



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

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

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

Beampes:

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

1. OPENING

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

2. VERLOF TOT AFWESIGHEID

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

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen.

4. NOTULES

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

BESLUIT

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

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

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

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

4.1/...

BESLUIT

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

5. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

6. MAANDVERSLAG: MAART 2024

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

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

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

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

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

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

6.3/...

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

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

BESLUIT

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

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

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

6.4.1 VERKEER- EN WETSTOEPASSINGSDIENS

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

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

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

BESLUIT

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

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

6.4.2 BRANDWEERDIENSTE

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

BESLUIT

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

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

7. NUWE SAKE

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

Die Geïntegreerde Ontwikkelingsplan (GOP)/...

7.1/...

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

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

Die gewysigde GOP en Areaplanne is met die sakelys gesirkuleer.

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

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

7.2 **BEGROTINGSBEHEERKOMITEE TEGNIESE AANBEVELINGS VIR DIE MEERJARIGE KAPITAAL- EN BEDRYFSBEGROTING, BEGROTINGS- EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIWE EN ANDER HEFFINGS VIR 2024/2025; 2025/2026 EN 2026/2027 (5/1/2/2)**

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

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

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

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

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

7.2/...

- (c) Dat die Raad kennis neem dat die koste soos beoog deur Artikel 19(2)(a)(b) verkry is na konsultasie met die onderskeie direkteur(e) wie die koste bevestig het soos per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** en oorweeg dieselfde;
- (d) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2024/2025 – 2026/2027 Capital Projects ito Sec 19)**, eers die geprojekteerde koste wat alle finansiële jare dek totdat die projek in werking is en die toekomstige bedryfskoste en inkomste op die projek, met inbegrip van belasting- en tarief-implikasies oorweeg;
- (e) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 4 individuele projekte bo R50 miljoen, aangesien die voorgenoemde kapitaalprogram se operasionele koste, insluitend die toekomstige koste gedek sal word deur belasting en die normale kostesentrums soos in die bedryfsbegroting;
- (f) Dat die toekomstige kapitaalebegrotings vanaf jaar 3 beperk word tot 17% van die bedryfsbegroting (gebaseer op NT se norm van tussen 10% en 20% vir Kapitaalbesteding tot Totale Bedryfsbesteding) as gevolg van die opwaartse druk wat dit het op die bedryfsbegroting en die bekostigbaarheid van tariewe;
- (g) Dat die Raad die befondsingsbronne oorweeg wat verband hou met die Raad se kapitaalprogram en daarop let dat die befondsingsbronne beskikbaar is en nie vir ander doeleindes geoormerk is nie;

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

- (h) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (i) Dat die Raad in beginsel goedkeuring verleen vir die opneem van 'n eksterne lening tot 'n bedrag van R40 miljoen vir die 2024/25 MTREF, vir die gedeeltelike finansiering van die volgende kapitaalprojekte: 132/11kV Eskom Schoonspruit Substation (R29 miljoen) en die Development of Highlands New Landfill Cell (R11 miljoen), deur die mark te toets by wyse van die inwin van tenders vanaf die finansiële instellings soos beoog in artikel 46 van die MFMA;
- (j) Dat die finale hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die **2024/2025 – 2026/2027** finansiële jare goedgekeur word as finaal, in ooreenstemming met artikel 16, 17 en 19 van die MFMA;

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

- (k) Dat daar goedkeuring verleen word vir die kennisgewing ingevolge artikel 14(1) en (2) van die Plaaslike Regering: Wet op Munisipale Eiendomsbelasting, 2004 ten opsigte van die heffing van finale eiendomsbelastingkoerse, vrystellings en afslag op eiendomme soos gespesifiseer in die onderstaande skedule en in die Eiendomsbelastingbeleid vir die 2024/2025 finansiële jaar met effek vanaf 1 Julie 2024;

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

Exemptions and Reductions

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

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

- **Indigent owners:** 100 per cent rebate will be granted to registered indigents in terms of the Indigent Policy to a maximum valuation of R105 000;
- **Qualifying senior citizens and disabled persons:** A rebate to an amount equal to the rates payable on the first amount of the valuation of such property to a limit of R300 000.

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

7.2/...

- (l) Dat die Raad die tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in (**Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File**) goedkeur as finaal;
- (m) Dat die Raad die elektrisiteitsariewe vir die 2024/2025 finansiële jaar goedkeur, gebaseer op die inkomstevereiste soos ondersteun in die koste van voorsieningstudie;
- (n) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in (**Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027**) goedgekeur word;
- (o) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in (**Annexure D: Final Amendments to Budget & Related Policies 2024/2025**), goedgekeur word as finaal;
- (p) Dat die vloot uitgebrei word met 'n addisionele nuwe 8-10 sitplek Bus vir die Reaksie/LEAP-eenheid, maar dat die aanwending daarvan beperk word tot binne die Swartland munisipale gebied (WC015), aangesien die Raad reeds R14 miljoen vanaf 2022/2023 in bedryfskoste finansier bo en behalwe die provinsiale toekenning;
- (q) Dat die Raad kennis dra dat die Munisipaliteit se DORA allokasies verminder was met R39.267 miljoen oor die nuwe MTREF;
- (r) Dat die opleidingsbegroting beperk tot **0,50%** van die salarisbegroting vir die 2024/2025 finansiële jaar, goedgekeur word as finaal;
- (s) Dat die Raad kennis neem dat die verhogings vir die Direkteure kontraktueel gekoppel is aan die ander personeel wat op nasionale vlak onderhandel en bepaal word:
 - Ten opsigte van alle personeel, 'n verhoging van **5.2%** vir 2024/2025; **5%** vir die 2025/2026 en **5%** vir 2026/2027 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,415% kerfverhoging waar van toepassing;
 - Daar is voldoende begroot vir alle salarisaanpassings;
 - Voorsiening is gemaak vir 'n **3%** verhoging vir politieke ampsbekleërs wat val binne die middelband van die inflasietekens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).
- (t) Dat die Raad kennis neem van die begrote bedryfssurplusse en dat die begroting “kontant gefinansier” word as gevolg van die kontantreserwes in tabel A8, die totale groei in uitgawes van **11%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **16.5% (7.1% kapitale toekennings uitgesluit)** vir die MTREF periode, sowel as die kontantvloei-staat soos per (**A-schedule: A7**) vir die volgende drie finansiële jare;
 - die risikofaktor vir kontantdekking vir bedryfsuitgawes is **6.3 maande** vir 2024/25, **5.3 maande** vir 2025/26 en **8.4 maande** vir die 2026/27 finansiële jaar (dit kan wesenlik beïnvloed word, maar op hierdie stadium is dit nie moontlik om wetenskaplik te bepaal nie);
 - oor die volgende drie finansiële jare is die beplanning van so 'n aard dat netto bedryfsurplusse verwag word vir 2024/25, 'n bedrag van **R 23 888 902**, vir 2025/26 'n bedrag van **R 3 436 053** en vir 2026/27 'n bedrag van **R 1 083 465 (kapitale toekennings uitgesluit)**, wat ver onder die NT riglyn is van minstens 'n 7.5% surplus.
- (u) Dat die Direkteur: Finansiële Dienste voldoen aan die vereistes van die Begrotingsomsendbriewe en –formate in die konteks van die verslagdoeningsvereistes aan Provinsiale en Nasionale Tesourie;

7.2/...

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

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

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

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

BESLUIT

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

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

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

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

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

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

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

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

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

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

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

7.5/...

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

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

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

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

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

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

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

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

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

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

Die konsep beleid is met die sakelys gesirkuleer.

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

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

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

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

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

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

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

7.8/...

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

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

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

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

Die hersiende Swartland Ekonomiese Ontwikkelingsplan is met die sakelys gesirkuleer.

BESLUIT

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

Dat die aangehegte Swartland Ekonomiese Ontwikkelingsplan goedgekeur word.

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

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

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

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

BESLUIT

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

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

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

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

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

Besluit/...

7.11/...

BESLUIT

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

- (a) Dat die aangepaste munisipale beplanningsdokument, soos voorgelê, deur die Uitvoerende Burgemeesterskomitee aanvaar word;
- (b) Dat die voorgestelde projekte 'n beplanningsdokument is en onderworpe is aan die beskikbaarheid van fondse, geskikte grond en grootmaatdienste binne die onderskeie dorpe en indien voldoende fondse nie beskikbaar is nie, projekte moontlik aangeskuif kan word na die volgende finansiële jare;
- (c) Dat kennis geneem word dat, in terme van die De Hoop Behuisingsprojek Fase 3 (1021 erwe) en die Moorreesburg Behuisingsprojek (650 erwe), die Munisipaliteit besig is met 'n verkrygingsproses om 'n gekwalifiseerde kontrakteur aan te stel en is dit die verwagting dat die kontrakteur gedurende Julie 2024 met die installering van siviele dienste 'n aanvang sal neem. Die aanstelling is onderhewig aan 'n appèl periode van twee weke en 'n kontraktuele oorhandigingsproses.

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

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

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

BESLUIT

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

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

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

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

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

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

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

7.13/...

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

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

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

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

BESLUIT

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

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

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

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

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

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

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

BESLUIT

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

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

7.17/...

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

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

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

BESLUIT

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

- (a) Dat goedkeuring verleen word dat 'n huurooreenkoms met die Abbotsdale Buurtwag gesluit word vir die huur van een gedeelte van die struktuur geleë op erf 1217, Abbotsdale, en wel vir 'n verdere periode van een (1) jaar met ingang vanaf 1 Julie 2024 ten bedrae van R120.00 per jaar, BTW uitgesluit, welke bedrag vooruitbetaalbaar sal wees;
- (b) Dat die huurvoorwaardes wat tans geld, van krag sal bly, ingesluit dat water en riooldienste kosteloos beskikbaar gestel word, in ag genome dat die buurtwag 'n vrywillige diens aan die gemeenskap lewer.

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

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

BESLUIT

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

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

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

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

7.20/...

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

BESLUIT

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

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

7.21 VERHURING VAN VRAGHOUER AAN DIE KALBASKRAAL BUURTWAG (12/1/3/1-6/1)

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

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

BESLUIT

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

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

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

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

BESLUIT

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

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

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

BESLUIT

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

7.24 VOORRAADOPNAME: 2024 (6/1/1)

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

BESLUIT

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

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

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

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

BESLUIT

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

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

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

BESLUIT

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

kanaalbestuurbeleid;

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

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 12 JUNIE 2024 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl I S le Minnie

Nel, M (rdd)

O'Kennedy, E C

Penxa, B J

Pypers, D C

Rangasamy, M A (rdh)

Soldaka, P E

Vermeulen, G

Warnick, A K

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Direkteur: Elektriese Ingenieursdienste, mnr T Möller

Direkteur: Beskermingsdienste, mnr P A C Humphreys

Snr Bestuurder Menslike Hulpbronne, me S de Jongh

Begrotingskantoor, me H Papier

Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede en versoek rdl A M Williams om die vergadering met gebed te open.

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

Verlof tot afwesigheid word verleen aan rdh T van Essen, rdl A K Warnick, rdl N Smit, Direkteur: Korporatiewe Dienste, me M S Terblanche en Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 10 APRIL 2024

BESLUIT

(voorgestel deur rdd M Nel, gesekondeer deur rdl E O'Kennedy)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 10 April 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

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

5.1/...

5.1 MAANDVERSLAG: APRIL 2024

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

Die Munisipale Bestuurder gee agtergrond tot die ontwikkeling van die SDBIP in sy huidige formaat en dat die voormalige stelsel nie voldoen het aan die vereistes ingevolge die nuwe Personeelregulasies nie.

Die Munisipale Bestuurder noem dat dit verslagdoening tot en met April 2024 is, en dat die kapitaalspandering teen einde Mei reeds 76% was en dat die teiken gehaal sal word teen einde Junie 2024.

Rdl B J Penxa versoek dat die ligging van die watertoring korrek aangedui moet word as in Ilinge Lethu, waarop die Munisipale Bestuurder bevestig dat dit vir die 2024/2025 finansiële jaar reggestel sal kan word.

BESLUIT

Dat kennis geneem word van die maandverslag van die Munisipale Bestuurder vir April 2024.

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

6.1 SALGA: IGR-WERKGROEP GEHOU OP 15 MAART 2024 (11/1/24)

'n Opsomming van die uitkomste van die SALGA: IGR-werkgroep gehou op 15 Maart 2024 is met die sakelys gesirkuleer.

AANBEVELING

- (a) Dat kennis geneem word dat die Uitvoerende Burgemeester en die Munisipale Bestuurder die SALGA: IGR-werkgroep gehou op 15 Maart 2024 bygewoon het;
- (b) Dat verder kennis geneem word van die aanbevelings soos vervat in paragraaf 12 van die aanhangsel.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: APRIL 2024

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

Die Senior Bestuurder: Menslike Hulpbronbestuur verduidelik, op navraag van rdl B J Penxa, dat die pos van Assistent: Bibliotekaris vir die Abbotsdale Biblioteek drie keer ekstern geadverteer was, aangesien daar nie 'n geskikte kandidaat gevind kon word nie. Met die laaste advertensie is 'n geskikte kandidaat gewerf en aangestel wat aan al die minimum vereistes van die pos voldoen het.

BESLUIT

Dat kennis geneem word van die maandverslag van die Direkoraat Korporatiewe Dienste vir April 2024.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: APRIL 2024

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

Die Senior Bestuurder: Begrotingskantoor bevestig die statistieke ten opsigte van die kapitaalspandering en dat die spandering teen einde Mei reeds op 76% staan.

BESLUIT

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir April 2024.

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, 12
JUNIE 2024 OM 10:17**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste

Fortuin, C
Nel, M (rdd)
O'Kennedy, E C

Pieters, C
Williams, A M

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Snr Bestuurder Menslike Hulpbronne, me S de Jongh
Begrotingskantoor, me H Papier
Intern: Korporatiewe Dienste, me A Stols

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 rdh T van Essen, rdl A K Warnick, rdl N Smit, rdl D G Bess, die Direkteur: Finansiële Dienste, mnr M A C Bolton en die Direkteur: Korporatiewe Dienste, me M S Terblanche.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN
ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 10 APRIL 2024**

BESLUIT

(voorgestel deur rdd M Nel, gesekondeer deur rdl A M Williams)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 10 April 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: APRIL 2024

5.1.1/...

5.1.1 SIVIELE INGENIEURSDIENSTE

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

Die Direkteur: Siviele Ingenieursdienste gee inligting deur insake die maandverslag en word die volgende punte bespreek:

- (1) Die damvlak van die Voëlvleidam is besig om te styg en staan tans op 56%, en die Wes-Kaapse watervoorsieningstelsel staan op 65%;
- (2) Kennisgewing is vanaf die Weskus Distriksmunisipaliteit ontvang insake onderhoudswerk aan die Voëlvlei-pyplyn en 'n totale afskakeling (shutdown) van die stelsel word voorlopig beplan vir 2 tot 5 Julie. Wanneer die datums gefinaliseer is vir die onderhoudswerk, sal inwoners daarvan in kennis gestel word en versoek word om water spaarsamig te gebruik. Op navraag van die Uitvoerende Burgemeester, noem die Direkteur: Siviele Ingenieursdienste dat alle dorpe in die Swartland munisipale gebied (uitgesluit Moorreesburg en Koringberg) hierdeur geraak sal word. Raadslede sal van meer gedetailleerde inligting voorsien word wanneer die datums van die afskakeling van die watervoorsieningstelsel beskikbaar is vir die nodige onderhoudswerk;
- (3) 'n Bespreking volg aangaande die vandalisme wat voortdurend ervaar word, onder andere die knip van die heining om toegang te verkry, by die Alfastraat Sportgronde en dat die kontrak met die sekuriteitsdienste vir die nuwe finansiële jaar hersien sal word;
- (4) 'n Versoek is ontvang vanaf rdl E C O'Kennedy om die aanstelling van sekuriteitsdienste by die Highlands Stortingsterrein te oorweeg, aangesien die heining weer beskadig is;
- (5) Rdl C Fortuin rapporteer die stormskade aan strate in Moorreesburg, alhoewel die stormwaterstelsel skoongemaak is.

