGSBELEID (3/B)

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

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

BESLUIT

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

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

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

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

BESLUIT

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

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

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

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

BESLUIT

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

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

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

(a)/...

7.7/...

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

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER



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

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdl T van Essen

Ander raadslede:

Rdh M A Rangasamy (Speaker)

Beampes:

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

1. OPENING

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

2. VERLOF TOT AFWESIGHEID

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

3. SAKE VIR BESPREKING

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

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

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

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

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

3.1/...

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

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

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

BESLUIT

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

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

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER



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

TEENWOORDIG:

RAADSLEDE:

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

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

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

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

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

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

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

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

2. NOTULE

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

BESLUIT

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

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

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT

BESLUIT

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

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

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

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

Geen – die prestasiemetingsverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

Geen – die prestasiemetingsverslae was voorgelê tydens die Raadsvergadering gehou op 27 Oktober 2022.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

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



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

TEENWOORDIG:

RAADSLEDE:

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

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

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

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

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

2. NOTULE

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

BESLUIT

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

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

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: SEPTEMBER 2022

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

5.1.1 SIVIELE INGENIEURSDIENSTE

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

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

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

BESLUIT

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

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

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

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

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

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

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

- (1) Inkomste uit elektrisiteitsverkope is een van die hoof inkomstebronne vir die Munisipaliteit;
- (2) Eskom het aansoek gedoen by die Energie Reguleerder vir 'n 32% verhoging vir die 2023/2024;
- (3) Eskom se tariefverhoging vanaf 1 April 2022 waar eg. die kragvoorsiener is, is 9.61%;
- (4) Die munisipale tariefverhoging was beperk tot 6,8% vir die 2022/2023 finansiële jaar, terwyl die aankooptarief vanaf Eskom met 8,1% verhoog is.

BESLUIT

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

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

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

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

Aanbeveling/...

6.1/...

AANBEVELING

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

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

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

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

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

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

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

AANBEVELING

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

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

6.3 SALGA WERKGROEPE: RAPPORTERING (11/1/1/24)

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

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

BESLUIT

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

(GET) RDL R J JOOSTE
VOORSITTER



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

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Booyesen, A M
De Beer, J M
Le Minnie, I S

Pypers, D C
Smit, N
Soldaka, P E

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

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

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

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

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-
DIENSTE) GEHOU OP 11 OKTOBER 2022**

BESLUIT

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

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

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5./...

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: SEPTEMBER 2022

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

Die Voorsitter lê die maandverslag ter tafel.

Die Direkteur: Ontwikkelingsdienste bevestig dat daar teen einde Oktober 'n totaal 202 huise in die De Hoop-behuisingprojek oorhandig is. Aandag word gegee aan die Darling GAP-behuisingsprojek en sal die kontrakteur binnekort met die projek begin.

Die Direkteur: Ontwikkelingsdienste bring die volgende geleenthede onder die aandag van raadslede, naamlik –

- (1) SASSA dienspunte gedurende November in Moorreesburg, Darling, Riebeeck-Wes, Riebeeck Kasteel en Malmesbury;
- (2) Thusong Mobiele dienste op Darling, 29 November 2022 vanaf 10:00 in die Darling Gemeenskapsaal;
- (3) Program insake Geslagsgebaseerde Geweld, spesifiek gedurende die 16 dae van aktivisme, waarvan 'n volledige program aan raadslede op 'n latere stadium beskikbaar gestel sal word.

Rdl P E Soldaka noem dat, gegewe die geweld in gemeenskappe, daar baie jeugdiges in Moorreesburg is wat niks het om te doen nie. Verder beskik Moorreesburg ook nie oor 'n fasiliteit waarna leerders na skool kan gaan nie en versoek dat hierdie behoefte oorweeg moet word.

Die Direkteur: Ontwikkelingsdienste bevestig dat daar 'n EPWP-werker aangestel is vir Moorreesburg wat die Afdeling: Gemeenskapsontwikkeling sal bystaan met jeugontwikkeling, bv. om gemeenskappe te besoek om inligting uit te gee.

Die Direkteur: Ontwikkelingsdienste noem – op navraag van rdl P E Soldaka – dat die Swartland Sosiale Ontwikkelingsforum (SSDF) uit verskeie rolspelers bestaan, onder andere, provinsiale departemente en NGO's en dat daar aandag aan verskeie fokusareas gegee word, ingesluit jeugontwikkeling. Die Direkteur: Ontwikkelingsdienste meld verder dat met die opstel van die nuwe GOP dit interessant sal wees om te sien wat die prioriteite van die jeug is en om beplanning daarvolgens te rig.

Rdl A M Booyen bedank die Direkteur: Ontwikkelingsdienste vir die werkwinkel wat gereël was om raadslede in te lig aangaande behuisingsaspekte.

BESLUIT

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

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

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat **KENNIS GENEEM** word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 11 Oktober 2022.

7. SAKES VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

7.1 SALGA WERKGROEP: VERSLAG OOR GEMEENSKAPSONTWIKKELING, VEILIGHEID, GESONDHEID, NOODDIENSTE EN RAMPBESTUUR (11/1/24)

Die SALGA werkgroep insake Gemeenskapsontwikkeling, Veiligheid, Gesondheid, Nooddienste en Rampbestuur wat gedurende Oktober 2022 bygewoon deur:

7.1/...

- rdl A K Warnick
- rdl D G Bess
- die Direkteur: Beskermingsdienste
- die Bestuurder: Gemeenskapsontwikkeling
- die Bestuurder: Verkeer- en Wetstoepassingsdienste

BESLUIT

Dat kennis geneem word van die verslag met aanbevelings en uitkomste van vermelde SALGA werkgroep en dat die volledige dokumente beskikbaar is in die kantoor van die Bestuurder: Gemeenskapsontwikkeling.

7.2 SALGA PROVINSIALE WERKGROEP: VERSLAG OOR MENSLIKE NEDERSETTING EN STEDELIKE SAKE (11/1/24)

Die SALGA provinsiale werkgroep insake Menslike Nedersettings en Stedelike Sake was gedurende Oktober bygewoon deur:

- die Direkteur: Ontwikkelingsdienste
- die Bestuurder: Menslike Nedersettings
- die Senior Bestuurder: Bou-omgewing.

BESLUIT

Dat kennis geneem word van die verslag met aanbevelings en uitkomste van vermelde SALGA provinsiale werkgroep.

**(GET) RDL G VERMEULEN
VOORSITTER**



**NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN
DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9 NOVEMBER 2022 OM 10:53**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M van Zyl

Bess, D G
De Beer, J M
Fortuin, C
Jooste, R J

Le Minnie, I S
Papier, J R
Pieters, C

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

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

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

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

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

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-
DIENSTE) GEHOU OP 11 OKTOBER 2022**

BESLUIT

(op voorstel van rdl I S le Minnie, gesekondeer deur rdl D G Bess)

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

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 PROSEDURE VIR AFWESIGHEIDSVLOF

Die Munisipale Bestuurder versoek raadslede, met verwysing na die afwesigheid van rdl C Daniels, om die proses te volg soos voorgeskryf deur die Verordening insake die Hou van Vergaderings om verskoning aan te bied as 'n vergadering nie bygewoon kan word nie.

VIR KENNISNAME

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: SEPTEMBER 2022

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

5.1.1 VERKEER- EN WETSTOEPASSINGSDIENSTE

5.1.2 BRANDBESTRYDING

Die voorsitter lê die maandverlae ter tafel en gee geleentheid aan die Direkteur: Beskermingsdienste om belangrike aspekte daaruit te behandel.

Die Direkteur: Beskermingsdienste, met verwysing na die pogings tot grondgrype op Darling, bevestig dat 'n interdik deur die Hoërhof bekom is. Dit is daarom belangrik dat die GAP-behuisingsprojek op Darling spoedig 'n aanvang neem.

Die Direkteur: Beskermingsdienste wys raadslede daarop dat transaksiegeelde op verskeie verkeersdienste met ingang van 1 September 2022 verhoog het.

BESLUIT

(op voorstel van rdl J M de Beer, gesekondeer deur rdl R J Jooste)

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 SALGA PROVINSIALE WERKGROEP: NOODDIENSTE EN RAMPBESTUUR (11/1/24)

Die SALGA provinsiale werkgroep insake Nooddienste en Rampbestuur is op 17 Oktober 2022 bygewoon deur:

- rdl A K Warnick
- die Direkteur: Beskermingsdienste

BESLUIT

Dat kennis geneem word van die verslag met besprekings en uitkomst van die SALGA provinsiale werkgroep: Nooddienste en Rampbestuur gehou op 17 Oktober 2022.

(GET) RDD M VAN ZYL
VOORSITTER



Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

2 November 2022

4/2/2

ITEM 6.1.1 VAN DIE AGENDA VAN 'N UITVOERENDE
BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: VOORGESTELDE SKOFTE: REAKSIE-EENHEID EN VERKEER & WETSTOEPASSING (STLES)
SUBJECT: PROPOSED SHIFTS: REACTION UNIT AND TRAFFIC & LAW ENFORCEMENT (STLES)

1. BACKGROUND/DISCUSSION

- 1.1 Council requested that the shift roster for the Traffic and Law Enforcement Division be amended in order to provide more coverage after hours and over weekends. A proper investigation was done, including a comparison of the shift rosters of various municipalities (Mossel Bay, Langeberg and Stellenbosch) to determine how to compile the shift roster in order to reach better coverage as required. It was found that the current shift roster of Swartland Municipality, in comparison to the aforementioned municipalities, was still better with regards to coverage after hours and over weekends.
- 1.2 Should 12 hour shifts be implemented, Swartland Municipality needs an additional shift of at least 6 members and the expansion of the workforce would have a significant cost implication for which there is currently no funding available. The coverage of the shifts as required by Council is currently not viable as this has the implication that a member will work an average of 80 hours overtime which is in contravention of Section 10 of the Basic Conditions of Employment Act, Act 75 of 1997. The investigation report recommends that the division should be granted the opportunity for the Reaction Unit to become fully operational and to utilise their current shift roster to ensure extra coverage specifically over weekends (2 shifts at 10 members per shift) over and above the current shift of 5 members. After 6 months on this basis the situation will be evaluated to determine the success thereof or not.
- 1.3 The following shift rosters are attached for information:
 - a) Shifts for Reaction Unit once operational – Annexure A
Aside from the coverage over normal working hours, the Reaction Unit covers until 22:00 on weekdays (shift 1) and 21:00 on weekdays (shift 2). On Fridays shift 1 covers until 02:00, on Saturdays from 17:00 to 04:00 and on Sundays from 15:00 to 22:00.
 - b) Shifts for Law Enforcement and Traffic Services – Annexure B
Aside from the coverage over normal working hours, Traffic Services covers until 22:00 on weekdays (shift 2). On Fridays shift 2 covers until 23:00, on Saturdays from 08:00 to 24:00 (2 shifts) and on Sundays from 10:00 to 18:00. Law Enforcement Services covers a Saturday from 08:00 to 24:00 in two shifts on overtime.
 - c) Shifts for the K9 Unit – Annexure C
Aside from the coverage over normal working hours, the K9 Unit covers until 23:00 on weekdays (shift 2) and on Saturdays from 15:00 to 24:00.
- 1.4 The management team, on 29 September 2022, took note of the report with regards to the investigation of the 12 hour shift roster for the Traffic and Law Enforcement Division, which has a significant cost implication regarding overtime and resolved the following:
 - a) That it be recommended to the mayoral committee, after consultation with the executive mayor and the MMC, that the status quo remains;

b)/...

- b) That the costs of overtime must be managed within the budgetary limits;
- c) That the opportunity is granted for the Reaction Unit to become operational and to utilise their current shift roster to ensure extra coverage specifically over weekends (2 shifts at 10 members per shift), over and above the current shift of 5 members.
- d) That the proposed utilisation of the Reaction Unit be re-evaluated after three months.

2. **LEGISLATION**

Basic Conditions of Employment Act, Act 75 of 1997

3. **ALIGNMENT TO THE IDP**

In terms of Chapter 7 of the IDP this amendment to the policies is aligned to Strategic Goal 1 namely Improved Quality of Life for Citizens.

4. **FINANCIAL IMPLICATION**

Maintaining the status quo of the shift roster has no financial implication for Swartland Municipality.

5. **RECOMMENDATION**

- a) Dat die Uitvoerende Burgemeesterskomitee goedkeur dat daar volstaan word met die *status quo* rakende die skofrooster vir die Afdeling Verkeer- en Wetstoepassingsdienste;
That the Executive Mayoral Committee approve that the status quo remains for the Traffic and Law Enforcement Division;
- b) Dat die kostes van oortyd binne begrotingsperke bestuur sal moet word;
That the costs of overtime must be managed within the budgetary limits;
- c) Dat daar geleentheid gegun word om die Reaksie-eenheid operasioneel te kry en aan te wend volgens hul reeds opgestelde skofrooster om ekstra dekking te verseker, spesifiek oor naweke (2 skofte met 10 lede per skof), bo en behalwe die bestaande skof van 5 lede;
That the opportunity is granted for the Reaction Unit to become operational and to utilise their current shift roster to ensure extra coverage specifically over weekends (2 shifts at 10 members per shift), over and above the current shift of 5 members;
- d) Dat die voorgestelde aanwending van die Reaksie-eenheid na ses maande herevalueer sal word.
That the proposed utilisation of the Reaction Unit be re-evaluated after six months.

(get) P A C Humphreys)

MUNICIPAL MANAGER



SHIFTS FOR REACTION-UNIT

REACTION UNIT SHIFTS						
Shift 1						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15H00-22H00 (7hrs-1hr=6)	13H00-22H00 (9hrs-1hr=8hrs)	Rest	Rest	17H00-02H00 (9hrs-1hr=8hrs)	17H00-04h00 (11hrs-1hr=10hrs)	1 15H00-22h00 (9hrs-1hr=8hrs)
Shift 2						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12H00-21H00 (9hrs-1hr=8hrs)	12H00-21H00 (9hrs-1hr=8hrs)	12H00-21H00 (9hrs-1hr=8hrs)	12H00-21H00 (9hrs-1hr=8hrs)	08H00-17H00 (9hrs-1hr=8hrs)	REST	REST

Shifts Law -Enforcement

Law-Enforcement Services

Shift 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08h00-17h00	08h00-17h00	08h00-17h00	08h00-17h00	08h00-17h00	Rest	Rest

Shift 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08h00-17h00	08h00-17h00	08h00-17h00	08h00-17h00	08h00-17h00	08h00-16h00 X2 15H00-24H00 X2	Traffic/law enforcement member

Traffic Services

Shift 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07h00-16h00	07h00-16h00	07h00-16h00	07h00-16h00	07h00-16h00	Rest	Rest

Shift 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14h00-22h00	14h00-22h00	14h00-22h00	14H00-22H00	15h00-23h00	08h00-17H00 (3 x members)	
					15H00-24H00 (3 x members)	10h00-18h00 (4 x members)

Notes:

1. Working on Saturdays will be 3hrs built in overtime.
2. Staff working 1 hour less on late shift (Traffic) to cover for Saturday shift.



SWARTLAND K9 - SHIFTS

SHIFT CYCLE 1						
MON	TUE	WED	THU	FRI	SAT	SUN
08:00 – 17:00	08:00 – 17:00	08:00-17:00	08:00 – 17:00	08:00 – 15:45	R	R

SHIFT CYCLE 2						
MON	TUE	WED	THU	FRI	SAT	SUN
14:00 – 23:00	14:00 – 23:00	14:00 – 23:00	15:00 – 24:00	15:00 – 22:00	15:00-24:00	R

- K9 doen gereelde skof aanpassing.
- Werk op gereelde intelligensie en informasie en indien Sondae werk met vooraf toestemming.
- Die 4 beamptes op verkeersopleiding veroorsaak n tekort aan beamptes.
- Die opleiding eindig 9 Desember 2022.

7



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager
Internal Audit Division
10 November 2022

5/15/1/5

ITEM 7.1 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 16 NOVEMBER 2022

SUBJECT:	APPOINTMENT OF DISCIPLINARY BOARD MEMBERS TO BE RECOMMENDED TO COUNCIL
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1. BACKGROUND/ DELIBERATION

- 1.1 The Municipality is obliged to maintain a Disciplinary Board as an independent advisory body according to the Financial Misconduct Regulations (FMR) to assist Council with the investigation of allegations of financial misconduct and provide recommendations on further steps to be taken regarding disciplinary proceedings.

A disciplinary board must consist of a maximum five members appointed on a part-time basis by Council for a period not exceeding three years, in accordance with a process as determined by Council. Section 4(6) of the FMR determines that the board may consist of the following persons:

- Head of the internal audit unit within the municipality;
- A member of the Audit Committee of the municipality;
- A Senior Manager from the legal division;
- A representative of the National Treasury or the Provincial Treasury; and
- Any other person as may be determined by Council

- 1.2 The following members currently serve on the Disciplinary Board and have been appointed as follows:

Member	Position	Term of office
Mr CB de Jager	Member of the Audit Committee	1 January 2020 to 31 December 2022
Ms M Terblanche	Director Corporate Services	
Ms S de Jongh	Senior Manager Human Resources	
Ms J Erasmus	Senior Manager Internal Audit	1 June 2022 to 31 May 2025

2. LEGISLATION

The Minister of Finance has, in terms of sections 168 and 175, of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), published in Government Gazette No 37699 dated 30 May 2014 the Financial Misconduct Regulations (FMR) for implementation by municipalities and effective from 1 July 2014. These regulations were promulgated by the Minister of Finance after extensive public consultation and engagements with relevant stakeholders. It is important to note that these regulations must be read in conjunction with the Local Government: Disciplinary Regulations for Senior Managers and the collective bargaining agreements entered into between South African Local Government Association and the relevant Municipal Unions.

3. COMMENTS – INTERNAL AUDIT / MUNICIPAL MANAGER

- 3.1 The skills and expertise required of officials within the municipality to serve on the committee are within the Directorate, Corporate Services, which requires a thorough understanding and knowledge in respect of labour law, law and regulations applicable to municipalities and disciplinary procedures.
- 3.2 The Disciplinary Board has been established and several training sessions to clarify various uncertainties have been provided by National and Provincial Treasury. It is recommended that only the external member (Chairperson), namely Mr CB de Jager is replaced when his term of office as member of the Performance and Risk Audit Committee ends. It is not a requirement that the members of the Disciplinary Board may not serve longer than six years (second term), however membership must be extended and approved every three years.
- 3.3 The current members indicated that they are available and willing to serve on the Disciplinary Board for a further term of office.

4. RECOMMENDATION

- 4.1 According to Section 4(3) of the Financial Misconduct Regulations, the term of office for members of the Disciplinary Board must not exceed a period of three years. Therefore the Executive Mayoral Committee is requested to consider the comments in 2 above and the following proposals to ensure continuity and further existence of the Disciplinary Board:
 - a) The appointment of Mr. CB de Jager as Chairperson of the Disciplinary Board from 1 January 2023 to 31 October 2024. Mr CB De Jager's 2nd term of office as member of the Performance and Risk Audit Committee ends on 31 October 2024;
 - b) Extension of the current term of office for Ms M Terblanche, Director: Corporate Services and Ms S de Jongh, Manager: Human Resources from 1 January 2023 to 31 December 2025;
 - c) The remuneration payable to the external member of the Disciplinary Board will be the same as attendance of the Performance and Risk Audit Committee.

(get) J J Scholtz

Municipal Manager

JE/ Disciplinary Board



Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

8 November 2022

4/2/B

ITEM 7.2 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: MENSLIKE HULPBRONNE: TALENTBESTUURSRAAMWERK SUBJECT: HUMAN RESOURCES: TALENT MANAGEMENT FRAMEWORK

1. BACKGROUND/DISCUSSION

- 1.1 The implementation of the new Municipal Staff Regulations as promulgated in Government Gazette no. 45181 dated 20 September 2021, necessitates the compilation of a number of new policies as well as the review of existing policies in order to meet the requirements as stated in the regulations.
- 1.2 The new Talent Management Framework was submitted to the Local Labour Forum on 15 September 2022 for discussion and all stakeholders, including SAMWU and IMATU, were requested to provide inputs on the policies by 10 October 2022, after an informal session with the trade unions on 28 September 2022 to discuss the framework. No inputs were received. The final draft of the Talent Management Framework was submitted to the Local Labour Forum on 20 October 2022 for recommendation.
- 1.3 During the meeting of the Local Labour Forum held on 20 October 2022 the framework was discussed and both IMATU and SAMWU recommended the framework for approval by the Executive Mayoral Committee.
- 1.4 The Talent Management Framework is attached.

2. LEGISLATION

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

3. ALIGNMENT TO THE IDP

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

4. FINANCIAL IMPLICATION

The Talent Management Framework has no financial implication for Swartland Municipality.

5. RECOMMENDATION

- a) Dat die Uitvoerende Burgemeesterskomitee die aangehegte Talentbestuursraamwerk goedkeur met ingang van 1 Desember 2022.
That the Executive Mayoral Committee approve the attached Talent Management Framework with effect from 1 December 2022.

MUNICIPAL MANAGER



TALENT MANAGEMENT FRAMEWORK

Final Draft – New Framework

1. PURPOSE OF TALENT MANAGEMENT

The Municipality's talent management framework sets out to:

- 1.1 Act as a tool towards ensuring a high-performance workforce on a continuous basis.
- 1.2 Encourage a learning organisation.
- 1.3 Add value to the competitive position of the Municipality in the labour market.
- 1.4 Contribute to the realisation of the employment equity targets.

2. INTRODUCTION OF TALENT MANAGEMENT

Talent Management may broadly be defined as the strategic process of identifying, developing, recruiting, retaining, remunerating, supporting and deploying the talented people of an organisation whilst keeping the objectives of the organisation in mind and creating a working environment where talent can thrive and be productive. It is to align and integrate people management practices with the practices of the organisation in order to achieve strategic execution and operational excellence.

At the Swarthland Municipality, talented people are seen as those with special abilities, aptitudes, skills or gifts which enable them to perform certain tasks more effectively than others. For the purposes of this document, "talent" will thus refer to individuals who can make a positive impact on the Municipality's performance either through immediate contribution or by demonstrating high levels of potential contribution at a later stage.

It is important to note that the Swarthland Municipality's overall strategic objectives must be used as a foundation to identify the necessary skills and abilities of its current and future workforce in order to achieve its objectives. The Talent Management process will thus involve an in-depth skills analysis within each Directorate of the Municipality and in reaction to the identified skills gaps, a responsive sourcing process for the most suitable candidates to address the identified gaps. It is

furthermore necessary to develop recruited candidates through various training and development techniques and effectively engage with, retain and motivate talent to achieve the long-term goals of the Municipality.

Talent Management will therefore be driven by the Municipal strategy and goals and should thus be seen as a core organisational practice. It permeates all aspects of the Human Resources function, and it is thus necessary for not only the HR division at the Swartland Municipality, but also line and senior managers from divisions across the Municipality to adopt the approach of enabling the potential of all employee in order to facilitate and secure the flow of talent in the Organisation.

3. LEGISLATIVE FRAMEWORK

Employment Equity Act, 55 of 1998

4. DEFINITION OF TALENT MANAGEMENT

- 4.1 Talent management is the systematic attraction, identification, development, engagement, retention and deployment of those individuals who are of particular value to the Municipality, either in view of their high potential for the future or because they are fulfilling business / operation-critical roles.
- 4.2 Whereas workforce planning is about the identification of needs, talent management and succession planning are about the development of individuals and the wider workforce, in order to be able to meet those identified needs.
- 4.3 The Municipality's nature of business and workforce is diverse, and therefore an inclusive approach is adopted to enable all employee to have the opportunity to identify their skills, knowledge, abilities and potential through the various human resource process.

5. SCOPE OF APPLICATION

This framework applies to all employees of the Municipality.

6. CHALLENGES OF TALENT MANAGEMENT

6.1 The following challenges at the Swartland Municipality may be rectified by means of implementing sound Talent Management practices:

- An imbalance in employment equity figures within the Organisation, which means that the identification and accelerated development of successors for managerial and technical specialist posts must receive attention;
- An ageing workforce implicating that skills and knowledge will be lost with retirement and other exits without a talent pipeline within the Municipality where skills have been transferred and captured;
- High recruitment-related costs and urgent filling of vacancies, which could have been avoided if sound Talent Management processes were in place;
- Perceived underperformance related to individual performance and innovation;
- Not making optimum use of the benefits that diversity in the workplace offers;
- A lack of clear competency frameworks to identify skills needs;
- Time wasted between the identification of skills gaps and the implementation of learning interventions;
- A definite shortage of critical skills.