BESLUIT

(op voorstel van rdl A M Williams, gesekondeer deur rdd M Nel)

Dat kennis geneem word van die maandverslag van die Direktoraat Siviele Ingenieursdienste vir April 2024.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

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

Die Direkteur: Elektriese Ingenieursdienste meld dat daar goeie vordering gemaak is met die TID-projek en dat daar in totaal 9713 meters teen die einde van April 2024 omgeskakel is.

BESLUIT

(op voorstel van rdl A M Williams, gesekondeer deur rdd M Nel)

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir April 2024.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

(GET) RDL R J JOOSTE
VOORSITTER



**NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE
VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 12 JUNIE 2024 OM 10:45**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen

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

Pypers, D C
Rangasamy, M A (rdh)
Soldaka, P E

BEAMPTES:

Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Snr Bestuurder Menslike Hulpbronne, me S de Jongh
Begrotingskantoor, me H Papier
Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

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

Verlof tot afwesigheid word verleen aan rdl D G Bess, rdl N Smit, Direkteur: Korporatiewe
Dienste, Me M S Terblanche, Direkteur: Finansiële Dienste, mnr M A C Bolton asook Munisipale
Bestuurder, mnr J J Scholtz.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-
DIENSTE) GEHOU OP 10 APRIL 2024**

BESLUIT

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

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op
10 April 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: APRIL 2024

Die Voorsitter lê die maandverslag ter tafel.

5.1/...

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

Met verwysing na rdl P E Soldaka se navraag aangaande die vordering met die behuisingsprojek in Chatsworth, verduidelik die Direkteur: Ontwikkelingsdienste die skakeling met die betrokke partye – HDA, die nasionale en provinsiale departement van menslike nedersettings – en is in afwagting vir 'n antwoord van die Nasionale Departement van Menslike Nedersettings ten opsigte van die ondersteuning aan die projek. Die Direkteur: Ontwikkelingsdienste noem dat daar in 2011 huise in Chatsworth gebou is, en dat Moorreesburg sedert 2003 in afwagting op 'n behuisingsprojek is.

Die Direkteur: Ontwikkelingsdienste noem, op navraag van rdl Soldaka aangaande die lae kapitaalspandering, dat daar 'n oponthoud was met die betaling van lone deur die kontrakteur, aangesien werkers nie tevrede was nie.

Rdl M Ngozi versoek dat die rapportering insake die kleinboere deelgemaak word van die maandverslag.

Rdl M Ngozi stel verder voor dat daar addisionele mense aangestel word, met verwysing na die aantal besoekers aan die llinge Lethu TSC-kantoor, om behulpzaam te wees met die administrasie.

Die Direkteur: Ontwikkelingsdienste gee terugvoering aangaande die skakel met die Departement van Landbou insake die kleinboere en die voorneme van die betrokke departement om opleidingsprogramme aan te bied wat op 13 Junie 2024 'n aanvang sal neem.

Die Departement van Landelike Ontwikkeling is versoek om met die kleinboere te skakel insake die verskuiwing van die boerderye na Tygerfontein.

Die Direkteur: Ontwikkelingsdienste bevestig, na aanleiding van rdl J M de Beer se navraag oor die Dahlia-huis, dat dit die beplanning is om die fasiliteit op 1 Augustus 2024 te open en dat die wyksambassadeurs betrek sal word by die program.

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir April 2024.

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 10 April 2024.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL G VERMEULEN
VOORSITTER



**NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN
DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 12 JUNIE 2024 OM 11:10**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M Nel

De Beer, J M
Fortuin, C
Jooste, R J

Le Minnie, I S
Papier, J R
Pieters, C
Williams, A M

BEAMPTES:

Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Snr Bestuurder Menslike Hulpbronne, me S de Jongh
Begrotingskantoor, me H Papier
Intern: Korporatiewe Dienste, me A Stols

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

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

Verlof tot afwesigheid word verleen aan rdl D G Bess, rdl A K Warnick en die Direkteur: Korporatiewe Dienste Me M S Terblanche, Direkteur: Finansiële Dienste, mnr M A C Bolton asook die Munisipale Bestuurder, mnr J J Scholtz.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-
DIENSTE) GEHOU OP 10 APRIL 2024**

BESLUIT

(voorgestel deur rdl I S Le Minnie, gesekondeer deur rdl A M Williams)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 10 April 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1/...

5.1 MAANDVERSLAG: APRIL 2024

5.1.1 PRESTASIEVERSLAG

5.1.2 VERKEERS- EN WETSTOEPASSINGSDIENSTE

5.1.3 BRANDBESTRYDING

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

Die Direkteur: Beskermingsdienste verwys na die onwettige grondbesetting in Chatsworth en bevestig dat dit onder HDA se aandag gebring is.

Die Direkteur: Beskermingsdienste gee agtergrond tot die onlangse ontploffing by die NOVA-aanleg in Bokomoweg en spreek sy trots uit teenoor die Brandweerdienste vir die spoedige en professionele hantering van die insident. Die Direkteur: Beskermingsdienste bevestig dat die Raad die korrekte besluit geneem het om 'n eie Brandweerdienste met die nodige toerusting en bekwame amptenare te vestig.

Die voorsitter spreek namens die lede van die Portefeuljekomitee haar dank en waardering uit vir die bekwame optrede van die Brandweerdienste tydens die ontploffing.

BESLUIT

(op voorstel van rdl J M De Beer, gesekondeer deur rdl I S le Minnie)

Dat kennis geneem word van die verslae van die onderskeie afdelings in die Direktoraat Beskermingsdienste, nl. Verkeer en Wetstoepassing en Brandbestryding vir April 2024.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 DIE LEWERING VAN BRANDBESTRYDINGSDIENSTE IN SWARTLAND MUNISIPALITEIT (STRUKTUURBRANDE & VELDBRANDE)

Die verslag tot die sakelys bevat 'n uiteensetting van die funksies van die Weskus Distrikmunisipaliteit en Swartland Munisipaliteit ten opsigte van die lewering van 'n brandbestrydingsdiens in die munisipale gebied.

'n Skrywe gedateer 30 April 2024 is ontvang vanaf die Weskus Distrikmunisipaliteit waarin bevestig word dat die owerheid nie oor die fondse beskik om die Brandweerdienste op dieselfde standaard aan die Swartland Munisipaliteit te lewer nie en dat die status quo gehandhaaf sal word.

AANBEVELING

(op voorstel van rdl J M De Beer, gesekondeer deur rdl I S le Minnie)

- (a) Dat daar kennis geneem word van die skrywe van die Weskus Distrikmunisipaliteit, gedateer 30 April 2024, waarin gemeld word dat die Weskus Distrikmunisipaliteit nie met die beskikbare fondse dieselfde standaard of beter Brandweerdienste kan lewer nie;
- (b) Dat Swartland Munisipaliteit die status quo handhaaf ten opsigte van die lewering van die Brandweerdienste binne die Swartland munisipale area, soos wat ons tans doen. Dit sluit in:
 - (i) Struktuurbrande
 - (ii) Motorvoertuig ongelukke
 - (iii) Hazmat insidente binne die dorpsgrense
 - (iv) Gespesialiseerde reddingsfunksies
 - (v) Brandvoorkoming en inspeksies
 - (vi) Nasien van bouplanne
 - (vii) Goedkeuring van gebeure (events)
 - (viii) Bewusmaking in die gemeenskap, skole en besighede

6.1/...

- (c) Dat Swartland Munisipaliteit onderneem om samewerking met die Weskus DM te optimaliseer soos in die verlede, ten einde die beste moontlike diens te lewer - dit sluit ook in dat fakture vir die ondersteuning aan mekaar gelewer sal word volgens goedgekeurde tariewe;
- (d) Dat Swartland Munisipaliteit interne menslike hulpbronne kapasiteit skep om die Brandweerdienste oor die volgende drie finansiële jare uit te brei, (die toevoeging van twee brandweerpersoneel is reeds in die 2024/2025 begroting geakkomodeer) om die funksies soos uiteengesit in par. (b) in ons regsgebied te volvoer, sowel as veldbrande binne die stedelike randgebied, soos wat ons tans doen.

**(GET) RDD M NEL
VOORSITTER**

ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 JUNE 2024

SUBJECT: AMENDMENT OF THE PERFORMANCE MANAGEMENT AND DEVELOPMENT POLICY

1. BACKGROUND

The existing Performance Management and Development Policy was approved by the Mayoral Committee on 24 January 2024.

Section 32 of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 refers to the following:

- (1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- (2) A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employer in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that-
 - (a) A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - (b) A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

The Municipal Manager and all directors will be eligible for a performance bonus as described above, based on the overall rating calculated in terms of the assessment-rating calculator in the Annexure A of the Performance Management and Development Policy. The policy; performance agreements and service contracts must be updated with these changes.

2. LEGISLATION

Municipal Systems Act No 32 of 2000

Municipal Finance Management Act No 56 of 2003

Municipal Planning and Performance Management Regulations, 2001

Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006

Regulations on Appointment and Conditions of Employment of Senior Managers, 2014

3. KOPPELING AAN DIE GOP

Die GOP en prestasiemeting is aan mekaar gekoppel deurdat die KPI's en teikens in Hoofstuk 4 van die GOP deur middel van die prestasiebestuurstelsel gemonitor word.

4. AANBEVELING / RECOMMENDATION

- Voorgelê vir oorweging.
- Tabled for consideration.

(get) J J Scholtz

**MUNISIPALE BESTUURDER
MUNICIPAL MANAGER**

ITEM 7.2 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 JUNE 2024

ONDERWERP: VOORLEGGING VAN 2024/2025 PRESTASIE-OOREENKOMSTE EN -PLANNE
SUBJECT: SUBMISSION OF 2024/2025 PERFORMANCE AGREEMENTS AND PLANS

1. AGTERGROND

Die prestasie-ooreenkomste en –planne wat voorgelê word (dié van die Munisipale Bestuurder en die Direkteur van Finansiële dienste is as **AANHANGSEL 1** aangeheg) is vir die 2024/2025 finansiële jaar en is 'n vervangende addendum tot die aanstellingskontrakte van die Munisipale Bestuurder en direkteure.

2. LEGISLATION

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

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

Section 69 of the MFMA stipulates that the performance agreements must be submitted to the Executive Mayor within 14 days after approval of the annual budget (i.e. on or before 14 June 2024). It was submitted to the Mayor on 14 June 2024.

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

3. ALIGNMENT TO THE IDP

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

4. FINANSIËLE IMPLIKASIE

Geen

5. AANBEVELING / RECOMMENDATION

- Dat kennis geneem word van die Munisipale Bestuurder en direkteure se prestasie-ooreenkomste en -planne vir die 2024/2025 finansiële jaar.
- *That the performance agreements and plans of the Municipal Manager and directors for the 2024/2025 financial year be noted.*

(get) J J Scholtz

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

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

Harold Cleophas

AND

JJ Scholtz

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

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

and

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

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

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

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

3. COMMENCEMENT AND DURATION

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

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

4 PERFORMANCE OBJECTIVES

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

5 PERFORMANCE MANAGEMENT SYSTEM

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

Key Performance Areas (KPA's)	Weight
IDP Implementation	47%
Good Governance and Public Participation and LED	18%
Municipal Institutional Development and Transformation	17%
Municipal Financial Viability and Management	18%
Total	100%

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

LEADING COMPETENCIES	
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

6. EVALUATING PERFORMANCE

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

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

6.5.2 Assessment of the Competencies

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

6.5.3 Overall rating

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

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

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

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

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

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

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

7. SCHEDULE FOR PERFORMANCE ASSESSMENT

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

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

8. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer shall –

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

9. CONSULTATION

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

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

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

10 MANAGEMENT OF ASSESSMENT OUTCOMES

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

11. DISPUTE RESOLUTION

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

12. GENERAL

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

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

AS WITNESSES:

1. _____

EMPLOYEE

2. _____

AS WITNESSES:

1. _____

EXECUTIVE MAYOR

2. _____

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

Particulars of employee

Name:	
Position held:	
Department and Division:	

Training and development to improve current work performance

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

Long term training and development needs

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

Signature of employee		Date	
Signature of Manager		Date	

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

PERFORMANCE PLAN (ANNEXURE B)

1. KPIs and targets from the IDP

Strategic Goal 2: Economic Transformation

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

Strategic Goal 5: A connected and innovative local government

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

2. Other KPIs and targets

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

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

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

COMPETENCY DESCRIPTIONS (ANNEXURE C)

1. Leading Competencies Cluster

Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate • Describe how specific tasks link to institutional strategies but has limited influence in directing strategy • Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole • Demonstrate a basic understanding of key decision- makers	• Give direction to a team in realising the institution's strategic mandate and set objectives • Has a positive impact and influence on the morale, engagement and participation of team members • Develop actions plans to execute and guide strategy implementation • Assist in defining performance measures to monitor the progress and effectiveness of the institution • Displays an awareness of institutional structures and political factors • Effectively communicate barriers to execution to relevant parties • Provide guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to own work	• Evaluate all activities to determine value and alignment to strategic intent • Display in-depth knowledge and understanding of strategic planning • Align strategy and goals across all functional areas • Actively define performance measures to monitor the progress and effectiveness of the institution • Consistently challenge strategic plans to ensure relevance • Understand institutional structures and political factors, and the consequences of actions • Empower others to follow strategic direction and deal with complex situations • Guide the institution through complex and ambiguous concern • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances	• Structure and position the institution to local government priorities • Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework • Hold self-accountable for strategy execution and results • Provide impact and influence through building and maintaining strategic relationships • Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions • Integrate various systems into a collective whole to optimise institutional performance management • Uses understanding of competing interests to manoeuvre successfully to a win/win outcome

Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Participate in team goal-setting and problem solving • Interact and collaborate with people of diverse backgrounds • Aware of guidelines for employee development, but requires support in implementing development initiatives	• Seek opportunities to increase team contribution and responsibility • Respect and support the diverse nature of others and be aware of the benefits of a diverse approach • Effectively delegate tasks and empower others to increase contribution and execute functions optimally • Apply relevant employee legislation fairly and consistently • Facilitate team goal-setting and problem-solving • Effectively identify capacity requirements to fulfil the strategic mandate	• Identify ineffective team and work processes and recommend remedial interventions • Recognise and reward effective and desired behaviour • Provide mentoring and guidance to others in order to increase personal effectiveness • Identify development and learning needs within the team • Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism • Inspire a culture of performance excellence by giving positive and constructive feedback to the team • Achieve agreement or consensus in adversarial environments • Lead and unite diverse teams across divisions to achieve institutional objectives	• Develop and incorporate best practice people management processes, approaches and tools across the institution • Foster a culture of discipline, responsibility and accountability • Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution • Develop comprehensive integrated strategies and approaches to human capital development and management • Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Initiate projects after approval from higher authorities • Understand procedures of program and project management methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide	• Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation	• Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks	• Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable actions plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control	• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost- saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget	• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management	• Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors • Participate in change programs and piloting change interventions • Understand the impact of change interventions on the institution within the broader scope of Local government	• Perform an analysis of the change impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institution's strategic objectives and goals	• Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation	• Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives

Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives	• Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement	• Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

2. Core Competencies Cluster

Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles • Follow the basic rules and regulations of the institution • Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent	• Conduct self in alignment with the values of Local Government and the institution • Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government	• Identify, develop, and apply measures of self- correction • Able to gain trust and respect through aligning actions with commitments • Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders • Present values, beliefs and ideas that are congruent with the institution's rules and regulations • Takes an active stance against corruption and dishonesty when noted • Actively promote the value of the institution to internal and external stakeholders • Able to work in unity with a team and not seek personal gain • Apply universal moral principles consistently to achieve moral decisions	• Create an environment conducive of moral practices • Actively develop and implement measures to combat fraud and corruption • Set integrity standards and shared accountability measures across the institution to support the objectives of local government • Take responsibility for own actions and decisions, even if the consequences are unfavourable

Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short- term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation	• Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance	• Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand the basic operation problem solving of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking	• Demonstrate Logical techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight, and thoroughness when analysing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention	• Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analysing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy- in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs	• Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organisation approach • Be a thought leader on innovative customer service delivery, and process optimisation • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Collect, categorise and track relevant information required for specific tasks and projects • Analyse and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members	• Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency	• Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best- practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognise and exploit knowledge points in interactions with internal and external stakeholders

Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately	• Express ideas to individuals and groups in formal and informal settings in an manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents	• Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline	• Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Produce the minimum level of results required in the role • Produce outcomes that is of a good standard • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure	• Focus on high- priority actions and does not become distracted by lower-priority activities • Display firm commitment and pride in achieving the correct results • Set quality standards and design processes and tasks around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed	• Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution	• Coach and guide others to exceed quality standards and results • Develop challenging, client-focused goals and sets high standards for personal performance • Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realise goals • Focus people on critical activities that yield a high impact

Annexure D: Performance calculation

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

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

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

JJ Scholtz

AND

MAC Bolton

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

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

and

Mark Anthony Clive Bolton (ID 660518 5047 081) (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

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

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

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

3. COMMENCEMENT AND DURATION

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

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

4 PERFORMANCE OBJECTIVES

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

5 PERFORMANCE MANAGEMENT SYSTEM

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

Key Performance Areas (KPA's)	Weight
General Management	100%
Total	100%

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

LEADING COMPETENCIES	
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

6. EVALUATING PERFORMANCE

- 6.1 Paragraph 7 of this Agreement sets out -

- 6.1.1 the procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.

- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.

- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in the personal training and development plan (**ANNEXURE A**) as well as the actions agreed to and implementation must take place within set time frames.

- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

- 6.5 The annual performance appraisal will involve:

- 6.5.1 Assessment of the achievement of results as outlined in the performance plan:

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

6.5.2 Assessment of Competencies

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

6.5.3 Overall rating

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

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

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

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

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention

3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in- depth analyses
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

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

6.8 For purposes of evaluating the annual performance, an evaluation panel constituted of the following persons must be established -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the audit committee;
- 6.8.3 Member of the mayoral committee
- 6.8.4 Municipal manager from another municipality.

6.9 The **Employer's** manager responsible for human resources must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE ASSESSMENT

7.1 The performance assessment of each **Employee** in relation to his/her Performance Plan shall be done as follows:-

7.1.1 KPI's and targets shall be monitored on a monthly basis

7.1.2 KPI's and targets shall be assessed on a quarterly basis on the following dates:

First quarter (July-September 2024):	October 2024
Second quarter (October-December 2024):	January 2025
Third quarter (January-March 2025):	April 2025
Fourth quarter (April-June 2025):	July 2025

7.1.3 Competencies shall be assessed in June/July 2025.

7.1.4 KPI's and targets as well as Competencies shall be formally assessed by the evaluation panel on an annual basis in August/September 2025.

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of **ANNEXURE B** from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of **ANNEXURE B** whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

8. OBLIGATIONS OF THE EMPLOYER

8.1 The Employer shall –

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

9. CONSULTATION

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

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

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

10 MANAGEMENT OF ASSESSMENT OUTCOMES

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

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

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

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

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

11. DISPUTE RESOLUTION

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

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

12. GENERAL

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

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

AS WITNESSES:

1. _____

EMPLOYEE

2. _____

AS WITNESSES:

1. _____

MUNICIPAL MANAGER

2. _____

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

Particulars of employee

Name:	
Position held:	
Department and Division:	

Training and development to improve current work performance

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

Long term training and development needs

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

Signature of employee		Date	
Signature of Manager		Date	

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

PERFORMANCE PLAN (ANNEXURE B)

1. KPIs and targets from the IDP

None

2. Other KPIs and targets

Strategic Initiative	Key Performance Indicators	Target
Capital expenditure in line with budget and time frames	Spend 95% of the capital budget by the end of June	95%
Operating expenditure in line with budget and time frames	Spend 90% of the operating budget by the end of June	90%
Workforce training roll-out	Ensure that 95% of planned training sessions according to the Workplace Skills Plan realised by the end of June	95%
Council decision implementation	Initiate/Implement 100% of council decisions monthly	100%
Performance and financial monitoring	Ensure that monthly performance assessments are held	11
Annual Report inputs provided by departments	Complete departmental input to the annual report on the AR Framework annually by end of October	100%
Budget inputs provided by departments	Submit budget requests to the financial department by end of October	1
Assignments from the municipal manager completed	Number of written warnings received from the municipal manager by the end of June	0
Equal employment opportunity management	Ensure that 90% of new appointments comply with the employment equity targets	90%
Audit issues resolved	% of internal audit actions implemented by 30 June	100%
Audit issues resolved	% of Auditor General's findings implemented by 30 June	100%
Risk identification and control implementation	Complete bi-annual departmental risk assessments	2
Risk identification and control implementation	% of Risk Action Plans implemented by 30 June	100%
Invocoms held	Ensure that monthly invocoms are held	11
Average duration of vacancies reduced	Fill vacancies within 6 months after decision was taken by management to fill the post	6
Productive workforce	Monitor the percentage of person days lost per month due to sick leave	4% pm maximum

Strategic Initiative	Key Performance Indicators	Target
EPWP monitoring	Monitor the number of EPWP work opportunities created by 30 June	296 for the whole organisation
Asset safeguarding	Complete a condition assessment and review of the remaining useful life of all assets in the department and submit a certification in this regard to the Head Asset Management within the first week after the financial year end	1
Asset safeguarding	Report all moveable assets quarterly that became unusable or that were lost or stolen quarterly in the prescribed manner to the Head: Asset Management	4
Communication Strategy implementation	Submit a plan of all planned communication activities for the next financial year in terms of the Communication Strategy to the Communication Officer by end of June	1
Communication Strategy implementation	Submit quarterly reports on all communication activities undertaken by the directorate submitted to the Communication Officer	4
Issuing of safety clothing	Ensure that all safety clothing are issued by the end of March	100%
Spending of grants	Spend 100% of operational and capital grants by the end of June	100%
Ensure that accurate revenue estimates are prepared in relation to operating requirements	Submit projected tariff increases determined for the new budget annually by end of October	1
Ensure timeous submission of capital payment invoices and payment certificates to the finance department	Submit all capital unbundling packs with all outstanding invoices annually to the Finance Department by 10 July	100%
Training needs of staff	Submit training needs of staff to HR at meetings held with all departments during November annually	1
D278: Ensure that accurate revenue estimates are prepared in relation to realistically anticipated revenue streams	Projected tariff increases determined for the budget of the new financial year annually by end of February	1

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

Indicator in the regulations	Key Performance Indicators	Targets
D771: Reg 10 (b): Access to free basic services	Manage the provision of free basic service subsidies in line with council's policy annually	100%
D279: Reg 10 (g): Ensure general financial viability	Measure the % of outstanding service debtors	20%
D280: Reg 10 (g): Ensure general financial viability	Measure financial viability in terms of cost coverage ratio for the current financial year	3
D281: Reg 10 (g): Ensure general financial viability	Measure the % of debt coverage ratio for the current financial year	45%

COMPETENCY DESCRIPTIONS (ANNEXURE C)

1. Leading Competencies Cluster

Competency Name	Strategic Direction and Leadership		
Competency Definition	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate • Describe how specific tasks link to institutional strategies but has limited influence in directing strategy • Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole • Demonstrate a basic understanding of key decision- makers	• Give direction to a team in realising the institution's strategic mandate and set objectives • Has a positive impact and influence on the morale, engagement and participation of team members • Develop actions plans to execute and guide strategy implementation • Assist in defining performance measures to monitor the progress and effectiveness of the institution • Displays an awareness of institutional structures and political factors • Effectively communicate barriers to execution to relevant parties • Provide guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to own work	• Evaluate all activities to determine value and alignment to strategic intent • Display in-depth knowledge and understanding of strategic planning • Align strategy and goals across all functional areas • Actively define performance measures to monitor the progress and effectiveness of the institution • Consistently challenge strategic plans to ensure relevance • Understand institutional structures and political factors, and the consequences of actions • Empower others to follow strategic direction and deal with complex situations • Guide the institution through complex and ambiguous concern • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances	• Structure and position the institution to local government priorities • Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework • Hold self-accountable for strategy execution and results • Provide impact and influence through building and maintaining strategic relationships • Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions • Integrate various systems into a collective whole to optimise institutional performance management • Uses understanding of competing interests to manoeuvre successfully to a win/win outcome

Competency Name	People Management		
Competency Definition	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Participate in team goal-setting and problem solving • Interact and collaborate with people of diverse backgrounds • Aware of guidelines for employee development, but requires support in implementing development initiatives	• Seek opportunities to increase team contribution and responsibility • Respect and support the diverse nature of others and be aware of the benefits of a diverse approach • Effectively delegate tasks and empower others to increase contribution and execute functions optimally • Apply relevant employee legislation fairly and consistently • Facilitate team goal-setting and problem-solving • Effectively identify capacity requirements to fulfil the strategic mandate	• Identify ineffective team and work processes and recommend remedial interventions • Recognise and reward effective and desired behaviour • Provide mentoring and guidance to others in order to increase personal effectiveness • Identify development and learning needs within the team • Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism • Inspire a culture of performance excellence by giving positive and constructive feedback to the team • Achieve agreement or consensus in adversarial environments • Lead and unite diverse teams across divisions to achieve institutional objectives	• Develop and incorporate best practice people management processes, approaches and tools across the institution • Foster a culture of discipline, responsibility and accountability • Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution • Develop comprehensive integrated strategies and approaches to human capital development and management • Actively identify trends and predict capacity requirements to facilitate unified transition and performance management

Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Initiate projects after approval from higher authorities • Understand procedures of program and project management methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide	• Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation	• Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks	• Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives • Consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable actions plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed

Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control	• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost- saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget	• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management	• Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes

Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors • Participate in change programs and piloting change interventions • Understand the impact of change interventions on the institution within the broader scope of Local government	• Perform an analysis of the change impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institution's strategic objectives and goals	• Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation	• Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives

Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives	• Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement	• Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government • Able to shape, direct and drive the formulation of policies on a macro level

2. Core Competencies Cluster

Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles • Follow the basic rules and regulations of the institution • Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent	• Conduct self in alignment with the values of Local Government and the institution • Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government	• Identify, develop, and apply measures of self- correction • Able to gain trust and respect through aligning actions with commitments • Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders • Present values, beliefs and ideas that are congruent with the institution's rules and regulations • Takes an active stance against corruption and dishonesty when noted • Actively promote the value of the institution to internal and external stakeholders • Able to work in unity with a team and not seek personal gain • Apply universal moral principles consistently to achieve moral decisions	• Create an environment conducive of moral practices • Actively develop and implement measures to combat fraud and corruption • Set integrity standards and shared accountability measures across the institution to support the objectives of local government • Take responsibility for own actions and decisions, even if the consequences are unfavourable

Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short- term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation	• Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance	• Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives

Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand the basic operation problem solving of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking	• Demonstrate Logical techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight, and thoroughness when analysing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention	• Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analysing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy- in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs	• Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organisation approach • Be a thought leader on innovative customer service delivery, and process optimisation • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences

Competency Name	Knowledge and Information Management		
Competency Definition	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Collect, categorise and track relevant information required for specific tasks and projects • Analyse and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members	• Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency	• Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best- practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognise and exploit knowledge points in interactions with internal and external stakeholders

Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately	• Express ideas to individuals and groups in formal and informal settings in an manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents	• Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline	• Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally

Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Understand quality of work but requires guidance in attending to important matters • Show a basic commitment to achieving the correct results • Produce the minimum level of results required in the role • Produce outcomes that is of a good standard • Focus on the quantity of output but requires development in incorporating the quality of work • Produce quality work in general circumstances, but fails to meet expectation when under pressure	• Focus on high- priority actions and does not become distracted by lower-priority activities • Display firm commitment and pride in achieving the correct results • Set quality standards and design processes and tasks around achieving set standards • Produce output of high quality • Able to balance the quantity and quality of results in order to achieve objectives • Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed	• Consistently verify own standards and outcomes to ensure quality output • Focus on the end result and avoids being distracted • Demonstrate a determined and committed approach to achieving results and quality standards • Follow task and projects through to completion • Set challenging goals and objectives to self and team and display commitment to achieving expectations • Maintain a focus on quality outputs when placed under pressure • Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution	• Coach and guide others to exceed quality standards and results • Develop challenging, client-focused goals and sets high standards for personal performance • Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required • Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations • Take appropriate risks to accomplish goals • Overcome setbacks and adjust action plans to realise goals • Focus people on critical activities that yield a high impact

Annexure D: Performance calculation

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

ITEM 7.3 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 JUNE 2024

ONDERWERP: 2024/2025 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGS-PLAN (SDBIP)
SUBJECT: 2024/2025 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

1. BACKGROUND / DISCUSSION

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

- (a) projections for each month of -
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter.

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

2. WETGEWING

Artikel 69 van die MFMA bepaal dat die Munisipale Bestuurder 'n konsep SDBIP vir die begrotingsjaar aan die Burgemeester moet voorlê binne 14 dae na goedkeuring van die jaarlikse begroting (dit is voor of op 14 Junie 2024). Dit is dan wel op 10 Junie 2024 aan die Burgemeester voorgelê.

Artikel 53 van die MFMA bepaal dat die munisipaliteit se SDBIP deur die Uitvoerende Burgemeester goedgekeur moet word binne 28 dae na goedkeuring van die jaarlikse begroting in Mei (dit is voor of op 28 Junie 2024).

3. ALIGNMENT TO THE IDP

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

4. FINANCIAL IMPLICATION

None

AANBEVELING / RECOMMENDATION

- Dat die aangehegte 2024/2025 Dienslewering- en Begrotingimplementeringsplan (SDBIP) goedgekeur word.
- *That the attached 2024/2025 Service Delivery and Budget Implementation Plan (SDBIP) be approved.*

(get) J J Scholtz

**MUNISIPALE BESTUURDER
MUNICIPAL MANAGER**

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 22 JUNIE 2024

ONDERWERP: SAMEWERKING MET KIEZ, SACHSEN ANHALT, DUITSLAND RE UITRUILPROJEKTE M.B.T DIE JEUG

SUBJECT: COOPERATION WITH KIEZ, SACHSEN ANHALT, GERMANY REGARDING EXCHANGE PROGRAMMES WITH THE YOUTH

1. AGTERGROND

Die organisasie Landesverband Kinder-und Jungenderholungszentren in Sanchsen Anhalt, Duitsland het die munisipaliteit besoek in 2023 en 'n uitnodiging gerig om weer, soos in die verlede, betrokke te raak met jeugprojekte tussen die twee lande. Die munisipaliteit het 'n uitruilprojek met die organisasie gehad tot in 2014 waar Duitsland die Sondeza jeugkamp bygewoon het en Suid-Afrikaanse jeug gestuur is na die Eurokamp in Duitsland; daardie kampterrein het gesluit in 2015 en die projek het doodgeloop. Hierdie versoek vir samewerking is vanaf dieselfde organisasie, maar na 'n ander kampterrein. Tydens die besoek het die Burgemeester sy begerigheid uitgespreek om 'n samewerkingssooreenkoms te ondersoek.