6.2 The following challenges may arise during the implementation process of Talent Management at the Swartland Municipality:

- Those involved in the process must remain objective and fair;
- To manage each individual's uniqueness and avoid categorizing behaviour and responses. Taking into account each employee's needs, context, environment, culture and age (*refer to career stages*);
- The Human Resources function should move toward adding value and being less administrative;
- Talent should not be pushed beyond their emotional capacities in terms of task pressures, long hours and additional projects;
- The accurate measurement of ability, performance and aspiration;
- Managers may define talent through personal filters (subjective);
- Accurate budgeting and planning for Talent Management initiatives;

- Line managers not rewarded enough for driving Talent Management initiatives and a people-focused agenda;
- Time and availability (to conduct career conversations, for mentoring and training, and for tracking progress);
- The emotional readiness of an employee to transition into a new post or working environment;
- New colleagues may treat talented individuals as a threat;
- Change in economic cycles and market conditions may make it difficult for talented employees to commit to career growth;
- It is not always possible to achieve a career plan, mainly due to external factors.

7. BENEFITS AND OUTCOMES OF SYSTEMATIC APPROACH TO TALENT MANAGEMENT

The systematic approach to talent management shall benefit the Municipality as follows:

7.1 Benefits of Talent Management:

- Improved leadership skills;
- Pipeline of talent ready to fill posts and to be productive from day one;
- Higher morale of working in a high-performance culture;
- Higher retention rate (workflow is continuous and not affected by pauses when employee exit the Municipality);
- Increased competence of employee;
- Less time and money spent on recruitment, induction and training;
- Less time taken for employee to produce high-quality outputs.

8. DIMENSIONS OF TALENT MANAGEMENT

8.1 Workforce Staffing:

a) Job/Post Analysis

Job (or post) analysis is the systematic study of posts within the Municipality where the knowledge, skills and abilities needed to perform the tasks of a post

effectively are defined. The resulting information serves as the foundation for strategic Talent Management. It links the Organisation's strategy and work outcomes by providing a clear understanding of the required job behaviours, human characteristics required to perform the activities, the context in which the job is performed, and the outcomes of the job.

b) Employee Selection

Employee selection should involve the assessment and identification of candidates who best fit the post's requirements and the culture of the Swartland Municipality. The process will involve strategies to assess job candidates efficiently, ensure fair treatment of incumbents, fair outcomes and to accurately predict the probability of success in their target role. It is thus important that the culture of the Municipality be implemented and well-established, job tasks and skills necessary to complete the post's tasks are clearly documented, and policies and legislation be adhered to at all times.

c) Induction / Deployment and Transitioning

Induction is the process of assimilating a new incumbent of a post to the Organisation and post. The induction process should involve a series of activities that occur over an extended period that include learning about the core purpose of the Municipality, the specific division and post tasks, and building constructive relationships with the rest of the workforce.

Induction need not only take place with externally recruited candidates at the Swartland Municipality, but also with internally transferred or promoted employee who will need to settle into a new post and possibly a new division and/or Directorate with other colleagues. This form of internal Induction is also known as deployment or transitioning. The process is much the same as Induction for external incumbents with the aim of familiarizing the incumbent with the new division, colleagues and job tasks. It will enable the incumbent to be as productive and efficient (impactful) as soon as possible within the new post and division.

Induction and transitioning are important aspects and should always be handled consistently and professionally once implemented. If done correctly and according to the Municipality's culture, incumbents will form a long-standing loyalty toward the Municipality and thus be motivated to continuously be efficient in the delivery of work tasks.

8.2 **Workforce Development:**

a) Training and Development

Applying structured methods in order for the workforce or an individual employee to acquire or enhance knowledge, skills and abilities to achieve higher levels of productivity is known as training and development. The process is only beneficial when it is linked to the overall goals of the Municipality. Thus, learning and development programmes must be designed and implemented in order to address current and future knowledge and skills gaps.

b) Leadership Development

Leader development refers to improving the competence of those who play leading roles in the Municipality (line managers). It involves identifying individuals who have the potential to lead and consequently supporting their growth through the right set of training and experiences.

c) Career Planning

Career planning is a bundle of activities that helps prepare current employee for their own advancement within an organisation. Currently, the Swartland Municipality will need to implement Career Planning processes with more tact and rigour. The process of Career Planning should include assisting employee in formulating a future career plan taking into account their interests, skills, qualifications and available opportunities within the Municipality.

The employee's strengths and interests must be realistically assessed and identified, after which a career path must be mapped with development efforts

in alignment with the Municipality's workforce requirements and the individual's career goals.

d) Progress Evaluation and HR Metrics

Program evaluation refers to the process of assessing the impact of an intervention. The process involves developing hypotheses about expected outcomes, collecting data to assess the actual impact of the program, and analysing the results of the program in order to identify areas for improvement. Once implementing the Talent Management process, the HR division of the Municipality should devise such assessment tool to determine the effectiveness of its workforce development initiatives.

8.3 Workforce Management:

a) Performance Management

Performance management is the process in which individual efforts and outcomes are evaluated against key performance indicators of a post, which in turn are aligned to the strategic objectives of the Municipality. The purpose of performance management is to motivate employee toward productivity and self-development as well as to identify possible skills gaps for rectification in the Talent Management process once it is underway. Performance management will however also be vital to the identification and development of talent.

The process relies heavily on participative and constructive communication and feedback between the employee and line manager. It will not be an isolated activity once Talent Management is implemented, as it links with dimensions such as career planning (employee growth and development), compensation and benefits, training and development, and thus overall with the Talent Management process.

During the performance management stage, it is also important to identify continuous underperformers for talent release in congruence with the Municipality's performance management practices and policy. It is vital to

ensure that the Municipality does not only retain average to high performers, but also assists in the exit of underperformers who will negatively impact the Municipality's journey in obtaining its objectives.

b) Workforce Analytics and Planning

Workforce planning is a systemic approach used for assessing current workforce utilization. The process requires determining priorities and allocating resources (people, capital, or materials) where they can be the most effective and productive. It involves forecasting future employee needs in order for the right talent to be available for the right roles at the right time and at the right cost. Currently, the Swartland Municipality does not have an effective workforce planning process in place and will thus need to be addressed when implementing the Talent Management framework.

c) Succession Planning

Succession planning is the process of strategically mapping and creating a pool or pipeline of talented individuals in conjunction with the Organisation's strategic plans. The goal thereof is for an employee to easily fill and transition into a senior, critical role once it becomes vacant. It involves identifying future candidates based on their projected capability to grow beyond their current role. It is noteworthy that career planning, succession planning and great leadership are important in improving overall employee engagement and retaining talent within the Organisation (see Employee Engagement).

8.4 Organisational Effectiveness

a) Organisational Culture and Change Management

Dynamics such as global trends, pandemics, competitors and disruptive technologies are just a few elements that create a need for change in an organisation's strategy. Change management refers to the practices that will assist in the adaptation of the Municipality to internal and external forces which threaten Organisational growth and sustainability. It is to be a process that

requires constant monitoring and evaluation in alignment with the current and desired Municipal culture. Change management practices drive Organisational adaptation and effective transformation through an intensive and constant focus on the culture of the organisation and the drivers of change. Ensuring that the Swartland Municipality has a fluid yet effective Change Management system in place, and congruently ensuring that the culture of the Municipality stays constant and according to Municipal values, will lead to the attraction and retaining of talent within the Organisation.

b) Team Effectiveness

Team effectiveness refers to the process of analysing and correcting team dynamics or structuring new teams for increased efficiency and effectiveness. Team effectiveness can be promoted through appropriate selection and training of team members and team leaders.

c) Employee Engagement

Employee engagement is seen as a positive attitude held by employee towards their work and their organisation. The Municipality should conduct regular Employee Satisfaction Surveys and analyse the results thereof to identify and rectify employee engagement or satisfaction gaps. Engagement mainly tends to create enjoyment of the workplace and tasks, and creates motivation which leads to a productive individual, team or workforce. The extent to which a employee is engaged in a job, greatly contributes to the retention of that individual in the Municipality. The Swartland Municipality should continuously aim at building an engaged workforce to promote employee satisfaction and commitment to the Organisation. It will require isolating the drivers of employee motivation, satisfaction and commitment, and designing programs to advance these outcomes. The creation of a sense of purpose and meaning about the job, giving directions, communication and fair HR practices, will improve engagement considerably.

d) Work Design

Work design or post (job) design is the process of structuring posts tasks to satisfy the motivational needs of employee while optimizing work outcomes. Often, talent lies dormant until tapped into when an employee is motivated by the tasks of the post, he / she is engaged in. It is thus vital for the HR division at the Municipality, in collaboration with various senior managers and directors, to constantly evaluate and re-design posts where required.

9. PROCESS TO IDENTIFY TALENT

Whilst Talent Management is usually focused on only senior and top management in any organisation, the Swartland Municipality will strive to identify and develop talent and skill at all levels, so as to ensure a strong culture of development and to instill loyalty within the workforce. Although the Municipality boasts talent throughout the organisation, it must be remembered that the Talent Management process is a much focused form of development and thus only certain individuals and posts require additional focus and investment to reduce the risk of losing the resulting critical skills.

9.1 Identifying critical posts

Critical posts are those positions within the Municipality that, if vacant or performed below standard, has a significant negative impact on the organisation's ability to conduct business. They are critical to the ongoing sustainability and operations of the organisation which impact substantially on productivity, service delivery and financial costing.

9.2 Scarce skills posts

Scarce skills positions are those that require skills critical to the functionality of the Municipality and are in short supply either internally in the organisation or externally in the labour market. It is thus important to identify such posts in addition to the critical posts, to ensure that a pipeline of talent is in place for such posts when required for filling (for more information, refer to the Scarce Skills Policy).

9.3 Talent identification and differentiation

The tools that the Swartland Municipality will use for the identification and differentiation of talent are simulation sessions, job-knowledge tests, personality tests and the 9-box matrix.

9.3.1 Simulation sessions

The employee will be exposed to hypothetically real-life situations. The test will reveal abilities of persons with high predictive validity since they perform on-the-job tasks (for example: role-play).

9.3.2 Job-knowledge tests

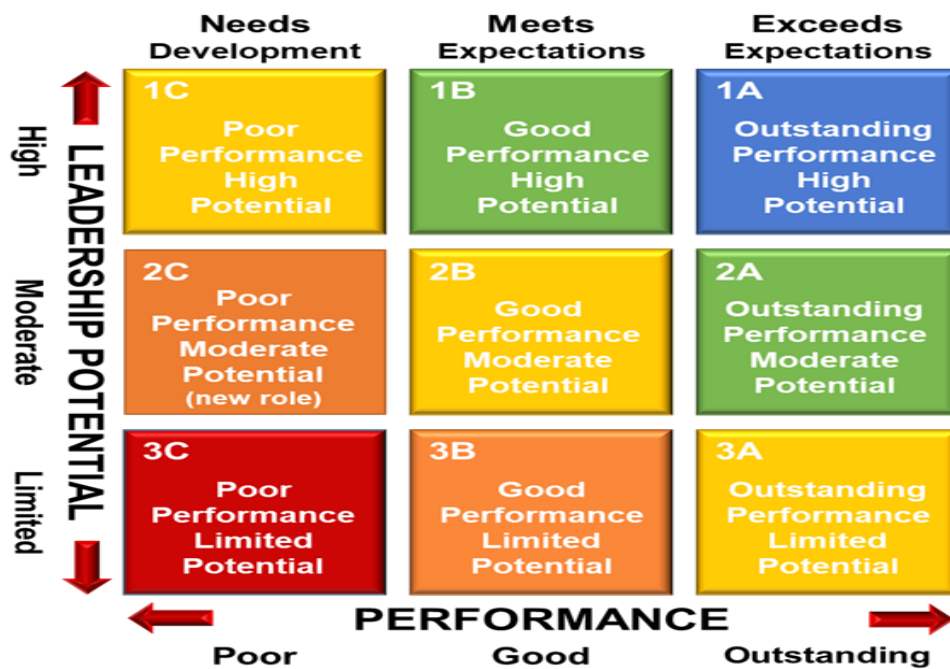
These tests will measure the level of knowledge a person possess in the given field. The test should be based on job analysis of the post.

9.3.3 Personality tests

This is used to identify the person's underlying characteristics such as general behaviour and overall attitude. This is exceptionally important in concluding whether the individual would have the aptitude to perform in the future post. The Myers-Briggs type indicator is an example of a consistent measurement tool in this regard.

9.3.4 The 9-box matrix

The below diagram is a good assessment tool to use in identifying talent in relation to outcomes of performance reviews.



Using the model above, we are able to distinguish between 3 types of employee namely: Highflyers, key players and underperformers. For the purposes of Talent Management, highflyers would be the most important type of employee to focus on in terms of utilization for the organisation's benefit and for retaining purposes.

HIGHFLYERS (BLOCKS 1C, 1B, 1A, 2A) – FOCUS ON ACCELERATED DEVELOPMENT	
Display a close match with identified leadership competencies	Flexible and move faster than peers through the Organisation
Performance & accomplishments demonstrates potential to play a greater role in the organisation and in future	Hungry for learning, experiences and challenges
Display leadership style aligned with the culture of the Municipality	Willing to take risks
Self-starters of positive change	Adaptable
Results-orientated	Learn and develop the best through on-the-job challenges
Mentally agile and curious	Find solutions amidst complexity and ambiguity
High levels of energy and tenacity	At greater risk of being head-hunted or leaving the Organisation if frustrated or under-utilized

KEY PLAYERS (BLOCKS 2B, 3B & 3A) – FOCUS ON PERFORMANCE TO ENSURE CONTINUED VALUE IS ADDED	
A history of good performance	Potential for mastery in current role, or growth to a more complex role at the same level
Unlikely to move to a different level in the near future	Stable, reliable, knowledgeable
Extensive technical and functional knowledge, skills expertise, and experience	Display appropriate leadership behaviours
Disappointment if person leaves, but easily replaceable	Often has long tenure within the organisation
Loyal to the Municipality and lives the culture	Capacity to cope with organisational change, but require support and full engagement
Cautious of risks	Greater need for information and validation
Stable, conservative, and strives for improvement and personal growth at manageable pace	Chooses to value and invest in work-life balance
Learns best through structured learning	Capacity to coach and mentor others

UNDERPERFORMERS (BLOCKS 2C & 3C) – RIGOROUS PERFORMANCE MANAGEMENT IS REQUIRED	
Not yet fully performing in current role	Not able to perform due to lack of skills and experience
Not willing to learn, develop or perform better	Not displaying behaviours that indicate potential to operate at a higher organisational level
Not demonstrating the values of the Municipality	Not demonstrating leadership behaviours
Displays an attitude of disengagement and/or blame	Attitude is extremely difficult to change

9.3.5 Building a Talent Pool

- Identification of any area within Swartland Municipality where there appears to be an ongoing talent shortfall;
- Management is to develop a coherent understanding and approach to define and identify talent;
- The people with track records of consistent high performance and identified as high potential must be identified;
- HR must have a single view of these individuals identified in the talent pool. Their records i.e. academic records, experience, individual performance reviews, and track record in previous and current roles;
- Management to take shared accountability to review the talent pool annually;

- Ongoing discussions between management and identified individuals to offer mentoring and coaching where necessary

9.4 **Legislative Considerations**

It is important to consider Employment Equity targets in creating a talent pipeline and succession plan in each Directorate of the Swartland Municipality. After talent has been identified and placed on the 9-box matrix, and succession planning has been completed in the usual way, the following questions should be asked:

- Do we have a sufficient demographic presentation in the 9-box matrix and in the succession plan for the future?
- Is there a balance between EE candidates and others throughout the matrix?
- Have any EE candidates been overlooked or not given the opportunity to demonstrate evidence of talent?
- Which candidates require accelerated development for greater exposure?

10 **TALENT RECRUITMENT**

Talent recruitment will require a more strategic approach than the normal recruitment process at Swartland Municipality. However, it would be idealistic to, in the future, shift all recruitment efforts to such strategic approach (when high employee retainment is reached).

10.1 **Attracting talent**

The Employee Value Proposition that the Municipality has to offer should be of such nature that it makes the Swartland Municipality an employer of choice, thus attracting high potential and talented candidates to apply for opportunities or retaining talent already in the Organisation.

The Employee Value Proposition may be used in speeches, external advertising and internal communication means, and in such means must be inspiring, motivating, attractive and distinctive.

EMPLOYEE VALUE PROPOSITION

CAREER	CULTURE	REWARDS & REMUNERATION	BENEFITS	WORK CONTENT
Promotion/ Advancement	Municipal Mission & Values	Salary, bonuses	Health / Medical	Variety in tasks
Education & Training	Work Environment/ Atmosphere	Fairness	Retirement	Challenging work
Coaching	Socialisation	Remuneration Strategy & internal equity	Time off / Leave benefits	Structure
Personal	Teamwork		Bursaries	Autonomy
Career Planning				Constructive & constant feedback
Employment security				Impact/ importance of tasks
				Skill variety

10.2 Strategic sourcing

Strategic sourcing includes partaking in head-hunting (where necessary) and advertising posts where a wide pool of possible applicants within the target market will be reached.

It also involves the decision to build skills internally.

11. TALENT MANAGEMENT PROCESS AND TOOLS

The talent cycle should be linked with the performance management process as it provides critical input into talent decisions. Performance measures are agreed on in August each year, thus it is recommended that Talent Management Committee Meetings be held in October/November annually to match up information obtained from the performance measure review. Further Committee Meetings should be held bi-annually for feedback and evaluation sessions.

11.1 Preparation

Line managers are to collect evidence on the performance, competence and potential of their subordinates throughout the year. The performance reviews and gap analysis conducted per annum are to identify the development needs to improve performance or build readiness for the next level positions.

Tools used in the preparatory process include: Performance and competence standards, performance agreements, Talent Management Strategy, Skills Development data, Individual Development Plan.

11.2 Career conversations

With the data collected in the preparatory phase, the line manager and identified talent should conduct one-on-one discussions regarding feedback, career aspirations, career options, development need of the employee and possible retention issues. The aim is to reach consensus on topics discussed between line manager and employee, including where the employee is currently at on his/her Individual Development Plan.

Tools used in this phase include: Performance agreements, individual development plan, 9-box matrix, career conversation template, career conversation process checklist.

11.3 Identifying a Talent Management Committee

A Talent Management Committee will act as the vehicle for strategic discussion and decisions around talent issues and challenges in the Municipality. The Committee will ensure that succession plans are in place for critical and scarce skills positions and review the process continuously to ensure objectivity and fairness. Overall high performance and high potential of individuals in the talent pipeline should be taken into consideration by the Committee during discussions. During discussions of talent, it is important to bear in mind that each employee in the pipeline must have the relevant experience, qualifications, outstanding performance track records and a demonstrable capability and potential to be promoted to a senior or highly critical role within a specified timeframe.

Such Committee will ideally consist of a Chairperson, HR Representative, Skills Development Facilitator (Administrator), Union Members, the Municipal Manager, Directors of all Directorates of the Municipality.

The line manager is to collate the data collected from the first two phases and present the data in a standard form to the Talent Management Committee Meeting. Strategic talent issues, succession plans, individual development plans and actions will be discussed to reach consensus on the way forward with the Talent Management process of each individual.

Tools used in this phase include: Career conversation template (completed), succession plan, standard form / guide of TMC meetings.

11.4 Outputs and actions

Talent outputs and actions decided on in the Talent Management Committee Meeting will be documented and distributed by the TMC administrator.

Responsible individuals (mainly the line manager) will report back on progress at bi-annual talent reviews. Individual development plans should be updated after all TMC meetings to reflect approved changes.

Tools used in this phase include: Action plan, individual development plan, IT system (for distribution of documented outputs and actions)

11.5 Feedback and monitoring

Line managers must provide one-on-one feedback to employees on any changes to the career conversation proposals, or any other pertinent information discussed in the TMC meetings. Face-to-face feedback is important in order to build a sense of engagement and reduce mismatched expectations and retention risk.

Tools used in this phase include the individual development plan and TMC meeting feedback.

12. TALENT MANAGEMENT STRATEGIES AND ACTIONS

12.1 Recruitment, Selection and Deployment

- Align required skills, abilities and strengths to job descriptions and the working environment;
- Ensure recruits are a good fit to the Municipality (culture, value, diversity and knowledge fit);
- Recruit through head-hunting or graduate hunting (where necessary);
- Ensure recruitment platforms match the type of market the Municipality wants to attract for application to specific posts;
- Determine employee strengths and allow them the opportunity to capitalise on these strengths;
- Place employees where they are determined to learn or have a passion for what they will do;
- Offer Employee Value Proposition (EVP) - a strong EVP will help attract the best external talent and retain internal talent.

12.2 Orientation (Induction)

- A structured, intensive induction process to be in place to acquaint the recruit with the values and culture of the working environment, as well as key performance areas of the post and related expectations;
- Implement a "buddy system" during induction;
- Seniors to provide coaching and support to guide and motivate employees;
- Induct new recruits as ambassadors of the Municipality to create a sense of pride and loyalty.

12.3 Organisational Culture (Climate)

- Ensure job satisfaction;
- Implement teamwork and relationship building initiatives;
- Ensure continuous and valuable knowledge sharing between colleagues and managers (quality management process);
- Create a sense of honesty, transparency and respect;
- Ensure line managers have adequately developed interpersonal skills and lead with heart;
- Ensure a culture of diversity, acceptance and upliftment. Learn more about diversity and cultural differences (incorporate diversity management - have the right mix of people);
- Wellness initiatives - help with pressure management (EAP);
- Encourage work-life balance;
- Eradicate micro-management which is an output-driven culture;
- Drive a high-performance culture;
- Implement recognition initiatives for employees engaging in additional learning and gaining knowledge;
- Enable a learning culture and assist employees to achieve;
- Constant focus on career planning and development;
- Focus on maintaining individual identity.

12.4 Performance Management

- Supply honest, open, constructive, continuous feedback to employees on performance after each project;
- Implement performance improvement programmes (coaching, mentoring, training);
- Be consistent in communication on what is expected from the employee.

12.5 Engagement and Retaining

- Create a sense of job purpose for the employee - define how the employee contributes to the bigger picture and how the contribution is meaningful.
- Keep employees learning and engaged with colleagues and managers through networking events, professional conferences, external and internal functions;
- Offer Employee Value Proposition (EVP) - a strong EVP will help retain top performers;
- Transparent, consistent communication and conveying of information;
- Provide a counselling helpline for personal and emotional support of employees;
- Offer blended learning (formal, on-the-job and coaching).

12.6 Information Technology and Systems

- Analysing return on investment on Talent Management process and retention statistics;
- Forecasting of employees needs and profiling of talent pool ;
- Tracking training, competency development and assessments;
- Online coaching and mentoring processes;
- Performance assessments completed on HRM system;
- Software for succession plans and progress;
- Systems assist to view data on workforce profiling, demographics, gender, talent pools;
- Updated employee profiles and analytics.

12.7 Other Initiatives

- Motivate senior leadership to buy into programmes;
- Developing and coaching managers (for retention / training of talented /competent employee);
- Collaborative sessions to review talent and align with skills gaps;
- Ratings on skills/performance/talent are questioned with participative discussions;
- Talent review programmes (evaluate and check consistency of programmes);
- Clear criteria for identifying talent;
- Implement exit management to know why talent leaves the Municipality.