Die munisipaliteit het 'n Duitse afvaardiging genooi na die 2024 Sondeza kamp in Desember en het hul bevestig dat hul dit gaan bywoon met 4 leerders en 2 volwassenes. In ruil het Landesverband 'n uitnodiging gerig om hul jeugkamp in Gernrode by te woon vanaf 13 tot 22 Julie 2025 vir 15 jeugdige en twee volwassenes/tolke.

Die kamp fokus op Internasionale kulture, sang, dans, verskeie werkwinkels word aangebied en besoeke aan besienswaardighede.

Alhoewel 15 jeugdige genooi is, het ondervinding geleer dat so 'n groep te groot is om te hanteer, dus sal 'n kleiner groep van 10 jeugdige aanbeveel word vanuit die hoërskole in die Swartland area. Die leerders sal onderworpe wees aan 'n keuringsproses in samewerking met die skole.

2. FINANSIËLE IMPLIKASIE

Daar is R200 000 begroot in 2024/25: Posnommer 9/1000-1320-2704 (External Affairs).

Duitsland dek die volgende onkoste: koste van die aktiwiteite op terrein, ekskursies, verblyf, etes en mediese versekering.

SA is verantwoordelik vir die volgende onkoste: vlugte, visums, vervoer tussen lughawe en die kamp, asook 'n programfooi van 400€ per persoon; hierdie fooi mag verminder tot 250€ per persoon indien Duitsland suksesvol is met hul aansoek om 'n toekenning.

Die begrote bedrag sal dus aangewend word vir gedeeltelike koste van die vlugte, vervoer, programfooi, 'n reënbaadjie, ens. Die SA jeugdige sal verantwoordelik gehou word vir o.a. hul eie vlug uitgawes.

3. AANBEVELING

- (i) Dat goedkeuring verleen word dat 'n jeuggroep bestaande uit 10 jeugdige en 2 volwassenes vanuit die Swartland area die jeugkamp in Duitsland bywoon vanaf 13 tot 22 Julie 2025;

- (ii) Dat Posnommer 9/1000-1320-2704 (External Affairs), waar R200 000.00 beskikbaar is, aangewend word vir die kampuitgawes;
- (iii) Dat die jeugdiges verantwoordelik gehou sal word vir o.a hul eie vlugkoste;
- (iv) Dat die koördineerder van die Sondeza kamp, nl Bestuurder Openbare Betrekkinge, Biblioteke en Toerisme die kamp bywoon, en die hoof fasiliteerder van ABSA, wat die Sondeza kamp fasiliteer, genooi word; en
- (v) Dat die verteenwoordiger van ABSA verantwoordelik gehou sal word vir eie vlug en kampfooi.

RECOMMENDATION

- (i) That approval is granted for a youth group, consisting of 10 youths and 2 adults from the Swartland region, to attend the youth camp in Germany from 13 to 22 July 2025;
- (ii) That vote number 9/1000-1320-2704 (External Affairs), where R200 000.00 is available, be used for the camp expenses;
- (iii) That the youths be responsible for i.a their own flight costs;
- (iv) That the coordinator of the Sondeza camp, i.e. Manager Public Relations, Libraries and Tourism attend the camp, and the main facilitator of ABSA, who facilitates the Sondeza camp, be invited;
- (v) That the representative of ABSA be responsible for own flight and camp fees.


MUNICIPAL MANAGER
/ihl



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
10 June 2024

2/B
WYK: NVT

ITEM 7.5 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 JUNE 2024

SUBJECT: APPROVAL OF CODE OF ETHICS FOR SWARTLAND MUNICIPALITY

1. BACKGROUND/DISCUSSION

1.1 The employees and councillors of Swartland Municipality hold their position to serve and benefit the public, and not to achieve any personal or private gain. For furtherance of this fundamental principle, a code of ethics was developed, with the purpose:

- a) To promote a high standard of professional ethics and conduct of professionalism amongst Councillors and staff members;
- b) To always act with respect, integrity, competence, diligence and in an ethical manner with each other, subordinates, superiors, the public, officials and councillors from other municipalities and officials and politicians from the provincial and national government departments;
- c) To always ensure that the integrity of the Municipality and the Council and the interests of the public are placed above own personal interests;
- d) To take reasonable care and exercise independent judgment in addressing the needs of the public;
- e) To act in such a way that others are encouraged to follow suit and thereby ensure that a culture of the highest professional and ethical behaviour exist within the Swartland Municipality;
- f) To promote and give effect to Swartland Municipality's values;
- g) To promote and give effect to the values and principles in section 195(1) of the Constitution, Batho Pele principles and the Local Government: Municipal Systems Act, 2000;
- h) To enhance the Swartland Municipality's policies in order that corrupt and unethical practices in the administration are eradicated.

1.2 This Code is applicable to and applies to the following persons as defined in clause 2:

- a) All Municipal Employees; and
- b) All Councillors (Public Office Bearers) of the Municipal Council.

1.3 The Code of Ethics was submitted to the Local Labour Forum for discussion on 11 April 2024 and parties were requested to submit comments by 30 April 2024. No comments were received by the deadline. On 5 June 2024, the Local Labour Forum recommended the Code of Ethics for submission to the Executive Mayoral Committee for approval.

2. LEGISLATION

The Constitution of the Republic of South Africa, 1996
Local Government: Municipal Systems Act (Act 32 of 2000)

3. ALIGNMENT TO THE IDP

In terms of Chapter 4 of the Code of Ethics is aligned to Strategic Goal 5 - A connected and innovative local government.

4. FINANCIAL IMPLICATION

The adoption of the Code of Ethics has no financial implication for Swartland Municipality.

5./...

5. **RECOMMENDATION**

That the Executive Mayoral Committee approve the attached Code of Ethics for implementation with effect from 1 July 2024.

(get) J J Scholtz

MUNICIPAL MANAGER

sdj

1. PURPOSE OF THE CODE

The employees of Swartland Municipality hold their position to serve and benefit the public, and not to achieve any personal or private gain. For furtherance of this fundamental principle, a code of ethics was developed, with the purpose:

- a) To promote a high standard of professional ethics and conduct of professionalism amongst Councillors and staff members;
- b) To always act with respect, integrity, competence, diligence and in an ethical manner with each other, subordinates, superiors, the public, officials and councillors from other municipalities and officials and politicians from the provincial and national government departments;
- c) To always ensure that the integrity of the Municipality and the Council and the interests of the public are placed above own personal interests;
- d) To take reasonable care and exercise independent judgment in addressing the needs of the public;
- e) To act in such a way that others are encouraged to follow suit and thereby ensure that a culture of the highest professional and ethical behaviour exist within the Swartland Municipality;
- f) To promote and give effect to Swartland Municipality's values;
- g) To promote and give effect to the values and principles in section 195(1) of the Constitution, Batho Pele principles and the Local Government: Municipal Systems Act, 2000;
- h) To enhance the Swartland Municipality's policies in order that corrupt and unethical practices in the administration are eradicated.

2. GLOSSARY OF TERMS

Professional ethics	Implied, expected ethical standards and behaviour from the profession relevant to a specific staff member.
Accountable	Answerable for one's actions.
Batho Pele principles	As defined in the eight Batho Pele principles: 1. Consultation 2. Service Standards 3. Access 4. Courtesy 5. Information 6. Openness and transparency 7. Redress 8. Value for Money
Bias / prejudice	Inclination or prejudice for or against one person or group, especially in a way considered to be unfair.
Code of Conduct for Councillors	The Code of Conduct applicable to all councillors (Schedule 1 of the Local Government System Act, No 32 of 2000)
Code of Conduct for Municipal Staff Members	The Code of Conduct applicable to all staff (Schedule 2 of the Local Government System Act, No 32 of 2000)
Councillor	A member of a municipal council as referred to in section 157(1) of the Constitution
Diligently	Consistent adherence to the Code of Ethics, Code of Conduct, policies and legislation.
Equitably	Act in a fair and impartial manner.
Financial interests	Financial interests as prescribed in Section 5A (1) of the Code of Conduct for Municipal Staff Members and Section 2 of the Code of Conduct for Supply Chain Management Practitioners and Other Role Players.
Impartially	Act in a way that treats all people equally.
Independence	Free from any constraints or interests that would prevent an ethical course of action being taken.
Mislead	Cause (someone) to have a wrong idea or impression.
Municipal Employees	Municipal employees include: • An employee of the municipality; • A person seconded to the municipality to work as a member of the staff of the municipality; or • A person contracted by the municipality to work as a member of the staff of the municipality other than as an employee.

Objectivity	Make decisions based on facts and not influenced by personal beliefs, feelings or interests.
Transparency	In an open way without secrets.
Other interests	Any other interests as prescribed in Section 5A (1) of the Code of Conduct for Municipal Staff Members and Section 2 of the Code of Conduct for Supply Chain Management Practitioners and Other Role Players.

3. CODE APPLICATION

This Code is applicable to and applies to the following persons as defined in clause 2:

- a) All Municipal Employees; and
- b) All Councillors (Public Office Bearers) of the Municipal Council.

4. BASIC VALUES AND PRINCIPLES GOVERNING PUBLIC ADMINISTRATION AND THE SWARTLAND MUNICIPALITY

Section 195(1) of the Constitution provides the framework for intergovernmental relations and prescribes the following basic values and principles for public administration:

- a) a high standard of professional ethics must be promoted and maintained;
- b) efficient, economic and effective use of resources must be promoted;
- c) public administration must be development-oriented;
- d) services must be provided impartially, fairly, equitably and without bias;
- e) people's needs must be responded to, and the public must be encouraged to participate in policy-making;
- f) public administration must be accountable;
- g) transparency must be fostered by providing the public with timely, accessible and accurate information;
- h) good human resource management and career development practices, to maximise human potential, must be cultivated; and
- i) public administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity,

fairness, and the need to redress the imbalances of the past to achieve broad representation.

In administering its affairs, all employees **and councillors** of the Swartland Municipality must strive to achieve the objectives of local government set out in section 152(1) of the Constitution.

5. ADHERENCE TO LEGISLATION AND POLICIES

Councillors and employees of the Swartland Municipality must:

- a) Know, understand and comply with all the legislative requirements governing local government;
- b) Know and understand their respective roles and respect the roles of co-employees;
- c) Know, understand, comply and promote the policies of the Swartland Municipality;
- d) Separate from any violation of any laws, rules, regulations and policies;
- e) Separate from any actions that violate the rights, privileges and peace and comfort of co-employees and the public or any member thereof.

6. INDEPENDENT AND OBJECTIVE

Councillors and employees of the Swartland Municipality must:

- a) Always take reasonable care when dealing with matters concerning the general public or any individual member of the public;
- b) Maintain independence and objectivity in their respective areas of work and when dealing with matters concerning the general public or any individual member of the public;
- c) Not offer, solicit, or accept any gift, benefit, compensation, or consideration that reasonably could be expected to compromise their own or another's independence and objectivity;
- d) Declare any offer, gift, benefit, compensation in terms of the relevant Policies.

7. BAD FAITH AND MISREPRESENTATION

Councillors and employees of the Swartland Municipality:

- a) Must not knowingly make any misrepresentations or give false information relating to any duty or task assigned to them;
- b) Must refrain from making false or misleading declarations in any document;
- c) Must not make any misleading information public or submit it to the news media for whatever reason;
- d) Must ensure that all their actions, statements and informative interactions with a person, one another or the general public or an individual member of the public is in good faith;
- e) Must not misrepresent any information within the course and scope of his/her employment which can result in a pecuniary loss to the user of the information.

8. CONDUCT OF FRAUD, CORRUPTION AND DISHONESTY

Councillors and employees of the Swartland Municipality must refrain:

- a) From any conduct involving corruption, fraud, dishonesty, and deceit;
- b) From committing any act that reflects adversely on their reputation, integrity, and competence and negatively impact on the Municipality or the Council.

9. CONDUCT AND CONFIDENTIALITY

Councillors and employees of the Swartland Municipality shall:

- a) Always act with a high standard of conduct;
- b) Not disclose information to a person for reasons other than in an official capacity and concerning the specific official interest of that person and in this case take due consideration of the Access to Information Act and the -Manual of the Municipality and not make any confidential information public;
- c) Not spread disinformation or falsely accuse colleagues or deliberately spread any information to the disadvantage of any other person or the Municipality or Council;

- d) Act or cause others to act on information for any other reason but to comply with legislation or to fulfil an official duty;
- e) Not make any confidential information public.

10. LOYALTY

Councillors and employees of the Swartland Municipality:

- a) Have a duty of loyalty to the Swartland Municipality and must act with reasonable care and exercise prudent judgment;
- b) Must act for the benefit of the Municipality, the Council and the public as a whole;
- c) Must refrain from own, political and personal agendas;
- d) Must refrain from cause to harm to the Municipality and the Council.

11. OPEN, TRANSPARENT AND EFFICIENT

Councillors and employees of the Swartland Municipality:

- a) Must be open, fair and transparent in dealing with the public and in exercising their duties;
- b) Must deal objectively with the needs of the public;
- c) Must always act without prejudice;
- d) Must endeavour to address the public's needs with simplicity and plainness to such an extent that the communication is effective and efficient.

12. ADHERENCE TO VALUE SYSTEM

Councillors and employees of the Swartland Municipality must:

- a) Know, understand, comply and promote the values of the Swartland Municipality, namely:
 - i. Mutual respect
 - ii. Self-Discipline
 - iii. Positive Attitude

- iv. Solidarity and Commitment
- v. Honesty and Integrity
- vi. Support
- vii. Work in Harmony

- b) Separate from any violation of any of the values;
- c) Separate from any actions that violate the value system of Swartland Municipality.

13. CONSEQUENCE MANAGEMENT FOR NON-ADHERENCE TO CODE OF ETHICS

- 13.1 All employees of the Swartland Municipality are bound by South African laws, including both statutory-, common- and case law, the terms and conditions of their employment and also the Code of Conduct for Municipal Staff, the Code of Ethics, Municipal Policies, Standardised Operating Procedures and reasonable and lawful instructions issued periodically by supervisors. Furthermore, employees must comply with all applicable resolutions of Senior Management, Section 79 Committees, Executive Mayoral Committee and Council.

It is each employee's responsibility to:

- a) Ensure that public funds are safeguarded and Municipal ethical values are upheld;
- b) Where issues or incidents, risks and opportunities arise that could be deemed as financial misconduct or a financial offence, these must be reported to the employee's line manager. Should the line manager potentially be implicated, the next reporting level must be informed;
- c) Strict adherence to all systems, controls governing business and standards operating procedures;
- d) Promptly report any breaches that relate to any of the above;
- e) Implement remedial action where a violation has taken place;
- f) Actions and the spirit of employees must purport the core values and principles governing the Municipality in a credible manner that does not compromise the ethical behaviour; and
- g) Failure by any employee to comply with this Policy could result in consequence management, disciplinary or criminal action being taken against such individual(s) in line with the relevant Human Resources Policies.

13.2 Most often, employee conduct that warrants disciplinary results stem from unacceptable behaviour, poor performance or a violation of the Municipality's ethics, code of conduct, policies, procedures and practices.