13. RESPONSIBILITIES OF ROLE PLAYERS IN TALENT MANAGEMENT

Role players are the key stakeholders in the Municipality responsible for the development, planning, implementation and improvement of Talent Management processes within the organisation. Early identification of key role players and related duties will lead to ownership and clear accountabilities for the successful implementation of the Talent Management process. The table below thus indicates the critical role indicators such stakeholders play pertaining to Talent Management activities:

ROLE PLAYERS IN TALENT MANAGEMENT	
Senior Managers	<ul style="list-style-type: none"> • Developing and communicating strategic initiatives • Talent Management buy-in (own the process) • Determine a budget for Talent Management initiatives within the specific Directorate • Giving direction to Human Resources to align Talent Management strategies and tactics with that of the Organisation • Hold line managers accountable for the delivery of Talent Management initiatives • Ensure that Talent Management strategies are effective & support municipal objectives • Involvement will ensure that Talent Management practices take priority in the municipality • Conduct regular one-on-one sessions with identified talent • Assist line managers with experience, training, coaching, support and training to prepare talent for future roles • Modelling the Organisation's culture and leadership behaviour
Line Managers	<ul style="list-style-type: none"> • Identify, select and recommend potential talent (in specific division or unit) • Play a role in induction and supporting talent in working environment and tasks • Lead, motivate, empower and delegate • Coach, transfer and share knowledge and skills • Manage performance and identify learning and development needs, and ensure that performance objectives are aligned to strategy communicated by senior managers • Drive retention of talent (retention is largely influenced by the quality of direct line management) by creating good impressions of the working environment / culture. • Reward and recognize employee achievements • Show interest and assist in career and succession planning, coaching, communication and feedback to the employee (career conversations) • Compile action plans for developing talented employees • Commit to the program by facilitating and supporting Talent Management initiatives • Responsible and accountable for the outcomes of managing talent in respective units or divisions • Visibly support the system • Model the required leadership behaviour
Talented Employees	<ul style="list-style-type: none"> • Ensure the acquisition of necessary skills, knowledge and experience to assist in career growth and aspirations • Flexible in approaches to work and conduct • Willing and able to partake in extra projects, management and leadership development programmes and possible extra travelling

	<ul style="list-style-type: none"> • Ensure continuous high-performance and quality output (be top achievers), exceed performance expectations • Loyalty to the municipality and its goals • Have humility: Work on areas of development, receive coaching, training or mentoring • Develop a balance between technical and interpersonal skills • Be career-minded and self-directed
Human Resources	<ul style="list-style-type: none"> • Development of talent strategy in line with municipal strategy • Provide information on organisational and individual potential • Drive the implementation of Talent Management dimensions and integrate with human resources management activities • Create tools for line management to conduct their roles in Talent Management • Guide and support senior and line managers in the application of tools, systems and processes of Talent Management • Train senior and line managers to coach and to be aware of diversity issues • Encourage employee to use employee assistance programs • Conduct Talent Management audits and analysis • Create and implement talent-centric practices in the Municipality by creating a healthy work environment, implementing reward programs as well as training and development initiatives • Monitor and report on talent activities and statistics • Ensure objectivity, fairness and legal compliance in the Talent Management process • Develop Talent Management key performance indicators in order to reward role players to support and reinforce their commitment and implementation to Talent Management
Trade Unions	<ul style="list-style-type: none"> • Form part of the Talent Management Committee and play an interactive and supportive role in the consistent implementation of Talent Management initiatives • Ensure Talent Management processes are transparent, respectful, fair, objective and consistent • Provide guidance and inputs to the Talent Management Committee regarding identification of talented employees • Monitor compliance with legislative requirements (e.g. in terms of Employment Equity) • Provide awareness of Talent Management initiatives between members and perform an advisory function to members where applicable

From the above table, we may deduce that in short, management is responsible for the talent in the relevant Directorate or Division, HR supports and enables management, and the employee is accountable for career-ownership.

14. CRITICAL SUCCESS FACTORS

- Top management to support Talent Management process
- Clear strategic communication and directions for talent–wellness strategies
- Stakeholder involvement and personal ownership (senior management, line managers, employees, human resources and wellness specialists)
- Manager–employee relationship (transparency, diplomacy, reliability)
- Cooperation between line managers and HR division
- Organisational wellness interventions that address physical, psychological, emotional and social well-being
- Effective and realistic Talent Management processes (attraction, deployments, development, engagement and time management)
- Inclusive and fair people practices within the Municipality.

15. CONCLUSION

In conclusion, the dimensions of Talent Management and factors impacting its processes have been discussed in depth. The aim of the Talent Management framework is to guide and support the elevation of Talent Management practices in the Municipality in order for it to realize the financial and value-added benefits of the correct implementation hereof. The framework is comprehensive enough to cover all key and core dimensions of Talent Management practices and is developed in such a way that it can lead to best practice. It is of utmost importance for the HR division to guide and support senior managers of the Municipality to recognize each individual's worth and potential talent by tapping into employee engagement and motivation to release any dormant-lying potential, skills and abilities of their employee.

16. APPROVAL

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

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

	Approved by EMC	Effective Date
Current framework		
Last review		
Framework adopted		

ITEM 7.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP:	(1) HERSIENING VAN DIE PRIVAATHEIDSBELEID EN POPIA-IMPLEMENTERINGSPLAN; (2) REAKSIEPLAN VIR PERSOONLIKE INLIGTINGSBREUK
SUBJECT:	(1) REVISION OF PRIVACY POLICY AND POPIA IMPLEMENTATION PLAN AND (2) RESPONSE PLAN FOR PERSONAL DATA BREACH

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Since the commencement date of the Protection of Personal Information Act, Act 4 of 2013 (POPIA), various measures were put in place in order to comply with the Act.

1.1 Review of the Privacy Policy

The Privacy Policy was approved by the Executive Mayoral Committee on 28 June 2021 with effect from 1 July 2021.

One of the requirements of the policy is to establish a POPIA coordinating committee with the purpose to ensure the coordination of the POPIA compliance tasks and personal information requests.

The POPIA coordinating committee convened on a quarterly basis to finalise actions identified in the POPIA implementation plan – see attached POPIA implementation plan. Good progress has been made with the implementation of POPIA and only a few actions are still in progress and ongoing.

It is therefore no longer necessary for the POPIA coordinating committee to convene on a regular basis and bi-annual meetings will suffice.

1.2 Response plan for Personal Data Breach

A personal data breach is a “breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

The purpose of the plan is to outline the internal breach reporting procedure and the municipality’s internal and external response plan and it should be read in conjunction with the municipality’s privacy policy.

It is especially important to put in place a response plan in order to determine when to inform the Information Regulator and data subjects regarding a personal data breach.

2. WETGEWING / LEGISLATION

Parliament assented to POPIA on 19 November 2013. The President of South Africa has proclaimed the POPIA commencement date to be 1 July 2020 which means that organisations should be compliant by 1 July 2021.

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

N/a

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

N/a

5. AANBEVELING / RECOMMENDATION

- (a) Dat die hersiende Privaatheidsbeleid goedgekeur word ten opsigte van die gewysigde frekwensie van die vergaderings van die POPIA-koördineringskomitee na sesmaandeliks in plaas van kwartaalliks;
- (b) Dat daar kennis geneem word van die vordering met die implementering van aksies ingevolge die POPIA-implementeringsplan waarvan die uitstaande en deurlopende aksies op 'n sesmaandelikse basis deur die POPIA-koördineringskomitee gemonitor sal word;
- (c) Dat die Reaksieplan vir Persoonlike Inligtingsbreuke met onmiddellike effek goedgekeur word.

RECOMMENDATION

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

(get) M S Terblanche

MUNISIPALE BESTUURDER

/nb



SWARTLAND MUNICIPALITY

PRIVACY POLICY

Approved on 28 June 2022

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1. DEFINITIONS

Data subject	Means the identifiable natural/juristic person to whom personal information relates.
Information assets	<p>Means the assets the organisation uses to create, store, transmit, delete and/or destroy information to support its business activities as well as the information systems with which that information is processed.</p> <p>It includes:</p> <ul style="list-style-type: none"> • All electronic and non-electronic information created or used to support business activities regardless of form or medium, for example, paper documents, electronic files, voice communication, text messages, photographic or video content. • All applications, devices and other systems with which the organisation processes its information, for example telephones, fax machines, printers, computers, networks, voicemail, e-mail, instant messaging, smartphones and other mobile devices ('ICT assets'),
Information custodian	Means the person responsible for defining and implementing security measures and controls for Information and Communication Technology ('ICT') assets.
Information end user	Means the person that interacts with information assets and ICT assets for the purpose of performing an authorised task.
Information officer	Means the Accounting Officer/ Municipal Manager
Information owner	Means the person responsible for, or dependent upon the business process associated with an information asset.
Personal information	<p>Means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –</p> <ul style="list-style-type: none"> a) Information relating to the race, gender, marital status, nationality, age, physical or mental health, disability, belief, culture, language and birth of the person; b) Information relating to the education or the medical, financial, criminal or employment history of the person; c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person d) the biometric information of the person; e) the personal opinions, views or preferences of the person; f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence g) the views or opinions of another individual about the person; and h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.
Processing	<p>Means any operation or activity or any set of operations concerning personal information, including:</p> <ul style="list-style-type: none"> a) the collection, receipt, recording, organisation, collation, storage, updating, modification, retrieval, alteration, consultation or use;

	<ul style="list-style-type: none"> b) dissemination by means of transmission, distribution or making available in any other form; or c) merging, linking, as well as restrictions, degradation, erasure or destruction of information.
Special personal information	Means personal information as referred to in section 26 of POPIA.

2. INTRODUCTION

- (1) The Swartland Municipality ("Municipality") needs to gather and use certain information about individuals and juristic persons (collectively referred to as "data subjects"). These can include clients/customers, suppliers or service providers, business contacts, employees and other people the Municipality has a relationship with or may need to contact.
- (2) The policy ensures that the Municipality:
 - (a) Complies with the Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA).
 - (b) Protects the rights of data subjects.
 - (c) Is open about how it stores and processes personal information of data subjects.
 - (d) Protects itself from the risks of security breaches in any form.
- (3) The policy is available on the Municipality's website and at municipal offices in the municipal area.

3. POLICY STATEMENT

- (1) The Municipality is committed to protecting the privacy of data subjects in accordance with the obligations imposed by POPIA. POPIA describes how organisations must collect, handle and store the personal information of data subjects.
- (2) These rules apply regardless of whether the information is stored electronically, on paper or on other materials.
- (3) POPIA is underpinned by the following important privacy principles. These state that personal information must:
 - (a) be processed fairly and lawfully;
 - (b) be obtained only for specific, lawful purposes;
 - (c) be adequate, relevant and not excessive;
 - (d) be accurate and kept up to date;
 - (e) not be held for longer than necessary;
 - (f) processed in accordance with the rights of data subjects;
 - (g) be protected in appropriate ways;
 - (h) not be transferred outside South Africa unless that country or territory also ensures an adequate level of protection.

4. SCOPE

- (1) The Policy applies to all municipal employees, councillors, customers/clients and all external parties with whom we interact, including but not limited to our consultants, agents, individuals, representatives of organisations, visitors to our offices and visitors to our website and social media platforms.

- (2) The Municipality collect personal information for various reasons in order to fulfil its mandate as government institution in terms of the Constitution of the Republic of South Africa. The residents expecting essential and other services from the Municipality are obliged to share their personal information with the Municipality as the withholding and/or refusal of personal information may impact on the Municipality's ability to render effective and sufficient services.
- (3) Employees are also obliged to share their personal information with the Municipality as it is needed for human resource management.

5. PROVISION OF PERSONAL INFORMATION AND CONSENT

- (1) By providing the Municipality with your personal information, you:
 - (a) agree to the terms and conditions set out in the Privacy Policy and authorise the Municipality to retain, process, use and disseminate such information as set out herein, and;
 - (b) authorise the Municipality, its staff, members, service providers and other third parties to use, disseminate and process your personal information for the purposes stated in the Policy.
- (2) The Municipality will not use your personal information for any other purpose than that is set out in the Policy and will endeavour to protect your personal information that is in the Municipality's possession, from unauthorised alteration, loss, disclosure, use, dissemination, or access.
- (3) Please note that the Municipality may review and update the Policy from time to time. The latest version of the Policy is available on request, free of charge, at the municipal offices and available on the Municipality's website. See our contact details herein below.

6. COLLECTION OF PERSONAL INFORMATION

- (1) The Municipality collects information to support its service delivery mandate. We will process your personal information in the ordinary course of the Municipality's business. We will primarily use your personal information only for the purpose for which it was originally or primarily collected.
- (2) The Municipality may collect of obtain personal information about you/our clients/customers:
 - (a) directly from you;
 - (b) in the course of our relationship with you/our customers/clients;
 - (c) when you make your personal information public;
 - (d) when you visit and/or interact with the municipal website at www.swartland.org.za or Facebook social media platform;
 - (e) when you register to use any of our services;
 - (f) when you attend any activity and/or event of whatsoever nature at the Municipality and/or presented and/or organized by the Municipality;
 - (g) Through surveillance cameras (with facial recognition technology);
 - (h) License Plate Recognition cameras;
 - (i) when you visit our offices.

- (3) The Municipality may also receive personal information about you from third parties (eg, law enforcement authorities).
- (4) In addition to the above, the Municipality may create personal information about you such as records of your communications and interactions with us, including, but not limited to, electronic communications, your attendance at events or at interviews in the course of applying for a job with us, subscription to our newsletters and other mailings and interactions with you.

7. CATEGORIES OF PERSONAL INFORMATION THE MUNICIPALITY MAY USE AND PROCESS

- (1) Depending on the nature of the services required, the relationship between the individual and the Municipality and the reasons why certain information is required, personal information that may be obtained includes but is not limited to:
 - (a) personal details: full name and surname, photographs, video material;
 - (b) biographical information: date of birth, race, gender and marital status;
 - (c) demographic information: gender, date of birth/age, nationality, culture, ethnicity, religion, salutation, title, and language preferences;
 - (d) biometric information: fingerprinting, retinal scanning, voice recognition;
 - (e) employment information: remuneration details, qualifications, medical information, declaration of interest;
 - (f) identifier information: passport or national identity number; ;
 - (g) contact details: correspondence address, telephone number, mobile number, email address, and details of your public social media profile(s);
 - (h) attendance records: details of meetings and other events organised by or on behalf of the Municipality that you may and/or may not have attended;
 - (i) consent records: records of any consents you may have given, together with the date and time, means of consent and any related information;
 - (j) payment details: billing address; payment method; bank account number or credit card number; invoice records; payment records; SWIFT details; IBAN details; payment amount; payment date; and records of cheques and EFT payments;
 - (k) data relating to your visits to our Website and or social media platforms, your device type; operating system, browser type, browser settings, IP address, language settings, dates and times of connecting to a Website and/or social media platform, and other technical communications information.

8. SENSITIVE PERSONAL INFORMATION

- (1) Where and when the Municipality need to process, disseminate and/or use your sensitive personal information, we will do so in the ordinary course of the operation of the Municipality, for a legitimate purpose, and in accordance with applicable law.
- (2) The Municipality do not intentionally collect or use personal information of children (persons under the age of 18 years), unless with express consent of a parent or guardian and/or if the law otherwise allows or requires us to process such personal special information.

9. REASONS FOR KEEPING PERSONAL INFORMATION

- (1) The Municipality may keep and process personal information for the following reasons:
 - a) Employment and remuneration and other Human Resource's needs;
 - b) Process benefits i.e. medical aid and pension;
 - c) Considering bids in terms of tenders and quotations;
 - d) Closing of agreements and contracts;
 - e) Communication, sending and sharing of important information;
 - f) Maintaining data base for essential services, indigent support, housing;
 - g) Respond to inquiries, complaints and requests;
 - h) Addressing and understanding the needs and priorities of the community and other stakeholders;
 - i) Security background checks (vetting);
 - j) Rendering accounts;
 - k) Debt recovery;
 - l) Reports to council regarding outstanding debt;
 - m) Audit reports.
- (2) The Municipality will use your personal information for a secondary purpose only if such purpose constitutes a legitimate interest and is closely related to the original or primary purpose for which the personal information was collected.
- (3) The Municipality shall not avail personal information to unaffiliated third parties for direct marketing purposes or sell, rent, distribute, or otherwise make personal information commercially available to any third party.

10. SHARING PERSONAL INFORMATION

- (1) As a principle, the Municipality shall only share personal information if the Municipality has obtained consent from the data subject.
- (2) Personal information may be shared with the indicated stakeholders and in the manner as follows:
 - (a) If required by law;
 - (b) Legal and regulatory authorities, upon request, or for the purpose of reporting any action or suspected breach of applicable law and/or regulation;
 - (c) Where it is necessary for the purposes of, or in connection with, actual or threatened legal proceedings or establishment, exercise or defence of legal rights;
 - (d) To any relevant party for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the executing of criminal penalties, including, but not limited to safeguarding against, and the prevention of threats to public security;
 - (e) To any relevant party for human resources purposes such as SARS, medical aid funds, pension funds, financial institutions;
 - (f) Business partners, vendors, or contractors to provide requested services or facilitate transactions;
 - (g) Where necessary to comply with judicial proceedings, court orders;
 - (h) To protect the rights, property, or safety of the Municipality or others, or as otherwise required by an applicable law; and
 - (i) Where consent in writing has been obtained from the data subject for sharing.

11. THIRD PARTY INSURANCE

- (1) Any service providers with whom the Municipality shares personal information are contractually required to implement suitable information protection and security measures. Third parties are not permitted to use personal information for any purpose, other than it was intended for.

12. SAFEGUARDING OF PERSONAL INFORMATION

- (1) The Municipality implements appropriate technical and organisational security measures to protect our customers/clients' personal information that is in our possession against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, in accordance with applicable law. The Municipality keep hard copies and documentation containing personal information, under safe lock and key to which only authorized persons have access to. Electronic data is protected by regular password changes and firewalls.
- (2) Where there are reasonable grounds to believe that your personal information that is in our possession has been accessed or acquired by any unauthorised person, the Municipality will notify the relevant Regulator and you, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede a criminal investigation.
- (3) Because the internet is an open system, the transmission of information via the internet is not completely secure. Although we will implement all reasonable measures to protect your personal information that is in our possession, we cannot guarantee the security of any information transmitted using the internet and we cannot be held liable for any loss of privacy occurring during the course of such transmission.
- (4) When you are using our website or other social media platforms you could be directed to other sites that are beyond our control. We are not responsible for the content or the privacy policies of those third party websites.
- (5) The Municipality have robust security controls and further threat detection solutions in place.

13. DATA ACCURACY

- (1) The personal information provided to the Municipality should be accurate, complete and up-to-date. Should personal information change, the onus is on the provider of such data to notify the Municipality of the change and provide the Municipality with the accurate data.

14. DATA MINIMISATION

- (1) The Municipality will restrict its processing of personal information to data which is sufficient for the fulfilment of the primary purpose and applicable legitimate purpose for which it was collected.

15. RETENTION OF PERSONAL INFORMATION

- (1) The Municipality shall retain personal information for as long as it is necessary to fulfil the purposes for which it was collected and to comply with any legislative and or archive requirements whereafter it shall be deleted/disposed of. Depending on the purpose, retention periods shall vary.

- (2) The following criteria will determine retention periods:
 - (a) Legal or contractual, or other obligations to retain personal data;
 - (b) Data necessary for or as part of an investigation or for litigation purposes; and;
 - (c) in order to maintain accurate records, in line with relevant legislation.

16. DATA SUBJECTS RIGHT TO ACCESS AND MANAGE PERSONAL INFORMATION

- (1) The data subject may request the Municipality to access, correct, update, block, or delete personal information that the Municipality holds, subject to legislative requirements that make it compulsory for the Municipality to keep such personal information.
- (2) The Information Officer will acknowledge receipt of any such request within three (3) days of the date of submission.
- (3) Any such requests will be dealt with by the Information Officer who shall respond within a reasonable period and no later than thirty (30) days of the date of the request.
- (4) The data subject may object to the processing of personal data at any time.
- (5) On any suspicion that personal information has been unlawfully processed and rights relating to protection of your personal information were violated or that personal information has been compromised, the data subject shall contact the Information Officer and if not satisfied, may lodge a complaint with the Information Regulator.
- (6) In the event of an information breach that the Municipality becomes aware of, the Municipality shall notify the data subject.

17. MUNICIPAL WEBSITE

By using the Swartland Municipal website, the user is deemed to have accepted the terms and conditions as specified on the website. Other sites can be accessed via links from the website. These sites are not monitored, maintained or controlled by the Municipality and thus the Municipality are not responsible in any way for any of their contents. It is possible that the website from time to time may contain links to other third-party websites. The Municipality is not responsible for any third-party content or privacy statements. The use of such sites and applications is thus subject to the relevant third-party privacy policy statements.

The Swartland Municipal website respects any user's privacy. Some anonymous information about the user is automatically collected by the website. This information may include: the users browser type, access times, referring web site addresses and viewed pages. This information is collected to generate general aggregate statistics about the use of the Municipal website and is used to improve service delivery.

The Municipality's website may also use a "cookie" to save the users language preference. A cookie is a text file that is placed on the user's hard disk by a webpage server. Cookies cannot be used to run programmes or deliver viruses to the user's computer. Cookies are uniquely assigned to the user and can only be read by a web server in the domain that issued the cookie to the user.

The user can accept or decline cookies. Most web browsers automatically accept cookies, but the user can usually modify the browser settings to decline cookies if the user prefers. If a user chooses to decline cookies, the user's language choice will not be automatically selected each time the user returns to the website. No other cookies besides the language cookie may be used by the Municipality's website.

No other information is collected by the Municipality's website without the user's knowledge. The Municipality will not pass on any individual user details that may have been obtained, automatically or without the user's knowledge, unless the user's prior consent. The Municipality only shares anonymous aggregate statistics about users and traffic patterns.

The Municipality is not responsible for any breach of security or for the actions of third parties.

18. RISKS

- (1) The Policy helps to protect the Municipality from some very real security risks, including:
 - (a) Breaches of confidentiality: For instance, information being given out inappropriately;
 - (b) Failing to offer choices: For instance, all data subjects should be free to choose how the organisation uses information relating to them where the personal information is not collected, used or shared in terms of a law or an agreement between the data subject and the organisation;
 - (c) Reputational damage: For instance, the organisation could suffer if hackers successfully gained access to the personal information of data subjects.

19. RESPONSIBILITIES

- (1) All municipal employees have a responsibility to ensure that the personal information of data subjects is collected, stored and handled appropriately to ensure the confidentiality, integrity and availability thereof.
- (2) Each Information End User, Information Owner, Municipal Department that handles personal information must ensure that it is handled and processed in line with the Policy and the privacy principles.
- (3) Below follows key positions and their areas of responsibility:
 - (a) The Information Officer (Municipal Manager) is ultimately responsible for ensuring that the organisation meets its legal obligations;
 - (b) The Deputy Information Officers is responsible for:
 - (i) The encouragement of compliance, by the Directorate under his/her responsibility, with the conditions for the lawful processing of personal information;
 - (ii) Dealing with requests made to the Municipality relating to the directorate under his/her responsibility, pursuant to the Act;
 - (iii) Working with the Regulator in relation to investigations conducted pursuant to Chapter 6 in relation to the directorate under his/her control;
 - (iv) Otherwise ensuring compliance by the relevant directorate with the provisions of the Act or otherwise as may be prescribed in terms of the Act.
 - (c) Apart from the responsibilities listed in subparagraph (b) above, the Director: Corporate Services is responsible for:

- (i) Keeping the Information Officer updated about information assets and personal information protection responsibilities, risks and relating issues;
 - (ii) Reviewing all personal information protection procedures and related policies, in line with an agreed schedule;
 - (iii) Arranging personal information protection training and advice for the people covered by the Policy;
 - (iv) Checking and approving any contracts or agreements with third parties that may collect, handle or store personal information on behalf of the organisation.
- (d) The ICT Manager is responsible for:
- (i) Ensuring all ICT assets used for processing personal information meet capable security standards;
 - (ii) Performing regular checks and scans to ensure security hardware and software is functioning optimally;
 - (iii) Evaluating any third-party services, the organisation is considering using to process personal information. For instance, cloud computing services.
- (e) The Information Owner is responsible for:
- (i) Classifying personal information in line with the POPI Act and Regulations;
 - (ii) Maintaining internal procedures to support the effective handling and security of personal information;
 - (iii) Reviewing all personal information protection procedures and related policies, in line with an agreed schedule and make recommendations to the Information Officer/ Director: Corporate Services where applicable;
 - (iv) Ensuring that all employees, consultants and others that report to the Information Officer/ Director: Corporate Services are made aware of and are instructed to comply with this and all other relevant policies.
- (f) The Communication Officer is responsible for:
- (i) Approving any personal information protection statement attached to communications such as e-mails and letters;
 - (ii) Addressing any personal information protection queries from journalists or media outlets;
 - (iii) Where necessary, working with other business units to ensure all communication initiatives abide by the privacy protection principles.

20. POPIA COORDINATING COMMITTEE

- (1) A POPIA-Coordinating Committee must be established to ensure the coordination of the POPIA compliance tasks and personal information requests. The Committee members will be formally appointed by the Information Officer.
- (2) The Committee shall be multi-disciplinary and meet on a ~~quarterly~~ [bi-annual] basis. The committee shall consist of the following portfolios:

Core Members:

- Performance & Compliance Management
- Information & Communication Technology (ICT)
- Media & Communications
- Risk Management

Departmental Representatives:

- Human Resources
- Town Planning
- Administration
- Revenue Services
- Salaries
- Supply Chain Management
- Community Services
- Infrastructure Services

Standing Invitees:

- Director: Corporate Services
- Internal Audit Representative

21. GENERAL STAFF GUIDELINES

- (1) The only people able to access any personal information covered by the Policy should be those who need it to successfully complete their municipal duties.
- (2) Personal information should not be shared informally and must never be shared over social media accounts such as Facebook, LinkedIn, Google Plus, etc.
- (3) When access to confidential information is required, employees can request it from their line managers.
- (4) The Municipality will provide training to all employees in order to facilitate the understanding of their responsibilities when handling personal information.
- (5) Employees should keep all personal information secure, by taking sensible precautions and following the guidelines set out herein.
- (6) In particular, strong passwords must be used and they should never be shared.
- (7) Personal information should not be disclosed to unauthorised individuals, either within the Municipality or externally.
- (8) Personal information must be reviewed regularly and updated if it is found to be outdated. If no longer required, it should be deleted and disposed of in line with the disposal instructions.
- (9) Employees should request help from their line manager if they are unsure about any aspect of the protection of personal information.
- (10) Line managers should seek the assistance of the Director: Corporate Services (Legal Services) if they are unsure about any aspect of the protection of personal information.