- a) Counselling: An employee will be given a verbal caution when he/she engages in problematic behaviour. As the first step in the progressive discipline process. A verbal caution is meant to alert the employee that a problem may exist or has been identified, which must be addressed. A verbal caution will be documented and maintained by the Human Resources Department. A verbal caution remains in effect for the three (3) months. The Audi alteram partem rule should be observed. A verbal warning is given when a problem is identified that justifies a verbal warning or the employee engages in acceptable behaviours during the period a verbal caution is in effect. A verbal warning is documented and placed in the employees personnel file with the Human Resources Department and will remain in effect for a period of three (3) months. The Audi alteram partem rule should be observed.
- b) Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behaviours during the period that a verbal warning. The written warning is placed on the employee's personnel file with the Human Resources Department and remains in effect for a period of six (6) months.
- c) Final Written Warning: A final written warning is more serious than a written warning. A final written warning will be given when an employee engages in conduct that justifies a final written warning or the employee engages in unacceptable behaviour during the period of the written warning . The final written warning is kept on the personnel file with the Human Resources Department and remains in effect for twelve (12) months.
- d) Suspension without pay: This sanction is more serious than the final written warning. Employees can be suspended without pay for ten (10) days, however implementation of the sanction must be staggered.
- e) Dismissal: An employee will be dismissed when he/she engages in conduct that justifies the dismissal. As such this must be the last resort. Again while the Municipality will generally take disciplinary action in a progressive manner, it

reserves the right, in its sole direction, to decide whether and what disciplinary action will be taken in a given situation.

- f) Demotion: A compulsory reduction in an employee's rank or job title within the organizational hierarchy of the Municipality. A demotion may also lead to the loss of other privileges associated with a more senior rank and/or a reduction in salary or benefits.
- g) Reduction in Salary: Means, in the case of a permanent reduction in salary, that an employee shall receive less than he would have received until he reaches the maximum of his salary scale but shall remain eligible for his normal increment and, in the case of a temporary reduction of salary, that such reduction shall be for a specific number of months not exceeding twelve, at the end of which period of temporary reduction of salary the employee shall revert to his former unreduced rate of salary, and that if an employee's incremental date falls within such period of temporary reduction of salary his increment may be granted (subject to satisfactory service after the date on which the reduction commenced) and at the end of such period of reduction of salary he shall commence to receive the full rate of salary for which he would have been eligible had his salary not been reduced.

14. DISCLOSURE OF INTEREST

Employees of the Swartland Municipality must, in the prescribed manner, disclose all interest as to relevant structures and processes.

15. EFFECTIVE DATE OF CODE

The Code 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 Code		
Last review		
Code adopted		



Verslag♦Ingxelo♦ Report

Office of Directorate: Electrical Engineering Services
13 June 2024

6/2/3/1/B

**ITEM 7.6 FOR AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON
19 JUNE 2024.**

**SUBJECT: INFORMATION AND COMMUNICATION TECHNOLOGY: APPROVAL OF
REVIEWED AND UPDATED ICT POLICIES**

1. BACKGROUND

In order to make provision for recommendations by the Internal Auditor and reworked ICT strategy to accommodate a cloud backup strategy, the following ICT Policies were reviewed and updated.

- Information Technology Strategy
- Corporate Governance of ICT Policy

2. LEGISLATION

All policies were updated in terms of the following legislation:

- a. In terms of Section 55 (1) of the Municipal Systems Act, Act 32, of 2000

“The municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

- (a) The formation and development of an economical effective, efficient and accountable administration :
- (i) equipped to carry out the task of implementing the municipality's integrated development plan in accordance with Chapter 5:
 - (ii) Operating in accordance with the municipality's performance Management system in accordance with Chapter 6;”

- b. In terms of Section 62 of the Municipal Finance Management Act, Act 56 of 2003

“The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—

- (a) that the resources of the municipality are used effectively, efficiently and economically;
- (b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;”

- c. In terms of Section 78 of the Municipal Finance Management Act, Act 56 of 2003,

“Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure -

- (a) that the system of financial management and internal control established for the municipality is carried out diligently;
- (b) that the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;
- (c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;”

3. FINANCIAL IMPLICATION

None

4. ALIGNMENT WITH THE 2024 INTEGRATED DEVELOPMENT PLAN

The provision of Information and Communication Technology Policies align with strategic goal 5 - a connected and innovative local government

5. RECOMMENDATION

a) That the following reviewed and updated ICT policies be approved and adopted for implementation.

- Information Technology Strategy
- Corporate Governance of ICT Policy

5. AANBEVELING

a) Dat die volgende hersiene en bygewerkte IKT-beleide goedgekeur en vir implementering aanvaar word.

- Information Technology Strategy
- Corporate Governance of ICT Policy

MJ Möller

Director: Electrical Engineering Services



Information Technology Strategy

Swartland Municipality

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Version Control

The table below shows version control for this document

DATE	CHANGES MADE	CURRENT VERSION	APPROVED BY
19 June 2012	Initial Document	1.0	
15/May/2013	No changes needed	1.0	
21/May/2014	No changed needed	1.0	
09/Jun/2015	Changed the following section Network Security Architecture: Upgrade of a Managed Data Line to Internet Service Provider:	2.0	
25/May/2016	No changed needed		
22/May/2017	No changed needed		
23/May/2018	No changed needed		
13/May/2019	No changed needed		
19 May/2020	Background	3.0	
19 May/2021	Background	3.0	
7 June 2022	Various parts of strategy	3.0	
June 2022	No updates needed	3.0	
15 May 2023	Various parts of strategy	3.0	
30 May 2024	Various parts of strategy	3.0	

Background

The ICT Division's technology architecture and strategy is designed to support cost reduction and increase productivity. Information Technology services are provided with limited staff members covering wide geographical locations. Hence the strategy is to standardise equipment, have centralised applications, support, and technical management tools. This is designed to support users remotely, saving time and travel costs.

The IT strategy is aligned with the strategic objectives of Swartland Municipality's Integrated Development Plan (IDP). The IDP objectives are set out below:

- PEOPLE: Improved quality of life for citizens
- ECONOMY: Inclusive economic growth
- ENVIRONMENT: Quality and sustainable living environment
- INSTITUTIONS: Caring, competent and responsive institutions, organisations and business
- SERVICES: Sufficient, affordable and well-run services

The IT systems will aid and assist in achieving the IDP strategic objectives in the following manner.

- A stable technology environment and infrastructure to support business units and departments in achieving their objectives
- Reduced down time of systems
- Increased support and optimized application and infrastructure resulting in increased productivity within Swartland Municipality
- Secure and govern IT assets
- Reduce cost through IT without compromising support and productivity
- Bring innovation through IT when required to support economic growth

The Data Centre Architecture and Strategy:

Swartland Municipality has invested a substantial amount in electronics, computer hardware and software. These investments need to be protected from physical theft, environmental and power damage. The equipment stated above holds data that is critical to the operations of Swartland Municipality.

The strategy for the design architecture of the main data centre which is accommodated at the Swartland Municipality main office building is described in this document. The design has all the necessary functionality to provide services in the event of a power failure and to protect the equipment from environmental damages and theft.

Refer to Figure 1 for the Data Centre Architecture diagram.

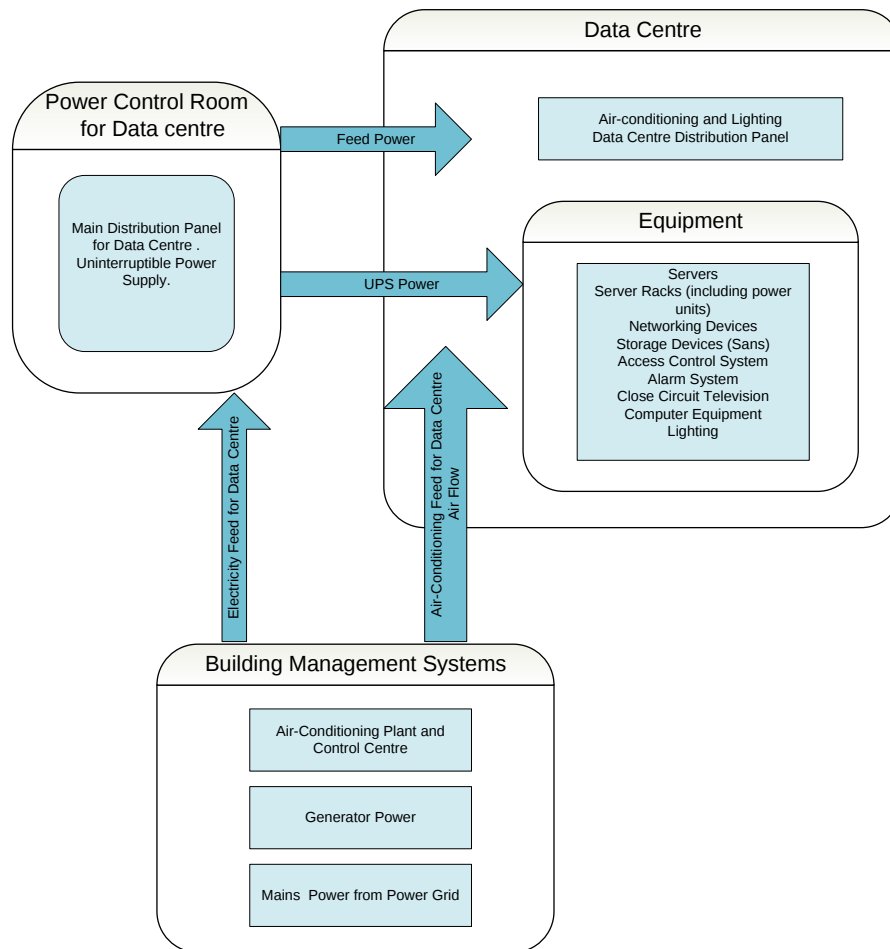


Figure 1: Data Centre Architecture

The diagram above illustrates the electrical, cooling and environmental protection systems.

The main power supplies the Uninterruptable Power Supply (UPS) and the UPS supplies the data centre (under normal power conditions). In the event of a power failure the UPS supplies power to the data centre. Simultaneously the generator becomes active and now supplies power to the UPS.

When there is no longer a power supply to the UPS, the UPS then takes on the load to supply the data centre (serious power outage). A secondary UPS bank has been installed and connected to the main UPS. It serves as redundancy to the main UPS.

There are smoke detectors and climate control sensors installed and connected to a monitoring system. Alarms will be triggered in the event of fire and temperatures over a certain range.

All monitored data and variables trigger SMS text messages and e-mail to relevant staff.

Refer to Figure 2 for the Main Data Centre diagram.

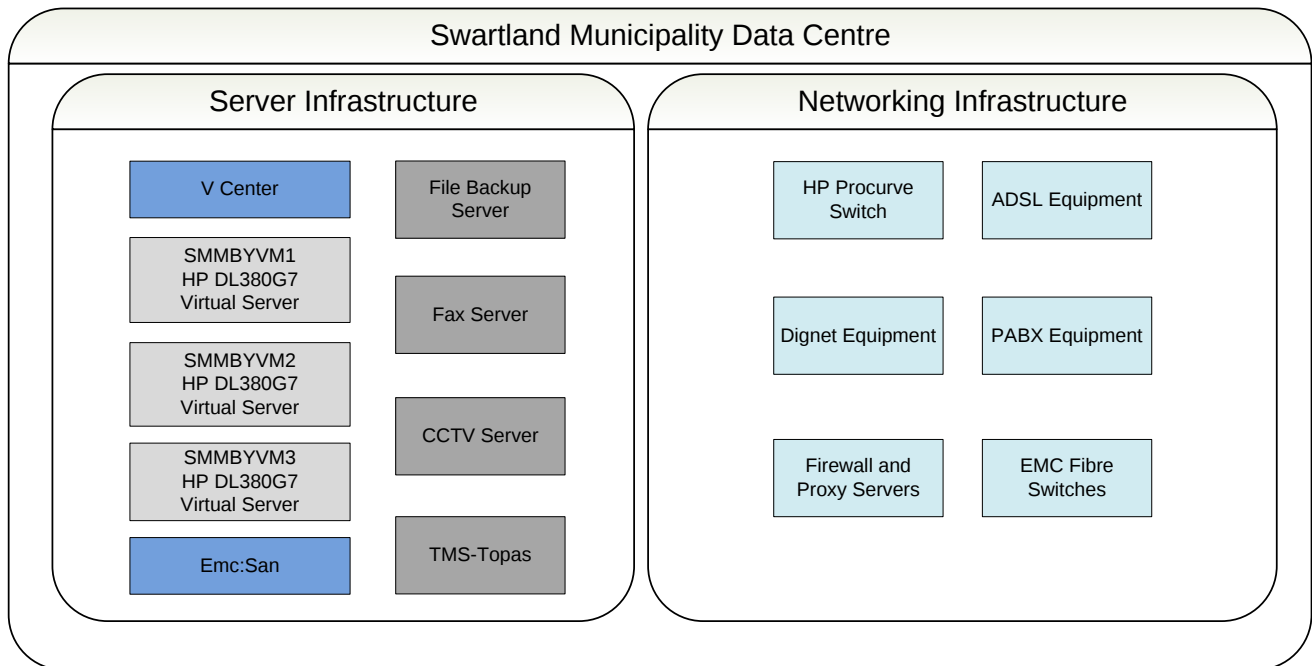


Figure 2: Main Data Centre

The Secondary Data Centre:

The Secondary Data Centre is currently housed in the Engineering offices building approximately 300 metres away from the main site.

All the identified critical applications for Swartland Municipality are configured in a virtual server environment. The building is connected by a fibre optic cable which is owned by the municipality.

In due course the secondary Data Centre will be designed to the specifications of the Main Data Centre. This will however be dependent on the feasibility of such a project and a return on investment study.

Refer to Figure 3 for the Secondary Data Centre diagram.

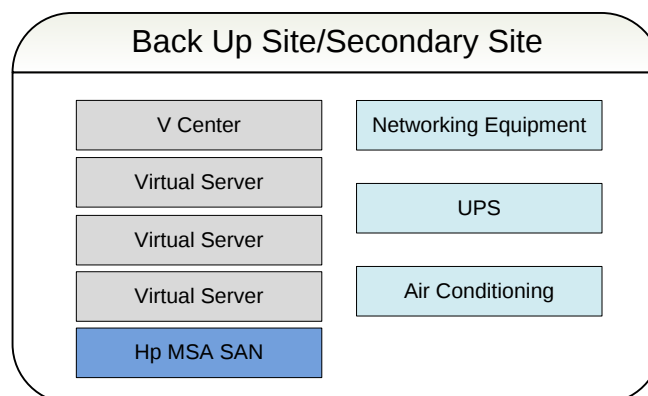


Figure 3: Secondary Data Centre

Network Architecture Strategy:

An effective network architecture strategy is essential to mitigating the cost of external telecommunications for both voice and data, and also, to reduce dependency on external data carriers. This has been achieved by installing fibre links where possible and using wireless network technology. The networking equipment for data communication is owned by the Swartland Municipality and reduces the monthly cost for data traffic. The data network also supports the use of voice over IP, hence reducing the cost on future voice calls made on the network. All telephone calls made within the network are free from Telkom charges.

Refer to Figure 4 for the Networked Sites.