22. BREACHES OF THE ACT OR POLICY

Breach of the Act, either by a councillor or employee, can lead to disciplinary action against the alleged perpetrator in terms of the applicable code of conduct or disciplinary procedures.

Non-compliance with the Policy by the organisation's employees will be dealt with in accordance with the Disciplinary Code of the organisation. Consequences may include disciplinary action up to and including termination of employment, and/or legal proceedings to recover any loss or damage to the organisation, including the recovery of any fines or administrative penalties imposed by the Information Regulator on the organisation in terms of POPIA.

Non-compliance with the policy by any other third party processing personal information on behalf of the organisation will be dealt with in accordance with the agreement entered into between the organisation and such third party. Consequences may include the recovery of any fines or administrative penalties imposed by the Information Regulator on the organisation in terms of POPIA.

23. MAINTENANCE AND UPDATING OF THE PRIVACY POLICY

The Municipality will maintain and regularly update the Privacy Policy and shall post updated and revised versions as and when necessary.

If any regulatory or business changes result in a significant addition or change to the nature or handling of personal information that may require a review of the Policy the changes will be developed by the Director: Corporate Services and approved by the Information Officer.

Any questions and requests to update the policy should be directed to the Director: Corporate Services.

24. INFORMATION OFFICER AND CONTACT DETAILS

The Municipal Manager, as assigned **Information Officer** in terms of the Act, is ultimately responsible for ensuring that the organisation meets its legal obligations.

The following Deputy Information Officers will be formally appointed by the Information Officer and registered with the Information Regulator:

- Director: Corporate Services
- Manager: Secretariat and Records Services
- Snr Manager: Human Resources
- Director: Financial Services
- Manager: Credit Control
- Director: Development Services
- Director: Protection Services
- Director: Civil Engineering Services

Any questions, complaints or recommendations relating to the Privacy Policy may be directed to the Information Officer at the contact details below:


The Municipal Manager, J J Scholtz

Email: swartlandmun@swartland.org.za

Phone: 022 487 9400

Street Address: 1 Church Street, Malmesbury, 7300

Postal Address: Private Bag X52, Malmesbury, 7299

		Protection of Personal Information Act Implementation Plan				
Item	Description	Action Response	Deadline	Item owner	Status	Progress Comments
1	POPIA Coordination Committee	Appoint an Information Officer and Deputy Information Officers who must be registered with the regulator as and when the regulations for compulsory registration has been published	30-Jun-21	Information Officer: Municipal Manager JJ Scholtz	Final	1. Municipal Manager appointed as the Information Officer (IO). 2. Deputy Information Officers(DIO): • Director: Corporate Services; • Manager: Secretariat and Records; • Snr Manager: Human Resources; • Director: Financial Services; • Manager: Credit Control; • Director: Development Services; • Director: Protection Services; • Director: Civil Engineering Services 3. Delegation of authority updated accordingly as well as the IO delegate power or duty to DIO (CI 17 of PAIA). 4. Application forms for appointment of IO and Deputy completed and submitted to the Regulator per e-mail. Acknowledgement received.. 5. Registered with Information Regulator - proof of registration received.
2	Privacy Policy	Draft a privacy policy and submit to council for adoption	30-Jun-21	Director Corporate Services Manager: Secretariat and Records Services	Final	A Privacy Policy compiled and approved by MAYCO on 28 June 2021.
3	Website & Publication	Publish the approved privacy policy and notice on the municipal website	30-Jun-21	Director Corporate Services	Final	Privacy Policy published on the SM Website.
4	Implementation Strategy	Appoint Task Team to determine implementation process and assign responsibilities	31-Jul-21	Municipal Manager & Task Team	Final	1. Implementation plan compiled. 2. Implementation plan reviewed, expanded and updated according to progress made. 3. Draft PAIA-manual has been compiled and will be reviewed by workgroup in July 2022. 4. Draft PAIA-manual to be tabled to EMC for approval.

Item	Description	Action Response	Deadline	Item owner	Status	Progress Comments
5	Inventory sheet - Identification of personal information in each business process	<p>1. Appoint official responsible for compilation of a integrated inventory sheet</p> <p>2. Develop and distribute the inventory sheet which describes all personal information (data) processes that takes place within the organisation All directorates must indicate and identify personal information used in their directorates</p> <p>3. The sheet should include:</p> <p>a) Organogram/ Business Process</p> <p>b) Process owner</p> <p>c) Identify personal info (what)</p> <p>d) Why is it obtained/ kept (usage)</p> <p>e) Who is the responsible official</p> <p>f) Where is it kept/ stored</p> <p>g) How is it safeguarded (access control)</p> <p>f) Is it distributed and the reason therefor</p>	31-Aug-21	All Directors and Divisional Heads	In progress	<p>Corporate Services: HR - Employee Administration/ Recruitment & Benefits/ Labour Relations; Public Affairs/ Libraries; Secretariat & Record Services; Contract Administration</p> <p>Financial Services: - System Administration, Client Services -Municipal Accounts database, Indigents, Property Valuations; Legal and Credit Control; SCM - Suppliers/ service Providers info - Tenders; Expenditure - Creditors info</p> <p>Development Services: Build Environment; Human Settlement -Housing; Occupational Health & Safety; Caravan Park; Community Development</p> <p>Protection Services: Traffic & Law enforcement (Enatis)</p> <p>Electrical & Civil Engineering Services: Tenderers information</p> <p>ICT: Access to information on systems</p> <p>Internal Audit: Disciplinary Board; Investigations; Performance & Risk Audit Committee</p> <p>1. Develop and distribute the inventory sheet which describes all personal information (data) processes that takes place within the organisation.</p> <p>2. Work groups has been established to collect and evaluate forms for consent. Seperate form- general POPIA consent form developed and distributed to all applicable forms(Interim).</p> <p>3. Review of relevant inventory by POPI coordinating member on annual basis applicable to the directorate.</p>
6	Public communication	Publish the POPIA section in the quarterly newsletters and on Facebook	Ongoing	Director Corporate Services	Final	<p>1. Privacy Policy published on SM Website.</p> <p>2. Notice on Facebook.</p> <p>3. POPIA disclaimer poster designed and to be put up at all client service points.</p>
7	Personal information risk and impact assessment	A risk assessment must be conducted to identify high risk areas of POPIA compliance and a GAP analysis to identify areas that need to be implemented and improved. The impact assessment to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information. The higher the risk of interference in the rights of persons, the more important is the personal information impact assessment.	31-Aug-21	<p>Internal Audit/ Risk Management</p> <p>All directors</p> <p>Divisional Heads</p>	Ongoing	<p>1. Risk assessment is performed to identify high risk areas and continuously updated.</p> <p>2. GAP analysis (implementation plan/ checklist) compiled - on going progress updated.</p> <p>3. Adequate measures and standards to be implemented in order to comply with the conditions for the lawful processing and safeguarding of personal information- Private policy developed and approved.</p>

Item	Description	Action Response	Deadline	Item owner	Status	Progress Comments
8	Risk assessment IT and operational	Analysis (security assessment) on IT security systems and accessing all potential risks on operational level.	31-Aug-21	ICT Manager in conjunction with Internal Audit/ Risk Management	In progress	<ol style="list-style-type: none"> 1. Security assessment done by independent service provider. 2. Report submitted by service reporter on risks identified. 3. Policies updated accordingly. 4. Ensure all Third parties Service Providers of systems, Promun, PayDay, Collaborator, etc. comply with the POPIA regulations and to address any potential breaches of the Act / non disclosure of information, 5. Non disclosure in all tender documents.
9	Review Bid specification; contract management processes	Do a review on contract management to ensure all Third parties comply with the POPIA regulations and to address any potential breaches of the Act.	31-Aug-21	Manager SCM	In progress	<ol style="list-style-type: none"> 1. Bid specifications includes requirements of POPIA- included in general conditions of tender 2. 3rd Party Service Providers informed- general conditions of tender 3. POPIA clause to be included in all Contracts - Do a review on contract management process/ workflow to ensure POPIA requirements are included- all general contracts and sales/purchase agreements 4. Monitor implementation - part of request to contract champion
10	PAIA manual (clause 14 of PAIA)	Review, monitor and maintain a PAIA manual (manual of functions of and index of records held by an organisation)	30-Sep-21	Director Corporate Services	In progress	<ol style="list-style-type: none"> 1. POPI Coordinating team has been established as indicated in Privacy policy. 2. Responsibilities to be assigned - delegations updated. 3. Draft PAIA-manual has been compiled and will be reviewed by workgroup in July 2022. 4. Draft PAIA-manual be tabled to EMC for approval.
11	POPIA internal awareness	Training sessions to be performed by the HR Division to inform all staff. Ongoing awareness with all staff. Include Privacy Policy as part of the induction processes of new employees.	Ongoing	Director Corporate Services Manager Human Resources	Ongoing	<ol style="list-style-type: none"> 1. Training attended by the Manager, Secretariat & Record Services, HR Manager & Manager, Legal & Credit control. 2. MM, Manager Financial Statements, Head Income, Head Expenditure, ICT Manager and Internal Auditor attended POPIA training. 3. Training of all relevant staff - in progress. 4. PoPIA compliance poster to be displayed on all noticeboards. 5. Part of induction sessions. 6. Part of HR roadshows during Nov/Dec 2022.
12	Implement and compliance with all POPIA regulations	Adopt the personal information protection by design approach in all activities of the municipality when dealing with personal information. Ongoing awareness. All application forms to be amended to include privacy statement and tick-box to obtain consent for the processing of PI	31-Aug-21	All Directors & Staff	In progress	<ol style="list-style-type: none"> 1 Inventory list compiled. 2. Work groups has been established to collect and evaluate forms for consent. 3. Meeting to be held- 3 June 2022 to determine progress. 4. IT developed email signature for all outgoing emails and implemented. 5. POPIA disclaimer poster designed and to be put up at all client service points. 6. Seperate form- general POPIA consent form developed and distributed to include on all applicable forms(Interim). 7. Members of co-ordinating committee to confirm that the POPIA-consent is included in all forms of relevant directorate



PERSONAL DATA BREACH RESPONSE PLAN in terms of the Protection of Personal Information Act

Approved with effect from

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1. Introduction

Under the Protection of Personal Information Act, Act 4 of 2013 (POPIA) certain personal data breaches must be notified to the Information Regulator (IR) and affected data subjects need to be informed accordingly.

The purpose of this plan is to outline the internal breach reporting procedure and the municipality's internal and external response plan and it should be read in conjunction with the municipality's privacy policy.

2. What constitutes a personal data breach?

A personal data breach is a "breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed".

A breach is therefore a type of security incident and there are three different types of breaches that may occur:

- (1) Confidentiality breach – an accidental or unauthorised disclosure of, or access to, personal data;
- (2) Availability breach – an accidental or unauthorised loss of access to, or destruction of, personal data;
- (3) Integrity breach – an accidental or unauthorised alteration of personal data.

A breach can concern confidentiality, availability and integrity of personal data at the same time, as well as any combination of these.

2.1 A personal data breach would, for example, include:

- (1) Personal data being disclosed to an unauthorised person, e.g. an email containing personal data being sent to the wrong person;
- (2) An unauthorised person accessing personal data, e.g. an employee's personnel file being inappropriately accessed by another member of staff due to a lack of appropriate internal controls;
- (3) Temporary or permanent loss of access to personal data, e.g. where a customer's personal data is unavailable for a certain period of time due to a system shut down, power, hardware or software failure, infection by ransomware or viruses or denial of service attack, where personal data has been deleted either accidentally; or
- (4) Due to human error or by an unauthorised person or where encrypted data has been lost.

Not all personal data breaches have to be notified to the IR. The breach will only need to be notified if it is likely to result in a risk to the rights and freedoms of data subjects, and this needs to be assessed by the municipality on a case-by-case basis. A breach is likely to result in a risk to the rights and freedoms of data subjects if, for example, it could result in:

- (1) loss of control over their data;
- (2) limitation of their rights;
- (3) discrimination;
- (4) identity theft;
- (5) fraud;
- (6) damage to reputation;
- (7) financial loss;
- (8) loss of confidentiality;
- (9) any other significant economic or social disadvantage.

Where a breach is reportable, the municipality must notify the IR without undue delay and, where feasible, no later than 72 hours after becoming aware of the breach. If the report is submitted late, it must also set out the reasons for the delay. The notification must at least include:

- (1) A description of the nature of the breach including, where possible, the categories and approximate number of affected data subjects and the categories and approximate number of affected records;
- (2) The name and contact details of the information officer or his/her delegated deputy;
- (3) A description of the likely consequences of the breach;
- (4) A description of the measures taken, or to be taken, by the municipality to address the breach and mitigate its possible adverse effects;
- (5) Awareness of the breach occurs when one has a reasonable degree of certainty that a breach has occurred; and
- (6) Some cases, it will be relatively clear from the outset that there has been a breach.

4. Communication to affected data subjects

Where the personal data breach is likely to result in a high risk to the rights and freedoms of data subjects, the municipality also needs to communicate the breach to the affected data subjects without undue delay, i.e. as soon as possible. In clear and plain language, the municipality must provide them with:

- (1) A description of the nature of the breach;
- (2) The name and contact details of the information officer or his/her delegated deputy;
- (3) A description of the likely consequences of the breach;

- (4) A description of the measures taken, or to be taken, by the municipality to address the breach and mitigate its possible adverse effects.

The municipality will also endeavour to provide data subjects with practical advice on how they can themselves limit the damage.

The municipality will contact data subjects individually, by e-mail, unless that would involve the municipality in disproportionate effort, such as where their contact details have been lost as a result of the breach or were not known in the first place, in which case the municipality will use a public communication, such as a notification on the municipal website.

However, the municipality do not need to report the breach to data subjects if:

- (1) Appropriate technical and organisational protection measures have been implemented, and those measures have been applied to the personal data affected by the breach, in particular those that render the personal data unintelligible to any person who is not authorised to access them, such as state-of-the-art encryption; or
- (2) Subsequent measures have been taken which ensure that the high risk to the rights and freedoms of data subjects is no longer likely to materialise.

5. Assessing “risk” and “high risk”

In assessing whether a personal data breach results in a risk or high risk to the rights and freedoms of data subjects, the municipality will take into account the following criteria:

- (1) The type of breach;
- (2) The nature, sensitivity and volume of personal data affected;
- (3) Ease of identification of data subjects – properly encrypted data is unlikely to result in a risk if the decryption key was not compromised in the breach;
- (4) The severity of the consequences for data subjects;
- (5) Any special characteristics of the data subject;
- (6) The number of affected data subjects;
- (7) Special characteristics of the municipality.

6. Data breach register

The municipal manager/delegate will maintain a register of all personal data breaches, regardless of whether or not they are notifiable to the IR. The register will include a record of:

- (1) The facts relating to the breach, including the cause of the breach, what happened and what personal data were affected;
- (2) The effects of the breach;
- (3) The remedial action the municipality have taken.

7. Data breach reporting procedure

If an employee knows or suspects that a personal data breach has occurred, the employee must immediately both advise the line manager and contact the information officer/deputy. The employee must ensure to retain any evidence in relation to the breach and must provide a written statement setting out any relevant information relating to the actual or suspected personal data breach, including:

- (1) Employee's name, department and contact details;
- (2) The date of the actual or suspected breach;
- (3) The date of employee's discovery of the actual or suspected breach
- (4) The date of employee's statement;
- (5) A summary of the facts relating to the actual or suspected breach, including the types and amount of personal data involved;
- (6) What is to believe the cause of the actual or suspected breach;
- (7) Whether the actual or suspected breach is ongoing;
- (8) Who may be affected by the actual or suspected breach.

The employee must then follow the further advice of the information officer/deputy. He/she must never attempt to investigate the actual or suspected breach himself/herself and must not attempt to notify affected data subjects. The municipality will investigate and assess the actual or suspected personal data breach in accordance with the response plan set out below and the data breach team will determine who should be notified and how.

8. Appointment of data breach team

The municipal manager/information officer will appoint a team to investigate, manage and respond to the personal data breach. The team will also consist of senior members of the management team.

The data breach team will then:

- (1) Make an urgent preliminary assessment of what data has been lost, why and how;
- (2) Take immediate steps to contain the breach and recover any lost data;
- (3) Undertake a full and detailed assessment of the breach;
- (4) Record the breach in the municipality's data breach register;
- (5) Notify the IR where the breach is likely to result in a risk to the rights and freedoms of data subjects;
- (6) Notify affected data subjects where the breach is likely to result in a high risk to their rights and freedoms;
- (7) Respond to the breach by putting in place any further measures to address it and mitigate its possible adverse effects, and to prevent future breaches.

The attached response plan template will be used by the data breach team to investigate the personal data breach for submission to the information officer/delegate for approval of the response plan and to report the data breach to the IR, if needed.

ANNEXURE: RESPONSE PLAN TEMPLATE

SECTION 1: DATA BREACH TEAM AND BACKGROUND INFORMATION			
1.	Data Breach Team Leader	:	
2.	Data Breach Team Members	:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
3.	Additional members (if required)	:	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
4.	Background	:	<div style="border: 1px solid black; height: 120px; width: 100%;"></div>
5.	Name and department of person notifying actual or suspected breach	:	
6.	Date of actual or suspected breach	:	
7.	Date of discovery of actual or suspected breach	:	

8.	Date of internal notification of actual or suspected breach	:	
<u>SECTION 2: PRELIMINARY ASSESSMENT</u>			
1.	Summary of the facts relating to the actual or suspected breach, including the types of personal data involved	:	
2.	Categories and approximate number of affected data subjects	:	
3.	Categories and approximate number of affected records	:	
4.	How sensitive is the personal data	:	
5.	Cause of the actual or suspected breach	:	
6.	Any other relevant information or comments	:	
	<u>Containment and recovery</u>	:	

7.	Is the actual or suspected breach ongoing	:	
8.	What steps can be taken to contain the breach, i.e. to stop or minimise further loss, destruction or unauthorised disclosure	:	
9.	What steps can be taken to recover any lost personal data	:	
10.	Does the breach need to be reported to the police, for example if there is evidence of theft	:	
11.	Does any professional regulator or trade body need to be notified of the breach	:	
12.	Does the breach need to be reported to any relevant insurers, e.g. professional indemnity	:	
SECTION 3: DETAILED ASSESSMENT			
1.	What types of personal data are involved, and does the breach involve any special categories of personal data or personal data relating to criminal convictions and offences	:	
2.	Who is affected by the breach	:	
3.	What are the likely consequences of the breach for affected data subjects	:	
4.	Where personal data has been lost or stolen, are any protections in place such as encryption	:	
5.	What has happened to the personal data	:	
6.	What uses could a third party make of the personal data	:	
7.	Are there any other personal data breaches	:	

8.	Has the breach been recorded in the data breach register	:	
SECTION 4: ANY OTHER RELEVANT INFORMATION OR COMMENTS:			
1.	What is the type of breach	:	
2.	What is the nature of the personal data affected	:	
3.	What is the potential harm to data subjects	:	
4.	What is the sensitivity of the personal data affected	:	
5.	What is the volume of personal data affected	:	
6.	How easy is it to identify data subjects from the personal data	:	
7.	What is the number of affected data subjects	:	
8.	Any other relevant information or comments	:	
	<u>Notifying the IR</u>		
9.	Taking the above into account, is there a legal obligation to notify the IR	:	
	<u>Notifying affected data subjects</u>	:	
10.	Is there a legal or contractual obligation to notify affected data subjects	:	
11.	If there is no legal or contractual obligation, should affected data subjects be notified anyway? Consider whether it will help them to know or whether there is a danger of over-notifying	:	

12.	What is the best way to notify affected data subjects	:	
13.	Do any data subjects, or categories of data subjects, need to be treated with care because of their special characteristics	:	
14.	What additional information should be provided to data subjects about what they can do to limit the damage	:	
15.	How should affected data subjects contact the municipality for further information or advice and how will the municipality manage such responses	:	
16	How will the municipality keep a record of who has been notified	:	
17.	Any other relevant information or comments	:	<div></div> <div></div> <div></div> <div></div>
18.	Is there any legal or contractual requirement to notify any other parties	:	
<u>SECTION 5: RESPONSE</u>			
19.	What security measures were in place when the breach occurred	:	
20.	What further measures have been, or are to be, put in place to address the breach and mitigate its possible adverse effects	:	

21.	Please also outline the timetable for any measures that have not yet been taken	:	
22.	What further technical or organisational measures are to be put in place to prevent the breach happening again	:	
23.	Does further staff training on data protection awareness need to be conducted	:	
24.	Is it necessary to conduct a privacy risk assessment	:	
<u>SECTION 6: ANY OTHER COMMENTS</u>			

Approval of response plan:

Name:

Job title:

Date:

Signature:



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

8 November 2022

2/7/B

WYK: Nvt

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: ELEKTRONIESE REKORDBESTUUR: E-POSBELEID SUBJECT: ELECTRONIC RECORDS MANAGEMENT: E-MAIL POLICY

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

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

Die Wet is op dieselfde manier van toepassing op rekords wat d.m.v. e-posse ontvang en geskep word as op rekords wat met enige ander media ontvang en geskep word.

Met die agteruitgang van dienslewering deur die SA Poskantoor word korrespondensie grotendeels d.m.v. e-posse geskep en ontvang. Dit is dus noodsaaklik om die nodige beleid en prosedures in plek te stel om te verseker dat rekordhoudings- en rekordbestuurspraktyke t.o.v. e-posse aan die vereistes van die Wet voldoen.

Die diensverskaffer, Business Engineering, het reeds 'n module ontwikkel om e-posse wat ontvang en geskep word te klassifiseer ten einde die rekords deel te maak van die Collaborator-rekordbestuurstelsel.

Dit moet in gedagte gehou word dat die implementering van die Elektroniese Rekordbestuur: E-posbeleid 'n daadwerklike invloed mag hê op die kapasiteit van die Registrasiekantoor. Die omvang hiervan sal dus gemonitor word vir moontlike wysigings van die kernprestasië-indikatore van hierdie funksie.

2. WETGEWING / LEGISLATION

Wet op die Provinsiale Argief- en Rekorddiens van die Wes-Kaap, Wet 3 van 2005

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Nvt

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Nvt

5. AANBEVELING / RECOMMENDATION

- (a) Dat goedkeuring verleen word vir die implementering van die Elektroniese Rekordbestuur: E-posbeleid met ingang van 1 Januarie 2023;
- (a) *That approval be granted for the implementation of the Electronic Records Management: E-mail Policy with effect from 1 January 2023;*
- (b) Dat die diensverskaffer, Business Engineering, versoek word om alle rekenaargebruikers deeglik op te lei in die toepassing van die beleid voor 1 Januarie 2023 en 'n handleiding oor die toepassing van die beleid beskikbaar te stel.
- (b) *That the service provider, Business Engineering, be requested to train all computer users in the application of the policy before 1 January 2023 and to make available a manual on the application of the policy.*

(get) M S Terblanche

MUNISIPALE BESTUURDER



ELECTRONIC RECORDS MANAGEMENT POLICY (E-MAILS)

Approved with effect from

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1. Purpose

- 1.1 The Provincial Archives and Records Service of the Western Cape Act (Act No 3 of 2005) applies to e-mail records in the same way as it does to records that are created using any other media.
- 1.2 All employees are required to create and preserve records of the Swartland Municipality's functions, policies, decisions, procedures and transactions. The records must be properly stored, preserved and available for access.
- 1.3 The purpose of the policy is to facilitate the proper creation, management, preservation and disposal of e-mail records.
- 1.4 All employees of Swartland Municipality shall implement the e-mail policy.

2. Policy statement

- 2.1 All records created and received by Swartland Municipality shall be managed in accordance with the records management principles contained in section 9 of the Provincial Archives and Records Service of the Western Cape Act (Act No 3 of 2005).
- 2.2 The following broad principles apply to the record keeping and records management practices of Swartland Municipality:
 - The Swartland Municipality follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records;
 - The records management procedures of Swartland Municipality comply with legal requirements, including those for the provision of evidence;
 - The Swartland Municipality follows sound procedures for the security, privacy and confidentiality of its records;
 - Electronic records in the Swartland Municipality are managed according to the principles promoted by the Provincial Archives and Records Service;
 - The Swartland Municipality has performance measures for all records management functions and reviews compliance with these measures.