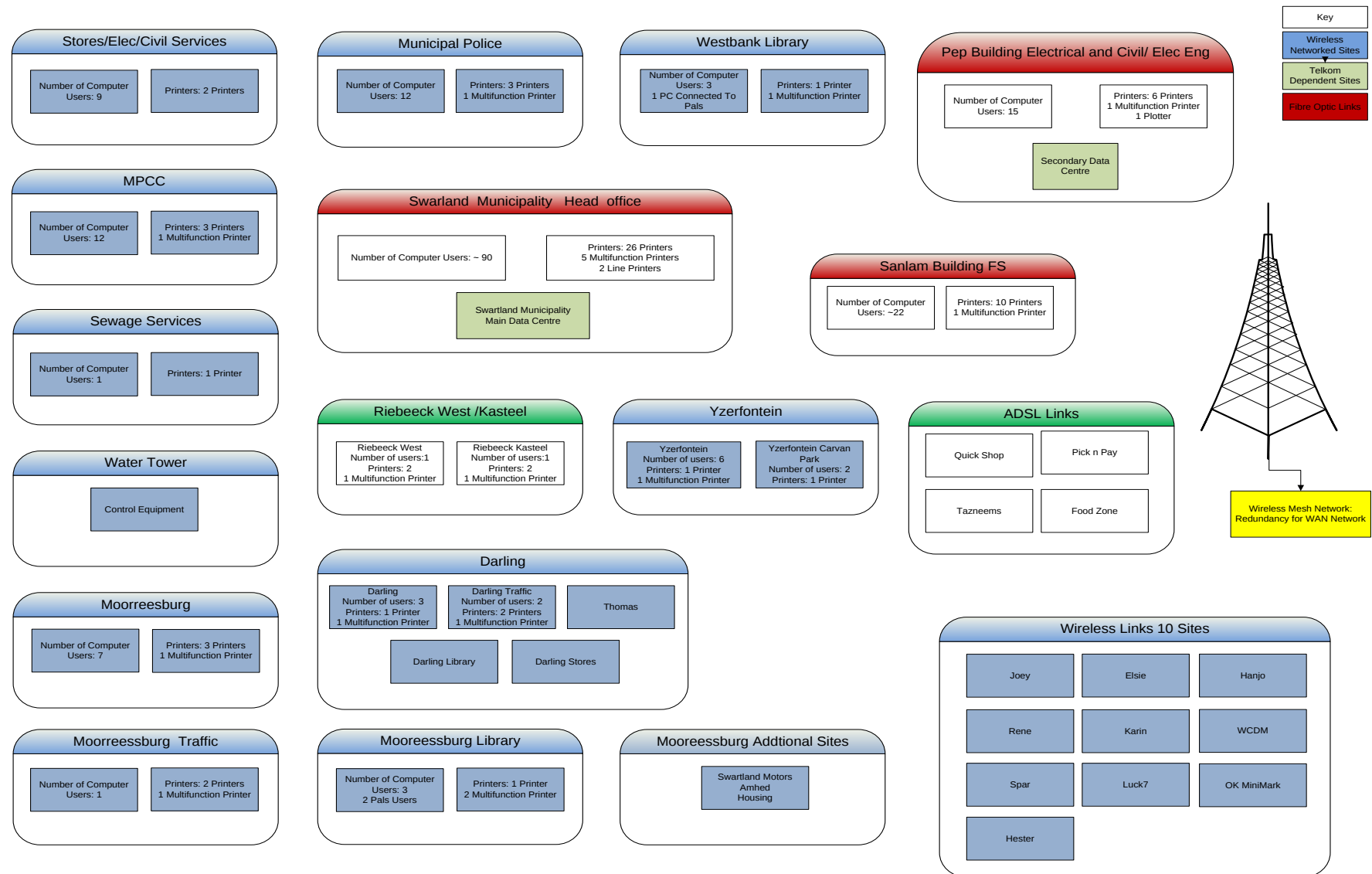


Figure 4: Networked Sites

The Network Architecture

The network currently supports approximately 260 users across a wide geographical area. The network is supported by 4 ICT staff members.

The network is supportive of providing Swartland Municipality with voice communication (telephony services) and a data service (application).

The network is managed and quality of service has been implemented across the wireless network, with VOIP traffic being given priority. The network is configured to use IPv4 (Internet Protocol Version 4). There is no current benefit to move to IPv6.

There is a DHCP (Dynamic Host Configuration Protocol) server that provides IP addresses to the main office building and connected office buildings. All other sites are managed with either fixed or leased IP addresses.

There are 2 DNS (Domain Name Service) servers which serve all computer users and devices.

Network connectivity is provided to all remote sites via one of the following mediums:

- Wireless connectivity (equipment owned and supported by Swartland Municipality);
- Fibre optic cable infrastructure (equipment owned and supported by Swartland Municipality); and leased from external vendors
- External various fibre infrastructure providers.

It is Swartland Municipality's strategic intent to reduce its dependency on external telecommunications services by employing internal communication networks, subject to financial feasibility.

Network Security Architecture:

The network is protected with one physical Fortigate 200F UTM (unified threat management) firewall with proxy. Internet and access rules are governed and managed on the Fortigate device. All inbound and outbound connections are subject to firewall rules.

A yearly maintenance agreement is maintained purchase to leverage all new features and support.

Network 3 Year Plan:

Wireless Wide Area Network (WAN):

The wireless WAN utilizes Mikrotik wireless equipment which will be adopted as the municipal standard technology to ensure compatibility. In the event of unavailability, alternative equipment will be sourced.

The standardising of equipment will increase deployment as all equipment can have base line configurations. Technical training will be aligned to maximise the benefit, providing the technicians with skills to support the equipment.

Maintenance and support will be from one vendor. Firmware upgrades and fixes can be planned and tested.

The design and installation of a wireless Mesh network will provide redundant capabilities for the entire WAN network.

The Mesh network will be a wireless radio network with the ability to carry voice and data. This will be adequate to support the Municipality in the event of network failure or service disruption.

The use of optical fibre links via external service providers to provide a SD-N (Software defined network) for connectivity between towns will be investigated and implemented in terms of financial feasibility.

Upgrade of Remote Access:

Remote access is currently done via modem to modem Access Point Name (APN) with Virtual Private Network (VPN). This access method could be made more secure and cost effective if the service is provided by a dedicated service provider.

The migration to a dedicated service will have a negligible impact to the user.

Internet Service Provider:

All external inbound and outbound email, critical web services, VPN and APN services are dependent on a connection to the internet. The information is routed via an Enterprise Fibre connection. A service level agreement with guaranteed uptime, bandwidth allocation and return to service is applicable. An **ADSL additional** fibre line is used as a backup/redundant link to the **Main Fibre** link.

Due to the need to maintain services for critical applications that are dependent on connection, the Enterprise Fibre linked will be upgraded to a **100MB/s** Enterprise fibre optical link and to support the SD-N roll out in the future. The SD-N link/service will be managed and supported by a service provider according to a service level agreement. **The SD-N will need to connect the Moorreesburg Darling office and at a later stage the Yzerfontein office also**

Desktop and Server Architecture:

Desktop Environment:

To leverage off the investment made in VMware and Citrix the ICT Division will deploy thin client terminals with the new hardware standards for the user interface. Where required in terms of workload and application, desktop workstations and notebooks will be provided. Technical criteria as provided by the vendor will guide this strategy.

The deployment of thin client workstations will provide the following benefits:

- No moving parts also resulting in lower maintenance costs.
- The refresh cycle could be extended on thin client hardware. All processing is done on the central server environment.
- A standardized environment will ensure easy support, maintenance and uniformity.
- Decrease in travel costs to the various geographical locations will have significant benefits.
- Increased turnaround time to resolve problems and issues (will be done with remote support).
- The implementation and deployment of new software and applications will no longer be dependent on client workstation specifications.
- Automated security and patch management.

The deployment of Citrix within the information technology environment where feasible limits support overheads and allows for more efficient services. With the deployment of Citrix, certain applications will be centralised.

The use of office package versions, operating systems and council approved systems can be enforced with IT policies.

The standardisation of desktop and notebook make and models will assist with support and reduce maintenance and replacement cost.

Refer to Figure 5 for the Desktop and Server Environment diagram.

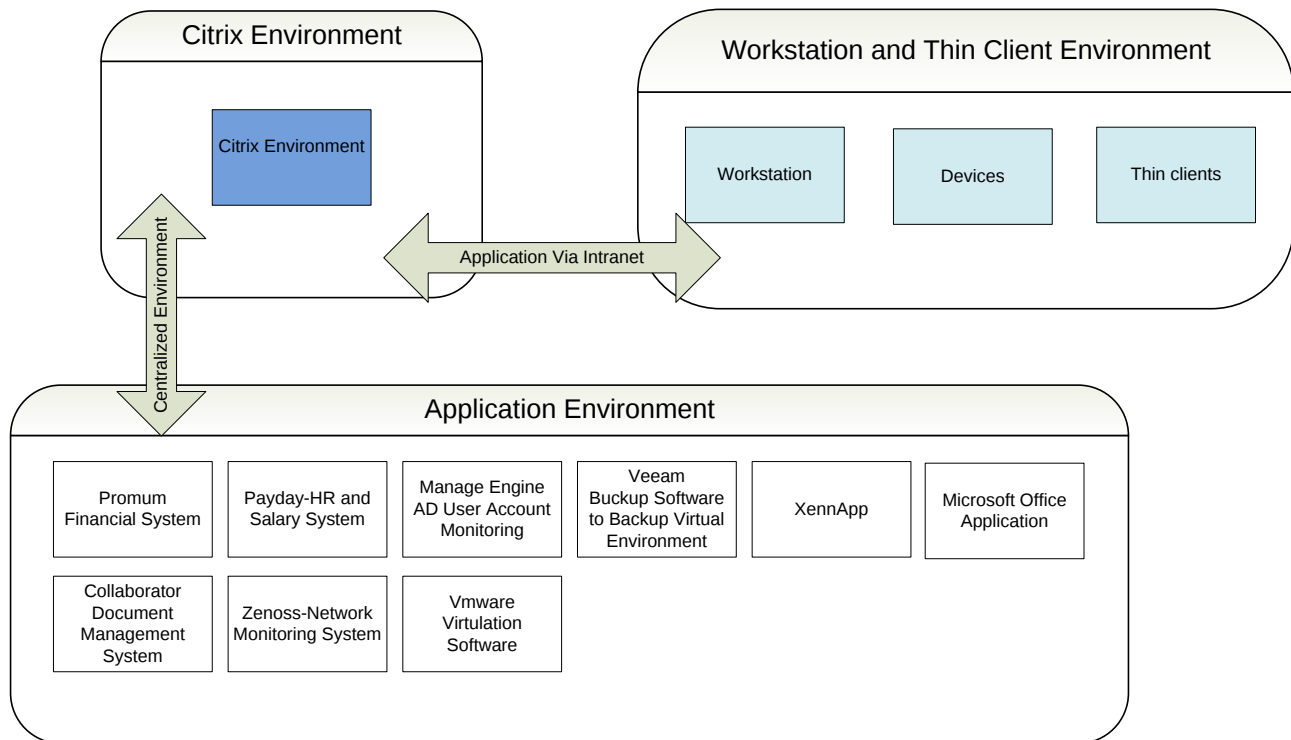


Figure 5: Desktop and Server Environment diagram

The standardization of desktop **and notebook** operating systems will ensure uniformity across all desktop **and notebook** deployments. This will further enhance security, reduce maintenance cost and extend the operating system refresh cycle. Swartland Municipality employs the Microsoft Enterprise operating system with refresh cycle which allows for the use of the most supported operating system for a longer time period.

The standardization of office packages will follow the same deployment and refresh cycle as for operating systems.

The deployment and refresh cycles will be planned and coordinated with vendor releases of operating systems and office packages as well as the end of product support for previous releases.

Cloud strategy:

Swartland Municipality will deploy a hybrid cloud strategy. The strategy will be to make provision for certain workloads in the municipal on premises cloud and where feasible workloads will be moved to the external cloud. The options to revert to external cloud services will be investigated on a per workload basis and financial feasibility. The speed and reliability of the internet and WAN connections will also be taken into consideration.

The main driver for this strategy would be financial feasibility, allocation of budget and cloud adoption advantages.

Backup strategy:

Swartland Municipality will deploy a backup strategy that can cater for recovery subsequent to intended and unintended data destruction.

The strategy must include best practice in data storage, backup and recovery. This must also include but not limited to data immutability, air gaps, cloud storage.

The main driver for this strategy will be business continuity, financial feasibility and allocation of budget.

Staff Retention and Training:

Swartland has 4 ICT officials supporting ICT services and requirements, including operations, support, compliance and management. The staff complement shall be reviewed and assessed annually to ensure that the ICT strategic objectives are achieved and maintained.

Due to the extended geographical area of Swartland Municipality, the existing ICT officials shall be trained and equipped to employ innovative technology to facilitate remote monitoring and support of ICT infrastructure and systems.

It is essential that only certified, trained and trustworthy ICT officials may be allowed to access, manage and program the municipal information and communications networks and systems. Warranties and support agreements are void if personnel are not trained and certified to work on ICT systems. The ICT Division shall budget for training and refresher courses in line with technology deployments and roll out plans.

A staff retention and succession plan shall be in place in consultation with the Human Resources Division.

Municipal Corporate Governance of Information and Communication Technology Policy

January 2015

EXECUTIVE SUMMARY

Information Communication Technology (ICT) Governance has been described as the effective and efficient management of ICT resources and processes to facilitate the achievement of Municipal goals and objectives. The ICT Governance Institute describes ICT Governance as, "...the responsibility of the board of directors and executive management."

ICT Governance has risen in importance because of the widening gulf between what the organization expects and what ICT delivers. ICT has grown to be seen as a cost centre with growing benefits to the organisation ICT serves. A Governance of ICT framework is meant to align ICT functions to the organizational goals, minimise the risk ICT introduces and ensure that there is value in the investment made in ICT.

The view that ICT should be governed and managed at all levels within a given organizational structure is supported by internationally accepted good practice and standards. These practices and standards are defined in the King III Code of Good Governance, ISO 38500 Standard for the Corporate Governance of ICT and other best practice ICT Process Frameworks, which forms the basis of this document.

Translated into a municipal operating environment the corporate governance of ICT places a very specific responsibility on the Council and Management within a municipality to ensure that the decision making process for ICT related investments and the operational efficiencies of the municipalities ICT environments remain transparent and are upheld. This accountability enables the municipality to align the delivery of ICT services with the municipality's Integrated Development Plans and strategic goals.

The Council and Management of municipalities need to extend their governance functions to include the Corporate Governance of ICT. In the execution of the Corporate Governance of ICT, they should provide the necessary strategies, architectures, plans, frameworks, policies, structures, procedures, processes, mechanisms and controls, and culture which are in compliance with the best practise ICT Governance Frameworks.

To strengthen the Corporate Governance of ICT further, responsibility for the decision making of ICT programmes and projects should be placed at a strategic level in the municipality. The Corporate Governance of ICT is a continuous function that should be embedded in all operations of a municipality, from Council and Management level to all areas within a municipality including ICT service delivery.

According to the establish frameworks, the Governance of ICT is implemented in two different layers:

- (a) Corporate Governance of ICT – the Governance of ICT through structures, policies and processes.
- (b) Governance of ICT – through Standard Operating Procedures.

The difference between the Corporate Governance of ICT and the Governance of ICT can be defined as follows:

Corporate Governance of ICT: *The system by which the current and future use of ICT is directed and controlled.*

Governance of ICT: *The individual processes and procedure which ensure the compliance of the ICT environment based on a pre-agreed set of principles.*

In November 2012, Cabinet approved the Public Service Corporate Governance of ICT Policy Framework and made ICT applicable to National and Provincial Departments, Provincial Administrations, Local Governments, Organs of State and Public Entities for implementation by July 2014.

To address the above mentioned, the Western Cape Department of Local Government in collaboration with the Department of Cooperative Governance (DCOG) , the Department of Public Service and Administration (DPSA), the South African Local Government Association (SALGA), and the Western Cape Provincial Treasury, developed this Municipal Corporate Governance of ICT Policy for application in the Local Government sphere.

The purpose of the Municipal Corporate Governance ICT Policy is to institutionalise the Corporate Governance of ICT as an integral part of corporate governance within municipalities. This Municipal Corporate Governance ICT Policy provides the Municipal Council and Management within a municipality with a set of principles and practices that must be complied with, together with an implementation approach to be utilised for implementation of ICT Governance within Municipalities.