3. Relationship with other policies

- 3.1 The Swartland Municipality's e-mail management policy are related to the:
 - Records management policy;
 - Electronic records management policy¹; and
- 3.2 Other policies that are closely related to the e-mail management policy are:
 - Information Technology Strategy;
 - Information Security Policy End Users;
 - Information Security Policy Technical;

¹ to be developed

- FireWall System Policy;
- Corporate Governance of ICT Policy.

4. Scope and intended audience

4.1 Applicability to employees

- 4.1.1 This policy applies to all staff of Swartland Municipality who generate records while executing their official duties.
- 4.1.2 Employees of Swartland Municipality should be aware that e-mails are subject to Promotion of Access to Information (PAIA) requests and the compulsory disclosure of information when a lawsuit is pending. Should e-mails that are a subject of a PAIA request or lawsuit be deleted because e-mails are not managed properly, it will be regarded as an offence.

4.2. Applicability to e-mails as records

- 4.2.1 E-mails that are evidence of the business transactions of Swartland Municipality are public records and shall be managed and kept for as long as they are required for functional and/or historical purposes.
- 4.2.2 E-mails that approve an action, authorise an action, contain guidance, advice or direction, relate to projects and activities being undertaken, and external stakeholders, represent formal business communication between staff, contain policy decisions, etc. should be managed as records and should be filed into the file plan. This policy covers the e-mail message itself as well as any attachments that meet these criteria.
- 4.2.3 An e-mail message is a record if it:
- contains unique, valuable information developed in preparing position papers, reports, studies, etc.
 - reflects significant actions taken in the course of conducting business;
 - conveys unique, valuable information about Swartland Municipality's programs, policies, decisions or essential actions;
 - conveys statements of policy or the rationale for decisions or actions;
 - documents oral exchanges (in person or by telephone), during which policy is formulated or other business activities are planned or transacted;
 - adds to the proper understanding of the formulation or execution of Swartland Municipality's actions or of Swartland Municipality's operations and responsibilities;
 - documents important meetings;
 - facilitates action by Swartland Municipality's officials and their successors in office;
 - makes possible a proper scrutiny by the Auditor-General or other duly authorised agents of the government;

- protects the financial, legal, and other rights of the Swartland Municipality and of the persons directly affected by the Swartland Municipality's actions;
- approves or authorises actions or expenditure;
- constitutes a formal communication between staff e.g. correspondence or memoranda relating to official business;
- signifies a policy change or development;
- creates a precedent e.g. by issuing an instruction or advice;
- involves negotiations on behalf of the Swartland Municipality;
- has value for other people or the Swartland Municipality as a whole.

4.2.4 E-mails that contain the following do not need to be filed:

- meeting announcements;
- announcements of employees' absences or schedules;
- changes in telephone numbers or office locations;
- meeting arrangements that normally would have been done by telephone;
- copies of memoranda or text sent for information rather than action;
- messages that have only temporary value such as a message that a meeting time has changed;
- messages that contain no evidence of Swartland Municipality's functions and activities;
- duplicate information already documented in existing records.

5. Regulatory framework

5.1 By managing its e-mailed records effectively and efficiently Swartland Municipality strives to give effect to the actability, transparency and service delivery values contained in the legal framework established by:

- Constitution of the Republic of South Africa (Act No 108 of 1996);
- The Provincial Archives and Records Service of the Western Cape Act (Act no 3 of 2005);
- Public Finance Management Act (Act No 1 of 1999);
- Municipal Finance Management Act (Act No 56 of 2003);
- Promotion of Access to Information Act (Act No 2 of 2000);
- Protection of Personal Information Act (Act No 4 of 2013);
- Promotion of Administrative Justice Act (Act No 3 of 2000);
- Electronic Communications and Transactions Act (Act No 25 of 2002).

6. Roles and responsibilities

6.1 Head of Swartland Municipality

6.1.1 The Municipal Manager, as chief accounting officer of Swartland Municipality must, according to the Archives Instructions issued in terms of section 9(3) of the Provincial Archives and Records Service of the Western Cape Act (Act 3 of 2005):

- ensure the safe custody of the Municipality's records until such records qualify in

terms of a disposal authority to be destructed or to be transferred to the Provincial Archives, whatever the case may be;

- ensure that records are stored and filed in a systematic and orderly manner by using records classification systems (file plan and records control schedule) which have been approved by the Provincial Archivist;
- designate a records manager to be responsible for promoting effective, efficient and accountable control over the Municipality's records and to ensure through inspections and other methods that the Municipality complies with the provisions of the Act and any other relevant legislation.

6.2 Senior manager

6.2.1 Senior managers are responsible for the implementation of this policy in their respective units.

6.2.2 Senior managers shall lead by example and shall ensure that records, including e-mails generated or received by them, are managed properly.

6.3 Records manager

6.3.1 The records manager is responsible for:

- the implementation of this policy;
- staff awareness regarding this policy.

6.3.2 The records manager is responsible for ensuring that e-mails are managed as records according to the records management principles prescribed by the Provincial Archives Act and in terms of this policy. In this regard the records manager shall be consulted to determine which types of e-mail would be considered official records that should be managed properly, if the specific types are not covered in paragraph 4.2 above.

6.3.3 The records manager shall ensure that all records created and received by Swartland Municipality are classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archivist of Western Cape.

6.3.4 The records manager is responsible for determining retention periods in consultation with the risk manager, the legal services manager and the users and taking into account the functional, legal and historical need of the body to maintain records of transactions.

6.3.5 The records manager is mandated to organise such training and other interventions as are necessary to ensure that the Swartland Municipality's record keeping and records management practices comply with the records management principles contained in the Provincial Archives Act.

- 6.3.6 The records manager may from time to time issue circulars and instructions regarding the record keeping and records management practices of Swartland Municipality.
- 6.3.7 The specific duties of the records manager with regards to the management of records (including e-mails) are contained in the records manager's job description.
- 6.3.8 The Manager: Secretariat and Records Services is the records manager for the Swartland Municipality.
- 6.3.9 The records manager shall monitor the implementation of this policy.

6.4 IT manager

- 6.4.1 The IT Manager is responsible for the day-to-day maintenance of electronic systems that stores records including the (hardware/software) that serves as the conduit for receiving and transmitting e-mail.
- 6.4.2 The IT manager shall work in conjunction with the records manager to ensure that electronic records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.
- 6.4.3 The IT manager shall ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.
- 6.4.4 The IT manager shall ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should a disaster occur.
- 6.4.5 The IT manager shall ensure that back-ups are stored in a secure off-site environment.
- 6.4.6 The IT manager shall ensure that systems that manage and store records are virus free.
- 6.4.7 Further comprehensive details regarding specific responsibilities of the IT manager are contained in the:
- Electronic records management policy;
 - Information Technology Strategy;
 - Information Security Policy End Users;
 - Information Security Policy Technical;

- FireWall System Policy;
- Corporate Governance of ICT Policy.

6.5 System administrator

- 6.5.1 The system administrator shall ensure that no e-mails are deleted from any system without consulting the records manager.
- 6.5.2 The system administrator shall ensure that the integrity of any record housed in the e-mail is protected until they have reached their approved retention. Integrity of these record will be accomplished through such procedures as test restores, media testing and data migration and capturing the required audit trails.
- 6.5.3 The system administrator shall ensure that appropriate systems technical manuals and systems procedures manuals are designed for each electronic system that manages and stores records.
- 6.5.4 The system administrator shall ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.
- 6.5.5 The system administrator shall ensure that the back-up files for the e-mail system are recognised as being part of the overall records management system in that the subject classification scheme shall be evident if files need to be retrieved from the back-ups.

6.6 Staff

- 6.6.1 Every user of the official e-mail system is responsible for ensuring that e-mails, that are evidence of business transactions, are captured as records.
- 6.6.2 Every user of the official e-mail system is responsible for ensuring that e-mails are classified against the approved file plan by including the appropriate file number in the e-mail.

7. Creating reliable e-mail records

7.1 Structuring of out-going e-mail

- 7.1.1 E-mails that are public records shall contain sufficient information to ensure that they are properly contextualised and that they are meaningful and accessible over time.
- 7.1.2 Outgoing mail shall include the file number in accordance with the file plan at the top in the message box to provide a contextual link to the business activity that supports the e-mail.

- 7.1.3 Official communications shall be approached in the same manner as a business letter, thinking it through carefully and using proper grammar and correct spelling.

7.2 Proper subject line

- 7.2.1 Subject lines are very important, since they indicate to a recipient what the message is all about. If subject lines are not used appropriately, the recipients may not realise the importance of the message and choose to read it later or not at all. Users shall allocate useful subject lines to e-mails.
- 7.2.2 If a user receives a message with a senseless subject line and needs to reply to or forward it, the subject line should be changed to properly cover the subject of the e-mail before sending it off.

7.3 Auto-signatures

- 7.3.1 Auto-signatures shall be used and shall contain the following identifying information of a sender:
- name of sender
 - position of sender
 - name of unit/section
 - name of the governmental body
 - phone number

8. Classification of e-mails

- 8.1 E-mails shall under no circumstances be isolated from Swartland Municipality's records management systems and shall be captured in the file plan.
- 8.2 Users shall classify official e-mails (incoming and outgoing) at the time of the action to ensure that:
- the chronological order of the business transaction is clear.
 - the authenticity of e-mail is guaranteed.
- 8.3 Classification of incoming e-mails
- 8.3.1 If an e-mail received from outside the Swartland Municipality impacts on the work of a user and it complies with the criteria stated in paragraph 4.2.3, the e-mail shall be classified by the user as provided for by the Collaborator Records Management System by selecting the following options:
- distribute (if further action is needed on the e-mail) – the e-mail shall be transmitted electronically to the Registry Office for incorporation into the Swartland Municipality's Records Management System and shall be distributed within 48 hours via the system back to the user to finalise the correspondence;
 - file only (if no further action is needed on the e-mail) – the e-mail shall be

transmitted electronically to the Registry Office for incorporation into the Swartland Municipality's Records Management System and shall be filed in accordance with the file plan.

8.4 Classification of outgoing e-mails

8.4.1 If an e-mail is generated and impacts on the work of a user and it complies with the criteria stated in paragraph 4.2.3, the e-mail shall be classified by the user as provided for by the Collaborator Records Management System by selecting the following option upon sending the e-mail:

- file only – the e-mail shall be transmitted electronically to the Registry Office for incorporation into the Swartland Municipality's Records Management System and shall be filed in accordance with the file plan.

8.5 Capturing of e-mail strings

8.5.1 E-mail messages on a particular subject can become a string of replies until a matter is finalised. In such cases users shall:

- file the final message (the user needs to make sure that the final message contains the whole thread of the discussion) in order to be transmitted electronically to be filed in accordance with the file plan by the Registry Office by selecting the option file only.

9. Disposing of e-mails

9.1 E-mails considered to be public records shall not be deleted or otherwise disposed of without a written disposal authority issued by the National Archivist.

9.2 E-mails filed to subject files in the file plan are covered by Standing Disposal Authority No PSS20KW and shall be disposed of according to the retention periods in that disposal authority.

9.3 Should an e-mail be received/generated for which an appropriate subject file does not exist in the file plan, the records manager should be contacted to add an appropriate subject to the file plan and to apply for disposal authority on that subject.

9.4 E-mails that are not public records may be disposed of after one (1) month in terms of the National Archives and Records Service's General Disposal Authority AT2 for the Destruction of Transitory Records.

10. Metadata

10.1 The following metadata shall be captured:

- Meta Type;
- Subject line (Name);
- Sender/Originator

- File number;
- Language;
- Type;
- Received date;
- Originating Organisation;
- Document date;
- Access level;
- Flow indicator;
- Message.

11. Monitor and review

- 11.1 The records manager shall review the e-mail record keeping and records management practices of Swartland Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of Swartland Municipality.
- 11.2 This policy shall be reviewed on an annual basis and shall be adapted appropriately to ensure that it meets the business and service delivery requirements of Swartland Municipality.

12. Definitions

Correspondence system:

A set of paper-based and electronic communications and associated documents, sent, received, generated, processed and stored during the conduct of business.

Disposal:

The action of either destroying/deleting a record or transferring it into archival custody.

Disposal authority:

A written authority issued by the Provincial Archivist specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.

Disposal authority number:

A unique number identifying each disposal authority issued to a specific office.

Electronic records:

Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record

systems other than the correspondence system.

Electronic records system:

This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and metadata (background and technical information i.r.o. the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

File plan:

A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records.

Public record:

A record created or received by a governmental body in pursuance of its activities, regardless of form or medium.

Record:

- 1) Recorded information regardless of form or medium.
- 2) Evidence of a transaction, preserved for the evidential information it contains.

Record keeping:

Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.

Records management

Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance.

Retention period:

The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted.

13. Authorisation

This policy was approved by the Executive Mayoral Committee on to be implemented on



Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Elektriese Ingenieursdienste

01 November 2022

(16/2/B)

All Wards

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: ESKOM STRAATLIGTE DIENSVLAKOOREENKOMS

SUBJECT: ESKOM STREETLIGHT SERVICE LEVEL AGREEMENT (SLA)

Background

- 1.1. Eskom took a decision in 2018 to stop doing streetlight maintenance in the Eskom Areas of Supply and hand the function over to the Municipality.
- 1.2. In Swartland's case this amounts to the areas of Kalbaskraal, Abbotsdale, Chatsworth, Riverlands, Koringberg, Riebeek Wes and Riebeek Kasteel.
- 1.3. Up to this point Eskom provided this service and in some cases recovered cost through the tariff for the maintenance of the street lights.
- 1.4. The municipality and Provincial Government challenged Eskom on this decision but it ended in an impasse and the municipality took on the responsibility in the interest of service delivery.
- 1.5. Since then there has been various discussions and interventions between Eskom and the Municipality to try and formalise the arrangement.
- 1.6. According to the Constitution Section 156 (1) a municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5.
- 1.7. Part B of Schedule 5 lists amongst others the following local government matters to the extent set out for provinces in section 155(6)(a) and (7):
 - Traffic and Parking
 - Municipal Roads
 - Refuse removal, refuse dumps and solid waste disposal
 - Street Lighting
- 1.8. It is thus clear that any debate not to accept the responsibility of street lights in the Eskom Areas of supply would be against the constitution and a battle that the municipality would ultimately lose.
- 1.9. After various iterations the municipality have now received a signed Service Level Agreement (SLA) from Eskom for acceptance and implementation that governs the relationship and duties between Eskom and the municipality regarding the maintenance of Street lights in the Eskom Areas of Supply. Refer attached SLA for details.

- 1.10. Since this is not an area where the municipality wants to appoint a service provider to provide a service on the municipality's behalf there is no need to follow a Section 76(b) process as prescribed by the Municipal Systems Act (MSA) and thus no need to obtain Council approval.
- 1.11. This SLA deals with a service that the municipality delivers to its own constituency by making use of Eskom's assets while at the same time installing and expanding its own assets and in the process weening the municipality from the Eskom network.

RECOMMENDATION

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

AANBEVELING

Dat die Uitvoerende Burgermeesterskomitee kennis neem van die Diensvlak-ooreenkoms met Eskom en die Munisipale Bestuurder magtig om die ooreenkoms namens die Munisipaliteit te onderteken.

(get) T Möller

MUNISIPALE BESTUURDER

/tm



**Eskom Distribution/Swartland Municipality
Service Level Agreement**

Title: **Service Level Agreement: Between
Eskom WCOU and Swartland
Municipality regarding maintenance of
public lighting networks**

Document Identifier:

Alternative Reference Number: **N/A**

Area of Applicability:
CCC/WCOU

Functional Area: Distribution/
Malmesbury CNC

Revision: **3**

Total Pages: 10

Next Review Date: Oct 2023

Disclosure Classification: **Controlled Disclosure**

Eskom Manager

Wayne Fortuin
Eskom

Date: 27/10/2022

Service Provider Manager

Monalisa Njozela
Eskom (WCOU)
representative

Date: 27/10/2022

Municipal Management

Joachim Scholtz
Swartland Municipality

Date:

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1. Introduction

Public lighting plays an important role in creating a safe environment for communities. Eskom has the obligation to provide an electricity supply for public lighting in municipal areas where Eskom is the licence holder and the Local Authority (LA) does not have capacity to provide these services. Eskom however has no obligation to provide maintenance service for public lighting infrastructure. Eskom is only obligated to maintain the electricity network supplying electricity to the public lighting network.

Section 9(1) of the Occupational Health and Safety Amendment Act, No. 181 of 1993 (General duties of employers and self-employed persons to persons other than their employees) is applicable.

The section provides that “every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety”.

In terms of this law, it is the responsibility of the owner of the network to perform planned inspections to identify any conditions that can be hazardous to the health and safety of the public and perform the maintenance required to mitigate such hazards. It is therefore critical to clearly define ownership of each portion of the network in order to distinguish between the accountabilities of Eskom versus that of the LA i.t.o the Act.

The Point of Supply (POS) is used to outline ownership and refers to a physical point on the electrical network where the electricity is supplied to a customer or where the customer’s electrical network connects to that of the utility.

Eskom shall be responsible for supplying and maintenance of the electrical network, including the meter, up to the POS, while the LA shall be responsible for the network beyond the POS.

1.1 The objectives of this SLA are:

- To identify the different configurations of installed streetlight networks
- To define the Point of Supply for each network
- To standardise on the designs to be used on future streetlight projects
- To provide a common understanding in terms of maintenance to be performed and to clearly define roles and responsibilities
- To provide a clear direction for standardising existing streetlight installations
- To define the service to be delivered by the Service provider and the level of service which can be expected by the Customer, thereby reducing the risk of misunderstandings;
- To provide a common understanding of service requirements/capabilities and the measurement of service levels;
- To provide to all parties to the Service Level Agreement, a single and easily referenced document which caters for all objectives of the SLA as listed above and
- To use the SLA as a discussion and change enabler to any future business needs or changes with respect to streetlight maintenance.

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1.2 Normative /Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

- Eskom Public Lighting Standard
- Eskom Public Lighting Directive

1.3 Glossary of Abbreviations

Abbreviation	Description
SLA	Service Level Agreement
LA	Local Authority
POS	Point of Supply
Swartland	Swartland Municipality
MCB	Miniature Circuit Breaker
WCOU	Western Cape Operating Unit
MIG	Municipal Infrastructure Grant

1.4 Glossary of Definitions

Terms	Definitions
Customer	The customer referred to in this document refers to the applicable Local authority Swartland Municipality.
Point of Supply	A physical point on the electrical network where electricity is supplied to the customer or where the customer's electrical network connects to that of the utility.
Public lighting infrastructure	The equipment linking the electricity supply network to the lighting network including the MCBs, luminaires, lamps, daylight switches and cabling of the lighting network.
Service Provider	Eskom Western Cape Operating Unit

2. Agreement Period

This agreement will be valid as from **27/10/2023** and will be reviewed annually.

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The terms and conditions of the agreement will be binding on both parties for the duration of the agreement.

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3. SLA Management

The following rules will be applicable:

Activity	Rule
SLA Maintenance	The service provider is responsible for the management and updating of the SLA.
Assets Transfer	All assets previously installed by Eskom remains the property of Eskom and all assets installed by Swartland remains the property of Swartland. As and when Swartland replaces or removes unwanted dedicated streetlight infrastructure previously installed by Eskom, Eskom will be informed of the same and requested to collect those assets. At the same time Eskom will not remove any assets or supporting infrastructure related to the streetlights without informing Swartland
Business Review Committees	<p>Existing forums of engagement will be utilised for SLA Governance and provide guidance on key issues and decisions.</p> <p>Issues will be tabled on meetings as necessary by either party.</p> <p>Issues to be addressed may include, but are not limited to:</p> <ul style="list-style-type: none">• Oversight between the parties in discharging their responsibilities in terms of this agreement;• Identify problem areas and recommend solutions;• All other matters referred by the Customer and / or the Service provider in terms of this agreement including performance enforcement and resolution of disputes; and• The Service provider will report progress monthly to the Customer. These reports should provide the basis for discussion and be used to explain why a particular activity(s) was / were not met and if necessary mitigate the appropriate corrective actions;
Restrictions	It is noted and accepted by the Customer that the provision of service will always be in terms of Eskom's policies and procedures and that all actions taken by Eskom Western Cape Operating Unit and Swartland Municipality in terms of services and strategic advice, will also be in line with the requirements of all applicable legislation.
Review Procedure	These terms as stipulated herein shall be reviewed on the Service Provider's basis and the consent of both parties shall be obtained should it be required to change or cancel this agreement. Amendments to the SLA outside the review period will be allowed where the Service Provider is unable to deliver as expected as a result of unforeseen circumstances. New releases of the SLA will be distributed to all signatories.
Governance Cycle	The outputs provided by the Service Provider will be analysed by the Customer during review meetings, which will be scheduled by the Customer depending on the particular service rendered.

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Dispute Management (escalations)	Each service request has a problem resolution clause and should the escalation of problems with a particular service to the respective management teams not yield the desired result, a dispute could be declared. In the event of a dispute, the Customer's Manager and the Service Provider's Manager will involve the respective Senior managers in resolving issues. In cases where the Senior managers are unable to resolve the issue, the matter will be escalated to the respective General managers to resolve.
---	--

3.1 Roles and Representatives

The following representatives are responsible for monitoring and maintenance of the SLA:

Representative	Designation	Role
Monalisa Njozela	O&M Zone Manager Eskom WCOU	Eskom Representative
Tom Rossouw	Senior Manager Operations, Maintenance and Construction, Swartland	Client Representative
Sanette Worthington	Acting Middle Manager Key Customer relations CCC	Eskom Liaison

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4. Service Provision and Dependencies

The table below indicates the generic services to be provided by Eskom and the LA respectively.

Service name	Detail of service	Service Description	Dependencies	Accountable	KPI / Measure	Target
Maintain Electrical supply network (Supply to streetlight network)	To perform planned and unplanned maintenance on the Electrical network supplying electricity to the Public lighting network i.e. before the POS as specified in 240-133694508	Perform planned inspections	CNC staff to be available to perform inspections.	O&M Manager Eskom (WCOU)	Networks are inspected annually	Annual inspections / Risk based
		Perform planned maintenance to rectify identified risks on the network	W/O to be created and issued to CNC staff to perform required maintenance.	O&M Manager Eskom (WCOU)	Planned W/O are issued and addressed timeously	Critical risks to be addressed within Five working days
		To perform breakdown maintenance	Customers to report any faults on the LV network.		Fault to be reported as soon as they are identified.	Faults to be reported within two working days.
			The CNC will schedule resources by creating a work order	O&M Manager Eskom (WCOU)	Work order to be created as soon as it is reported	Work order to be created within two working days
			CNC to avail staff to do repairs in order to restore supply	O&M Manager Eskom (WCOU)	Faults are attended to in a reasonable time	Faults to be repaired within Five working days.

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Service name	Detail of service	Service Description	Dependencies	Accountable	KPI / Measure	Target
Maintain Public lighting network	To perform planned and unplanned maintenance on the Public lighting network beyond the POS as specified in 240-133694508.	Perform planned inspections	Swartland staff to be available to perform inspections	Swartland	Networks are inspected Monthly	Monthly inspections
		Perform planned maintenance to rectify identified risks on the network	Swartland	Swartland	Planned Work are issued and addressed timeously	Inspections and repairs on a monthly basis
		To perform breakdown maintenance	Resources to perform required planned maintenance.	Swartland	Admin keeps track of faults reported by the public	Inspections and repairs on a monthly basis
			Customers to report any faults on the Public Lighting network.	Customers Swartland	Breakdown maintenance are issued and addressed timeously	Inspections and repairs on a monthly basis
			Swartland -to avail resources to do repairs in order to restore the public lighting network	Swartland		Annual Budget

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Service name	Detail of service	Service Description	Dependencies	Accountable	KPI / Measure	Target
Standardisation of existing network	Initiate projects to standardise existing public lighting networks	Initiate refurbishment projects to standardise existing networks as recommended in 240-133694508	Available budget	Swartland	Process will be initiated to budget for projects	Funds available for Maintenance
			Available maintenance staff	Swartland	Resource available 2022/2023	TBC available
			Eskom LV operator to isolate LV network	O&M Eskom WCOU	Resource available as required	Available 90% of the pre-arranged times
Reporting and monitoring	Swartland as well as Eskom to report on maintenance/ construction activities related to public lighting where networks are shared	Report on number of network standardised	Availability of resources and information	Swartland	All normalisation projects initiated Networks normalised	To be reviewed annually
		Report on extensions to existing networks (not needed if done on a separately metered network)	Availability of resources and information	Swartland	Accurately report on lights added to existing networks on shared networks	95% accuracy

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5. Finances

Public lighting supply can either be metered or may be charged at a fixed monthly rate. Placing a lighting account on metered or burning rate will be decided on an adhoc basis taking vandalism into account. Where vandalism on metering points can't be prevented, burning rate will be the preferred option. These charges shall be in accordance with the latest applicable Eskom tariff and charges directive. Since Swartland installed/is only installing 33 Watt LED lights there is a need to change the tariff dealing with non-metered public lighting or the number of lights need to be divided by a factor three (3) to compensate for the 100 Watt bulbs used in the standard tariff.