To enable a municipality to implement this Municipal Corporate Governance of ICT Policy, a three-phase approach will be followed:

- (a) **Phase 1 – Enabling Environment :** The Corporate Governance of ICT environments will be established in Municipalities through the adoption of this Municipal Corporate Governance of ICT Policy and its associated policies through Council resolution;
- (b) **Phase 2 – Business and Strategic Alignment:** Municipalities will plan and implement the alignment between IDP's, strategic goals and ICT strategy.
- (c) **Phase 3 – Continuous Improvement:** Municipalities will enter into an on-going process to achieve continuous improvement of all elements related the Governance of ICT.

This Corporate Governance of ICT Policy will allow municipalities to maintain alignment of strategic ICT functions to meet their needs and apply best practices in order to reduce costs and increase the effectiveness of the ICT service delivery to the municipality.

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GLOSSARY	

AG	Auditor-General of South Africa
	not mentioned in document
CIO	Chief Information Officer
CGICTPF	Corporate Governance of ICT Policy Framework
	not mentioned in document

DPSA	Department of Public Service and Administration
DCOG	Department of Cooperative Governance
ICT	Information and Communications Technology
®	I not mentioned in document
ISO/IEC	International Organisation for Standardisation (ISO) and the International Electro technical Commission (IEC)
ISO/IEC 38500	International Standard on Corporate Governance of ICT (ISO/IEC WD 38500: 2008: 1)
ITGI™	ICT Governance Institute
	not mentioned in document
King III	The King III Report and Code on Governance for South Africa
MICTGP	Municipal ICT Governance Policy
M&E	Monitoring and Evaluation
PSCGICTPF	Public Service Corporate ICT Governance Policy Framework
SALGA	South African Local Government Association
SDBIP	Service Delivery and Budget Implementation Plan

Municipal Corporate Governance of Information and Communication Technology Governance Policy

1. ICT GOVERNANCE OVERVIEW

1.1 INTRODUCTION

Information and Communications Technology (ICT) Governance has been described as the effective and efficient management of ICT resources to facilitate the achievement of organizational goals and objectives. ICT does not exist for its own sake within an organisation; ICT is there to make sure that organizations achieve sustainable success through the use of their ICT. The ICT Governance Institute describes ICT Governance as, “...the responsibility of the board of directors and executive management. ICT is an integral part of enterprise governance and consists of the leadership and organisational structures and processes that ensure that the organisation’s ICT [the infrastructure as well as the capabilities and organisation that is established to support ICT] sustain and extends the organisation’s strategies and objectives”.

1.1 PURPOSE

The purpose of this policy is to institutionalise the Corporate Governance of ICT as an integral part of corporate governance within municipalities in a uniform and coordinated manner. The policy provides a set of principles and practices which will assist to institutionalise the Corporate Governance of ICT.

1.2 LEGISLATIVE FRAMEWORK

Municipalities must be aware of and comply with the legislative landscape applicable to their context. This includes the Local Government Municipal Systems Act, Act 32, of 2000, Local Government: Municipal Structures Act, Act 117 of 1998, the Public Administration Management Act, Act 11 of 2014 and the Local Government: Municipal Finance Management Act, Act 56 of 2003.

This policy has been developed with following sections of legislation in mind:

- a. In terms of the Municipal Systems Act, Act 32, of 2000, Section 55(1):

“the municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

- (a) The formation and development of an economical effective, efficient and accountable administration :
 - (i) equipped to carry out the task of implementing the municipality’s integrated development plan in accordance with Chapter 5:
 - (ii) Operating in accordance with the municipality’s performance

Management system in accordance with Chapter 6;”

b. In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 62:

“ The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—

(a) that the resources of the municipality are used effectively, efficiently and economically;

(b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;”

c. In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 78 of the Municipal Finance Management Act stipulates that:

“Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure—

(a) that the system of financial management and internal control established for the municipality is carried out diligently;

(b) that the financial and other resources of the municipality are utilised effectively, efficiently, economically and transparently;

(c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;”

1.3 SCOPE

This Policy has been developed to guide and assist all municipalities to be aligned with the Corporate Governance of ICT best practise frameworks. This Policy recognizes that municipalities are diverse in nature.

This Policy therefore adopts the approach of establishing and clarifying principles and practices to support and sustain the effective Corporate Governance of ICT.

1.4 BENEFITS OF GOOD GOVERNANCE OF ICT

When the Corporate Governance of ICT is effectively implemented and maintained, the following benefits are realised:

- a. Establishment of ICT as a strategic enabler in a municipality.
- b. Improved achievement of municipal integrated development plans;
- c. Improved effective service delivery through ICT-enabled access to municipal information and services;
- d. Improved ICT enablement of a municipality;
- e. Improved delivery of ICT service quality;

- f. Improved stakeholder communication;
- g. Improved trust between the municipality and the community through the use of ICT;
- h. Lower costs (for ICT functions and ICT dependent functions)
- i. Increased alignment of ICT investment towards municipal integrated development plans;
- j. Improved return on ICT investments;
- k. ICT risks managed in line with the ICT priorities and risk appetite of the municipality;
- l. Appropriate security measures to protect both the municipality's and its employees information;
- m. Improved management of municipal-related ICT projects;
- n. Improved management of information as ICT is prioritised on the same level as other resources in municipalities;
- o. ICT pro-actively recognises potential efficiencies and guides municipalities in timeous adoption of appropriate technology;
- p. Improved ICT ability and agility to adapt to changing circumstances; and
- q. ICT executed in line with legislative and regulatory requirements.

1.5 CORPORATE GOVERNANCE OF ICT GOOD PRACTICE AND STANDARDS

In recognition of the importance of ICT Governance, a number of internationally recognised frameworks and standards, have been developed to provide context for the institutionalisation of the governance of ICT.

- a. **The King III Code:** The most commonly accepted Corporate Governance Framework in South Africa is also valid for Municipalities. ICT was used to inform the Governance of ICT principles and practices and to establish the relationship between Corporate Governance of and Governance of ICT.
- b. **ISO/IEC 38500:** Internationally accepted as the standard for Corporate Governance of ICT; ICT provides governance principles and a model for the effective, efficient, and acceptable use of ICT within municipalities.
- c. **Other** internationally accepted process frameworks for implementing Governance of ICT.

1.6 LAYERED APPROACH TO CORPORATE GOVERNANCE OF ICT IN MUNICIPALITIES

Corporate Governance of ICT encompasses two levels of decision-making, authority and accountability to satisfy the expectations of all stakeholders. These levels are:

- a. Facilitating the achievement of a municipality's strategic goals (Corporate Governance of ICT); and
- b. The efficient and effective management of ICT service delivery (Operational Governance of ICT).

The implementation of Corporate Governance of ICT in Municipalities thus consists of the following layered approach:

- a. This Municipal Corporate Governance of ICT Policy, which addresses the **Corporate Governance of ICT** layer at a strategic level.
- b. Other best practise frameworks which will be adapted to give effect to the governance of the ICT operational environments within municipalities.

1.6.1 CORPORATE GOVERNANCE IN MUNICIPALITIES:

Corporate governance is a vehicle through which value is created within a municipal context. Value creation means realising benefits while optimising resources and risks. This value creation takes place within a governance system that is established by the municipal policy. A governance system refers to all the means and mechanisms that enable the municipality's Council and Management team to have a structured and organised process.

1.6.2 CORPORATE GOVERNANCE OF ICT IN MUNICIPALITIES:

The Corporate Governance of ICT is an integral part of the corporate governance system in municipalities. The Corporate Governance of ICT involves evaluating, directing and monitoring the alignment of the municipal ICT strategy with the municipal IDP's and related strategies. The Corporate Governance of ICT also involves the monitoring of ICT service delivery to ensure a culture of continuous ICT service improvements exist in the municipality. The Corporate Governance of ICT includes determining ICT strategic goals and plans for ICT service delivery as determined by the Service Delivery and Budget Implementation Plan (SDBIP) objectives of the municipality.

1.7 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY OBJECTIVES

The objectives of this Corporate Governance of ICT Policy for municipalities seek to achieve the following:

- a. Institutionalising a Corporate Governance of ICT Policy that is consistent with the Corporate Governance Frameworks of the municipality;
- b. Aligning the ICT strategic goals and objectives with the municipality's strategic goals and objectives;

- c. Ensuring that optimum Municipal value is realised from ICT-related investment, services and assets;
- d. Ensuring that Municipal and ICT-related risks do not exceed the municipality's risk appetite and risk tolerance;
- e. Ensuring that ICT-related resource needs are met in an optimal manner by providing the organisational structure, capacity and capability;
- f. Ensuring that the communication with stakeholders is transparent, relevant and timely; and
- g. Ensuring transparency of performance and conformance and driving the achievement of strategic goals through monitoring and evaluation.

1.8 MUNICIPAL CORPORATE GOVERNANCE OF ICT PRINCIPLES of ICT Policy is based on principles as explained in international good practices and standard for ICT governance, namely, King III Code, ISO/IEC 38500 and other best practise process frameworks.

Table 1 below contains the principles which have been adopted in the Public Service Corporate Governance of ICT Policy Framework (PSCGICTPF) which have been adapted for municipalities.

Principle 1: Political Mandate
The Governance of ICT must enable the municipality's political mandate.
The Municipal Council must ensure that Corporate Governance of ICT achieves the service delivery mandate of the municipality.
Principle 2: Strategic Mandate
The Governance of ICT must enable the municipality's strategic mandate.
The Municipal Manager must ensure that Corporate Governance of ICT serves as an enabler to the municipality's strategic plans.
Principle 3: Corporate Governance of ICT
The Municipal Manager is responsible for the Corporate Governance of ICT.
The Municipal Manager must create an enabling environment in respect of the Corporate Governance of ICT within the applicable legislative and regulatory landscape and information security context.
Principle 4: ICT Strategic Alignment
ICT service delivery must be aligned with the strategic goals of the municipality.
Management must ensure that ICT service delivery is aligned with the municipal strategic goals and that the administration accounts for current and future capabilities of ICT. ICT must ensure that ICT is fit for purpose at the correct service levels and quality for both current and future Municipal needs are met.
Principle 5: Significant ICT Expenditure
Management must monitor and evaluate significant ICT expenditure.
Management must monitor and evaluate major ICT expenditure, ensure that ICT expenditure is made for valid Municipal enabling reasons and monitor and manage the benefits,

opportunities, costs and risks resulting from this expenditure, while ensuring that information assets are adequately managed.
Principle 6: Risk Management and Assurance
Management must ensure that ICT risks are managed and that the ICT function is audited.
Management must ensure that ICT risks are managed within the municipal risk management practice. ICT must also ensure that the ICT function is audited as part of the municipal audit plan.
Principle 7: Organisational Behaviour
Management must ensure that ICT service delivery is sensitive to organisational behaviour/culture.
Management must ensure that the use of ICT demonstrates the understanding of and respect for organisational behaviour/culture.

Table 1: Corporate Governance of ICT Principles

1.9 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY PRACTICES

The following practices, outlined in Table 2 below, have been assigned to specific designated municipal structures and officials in order to achieve the objectives and principles contained in this Municipal Corporate Governance of ICT Policy:

Practice No.	Practices Description
1.	The Municipal Council must: Provide political leadership and strategic direction through: a) Determining policy and providing oversight; b) Take an interest in the Corporate Governance of ICT to the extent necessary to ensure that a properly established and functioning Corporate Governance of ICT system is in place in the municipality to leverage ICT as an enabler the municipal IDP; c) Assist the Municipal Manager to deal with intergovernmental, political and other ICT-related Municipal issues beyond their direct control and influence; and d) Ensure that the municipality's organisational structure makes provision for the Corporate Governance of ICT.

Practice No.	Practices Description
2.	The Municipal Manager must: a) Provide strategic leadership and management of ICT; b) Ensure alignment of the ICT strategic plan with the municipal IDP; c) Ensure that the Corporate Governance of ICT is placed on the municipality's strategic agenda; d) Ensure that the Corporate Governance of ICT Policy, charter and related policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by management; e) Determine the delegation of authority, personal responsibilities and accountability to the Management with regards to the Corporate Governance of ICT; f) Ensure the realisation of municipality-wide value through ICT service delivery and management of Municipal and ICT-related risks; g) Ensure that appropriate ICT capability and capacity are provided and a suitably qualified and experienced Governance Champion is designated; h) Ensure that appropriate ICT capacity and capability are provided and that a designated official at a Management level takes accountability for the Management of ICT in the municipality; and i) Ensure the monitoring and evaluation of the effectiveness of the Corporate Governance of ICT system e.g. ICT steering committee.
3.	The Municipal ICT Steering Committee, Performance Risk and Audit Committee must Assist the Municipal Manager in carrying out his/her Corporate Governance of ICT accountabilities and responsibilities.
4.	Management must ensure: a) ICT strategic goals are aligned with the municipality's Municipal strategic goals and support the municipal processes; and b) Municipal-related ICT strategic goals are cascaded throughout the municipality for implementation and are reported on.

Table 2: Corporate Governance - Practices

2. PRACTICAL IMPLEMENTATION OF THIS MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY.

Upon approval of this Policy, the municipality must approve a Corporate Governance of ICT Charter and practical implementation plan.

2.1 THE CORPORATE GOVERNANCE OF ICT CHARTER

The Charter should guide the creation and maintenance of effective enabling governance structures, processes and practices. ICT should also clarify the governance of ICT-related roles and responsibilities towards achieving the municipality's strategic goals.

2.1.1 OBJECTIVES OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

In order to give effect to the Corporate Governance of ICT in Municipalities, the following objectives should be included in the municipality's Corporate Governance of ICT Charter:

- a. Embed the Corporate Governance of ICT as a subset of the municipal governance objectives.
- b. Create Municipal value through ICT enablement by ensuring municipal IDP and ICT strategic alignment;
- c. Provide relevant ICT resources, organisational structure, capacity and capability to enable ICT service delivery;
- d. Achieve and monitor ICT service delivery performance and conformance to relevant internal and external policies, frameworks, laws, regulations, standards and practices;
- e. Implement the corporate governance of ICT in the municipality, based on an approved implementation plan.

2.1.2 DESIGN OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

This charter should be approved at a strategic level in the municipality and should contain the following:

- a. How the ICT strategic goals and their related service delivery mechanisms will be aligned with municipal IDP, monitored and reported on to the relevant stakeholders;
- b. How ICT service delivery will be guided at a strategic level to create ICT value in the municipality;

- c. How the administrations ICT-related risks will be managed; and
- d. The establishment of structures to give effect to the Governance of ICT, and the management of ICT functions. The members of these structures and the roles, responsibilities and delegations of each should be defined. The proposed structures are as follows:

STRUCTURE	MEMBERS	MANDATE/RESPONSIBILITIES
ICT STEERING COMMITTEE (Committee of Management)	Designated Members of Management, Executive Mayoral Committee and the ICT Manager. The Chairperson shall be duly appointed by the Council	Has a specific delegated responsibility to review and monitor the planning, implementation and evaluation, of the municipality's: • ICT structures. • ICT policies. • ICT procedures, processes, mechanisms and controls regarding all aspects of ICT use (Municipal and ICT) are clearly defined, implemented and enforced. • ICT Performance Management. • ICT Change Management. • ICT Contingency Plans. • ICT Strategy development. • Management of ICT Security and Data Integrity. • The establishment of the municipalities ICT Ethical culture. • The evaluation, directing and monitoring of ICT specific projects. • ICT Strategic alignment. • ICT Governance compliance. • ICT Infrastructure Management. • ICT Security. • ICT Application Management. • ICT Value. • ICT Data availability and integrity. • ICT Vendor Management. • The evaluation, directing and monitoring of ICT processes
Performance, Risk and Audit Committee (PRAC)	Appointed members of the PRAC of the municipality and the ICT Manager or CIO.	Has a specific responsibility to perform an oversight role over the identification and management of ICT governance and compliance risks.