Eskom shall be responsible for all cost associated with the maintenance of the electrical network supplying electricity to the Public lighting network. Conversions from Burning rate to metered accounts will be paid for by the entity initiating the conversion.

The LA shall be responsible for all cost associated with the maintenance as well as the standardisation of the public lighting networks beyond the POS.

6. Acceptance

This document has been seen and accepted by:

Name	Designation
Sanette Worthington	Acting Middle Manager Key Customer relations CCC
P Quluba	O&M WCOU
Thys Möller	Swartland Municipality representative

7. Document history

Date	Rev.	Compiler	Remarks
24 January 2018	0	J Pause	New document

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Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
10 Oktober 2022

17/13/1

ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: VERVANGING VAN VOC SEINKANON, MOORREESBURG SUBJECT: REPLACEMENT OF VOC SIGNAL CANON, MOORREESBURG

1. BACKGROUND

- 1.1 At its meeting held during August 2022, the mayoral committee resolved as follows regarding the relocation of the VOC signal canon located in front of the town hall in Moorreesburg:
- (a) *That permission be granted to Mr Johann Mostert of the VOC Foundation for the relocation of the VOC canon in front of the Moorreesburg town hall to its original position on the farm Kanonberg, Moorreesburg;*
 - (b) *That public comment, of a heritage nature only, be invited by means of notices in the local media, notices on site, as well as via the applicable ward committees and social media;*
 - (c) *That any objections received be referred to this committee for consideration;*
 - (d) *That the applicant shall be responsible for the replacement of the existing canon with a similar artefact.*
- 1.2 The intention was published widely, and no comments and/or objections received. The two ward committees of Moorreesburg expressed their support for the proposed project.
- 1.3 Discussions were held with members of the VOC Foundation, following which the attached motivation was received to replace the existing canon not with a sea canon as previously indicated, but rather with a plough, the latter for its historical connection with the area. Indications are that a double blade plough may be procured as a donation from the Wheat Industry Museum.

AANBEVELING

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

RECOMMENDATION

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

(get) M S Terblanche

MUNICIPAL MANAGER



VOC FOUNDATION - STIGTING VOC - UMBUTHO VOC

Stigting VOC - Sentraalplein 4 - Pinelands - 7405

20 Oktober

2022

Die Munisipale Bestuurder
Swartland Munisipaliteit
Malmesbury

Geagte Me. Terblanche

Insake: VOC-seinkanon, Moorreesburg

Dankie vir u vriendelike ontvangs van Stigting VOC se afvaardiging en die geleentheid om bogenoende saak met u te bespreek.

Ons is dankbaar dat u Munisipaliteit die VOC-kanon voor die munisipale kantoor op Moorreesburg beskikbaar gemaak het om na sy historiese posisie terug geneem te word. Weens die onbeskikbaarheid van en onkoste verbonde aan 'n plaasvervanger of replika, stel ons graag die volgende alternatief aan u voor.

Dit is 'n geleentheid om die kanon, 'n intimiderende voorwerp uit die koloniale tydperk, te vervang met 'n veel meer bekende, betekenisvolle en positiewe simbool. 'n Ploeg is 'n gepaste teken vir die Swartland en sy mense, wat al amper drie eeue lank vir Wes-Kapenaars hul noodsaaklike daaglikse brood op die tafel sit.

Swartlandskerk is in 1743 gestig, om die toenemende getal graanboere van dié streek te bedien. Amper 'n eeu na die stigting van die Kaapse maritieme aanvullingsdiens was daar 'n toenemende behoefte aan brood vir die VOC se garnisoen, die skepe, die hospitaal en die dorpenaars. Die ploeg was daarna vir eeue lank 'n aktiewe deel van die Swartland se streekgeskiedenis.

Vir die boer en vir sy bruin arbeiders was graanboerdery swaar werk, met osse en perde, in die seisoenale prosesse van ploeg, oes, gerwery en dors. Volkskas Bank, die boere se bank, wat met hul lenings die jong boere op die been gehelp het, het ook die ploeg as kenteken gebruik, met die woord ARBEIDSAAMHEID daar onder.

Dieselfde woord dra nog 'n sterk positiewe boodskap aan almal, om in die waardigheid van arbeid te glo.

Die ploeg word nou vervang, met moderne metodes om graan te plant. Die ploeg, die ou bekende simbool gaan uit die Swartland verdwyn. 'n Outydse ploeg op die voetstuk waarop die kanon tans lê, sal na ons mening 'n gepaste gedenkteken wees vir die Swartland se graanboere en al hulle arbeiders oor die eeue.

Ons Stigting sal graag help met die ontwikkeling van die projek, soos met die bewoording van 'n gedenkplaat, maar stel graag voor dat die dorp se skoliere daar by betrek word.

Die uwe

D. Sleigh (Dr)

Nms. A. Giardini

Voorsitter: Stigting VOC

ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2022

ONDERWERP: HERNUWING VAN HUUROOREENKOMS MET SA POSKANTOOR BEPERK
SUBJECT: RENEWAL OF LEASE AGREEMENT WITH SA POST OFFICE LIMITED

1. AGTERGROND/BACKGROUND

- 1.1 Die Raad verhuur die volgende eiendom aan SA Poskantoor Beperk, gedeelte van erf 163, Riebeek-Wes waarop voorafvervaardigde private posbuseenhede opgerig is.
- 1.2 'n Huurtarief van R404.49 per jaar word tans gehef, BTW uitgesluit.
- 1.3 Die betrokke huurder het aangedui dat die huurder begerig is om die huidige huurooreenkoms met 'n verdere termyn van drie (3) jaar te verleng.
- 1.4 'n Huurtarief van R440.00 word voorgestel.

2. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2022 indirek aansluiting by

- Strategic Goal 1: Improved quality of life for citizens.

3. FINANSIËLE IMPLIKASIE

Daar is geen finansiële uitgawes vir die munisipaliteit verbonde aan die verhuring van die fasiliteite nie. Huurgeld van R440.00 per jaar sal wel gehef word.

4. AANBEVELING

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

4. RECOMMENDATION

- 4.1 *That a lease agreement be entered into with SA Post Office Limited, for a further term of three (3) years, with effect from 1 January 2023, for a portion of erf 163, Riebeek-West for the operation of private mailboxes;*

- 4.2 *That an annual rental of R440.00 plus VAT be charged, to escalate at a rate of 6% per annum;*
- 4.3 *That the current conditions of lease remain unchanged.*

(get) M S Terblanche

MUNISIPALE BESTUURDER

GS/



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Beskermingsdienste
27 Oktober 2022

(12/1/2/...)

ITEM 7.8 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOUSAL WORD OP 16 NOVEMBER 2022

ONDERWERP:

HUUR VAN AKKOMMODASIE VIR DIE WETSTOEPASSINGS REAKSIE-EENHEID.

SUBJECT:

LEASE OF ACCOMMODATION FOR LAW ENFORCEMENT REACTION-UNIT.

1. AGTERGROND/ BACKGROUND

- 1.1. The Traffic and Law Enforcement Division appointed twenty (20) Reaction Unit members for the West Coast area after we received grant funding from the Western Cape Provincial Department of Community Safety (DOCS).
- 1.2. The increase of 29 extra members (Reaction Unit + K9) caused that additional office space is needed due to current office space becoming insufficient.
- 1.3. The original idea was to use the Carnegie Building in Moorreesburg to house the Reaction Unit, but we could not use the building due to non-compliance with the Fire-arms Control Act 60 of 2000 --- this building do not have a walk-in safe. A walk-in safe cannot be installed as this is a heritage building.
- 1.4. Management gave permission to test the market and look for extra office space in Swartland.
- 1.5. On 27 September 2022 we advertised for offers for renting of office space to accommodate the Law Enforcement Reaction-unit in the local newspapers with Notice Number: R02/22/23 for a period ending 30 June 2025.
- 1.6. Just one (1) offer was received on the closing date of 14 October 2022 from JR Trust (JAR Loubser). This offer is in compliance with all the specifications and building/offices offered comply with the requirements of the Fire Arms Control Act 60 of 2000.

2. FINANCIAL IMPLICATIONS/FINANSIELE IMPLIKASIE

- 2.1. Enough grant funding is available and the necessary vote number will be provided in the Adjustment Budget of January 2023.

	2022/2023	2023/2024	2024/2025
Rent: Office space	R 11 400.00 pm	R 13 240.00 pm	R 15 114.00 pm
Amounts : Adjustment Budget	R 68 400 for 6 months	R 158 880 p/ year	R 181 368.00 p/year.

3. AANBEVELING/ RECOMMENDATION

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

(get) P A C Humphreys

MUNISIPALE BESTUURDER

RS/ch



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
4 November 2022

5/14/3/5
WYK: Alle

ITEM: 7.9 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 16 NOVEMBER 2022.

ONDERWERP: VERKOOP VAN UITGEDIENDE BATES PER OPENBARE VEILING

SUBJECT: SELLING OF OBSOLETE ASSETS ON PUBLIC AUCTION

1. **AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION**

According to the Asset Management Policy the disposal of an item of property, plant or equipment must be fair, equitable, transparent, competitive and cost effective and comply with a prescribed regulatory framework for municipal supply chain management and the Supply Chain Management Policy of the municipality.

Appropriate means of disposal may include:

- Public auction, Public tender, Transfer to another institution, Sale to another institution, Letting to another institution under finance lease, Trade-in, Controlled dumping (for items that have low value or are unhygienic)

Criteria for disposal:

- The useful life of the asset has expired;
- The asset is out-dated;
- The asset has no further useful life;
- The asset is economically irreparable

Refer to the attached list of assets identified during the 2022/2023 financial year for purposes of a decision to dispose of same.

Volgens die batebestuursbeleid van die raad moet die wegdoening van alle items van Eiendom, aanleg en toerusting, regverdig, billik, deursigtig, mededingend en koste-effektiewe wees en voldoen aan die voorgeskrewe reguleringsraamwerk vir munisipale voorsieningskanaalbestuurs en aan die Voorsieningskanaal Bestuursbeleid van die munisipaliteit.

2. **WETGEWING / LEGISLATION**

Section 50 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. **KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP**

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

R 2 517 746.85 (Obsolete Assets) (as per 30/06/2022 Book value)

5. **AANBEVELING / RECOMMENDATION**

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

(Get) M BOLTON

DIREKTEUR: Financiële Dienste



Swartland Municipality

Auction: 24 November 2022

SUMMARY

Department Civil Services	1 156 771.14
Department Corporate Services	10 006.79
Council	96 596.69
Department Development Services	38 389.56
Department Electrical Services	1 107 872.03
Department Financial Services	32 468.58
Department Protection Services	75 642.06
	<hr/>
	2 517 746.85
	<hr/>



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
19089	33622	Docking Station	Department Civil Services	Obsolete	Admin	13.03
19029	33621	HP Pro 6570b	Department Civil Services	Obsolete	Admin	93.60
1869	20452	Skillsaw	Department Civil Services	Damaged	Building Maintenance	4.57
21363	31245	Drill Cordless	Department Civil Services	Damaged	Building Maintenance	468.35
20937	26215	Bosch GSB 16 RE	Department Civil Services	Damaged	Building Maintenance	11.43
40692	40326	Chainsaw	Department Civil Services	Damaged	Building Maintenance	5 727.66
Inventory		Rivetgun	Department Civil Services	Damaged	Building Maintenance	
22294	33977	Chair	Department Civil Services	Damaged	Building Maintenance	895.49
40411	39634	Radio	Department Civil Services	Damaged	Parks	939.51
40412	40329	Chainsaw	Department Civil Services	Damaged	Parks	4 577.98
40410	23627	Bruschcutter	Department Civil Services	Damaged	Parks	163.93
19413	39624	Wheelbarrow	Department Civil Services	Damaged	Parks	269.65
19442	39626	Wheelbarrow	Department Civil Services	Damaged	Parks	269.65
30805	26304	Radio	Department Civil Services	Damaged	Parks	37.12
18493	26300	Radio	Department Civil Services	Damaged	Parks	37.12
19854	39544	Radio	Department Civil Services	Damaged	Parks	939.51
	23846	Stapler	Department Civil Services	Damaged	Parks	4.85
	27644	Lopper	Department Civil Services	Damaged	Parks	2.55
	27645	Lopper	Department Civil Services	Damaged	Parks	2.55
	28794	Torch	Department Civil Services	Damaged	Parks	22.89
30427	40984	Trimmer	Department Civil Services	Damaged	Parks	5 039.97
30425	40900	Weateatter	Department Civil Services	Damaged	Parks	6 500.44
40103	44276	Chainsaw	Department Civil Services	Damaged	Parks	7 339.21



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
40407	30344	Knapsack	Department Civil Services	Damaged	Parks	47.36
Scrap		Pick	Department Civil Services	Damaged	Parks	
18759	26308	Measuring Tape	Department Civil Services	Damaged	Parks	6.95
Scrap		Rubber Rakes	Department Civil Services	Damaged	Parks	
Scrap		Bossie Kapper Parts	Department Civil Services	Damaged	Parks	
Scrap		Chainsaw Chains x 50	Department Civil Services	Damaged	Parks	
Scrap		Fencing Poles x 4	Department Civil Services	Damaged	Parks	
Scrap		Blower Mover Flaps x 2	Department Civil Services	Damaged	Parks	
Scrap		Parks Play Equipment pieces (Rusted)	Department Civil Services	Damaged	Parks	
9174	17827	Lawnmover	Department Civil Services	Damaged	Parks	3.36
30426	40982	Weateater	Department Civil Services	Damaged	Parks	6 500.45
30423	40983	Weateatter	Department Civil Services	Damaged	Parks	6 500.44
22978	33675	Trimmer	Department Civil Services	Damaged	Parks	17.78
	23684	Lopper	Department Civil Services	Damaged	Parks	9.47
	23686	Kruiwa	Department Civil Services	Damaged	Parks	12.01
	23710	Shear	Department Civil Services	Damaged	Parks	5.14
	23711	Shear	Department Civil Services	Damaged	Parks	5.14
	23712	Shear	Department Civil Services	Damaged	Parks	5.14
	23724	Power Lead	Department Civil Services	Damaged	Parks	15.06
	23737	Spider Harness with Clips	Department Civil Services	Damaged	Parks	12.75
	23774	Tester Swimming Pool	Department Civil Services	Damaged	Parks	13.35
	23815	Wheelbarrow	Department Civil Services	Damaged	Parks	10.95
	23823	Old Sockets	Department Civil Services	Damaged	Parks	3.87



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
	23824	Tang	Department Civil Services	Damaged	Parks	3.73
	23825	Microphone	Department Civil Services	Damaged	Parks	12.99
	23837	Pool Cleaner	Department Civil Services	Damaged	Parks	60.35
	23859	Hoedrukspuip	Department Civil Services	Damaged	Parks	16.75
	23862	Bold Cutter	Department Civil Services	Damaged	Parks	10.41
	26206	Poles Netball	Department Civil Services	Damaged	Parks	43.94
	26277	Cage	Department Civil Services	Damaged	Parks	24.51
	26314	Lopper	Department Civil Services	Damaged	Parks	8.83
Inventory		Chair Plastic	Department Civil Services	Damaged	Parks	
Inventory		Chair Plastic	Department Civil Services	Damaged	Parks	
30205	17933	Chair Plastic	Department Civil Services	Damaged	Parks	1.63
Inventory		Chair Plastic	Department Civil Services	Damaged	Parks	
30900	5623	Pump	Department Civil Services	Damaged	Parks	338.87
20740	30019	Bruschcutter	Department Civil Services	Damaged	Parks	398.17
30591	23704	Bruschcutter	Department Civil Services	Damaged	Parks	70.58
Scrap		Scrap - Saw	Department Civil Services	Damaged	Parks	
Scrap		Scrap - Panga	Department Civil Services	Damaged	Parks	
Scrap		Bossiekapper Lemme	Department Civil Services	Damaged	Parks	
Scrap		Knacpsack pieces	Department Civil Services	Damaged	Parks	
Scrap		Knacpsack pieces	Department Civil Services	Damaged	Parks	
Scrap		Griespump	Department Civil Services	Damaged	Parks	
Scrap		Moving Heads Trimmer (20)	Department Civil Services	Damaged	Parks	
Scrap		Shin Gaurds (20)	Department Civil Services	Damaged	Parks	

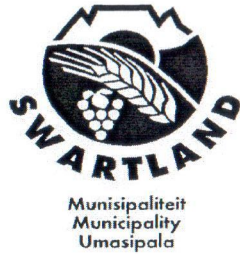


Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Scrap		Tyres: Tractor	Department Civil Services	Obsolete	Parks	
Scrap		Tyres: 195R15	Department Civil Services	Damaged	Parks	
Scrap		Rubber Rakes	Department Civil Services	Damaged	Parks	
Scrap		Iron Rakes	Department Civil Services	Damaged	Parks	
Scrap		Knapsack Heads	Department Civil Services	Damaged	Parks	
Scrap		Spades	Department Civil Services	Damaged	Parks	
17124	23747	CK41465: John Deere Tractor	Department Civil Services	Capital Replacement	Parks	116 019.06
13135	22166	Desk	Department Civil Services	Obsolete	Parks	0.91
17243	6077	CK27606: Nissan UD Tipper	Department Civil Services	Capital Replacement	Refuse	132 300.64
17231	6076	CK43815: Nissan Refuse Compactor	Department Civil Services	Capital Replacement	Refuse	740 166.09
Scrap		Tyres: 315/80R22,5 x 32	Department Civil Services	Obsolete	Refuse	
Scrap		Tyres: 750-16 x 10	Department Civil Services	Obsolete	Refuse	
Scrap		Tyres: 205-25 x 7	Department Civil Services	Obsolete	Refuse	
Scrap		Andritz Belt Press	Department Civil Services	Damaged	Sewerage	
Scrap		Scrap Iron (250kg)	Department Civil Services	Damaged	Sewerage	
Scrap		Cables	Department Civil Services	Damaged	Sewerage	
Scrap		Juop Pump	Department Civil Services	Damaged	Sewerage	
Scrap		Airconditioner	Department Civil Services	Damaged	Sewerage	
Scrap		Airconditioner	Department Civil Services	Damaged	Sewerage	
40757	43982	Grease Pump (Parts)	Department Civil Services	Damaged	Sewerage	1 986.33
40426	27609	Chair	Department Civil Services	Damaged	Sportsgrounds	28.21
40425	27611	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
40424	27612	Table	Department Civil Services	Damaged	Sportsgrounds	25.04

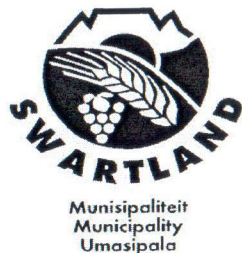


Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
40423	27613	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
40422	27614	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
40420	27615	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
40418	27616	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
40421	27617	Table	Department Civil Services	Damaged	Sportsgrounds	25.04
	23979	Line marker	Department Civil Services	Damaged	Sportsgrounds	144.87
19312	27598	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
30244	27607	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
30268	27571	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19334	27603	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19309	27568	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19339	27584	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
21425	27606	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19306	27587	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19308	27586	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19314	27569	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
30253	27564	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
30287	27572	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
30256	27565	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19351	27608	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
21394	27566	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
21375	27575	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19345	27578	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
21387	27560	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
19347	27588	Chair Plastic	Department Civil Services	Damaged	Sportsgrounds	27.08
17028	24036	Knapsack	Department Civil Services	Damaged	Street and Stormwater	5.27
3847	17837	Tarr Machine	Department Civil Services	Damaged	Street and Stormwater	20.97
21533	17936	Welding Unit	Department Civil Services	Damaged	Street and Stormwater	1.83
15683	17995	CK29892: Case Backhoe Loader	Department Civil Services	Capital Replacement	Street and Stormwater	110 338.35
Scrap		Scrap Metal	Department Civil Services	Scrap	Street and Stormwater	
Scrap		Tyres: 11R22,5 (148/145I) x 18	Department Civil Services	Scrap	Street and Stormwater	
Scrap		Tyres: 235/75 R17,5 x 8	Department Civil Services	Scrap	Street and Stormwater	
Scrap		Tyres: 215/80R15C x 2	Department Civil Services	Scrap	Street and Stormwater	
Scrap		360M2 Paving	Department Civil Services	Scrap	Street and Stormwater	
30457	40357	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	464.00
30476	40360	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	464.00
30459	40358	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	464.00
30730	33997	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	125.86
40646	34001	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	125.86
21652	33993	Wheelbarrow	Department Civil Services	Damaged	Street and Stormwater	125.86
1925	32632	Chair	Department Civil Services	Damaged	Swimming Pool	17.09
16173	14516	Jackhammer	Department Civil Services	Damaged	Water	93.45
18794	17798	Generator	Department Civil Services	Damaged	Water	6.31
22947	34011	Water pump	Department Civil Services	Damaged	Water	3 115.03
21781	31288	Water pump	Department Civil Services	Damaged	Water	2 546.31
Scrap		Meter Tops x 3	Department Civil Services	Damaged	Water	



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Scrap		Geyser Under Counter	Department Civil Services	Damaged	Water	
Scrap		Tyres x 8	Department Civil Services	Damaged	Water	
Scrap		Pressure Valve	Department Civil Services	Damaged	Water	
Scrap		Cast Iron Meter Boxes x 9	Department Civil Services	Damaged	Water	
Scrap		PVC Meter Boxes x 32	Department Civil Services	Damaged	Water	
Scrap		Plastic Water Meters x 28	Department Civil Services	Damaged	Water	
Scrap		Brass Water Meters x 267	Department Civil Services	Damaged	Water	
Scrap		Fire Hydrants x 14	Department Civil Services	Damaged	Water	
Scrap		Afsluitkrane x 13	Department Civil Services	Damaged	Water	

1 156 771.14

Approved for disposal from Asset Register:

L Zikman

DIRECTOR Civil Services

04/11/2022

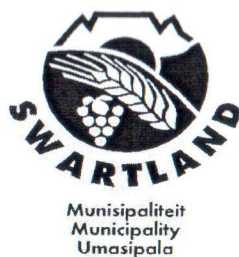


Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
20770	29241	Chair	Department Corporate Services	Damaged	Admin	140.97
13985	21506	Laptop	Department Corporate Services	Obsolete	Admin	145.66
13139	21453	Printer	Department Corporate Services	Obsolete	Admin	32.27
18645	27466	Monitor	Department Corporate Services	Obsolete	Admin	0.16
14837	27452	Printer	Department Corporate Services	Obsolete	Admin	0.16
14832	27487	Monitor	Department Corporate Services	Obsolete	Admin	0.16
14860	21442	PC Mecer	Department Corporate Services	Obsolete	Admin	1.31
17037	27498	Mecer PC	Department Corporate Services	Obsolete	Admin	149.88
18700	27521	Mecer PC	Department Corporate Services	Obsolete	Admin	256.78
17071	27513	Mecer PC	Department Corporate Services	Obsolete	Admin	0.16
14840	27496	Mecer PC	Department Corporate Services	Obsolete	Admin	149.88
18629	27471	Mecer PC	Department Corporate Services	Obsolete	Admin	149.88
14834	27458	Mecer PC	Department Corporate Services	Obsolete	Admin	234.68
14481	21366	Voice recorder	Department Corporate Services	Damaged	Admin	152.20
13587	33157	Monitor	Department Corporate Services	Damaged	Admin	13.09
17069	21470	Fridge Bar	Department Corporate Services	Damaged	Council	16.29
22926	34396	Airconditioner	Department Corporate Services	Damaged	Libraries	3 742.38
4011	32716	Round Table	Department Corporate Services	Damaged	Libraries	13.47
Scrap	Glass		Department Corporate Services	Damaged	Libraries	
10738	21374	Screen	Department Corporate Services	Damaged	Libraries	57.67
12533	20970	Music System	Department Corporate Services	Damaged	Libraries	45.33



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
22255	27770	Speakers x 2	Department Corporate Services	Damaged	Libraries	418.30
Inventory		Plastic Chair	Department Corporate Services	Damaged	Libraries	
Inventory		Plastic Chair	Department Corporate Services	Damaged	Libraries	
Inventory		Plastic Chair	Department Corporate Services	Damaged	Libraries	
Scrap		Book Stand pieces	Department Corporate Services	Damaged	Libraries	
2936	32630	Wooden Chair	Department Corporate Services	Damaged	Libraries	29.71
2465	33339	Chair	Department Corporate Services	Damaged	Libraries	29.71
2464	33338	Chair	Department Corporate Services	Damaged	Libraries	29.71
2468	33342	Chair	Department Corporate Services	Damaged	Libraries	29.71
2463	33337	Chair	Department Corporate Services	Damaged	Libraries	29.71
2461	33335	Chair	Department Corporate Services	Damaged	Libraries	29.71
2462	33336	Chair	Department Corporate Services	Damaged	Libraries	29.71
30173	39944	Vacuum Cleaner	Department Corporate Services	Damaged	Libraries	454.82
Inventory		Chair	Department Corporate Services	Damaged	Libraries	
Inventory		Chair	Department Corporate Services	Damaged	Libraries	
Inventory		Chair	Department Corporate Services	Damaged	Libraries	
13138	24547	Air conditioner	Department Corporate Services	Damaged	Libraries	154.90
13137	24546	Air conditioner	Department Corporate Services	Damaged	Libraries	154.90
30319	39987	Printer	Department Corporate Services	Damaged	Libraries	3 055.21
14118	20834	Desk	Department Corporate Services	Damaged	Tourism	5.79
2144	33477	Chair	Department Corporate Services	Damaged	Tourism	14.96



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
11354	33478	Chair	Department Corporate Services	Damaged	Tourism	14.96
18151	26455	Chair	Department Corporate Services	Damaged	Tourism	11.32
14038	33192	Microphone	Department Corporate Services	Damaged	Town Halls	58.87
15092	33194	Microphone	Department Corporate Services	Damaged	Town Halls	58.87
14041	33193	Microphone	Department Corporate Services	Damaged	Town Halls	81.75
9214	33189	Heater	Department Corporate Services	Damaged	Town Halls	5.04
3044	21553	Vacuum Pump	Department Corporate Services	Obsolete	Town Halls	6.75
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Approved for disposal from Asset Register:

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M Terblanche
DIRECTOR Corporate Services
 04/11/2022



Swartland Municipality

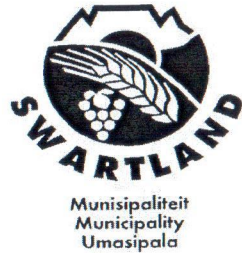
Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
20604	29207	Chair	Council	Damaged	Council	112.02
15866	33773	Chair	Council	Damaged	Council	36.79
20028	20810	CK1: Mercedes Benz	Council	Capital Replacement	Council	96 447.88
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Approved for disposal from Asset Register:

J Scholtz
Municipal Manager
04/11/2022



Swarthland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
		Scrap				
		Geyser	Department Development Services	Damaged	Caravaan Park	
		Curtains	Department Development Services	Damaged	Caravaan Park	
14966	24352	Chair	Department Development Services	Damaged	Caravaan Park	16.65
12841	24149	Chair	Department Development Services	Damaged	Caravaan Park	13.40
21724	31322	Chair	Department Development Services	Damaged	Caravaan Park	281.35
21720	31324	Stove	Department Development Services	Damaged	Caravaan Park	1 203.99
17923	32676	Shredder	Department Development Services	Damaged	Caravaan Park	30.47
Scrap		Blinds	Department Development Services	Damaged	Caravaan Park	
Scrap		Window Frame	Department Development Services	Damaged	Caravaan Park	
22489	21750	Cupboard Set	Department Development Services	Damaged	Caravaan Park	17.18
Scrap		Cupboard Pieces	Department Development Services	Damaged	Caravaan Park	
Scrap		Cupboard Pieces	Department Development Services	Damaged	Caravaan Park	
Scrap		Stable Door	Department Development Services	Damaged	Caravaan Park	
Scrap		Braai Rooster x 8	Department Development Services	Damaged	Caravaan Park	
Inventory		Ketel	Department Development Services	Damaged	Caravaan Park	
Inventory		Toaster	Department Development Services	Damaged	Caravaan Park	
12987	22245	Printer: HP	Department Development Services	Damaged	Development	3.24
20906	30358	Camera	Department Development Services	Damaged	Development	8.39
13785	24350	Chair Office	Department Development Services	Damaged	Development	18.72
2791	33001	Chair Off	Department Development Services	Damaged	Development	17.09
20680	28908	Docking Station	Department Development Services	Obsolete	Development	173.38



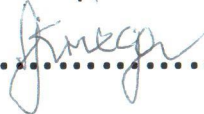
Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
15393	24147	Printer	Department Development Services	Obsolete	Development	74.96
14069	21713	Docking Station	Department Development Services	Obsolete	Housing	19.34
20676	28906	Docking Station	Department Development Services	Obsolete	Housing	173.38
20675	28905	Notebook	Department Development Services	Obsolete	Housing	850.39
20677	28909	Docking Station	Department Development Services	Obsolete	Housing	173.38
15274	24168	CK18244: Nissan Tiida	Department Development Services	Capital Replacement	Thusong	34 915.52
16265	21023	Airconditioner	Department Development Services	Damaged	Town Planning	6.65
20697	28911	Chair	Department Development Services	Damaged	Town Planning	201.18
21439	21862	Docking Station	Department Development Services	Damaged	Town Planning	17.52
20672	28907	Docking Station	Department Development Services	Damaged	Town Planning	173.38
						<hr/> <hr/> 38 389.56

Approved for disposal from Asset Register:

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J Krieger
 DIRECTOR Development Services
 04/11/2022



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Infrastructure	7938	Transformer - Schoonspruit School	Department Electrical Services	Obsolete	Electric	52 306.74
Infrastructure	7787	Switchgear - Schoonspruit School	Department Electrical Services	Obsolete	Electric	58 682.78
Infrastructure	7914	Transformer - Ou Gevangenis	Department Electrical Services	Obsolete	Electric	27 645.27
Infrastructure	39049	Switchgear - Ou Gevangenis	Department Electrical Services	Obsolete	Electric	150 285.20
Infrastructure	7937	Transformer - Jasmyn Substation	Department Electrical Services	Obsolete	Electric	84 054.77
Scrap		Skroot Cable	Department Electrical Services	Obsolete	Electric	
Scrap		Oorhoofse Koper geleiers	Department Electrical Services	Obsolete	Electric	
Scrap		Electrical Motors	Department Electrical Services	Obsolete	Electric	
Scrap		Tyres: Tractor 16,9 x 30	Department Electrical Services	Obsolete	Electric	
Scrap		Tyres: Truck 7,50 x R16	Department Electrical Services	Obsolete	Electric	
13338	21806	Airconditioner	Department Electrical Services	Obsolete	Electric	47.07
18345	26642	Tester	Department Electrical Services	Obsolete	Electric	65.55
Infrastructure	7983	Minisub - Versveld Yzerfonein	Department Electrical Services	Damaged	Electric	60 472.67
Infrastructure	7984	Minisub - Mimosalaan Darling	Department Electrical Services	Damaged	Electric	60 472.67
Infrastructure	7985	Minisub - Atlantic Drive Yzerfontein	Department Electrical Services	Damaged	Electric	60 472.67
Infrastructure	7989	Minisub - Dasseneiland Yzerfontein	Department Electrical Services	Damaged	Electric	60 472.67
Infrastructure	7882	RMU - Finitex Darling	Department Electrical Services	Damaged	Electric	1 347.09
Infrastructure	7764	RMU - Uliens (Original Feed)	Department Electrical Services	Damaged	Electric	6 656.12
Scrap		Scrap Iron	Department Electrical Services	Damaged	Electric	
Scrap		Scrap Cable	Department Electrical Services	Damaged	Electric	
14358	8841	Lead	Department Electrical Services	Damaged	Electric	20.13
16985	17876	CK5027: Trailer	Department Electrical Services	Capital Replacement	Electric	6 857.14
17354	8839	Tester	Department Electrical Services	Damaged	Electric	270.13



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Scrap		Electrical Meters	Department Electrical Services	Damaged	Electric	
14126	17874	Telephone	Department Electrical Services	Obsolete	Electric	2.08
Scrap		Keyboard x 10+	Department Electrical Services	Obsolete	Electric	
Inventory		Telephone	Department Electrical Services	Obsolete	Electric	
Scrap		LG Box of Cables	Department Electrical Services	Obsolete	Electric	
19023	32276	Docking Station	Department Electrical Services	Obsolete	Electric	16.61
Infrastructure	7875	Minisub (Ou Erdvart)	Department Electrical Services	Obsolete	Electric	90 590.99
Infrastructure	38691	Minisub (Parkstreet)	Department Electrical Services	Obsolete	Electric	218 872.45
Infrastructure	7890	Minisub (Basson Street)	Department Electrical Services	Obsolete	Electric	158 707.58
Scrap		Streetlights (70WHR)	Department Electrical Services	Obsolete	Electric	
16339	8390	Vacuum Cleaner	Department Electrical Services	Damaged	Electric	4.55
13982	23493	Dater	Department Electrical Services	Damaged	Electric	2.89
12593	20784	UPS	Department Electrical Services	Obsolete	ITC	82.82
17193	23031	Notebook	Department Electrical Services	Obsolete	ITC	403.59
13539	22558	Elite Book	Department Electrical Services	Obsolete	ITC	379.52
15127	32351	Printer	Department Electrical Services	Obsolete	ITC	38.07
4674	32336	Printer	Department Electrical Services	Obsolete	ITC	24.87
10063	32318	UPS	Department Electrical Services	Obsolete	ITC	7.34
17191	23035	Docking Station	Department Electrical Services	Obsolete	ITC	85.75
20186	29096	Docking Station	Department Electrical Services	Obsolete	ITC	76.68
20169	29090	Docking Station	Department Electrical Services	Obsolete	ITC	76.68
20170	29095	Docking Station	Department Electrical Services	Obsolete	ITC	76.68
20179	29099	Docking Station	Department Electrical Services	Obsolete	ITC	76.68



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
19057	27909	Docking Station	Department Electrical Services	Obsolete	ITC	7.38
19036	28074	Printer	Department Electrical Services	Obsolete	ITC	7.32
21922	38189	Printer	Department Electrical Services	Obsolete	ITC	653.56
21764	31393	Printer	Department Electrical Services	Obsolete	ITC	464.99
18294	33658	Thin Client	Department Electrical Services	Obsolete	ITC	53.14
20235	32361	Cash Drawer	Department Electrical Services	Obsolete	ITC	6.54
19544	27948	Docking Station	Department Electrical Services	Obsolete	ITC	79.77
20115	29092	Docking Station	Department Electrical Services	Obsolete	ITC	76.68
19543	27947	Docking Station	Department Electrical Services	Obsolete	ITC	79.77
17707	26048	Monitor	Department Electrical Services	Obsolete	ITC	14.89
17737	26082	Monitor	Department Electrical Services	Obsolete	ITC	14.89
20161	29035	Printer	Department Electrical Services	Obsolete	ITC	191.29
15959	21803	G6 Blade Server	Department Electrical Services	Obsolete	ITC	963.38
18077	26106	Thin Client	Department Electrical Services	Obsolete	ITC	79.36
21415	31468	Notebook	Department Electrical Services	Obsolete	ITC	1 353.12
20180	29082	Notebook	Department Electrical Services	Obsolete	ITC	455.01
21767	31387	UPS	Department Electrical Services	Obsolete	ITC	177.68
13847	8707	UPS	Department Electrical Services	Obsolete	ITC	41.15
20160	29088	Docking Station	Department Electrical Services	Obsolete	ITC	76.68
22447	38192	Printer	Department Electrical Services	Obsolete	ITC	695.68
20121	29049	HP Pro 300	Department Electrical Services	Obsolete	ITC	308.47
20101	29053	HP Pro 300	Department Electrical Services	Obsolete	ITC	308.47
20131	29054	HP Pro 300	Department Electrical Services	Obsolete	ITC	308.47



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal		Division	Book Value as at 30/06/2022
20175	29046	HP Pro 300	Department Electrical Services	Obsolete	ITC		308.47
18120	26016	HP Pro 300	Department Electrical Services	Obsolete	ITC		144.65
20883	29067	HP Deskpro G1	Department Electrical Services	Obsolete	ITC		583.97
19542	27946	Docking Station	Department Electrical Services	Obsolete	ITC		79.77
20669	29073	Docking Station	Department Electrical Services	Obsolete	ITC		169.95
12416	21601	Cash Drawer	Department Electrical Services	Obsolete	ITC		3.60
40564	38196	Monitor	Department Electrical Services	Damaged	ITC		509.43
							<u>1 107 872.03</u>

Approved for disposal from Asset Register:

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T Moller
DIRECTOR Electrical Services
04/11/2022



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
19537	27965	Fridge	Department Financial Services	Damaged	Admin	252.38
19977	40713	Scada System	Department Financial Services	Damaged	Asset and Fleet	1 998.00
22662	33926	Jumpstart	Department Financial Services	Damaged	Asset and Fleet	0.40
16730	23050	Calculator	Department Financial Services	Damaged	Asset and Fleet	10.91
13427	21577	Scanner	Department Financial Services	Damaged	Asset and Fleet	357.27
16589	22208	Charger	Department Financial Services	Damaged	Asset and Fleet	3.17
10694	22305	Scanner	Department Financial Services	Damaged	Asset and Fleet	48.42
16262	33718	Speaker	Department Financial Services	Damaged	Asset and Fleet	29.28
12150	21735	Notice Board	Department Financial Services	Damaged	Asset and Fleet	2.51
12277	21739	Notice Board	Department Financial Services	Damaged	Asset and Fleet	2.51
12282	22173	Desk	Department Financial Services	Damaged	Asset and Fleet	0.97
2432	22192	Desk	Department Financial Services	Damaged	Asset and Fleet	0.81
15978	22452	Desk	Department Financial Services	Damaged	Asset and Fleet	23.80
15997	22455	Chair	Department Financial Services	Damaged	Asset and Fleet	18.65
17594	23043	Cabinet	Department Financial Services	Damaged	Asset and Fleet	20.85
10031	33779	White Board	Department Financial Services	Damaged	Asset and Fleet	4.45
30713	34348	Desk	Department Financial Services	Damaged	Asset and Fleet	409.22
30720	23306	Desk	Department Financial Services	Damaged	Asset and Fleet	0.18
21358	21946	Desk	Department Financial Services	Damaged	Asset and Fleet	30.42
14785	22837	Blinds	Department Financial Services	Damaged	Asset and Fleet	6.86
14786	22838	Blinds	Department Financial Services	Damaged	Asset and Fleet	6.86



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
17670	32326	Chair	Department Financial Services	Damaged	Cashiers	6.08
18499	26664	Chair	Department Financial Services	Damaged	Cashiers	41.27
18474	26667	Chair	Department Financial Services	Damaged	Cashiers	23.49
11707	24601	Chair	Department Financial Services	Damaged	Cashiers	16.71
14561	22844	Chair	Department Financial Services	Damaged	Cashiers	18.97
10077	32324	Chair	Department Financial Services	Damaged	Cashiers	28.20
30788	22841	Chair	Department Financial Services	Damaged	Cashiers	17.38
12286	32620	Chair Highback	Department Financial Services	Damaged	Credit Control	14.96
20606	29109	Chair Highback	Department Financial Services	Damaged	Credit Control	137.00
20617	29111	Chair Highback	Department Financial Services	Damaged	Credit Control	137.00
20962	30239	Chair Highback	Department Financial Services	Damaged	Credit Control	114.05
13094	22710	CK40701: Volkswagen Golf	Department Financial Services	Capital Replacement	Credit Control	26 607.01
13272	22502	Calculator	Department Financial Services	Damaged	Income	5.62
1045	32374	Chair	Department Financial Services	Damaged	Income	28.20
1119	21956	Printer: EFT 10P Ascom	Department Financial Services	Damaged	Income	3.80
2428	22147	Cupboard Wooden	Department Financial Services	Damaged	Income	2.03
16726	22151	Cupboard Wooden	Department Financial Services	Damaged	Income	2.03
2748	23339	Printer: EFT 10P Ascom	Department Financial Services	Damaged	Income	3.19
3196	33498	Printer: EFT 10P Ascom	Department Financial Services	Damaged	Income	4.64
11152	33499	Money Drawwer	Department Financial Services	Damaged	Income	6.50
14195	22316	Telephone	Department Financial Services	Obsolete	ITC	3.17



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
13735	22594	Elite Book	Department Financial Services	Obsolete	ITC	70.69
12414	22057	Compaq DX200	Department Financial Services	Obsolete	ITC	6.48
17140	23038	Docking Station	Department Financial Services	Obsolete	ITC	85.75
17174	23039	Docking Station	Department Financial Services	Obsolete	ITC	85.75
17142	23036	Docking Station	Department Financial Services	Obsolete	ITC	85.75
17198	23037	Docking Station	Department Financial Services	Obsolete	ITC	85.75
14072	21708	Docking Station	Department Financial Services	Obsolete	ITC	5.88
17139	23040	Docking Station	Department Financial Services	Obsolete	ITC	85.75
20110	33161	Docking Station	Department Financial Services	Obsolete	ITC	16.61
16091	22285	Printer	Department Financial Services	Obsolete	ITC	1.53
12562	21843	Printer	Department Financial Services	Obsolete	ITC	14.31
12542	21827	Monitor	Department Financial Services	Obsolete	ITC	12.21
19017	33057	Docking Station	Department Financial Services	Obsolete	ITC	16.61
14457	22589	Monitor	Department Financial Services	Obsolete	ITC	10.24
5226	22240	LX300 Printer	Department Financial Services	Obsolete	ITC	3.19
14791	22614	G6 Blade Server	Department Financial Services	Obsolete	ITC	888.11
14135	22313	Telephone	Department Financial Services	Obsolete	ITC	3.17
12989	22324	Telephone	Department Financial Services	Obsolete	ITC	3.17
14437	22580	HP Pro 300	Department Financial Services	Obsolete	ITC	36.72
13278	22556	HPCompaq 6735b	Department Financial Services	Obsolete	ITC	87.21
11851	33657	Recorder	Department Financial Services	Damaged	ITC	81.75



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
15560	22439	Chair	Department Financial Services	Damaged	Salaries	7.02
12239	21740	Notice Board	Department Financial Services	Damaged	Salaries	2.51
30226	30240	Chair	Department Financial Services	Damaged	SCM	182.04
2811	20745	Ladder	Department Financial Services	Damaged	SCM	19.54
Scrap		Tyres x 4: 155 x 80 x 13	Department Financial Services	Damaged	SCM	
12086	21758	Desk	Department Financial Services	Damaged	SCM	9.47
12275	22161	Cupboard Wooden	Department Financial Services	Damaged	SCM	2.03
12997	22217	Desk	Department Financial Services	Damaged	SCM	0.97
12637	22668	Chair	Department Financial Services	Damaged	SCM	2.39
19165	27963	Chair	Department Financial Services	Damaged	SCM	77.94
11221	32472	Desk	Department Financial Services	Damaged	SCM	11.23
13421	33196	Calculator	Department Financial Services	Damaged	SCM	4.91
16741	33203	Calculator	Department Financial Services	Damaged	SCM	7.77
16742	33204	Calculator	Department Financial Services	Damaged	SCM	4.91
						<hr/> <hr/> 32 468.58

Approved for disposal from Asset Register:

M Bolton

DIRECTOR Finance Services

04/11/2022

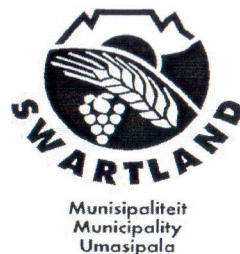


Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Scrap		Fire Extinguishers x 24	Department Protection Services	Damaged	Fire Fighting	
14377	23382	Microwave	Department Protection Services	Damaged	Fire Fighting	2.55
20731	34352	Radio	Department Protection Services	Damaged	Fire Fighting	455.07
11839	24025	CK32736: Nissan Bakkie	Department Protection Services	Capital Replacement	Fire Fighting	47 802.32
Scrap		Crowd Control Barrier	Department Protection Services	Damaged	Fire Fighting	
Scrap		Wood Hand Saw	Department Protection Services	Damaged	Fire Fighting	
Scrap		Chlorine Container Kit	Department Protection Services	Damaged	Fire Fighting	
Scrap		Emergency Lights x 2	Department Protection Services	Damaged	Fire Fighting	
Scrap		Stretchers x 3	Department Protection Services	Damaged	Fire Fighting	
Scrap		Fire Nozzles x 5	Department Protection Services	Damaged	Fire Fighting	
Scrap		Pistol Grip Nozzle	Department Protection Services	Damaged	Fire Fighting	
Scrap		Pistol Grip Nozzle	Department Protection Services	Damaged	Fire Fighting	
Scrap		Stand Pipes x 3	Department Protection Services	Damaged	Fire Fighting	
30727	26902	Ladder	Department Protection Services	Damaged	Fire Fighting	56.93
Scrap		Hydraulic Hoses	Department Protection Services	Damaged	Fire Fighting	
Scrap		Fire Hose Reel	Department Protection Services	Damaged	Fire Fighting	
17007	22899	Thin Client	Department Protection Services	Obsolete	Traffic and Law Enforcement	54.48
18404	26863	Thin Client	Department Protection Services	Obsolete	Traffic and Law Enforcement	160.67
40683	30268	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	57.09
2133	23275	Desk	Department Protection Services	Damaged	Traffic and Law Enforcement	0.81
	21534	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	4.48

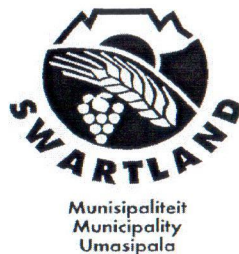


Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
	23064	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	5.35
	23065	Dater	Department Protection Services	Damaged	Traffic and Law Enforcement	4.41
	23055	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	4.24
	23057	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	4.04
	21529	Dater	Department Protection Services	Damaged	Traffic and Law Enforcement	3.68
	21535	Dater	Department Protection Services	Damaged	Traffic and Law Enforcement	4.17
	21544	Dater	Department Protection Services	Damaged	Traffic and Law Enforcement	4.21
	21545	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	4.07
	21552	Dater	Department Protection Services	Damaged	Traffic and Law Enforcement	6.27
	23048	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	5.79
22966	30246	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	113.79
22930	30249	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	113.79
21243	30271	Chair	Department Protection Services	Damaged	Traffic and Law Enforcement	380.25
22498	33274	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	23.67
17523	24592	Fridge	Department Protection Services	Broken	Traffic and Law Enforcement	67.51
2149	24624	Chair	Department Protection Services	Damaged	Traffic and Law Enforcement	24.78
12328	23129	Safe	Department Protection Services	Damaged	Traffic and Law Enforcement	9.69
14594	23443	Water Dispenser	Department Protection Services	Damaged	Traffic and Law Enforcement	16.92
11383	6013	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	18.48
11431	6026	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	13.24
15254	20984	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	50.32



Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
20707	34026	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	413.82
11499	17955	Radio	Department Protection Services	Damaged	Traffic and Law Enforcement	14.82
Inventory		Mop Bucket	Department Protection Services	Damaged	Traffic and Law Enforcement	
17716	26652	Stapler	Department Protection Services	Damaged	Traffic and Law Enforcement	2.00
15204	23218	CK38072: Motorbike	Department Protection Services	Capital Replacement	Traffic and Law Enforcement	21 675.75
Scrap		CJW983NC: Ford Sedan	Department Protection Services	Scrap	Traffic and Law Enforcement	
Scrap		CV10703: Nissan Minibus	Department Protection Services	Scrap	Traffic and Law Enforcement	
Scrap		CF139324: BMW	Department Protection Services	Scrap	Traffic and Law Enforcement	
18182	39939	Microwave	Department Protection Services	Damaged	Traffic and Law Enforcement	1 388.87
19319	27974	Safe	Department Protection Services	Damaged	Traffic and Law Enforcement	80.40
20868	29201	Blue Light	Department Protection Services	Damaged	Traffic and Law Enforcement	581.65
4754	21172	Cupboard	Department Protection Services	Damaged	Traffic and Law Enforcement	4.19
15396	24463	Desk	Department Protection Services	Damaged	Traffic and Law Enforcement	16.15
4813	32889	Desk	Department Protection Services	Damaged	Traffic and Law Enforcement	57.03
30382	39609	Chair	Department Protection Services	Damaged	Traffic and Law Enforcement	644.77
30118	39956	Chair	Department Protection Services	Damaged	Traffic and Law Enforcement	644.77
30336	39955	Chair	Department Protection Services	Damaged	Traffic and Law Enforcement	644.77
Scrap		Tyres: 205/55R16 x 4	Department Protection Services	Scrap	Traffic and Law Enforcement	
Scrap		Tyres: 185/16 R14 x 3	Department Protection Services	Scrap	Traffic and Law Enforcement	
Scrap		Tyres: 185/55R15 x 3	Department Protection Services	Scrap	Traffic and Law Enforcement	
Scrap		Tyres: 245/70R16 x 21	Department Protection Services	Scrap	Traffic and Law Enforcement	



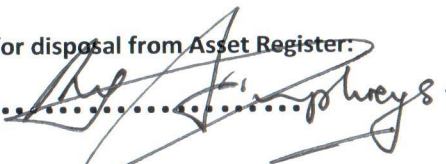
Swartland Municipality

Auction: 24 November 2022

AUCTION LISTING

Barcode	Asset Code	Description	Department	Reason for Disposal	Division	Book Value as at 30/06/2022
Scrap		Tyres: 7,00/R16 x 6	Department Protection Services	Scrap	Traffic and Law Enforcement	<hr/> <hr/>
Scrap		Tyres: 205/65R16 x 3	Department Protection Services	Scrap	Traffic and Law Enforcement	

Approved for disposal from Asset Register:

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P Humphreys

DIRECTOR Protection Services

04/11/2022

75 642.06



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
7 November 2022
5/7/1/1/MY
WYK: NVT

ITEM 7.10 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 16 NOVEMBER 2022.

ONDERWERP: UITSTAANDE DEBITEURE – OKTOBER 2022 SUBJECT: OUTSTANDING DEBT – OCTOBER 2022
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1. **AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION**

Die bylae hierby aangeheg reflekteer die besonderhede van Swartland Munisipaliteit se uitstaande debiteure vir die tydperk Oktober 2022 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period October 2022 and is composed of the following reports.

- a) Outstanding debt (before levy) Residential / Business / Government / Personnel / Council Members
- b) Outstanding debt (before levy) 150 days and older
- c) Outstanding debt (before levy) 150 days and older - Legal Suite
- d) Outstanding debt (before levy) 150 days and older - Collab
- e) Statistics Cut-Off List

2. **WETGEWING / LEGISLATION**

- 2.1 Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
- 2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. **KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP**

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

- 4.1 Die uitstaande debiteure vir September 2021 het R32 068,105.81 beloop terwyl die uitstaande debiteure vir Oktober 2021 R36 922,485.99 beloop het en was 'n vermeerdering van R4 854,380.18.
- 4.2 Die uitstaande debiteure vir September 2022 het R38 178,464.56 beloop terwyl die uitstaande debiteure vir Oktober 2022 R44 174,895.71 beloop - 'n vermeerdering van R5 996,431.15.
- 4.3 Die uitstaande debiteure vir Oktober 2021 het R36 922,485.99 beloop terwyl die uitstaande debiteure vir Oktober 2022 R44 174,895.71 beloop - 'n vermeerdering van R7 252,409.72 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir Oktober 2022 is 6.20% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Oktober 2021 5.61% was van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

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

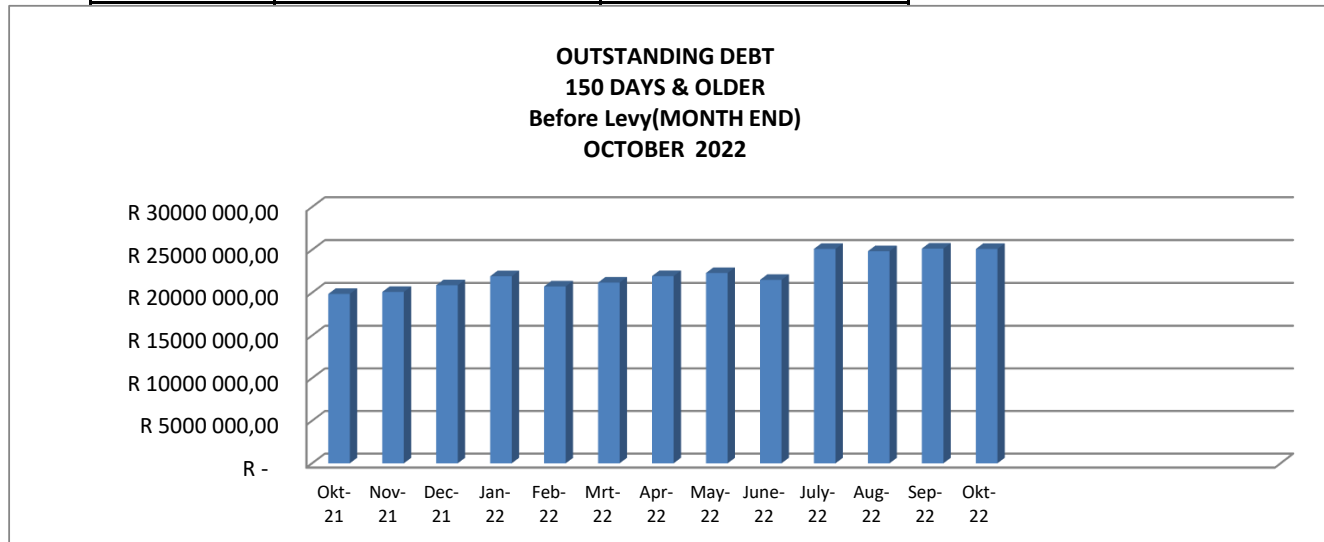
That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for October 2022.

(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

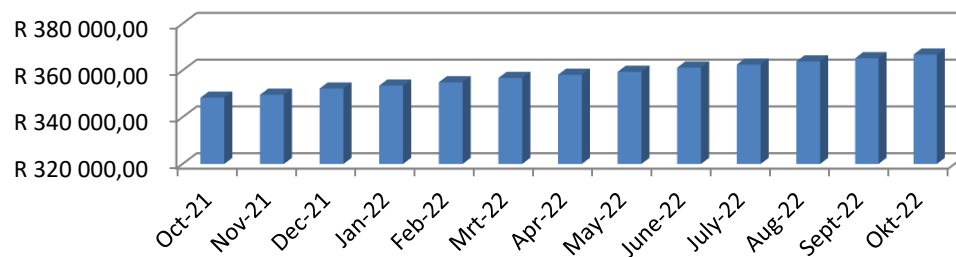
OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS OCTOBER 2022									2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	R 713 057 993	R 658 069 842	R 573 330 277
May-22	R 3 747 258	R 35 092 588	R 31 683 448	R 593 230	R 2 815 136	R 774	R -	EFT payments day after month end received amounted to R1 493,716,56 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R593,229,67 . Staff outstanding in the amount of R744,28 Two (2) Staff members have outstanding accounts (1 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to R2 815,135,71 as a result of annual rates. The amount of R2016,62 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,33%	5,47%
June-22	R 5 488 094	R 35 198 806	R 30 088 519	R 2 411 046	R 2 697 612	R 1 629	R -	EFT payments day after month end received amounted to R2 336,797,15 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 411,045,65 Staff outstanding in the amount of R1 629,09 Three (3) Staff members have outstanding accounts (1 X Pre-paid electricity - 1X Conventional Electricity and 1x Eskom electricity) The Government outstanding amounted to R2 697,611,55 as a result of annual rates. The amount of R758 922,13 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,35%	5,18%
July-22	R 3 975 409	R 33 346 638	R 30 797 319	R 1 193 799	R 1 354 961	R 559	R -	EFT payments day after month end received amounted to R2 712,574,75 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 193,799,27 Staff outstanding in the amount of R558,66 Three (3) Staff members have outstanding accounts (2 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to R1 354,961,06 as a result of annual rates. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4,68%	4,46%	5,05%
Aug-22	R -2 225 365	R 31 200 412	R 30 311 272	R 2 108 321	R -1 219 311	R 130	R -	EFT payments day after month end received amounted to R1 075,419,33 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 108,321,44 Staff outstanding in the amount of R129,82 - One(1) Staff member has an outstanding account - Pre-Paid electricity)) The Government outstanding amounted to -R1 219,310,98 as a result of annual rates. The amount of R5 977,547,40 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4,38%	5,08%	5,84%
Sept-22	R 6 110 359	R 38 178 465	R 33 553 572	R 4 406 314	R 217 814	R 765	R -	EFT payments day after month end received amounted to R1 581,839,65 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 406,314,32 Staff outstanding in the amount of R764,71 - TWO(2) Staff members have outstanding accounts - 2 x Pre-Paid electricity) The Government outstanding amounted to R217 813,61 as a result of annual rates. The amount of R1 639,357,70 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,35%	4,87%	6,07%
Oct-22	R 7 252 410	R 44 174 896	R 34 268 074	R 8 445 514	R 1 456 494	R 4 815	R -	EFT payments day after month end received amounted to R2 845,709,51 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R8 445,513,81 Staff outstanding in the amount of R4814,55 - FIVE (5) Staff members have outstanding accounts - 4 x Pre-Paid electricity and 1x Conventional Electricity) The Government outstanding amounted to R1 456,493,54 as a result of annual rates. The amount of R24 696,72 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,20%	5,61%	6,69%

OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) OCTOBER 2022			Comparative Period 2021- 2022	
Month	Before Levy			
Okt-21	R	19 853 986,01	R	2 658 773,12
Nov-21	R	20 084 499,60	R	2 388 638,26
Dec-21	R	20 866 464,09	R	2 446 905,55
Jan-22	R	21 917 794,24	R	2 483 818,47
Feb-22	R	20 726 613,85	R	-1 438 747,40
Mrt-22	R	21 183 174,94	R	-1 731 362,35
Apr-22	R	21 937 941,09	R	-1 965 168,19
May-22	R	22 291 862,23	R	4 020 577,16
June-22	R	21 490 622,35	R	4 836 753,58
July-22	R	25 101 162,41	R	4 177 361,65
Aug-22	R	24 842 160,04	R	4 875 586,56
Sep-22	R	25 143 461,10	R	5 234 802,91
Okt-22	R	25 097 612,66	R	5 243 626,65



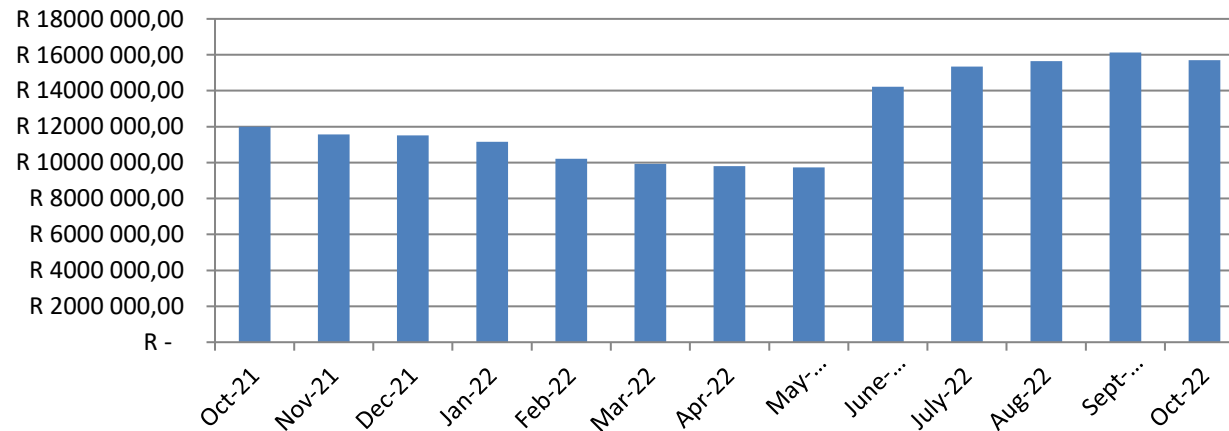
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite OCTOBER 2022		Comparative Period 2021-2022	
Month	Before Levy		
Oct-21	R 348 349,94	R	-180 088,25
Nov-21	R 349 602,60	R	-183 531,80
Dec-21	R 352 261,84	R	-182 762,06
Jan-22	R 353 514,02	R	-183 820,41
Feb-22	R 354 951,12	R	-184 233,53
Mrt-22	R 356 799,06	R	-194 152,44
Apr-22	R 358 156,35	R	-200 465,69
May-22	R 359 422,48	R	22 188,26
June-22	R 361 211,91	R	19 082,67
July-22	R 362 518,56	R	19 187,97
Aug-22	R 363 868,39	R	19 294,29
Sept-22	R 365 218,42	R	18 111,90
Okt-22	R 366 793,17	R	18 443,23

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
- Legal Suite
OCTOBER 2022**

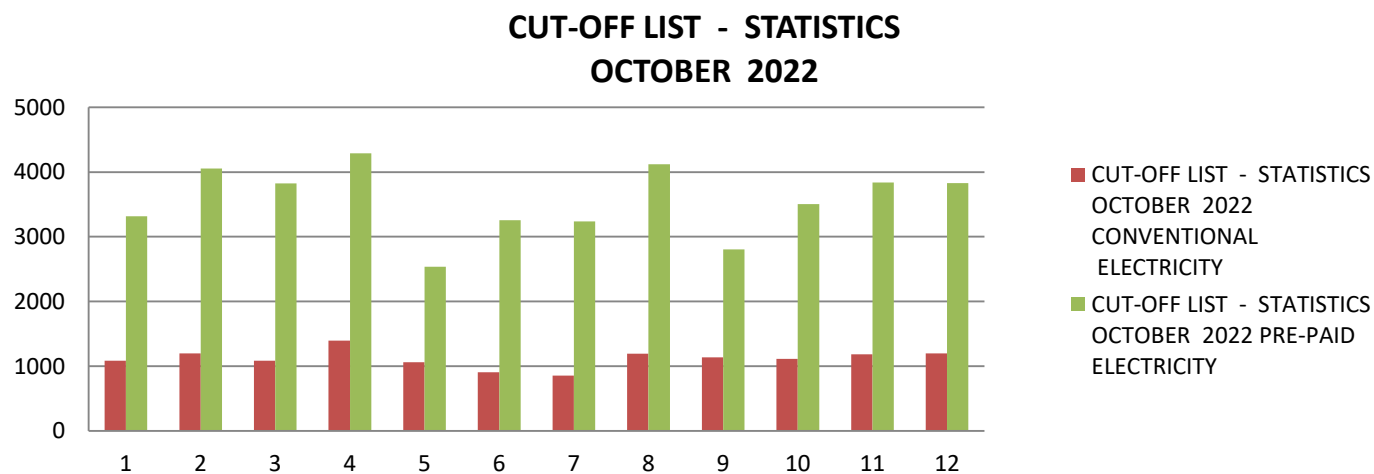


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab OCTOBER 2022		Comparative Period 2021 - 2022
Month	Before levy	
Oct-21	R 11 995 030,50	R 4 110 825,53
Nov-21	R 11 566 035,99	R 1 413 830,35
Dec-21	R 11 507 219,77	R 1 205 785,91
Jan-22	R 11 150 473,54	R 598 011,87
Feb-22	R 10 211 399,53	R -611 603,56
Mar-22	R 9 921 086,49	R -464 947,57
Apr-22	R 9 798 783,55	R -292 258,55
May-22	R 9 724 119,16	R 1 928 434,58
June-22	R 14 220 633,79	R 3 754 674,73
July-22	R 15 350 180,25	R 3 589 362,69
Aug-22	R 15 648 685,84	R 3 432 976,72
Sept-22	R 16 136 044,50	R 3 572 923,89
Oct-22	R 15 704 063,21	R 3 709 032,71

OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab October 2022



CUT-OFF LIST - STATISTICS OCTOBER 2022			
MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
Oct-21	1083	3316	8 November 2021
Nov-21	1196	4053	8 December 2021
Dec-21	1084	3823	11 January 2022
Jan-22	1397	4290	7 February 2022
Feb-22	1062	2539	9 Maart 2022
Mar-22	907	3257	11 April 2022
Apr-22	853	3237	9 May 2022
May-22	1195	4120	8 May 2022
June-22	1136	2804	11 July 2022
July-22	1115	3504	10 August 2022
Aug-22	1185	3837	12 September 2022
Sept-22	1198	3830	10 October 2022
Oct-22	1153	3888	8 November 2022



ITEM: 7.11 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 16 NOVEMBER 2022.

ONDERWERP:	VORDERING MET UITSTAANDE VERSEKERINGSEISE
SUBJECT:	OUTSTANDING INSURANCE CLAIMS PROGRESS

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Effective and sound asset management is critical to any business environment whether in the private or public sector. Asset safekeeping in the main, involves, whilst not limited to the latter, the protection and safeguarding of assets against potential damage, theft, and safety risks, whilst insurance cover provides selected and limited coverage for the accidental loss of the asset value.

2. WETGEWING / LEGISLATION

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

“Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard.”

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Excess	1 July 2022 – 31 October 2022	:R 137 288.62(paid)
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Excess	Outstanding claims	:R 74 899.52 (outstanding)
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5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2022/61	SWA2021-22/SW/52/C	Civil Services: Sewerage	08/02/2022	24/05/2022	Property Loss, Dissolved Oxygen Probes	388 654,00	25 000,00	The dissolved oxygen probes on the membrane bioreactor at the WWTW was damaged due to load shedding causing the temperature compensation sensor to fail. Guardrisk has escalated the claim to their management on 13 July 2022 for approval due to the late submission of the claim. An assessor was appointed and such assessment report is outstanding to date. A second report was requested by Guardrisk from the assessor in October 2022, this report is still outstanding.
2022/62	CLGRMUM-865648	Civil Services: Water	30/05/2022	01/06/2022	Property Loss: Burst Geyser, Multipurpose Centre	9 312,01	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. The geyser has been replaced. Excess payment outstanding due to the fact that the supplier used by insurance is not registered on the CSD. Our Supply Chain Management unit is currently assisting the supplier to register on CSD. The supplier's CSD registration is not finalized yet.
2023/01	CLGRMUM-867252	Traffic Department	15/06/2022	04/07/2022	Motor Damaged, CK41293	10 500,00	5 000,00	SASRIA claim was submitted after the vehicle was damaged during a protest. Feedback received from Opulentia (our insurance broker) in October was that SASRIA is still busy processing the claim.
2023/04	CLGRMUM-868352	Civil Services: Water	14/07/2022	15/07/2022	Motor Damaged: CK10564	30 317,63	5 000,00	A third party collided with a municipal vehicle (CK10564) while such was stationary at a traffic signal. Confirmation from the insurer to repair the vehicle was received on 31 August 2022. The Invoice was received on 31 October 2022 for payment.
2023/06	SWA2021-22/SW/60/M	Traffic Department	16/06/2022	21/07/2022	Motor Damaged: CK44780	7 550,00	5 000,00	SASRIA claim was submitted after the vehicle was damaged during a protest. Feedback received from Opulentia (our insurance broker) in October was that SASRIA is still busy processing the claim.
2023/13	SWA2022-23/SW/08/T	Civil Services: Electric	23/08/2022	02/09/2022	Property Loss, Gene Louw Sports Ground	84 062,00	25 000,00	Theft of control box and cables at Gene Louw Sports Grounds at the Broadcasting booth. Guardrisk is still investigating the claim. An additional quote was requested and submitted on 13 October 2022.
2023/14	CLGRMUM-869367	Finance: Pool Vehicle	13/09/2022	13/09/2022	Motor Damaged, CK14838	53 995,22	5 399,52	A third party collided with a municipal vehicle (CK14838) while such was stationary at a traffic signal. Confirmation from the insurer to repair CK14838 was received on 27 September 2022. The invoice was received on 31 October 2022 for payment.
2023/19	CLGRMUM-870233	Civil Services: Sewerage	06/10/2022	06/10/2022	Motor glass: CK50003	3 850,13	3 500,00	A stone reflected from a third party vehicle and hit the windscreen of CK50003. Confirmation from the insurer to replace the windscreen was received on 11 October 2022. Invoice received on 31 October 2022 for payment.
						588 240,99	74 899,52	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/07	CLGRMUM-868510	Civil Services: Water	06/07/2022	21/07/2022	Motor Damaged: CK53067	7 295,61	5 000,00	The excess amount was paid to the supplier on 04 October 2022.
2023/09	MUM2022-153	Civil Services: Sewerage	27/07/2022	10/08/2022	Motor glass: CK18526	6 875,77	3 500,00	The excess amount was paid to the supplier on 13 October 2022.
2023/12	CLGRMUM-868656	Civil Services: Refuse Removal	31/08/2022	31/08/2022	Motor glass: CK21380	4 362,13	3 500,00	The excess amount was paid to the supplier on 13 October 2022.
2022/52	CLGRMUM-863166	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, Rosenhof Community Hall	9 310,00	1 000,00	EFT Payment received on 7 October 2022. Receipt number 107481. Amount received R8 310,00
2022/51	CLGRMUM-863110	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, 21 Alfa Street	8 750,35	1 000,00	EFT Payment received on 17 October 2022. Receipt number 1079721. Amount received R7 750,35
2023/16	CLGRMUM-869727	Civil Services: Refuse Removal	07/09/2022	21/09/2022	Motor Damaged, CK34221	16 695,70	7 500,00	The excess amount was paid to the supplier on 17 October 2022.
2023/18	CLGRMUM-869721	Civil Services: Parks & Recreation	15/09/2022	26/09/2022	Motor glass: CK42851	6 388,12	3 500,00	The excess amount was paid to the supplier on 24 October 2022.
2022/65	CLGRMUM-866111	Civil Services: Sewerage	18/05/2022	13/06/2022	Property Loss: Moorreesburg Sewerage Plant	17 043,05	5 000,00	EFT Payment received on 31 October 2022. Receipt number 053109. Amount received R11 363,85
2023/08	CLGRMUM-868290	Civil Services: Sewerage	27/07/2022	12/08/2022	Property Loss, Moorreesburg Sewerage Plant	11 626,00	5 000,00	EFT Payment received on 31 October 2022. Receipt number 053108. Amount received R6 626,00.
						88 346,73	35 000,00	



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
26 September 2022

6/1/2/1

ITEM 7.12 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 16 NOVEMBER 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT SUPPLY AND INSTALLATION OF VARIABLE SPEED DRIVES AT THE RUST FONTEIN WATER PUMP STATION

1. BACKGROUND

The bulk water supply system have been severely compromised due to the level 5 and level 6 load shedding of the past two weeks. The loss in pumping hours at a major booster pump station, the Rust Fontein Booster, has resulted in the depletion of water storage in the bulk reservoirs at Glen Lilly. The reservoirs reached critically low levels on Wednesday 14 September 2022. Prolonged interruption to the end users can now only be temporarily averted through interventions such as pressure and flow restrictions. The situation is now aggravated with the continuation of load shedding for the remainder of the week at levels 3 and 4. It is paramount to equip the pump station with emergency back up power generation in order to prevent further losses in pumping hours and an interruption in water supply.

A suitably sized mobile power generation unit is available for the pump station but the switchgear must be upgraded in order for the generator to be connected to the pump station. This entails the installation of variable speed drives for both of the installed pump sets.

WJ Cotter Electrical, a local and appropriately experienced service provider was contacted to provide quotation for the supply and emergency installation of the variable speed drives. The quotation amounted to R465 000(excluding VAT). Failure on the part of the municipality to undertake the emergency works, given the continued electricity crises, would result in the municipality failing its mandate to ensure the supply of water as a basic necessity to some areas.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However, the Acting Municipal Manager has approved the supply and installation of variable speed drives at the Rust Fontein Booster Pump Station by WJ Cotter Electrical as an emergency to prevent prolonged interruptions in water supply.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

- 2.1 in an emergency;
- 2.2 if such goods or services are produced or available from a single provider only;
- 2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- 2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves;
or
- 2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.”

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/105-376-128 (bulk water emergency spending) and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The provisions of water services aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

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

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

LDZ/ldz



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
11 November 2022

P.1000546
4/8/3

ITEM 7.13 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 16 NOVEMBER 2021

ONDERWERP:	AANSOEK OM VAKANSIEVERLOF DEUR MUNISIPALE BESTUURDER EN DIREKTEURE EN AANWYS VAN WAARNEMENDE MUNISIPALE BESTUURDER
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1. AGTERGROND / BACKGROUND

- 1.1 Die Munisipale Bestuurder moet by die Uitvoerende Burgemeesterskomitee aansoek doen om verlof. Hierby aangeheg is 'n skedule wat die voorneme aandui van wanneer die Munisipale Bestuurder van voorneme is om verlof te neem.
- 1.2 Die skedule toon ook die voornemens van die ander Direkteure, ten einde 'n geheelbeeld te skets van watter direkteure beskikbaar is om waar te neem.

AANBEVELING / BESLUIT

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

(get) J J Scholtz

MUNISIPALE BESTUURDER

VERLOFSKEDULE DESEMBER 2022 - JANUARIE 2023

[illegible]

	M	D	W	D	V	S	S	M	D	W	D	V	S	S	M	D	W	D	V	S	S	M	D	W	D	V	S	S	M	D	W	D	V	
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SB			Af	Af				Af	X	X	X					X	X	X	X				X	X	X	X			X	X	X										20 Des-11 Jan (14 dae)
Leon	X	X	X	X																																					5 - 15 Des (9 dae)
Jurene																X	X														X	X									27-28 Des 11-12 Jan (4 dae)
Msizi																X	X	X	X				X	X	X	X			X	X											27-30 Des 3-13 Jan (10 dae)
Karin								X	X	X	X					X	X	X	X				X	X	X	X			X	X	X	X	X								19 Des-13 Jan (17 dae)