STRUCTURE	MEMBERS	MANDATE/RESPONSIBILITIES
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Table 3: ICT Governance roles, responsibilities and delegations

2.2 MUNICIPAL IDP AND ICT STRATEGIC ALIGNMENT

This accountability assigned to the leadership of a municipality through this ICT Corporate Governance Policy enables the municipality to align the delivery of ICT strategies and services with the municipality’s Integrated Development Plans and strategic goals.

This is achieved through the development and adoption of an ICT strategic plan which is informed by the enterprise architecture plan which clearly outlined the roles, responsibilities and business processes contained in the IDP.

2.3 ICT STEERING COMMITTEE ARRANGEMENTS

The ICT committee will provide a monitoring and review role for all ICT related activities as per paragraph 2.1.2. Minutes will be distributed to the designated members after adoption.

The membership of the ICT steering committee will include the following roles:

- Chairperson
- Directors of division or delegated representative
- Senior ICT Manager or delegated representative
- MMC for Electrical and Civil services

The committee will meet at least 4 times a year, with more frequent meetings, as circumstances require.

The quorum for decisions of the committee shall be 2 or more of the three roles and at least 3 Directors or delegates.

In the absence of the chairperson the committee will choose a chairperson for that meeting.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
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13 Junie 2024

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ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERKOMITEE VERGADERING WAT GEHOU SAL WORD OP 19 JUNIE 2024

ONDERWERP: OORWEGING VAN AMNESTIE VIR ONWETTIGE BOUWERKE : SWARTLAND MUNISIPALITEIT SUBJECT : CONSIDERATION OF AMNESTY FOR ILLEGAL BUILDING WORK : SWARTLAND MUNICIPALITY

1. AGTERGROND / BACKGROUND

- 1.1 *Sub-section 4(1) of the National Building Regulations and Building Standards Act 103 of 1977 determines that "No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act."*
- 1.2 *Furthermore sub-section 4(4) determines that "Any person erecting any building in contravention of the provisions of sub-section (1) shall be guilty of an offence and liable on conviction to a fine not exceeding R100 for each day on which he was engaged in so erecting such building."*

2. BESPREKING / DISCUSSION

- 2.1 Met hierdie as agtergrond is die behoefte geïdentifiseer dat 'n uitnodiging gerig word aan eienaars binne Swartland Munisipaliteit dat waar bouwerke van grond/geboue reeds plaasgevind het (sonder die nodige skriftelike goedkeuring), 'n amnestie tydperk toegestaan word om wel sodanige skriftelike goedkeuring/bouplan goedkeuring te bekom, sonder dat 'n daaglikse fooi van toepassing, gehef sal word.
- 2.2 M.a.w. Swartland eienaars van grond en geboue waar onwettige bouwerke (sonder die skriftelike goedkeuring) reeds plaasvind, word aangemoedig om die kans te benut om hul huis in orde te kry en daardeur die nodige bouplanne vir oorweging en goedkeuring binne 'n tydperk soos deur Swartland Munisipaliteit bepaal in te dien.
- 2.3 *It is proposed that the amnesty period starts on 1 July 2024 and ends on 31 December 2024. Thereafter properties will be inspected to verify the on-site situation with the approved building plans on record at the municipality.*
- 2.4 *If illegal building work be picked up after the amnesty period at properties, the necessary process/procedures be followed together with all fees/additional fees applicable.*
- 2.5 Hierdie is 'n opregte poging van Swartland Munisipaliteit aan eienaars om hul eiendomme in terme van die Nasionale Bouregulasies en Bou Standaard Wet 103 van 1977 in orde te kry, sonder die heffing van addisionele gelde.
- 2.6 Swartland Munisipaliteit sal 'n grootse poging aanwend om soveel moontlike eienaars deur verskeie media en digitale media in al 3 tale van die Wes-Kaap te bereik.
- 2.7 *We dream of a Swartland 2040 that is valued for:*
- *being safe, healthy and prosperous;*
 - *providing good governance, quality services and the ease of doing business with; and*
 - *leading in technological innovation and environmental responsibility.*

3. **LINK TO IDP / KOPPELING MET GOP**

Strategic Goal 4 : A healthy and sustainable environment.

4. **AANBEVELING / RECOMMENDATION**

- (a) Dat 'n amnestie periode ten einde bouplanne vir oorweging en goedkeuring in te dien vanaf 1 Julie 2024 tot 31 Desember 2024 toegestaan word.

That an amnesty period to submit building plans for consideration and approval be granted from 1 July 2024 to 31 December 2024.

- (b) Dat alle eienaars van grond en geboue waar bouwerke sonder die nodige goedkeuring plaasgevind het, aangemoedig word om sodanige bouplanne vir oorweging en goedkeuring in te dien.

That all owners of land and buildings where building work take place without the necessary approval, be encouraged to submit building plans for consideration and approval.

- (c) Dat geen addisionele fooie van toepassing sal wees, indien bouplanaansoek wel binne die amnestie periode ontvang word nie.

That no additional fees will be applicable if the building plan application be received within the amnesty period.

- (d) Dat die uitnodiging om bouplanne in te dien in al 3 tale van die Wes-Kaap en op verskillende platforms bekend gemaak sal word.

That the invitation to submit building plans be made available in all 3 languages of the Western Cape and on various platforms.

(get) J S Krieger

MUNISIPALE BESTUURDER

AMZ/ds



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

3 Junie 2024

17/9/2/R

ITEM 7.8 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 19 JUNIE 2024

ONDERWERP:	VERHURING VAN SPORTFASILITEITE AAN DIE MOORREESBURG SPORTFORUM
SUBJECT:	LEASE OF SPORT FACILITIES TO THE MOORREESBURG SPORTS FORUM

1. AGTERGROND

- 1.1 Die Munisipaliteit is eienaar van etlike sportfasiliteite in Moorreesburg, waaronder die muurbalbaan met klubhuis, asook agt gekombineerde tennis-/netbalbane met klubhuis geleë op Erf 42, Moorreesburg. Die burgemeesterskomitee het onder andere onlangs goedkeuring verleen dat die duiweklubfasiliteite, wat ook op Erf 42 geleë is, onder 'n driejaar huurooreenkoms aan die Moorreesburg Posduifklub verhuur mag word.
- 1.2 Die netbal- en tennisfasiliteite kan egter nie in isolasie aan die onderskeie klubs verhuur word nie, omdat dit gekombineerde fasiliteite is wat onder andere deur die skole en die onderskeie klubs gebruik, en dus gesamentlik bestuur moet word. Insgelyks maak die onderskeie klubs ook gebruik van die klubhuise.
- 1.3 Daar is onlangs met verteenwoordigers van die Moorreesburg Sportforum ontmoet om die moontlike verhuring van die fasiliteite aan die forum te oorweeg, om die bestuur daarvan te behartig en 'n inkomste daaruit te genereer vir die instandhouding van die fasiliteite. Die tennisklub in hierdie stadium hou reeds die bane in stand, en vervang self die nette soos nodig.
- 1.4 Die forum is geneë daartoe om verantwoordelikheid te aanvaar vir die bestuur van die fasiliteite (en koördineer in effek reeds die gebruik daarvan), met dien verstande dat die forumlede direk tot die forum bydra (en dus nie meer jaarfooi aan die Munisipaliteit betaal nie) om die bestuur van die fasiliteite oor te neem.
- 1.5 Die bestuursplan het die aangeleentheid oorweeg en het besluit dat daar by die burgemeesterskomitee aanbeveel word om 'n driejaar-huurooreenkoms met die forum te sluit, onderhewig daaraan dat die forum sekere verpligtinge op hom sal neem rakende instandhouding.

2. WETGEWING

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

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

Die/...

2./...

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2023 aansluiting by Strategiese Doelwit 1, wat met Gemeenskapswelsyn handel.

4. FINANSIËLE IMPLIKASIE

Geen uitgawes vir die munisipaliteit. Nominale huurgeld van R120.00 per jaar (plus BTW), word gevorder.

5. AANBEVELING

- (a) Dat goedkeuring verleen word dat 'n huurooreenkoms met die Moorreesburg Sportforum gesluit word vir 'n periode van drie jaar ten opsigte van die netbal-, tennis- en muurbalbane met gepaardgaande klubhuise, geleë op Erf 42, Moorreesburg;
- (b) Dat die huurbedrag vasgestel word op R120.00 per jaar, BTW uitgesluit;
- (c) Dat die ooreenkoms daaraan onderhewig sal wees dat die Moorreesburg Sportforum verantwoordelikheid aanvaar vir die instandhouding van die onderskeie bane (binne-omheining), binne-instandhouding van geboue, asook die koördinerende van besprekings, en dat die Munisipaliteit slegs verantwoordelikheid aanvaar vir die buitekant van geboue asook instandhouding van die buite-omheining van die bane.

5. RECOMMENDATION

- (a) That approval be granted for a lease agreement to be entered into with the Moorreesburg Sports Forum for a period of three years in respect of the netball, tennis and squash courts and related club houses, situated on Erf 42, Moorreesburg;
- (b) That the lease amount be determined at R120.00 per annum, excluding VAT;
- (c) That the agreement shall be subject thereto that the Moorreesburg Sports Forum accept responsibility for the maintenance of the respective courts (inner fencing), interior maintenance of buildings, as well as the coordination of reservations, and that the Municipality only take responsibility for the exterior of buildings as well as maintenance of the exterior court fencing.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

Wyk 10

3 Junie 2024

17/9/2/R

ITEM 7.9 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 19 JUNIE 2024

ONDERWERP:	LIEBENBERG PRIMÊRE SKOOL: AANSOEK OM GEBRUIK VAN PUBLIEKE OOP RUIMTE TUSSEN KAREEBOOMSTRAAT EN DARLINGWEG, MALMESBURY
SUBJECT:	LIEBENBERG PRIMARY SCHOOL: APPLICATION TO USE PUBLIC OPEN SPACE BETWEEN KAREEBOOM STREET AND DARLING ROAD, MALMESBURY

1. AGTERGROND

- 1.1 Aangeheg (**AANHANGSEL A**) is 'n skrywe gedateer 27 Februarie 2024 van die Liebenberg Primêre Skool, waarin aansoek gedoen word om die publieke oop ruimte tussen Kareeboomstraat en Darlingweg, Malmesbury, soos aangetoon op **AANHANGSEL B** hierby, op eie koste te mag omhein en vir die daarstel van addisionele speelgronde te benut.
- 1.2 Nadat daar met die skool gekommunikeer was in die betrokke verband, het die Skoolhoof skriftelik op 16 Mei 2024 verwittig dat hulle nie die grond op 'n permanente basis wil bekom of 'n formele huurooreenkoms wil sluit nie, maar bloot die grond op 'n informele basis wil gebruik.
- 1.3 Kommentaar wat van interne rolspelers bekom is, dui daarop dat
 - daar 'n interne besproeiingspyp is wat die erf kruis aan die kant waar dit grens aan die skool;
 - daar op die erf grens ook 'n aantal straatligte met gepaardgaande elektriese infrastruktuur gehuisves word, wat – indien die perseel omhein word – vereis dat 'n hek in die heining aangebring moet word om toegang te hê vir 'n kraantrok om instandhouding te kan doen van die betrokke infrastruktuur. Die posisie van hierdie straatligte is soos aangetoon by wyse van oranje sirkels op Aanhangel A;
 - die voorneme om die oop ruimte vir publieke gebruik af te sluit, in die media bekend gemaak moet word vir publieke kommentaar, en ook insette via die wykskomitee bekom word;
 - die publieke oop ruimte (Erf 2024) gesluit en toepaslik vanaf oop ruimte sone 1 na gemeenskapsone 1 hersoneer en onderverdeel ($\pm 6037 \text{ m}^2$) moet word.
- 1.4 Die aangeleentheid is op bestuursvlak oorweeg, en word

2. AANBEVEEL

- (a) Dat 'n gedeelte (groot $\pm 6037 \text{ m}^2$) van Erf 2046, Malmesbury op 'n informele basis aan die Liebenberg Primêre Skool beskikbaar gestel word om te omhein en as speelterrein te benut, onderhewig daaraan dat
 - 'n hek in die omheining aangebring word om te verseker dat die Elektriese direktoraat toegang sal hê vir 'n kraantrok om instandhouding te kan doen van die straatligte en elektriese netwerk op die grens van die skoolperseel;
 - daar geen strukture op die terrein aangebring mag word nie, in ag genome dat daar 'n besproeiingspyp is wat die erf kruis aan die kant waar dit grens aan die skool;
 - die voorneme om die oop ruimte vir publieke gebruik af te sluit, in die media bekend gemaak word vir publieke kommentaar, en ook insette via die wykskomitee bekom sal word;

2./...

- (b) Dat die skool die vooraf goedkeuring van die Munisipaliteit (Siviele en Elektriese Direkorate) moet bekom vir die heining en toegangshek wat aangebring sal word;
- (c) Dat die grondgebruiksregte (insluitend, sluiting, hersonering en onderverdeling) ten opsigte van die terrein verkry word deur en op koste van die aansoeker;
- (d) Dat 'n memorandum van verstandhouding met die skool gesluit en driejaarliks hersien sal word.

5. RECOMMENDATION

- (a) That a portion ($\pm 6037 \text{ m}^2$ in extent) of Erf 2046, Malmesbury be made available to the Liebenberg Primary School on an informal basis to be fenced in and used as a play area, subject thereto that
 - a gate be installed in the enclosure to ensure that the Electricity Directorate will have access for a crane truck to carry out maintenance of the street lights and electrical network on the boundary of the school premises;
 - no structures be erected on the site, considering that there is an irrigation pipe that crosses the plot on the side where it borders the school;
 - the intention to close the open space for public use be announced in the media for public comments, and the input of the ward committee also be obtained;
- (b) That the school must prior to its erection, obtain the approval of the Municipality (Civil and Electrical Directorates) for the fence and access gate that will be installed;
- (c) That the land use rights (including, the closure, rezoning and subdivision) of the site be undertaken by and at the cost of the applicant;
- (d) That a memorandum of understanding be entered into with the school, to be reviewed every three years.

(get) M S Terblanche

MUNISIPALE BESTUURDER



LIEBENBERG PS



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liebenberg.prim@wcgschools.gov.za

Mnr/Mr CJ Koopman: principalliebenbergps@gmail.com

2024



Western Cape
Government

QUALITY EDUCATION

for every child in every classroom in every school in the province.

27 Februarie 2024

Values of the WCED
Caring
Competence
Accountability
Integrity
Innovation
Responsiveness

Geagte Mnr J Scholtz

Insake: Verkryging van publieke gronde langs skool.

Liebenberg Primêr is 'n ligbaken in die dorp en huisves hierdie jaar 1895 leerders.

Ons skool Liebenberg Primêr, is 'n publieke opvoedings instansie op Wesbank, Malmesbury. Die skool is alreeds vanaf 1954 deel van die gemeenskap van Wesbank. Nodeloos om te sê dat daar seker al honderde duisende leerders, hul Laerskool loopbaan suksesvol by die skool voltooi het.

Gedurende 2017/18 het onderhandelinge begin met die destydse bestuur en beheer van die skool en die departement van Sport en Kultuursake oor die gronde agter die skool, wat gedien het as speelgrond, rugbyveld, krieketveld en liggaamlike opvoedingsplek vir leerders. Hul visie was om 'n veeldoelige sportsentrum op te rig, waar alle skole sport kon beoefen. Die positiewiteit van die idee was dat Liebenberg Primêr, sport, sowel as liggaamlike opvoeding op 'n voltydse basis daar kon beoefen.

Met my aansluit by die skool op 1 Oktober 2019, het ek gesien hoe hierdie veeldoelige sentrum die skool en die gemeenskap kon bedien. Ons kyk met trots daarna. Aan die anderkant het ons skool 'n baie groot deel van ons skoolgrond ingeboet en het die speelruimte vir leerders baie beperk geraak. Die leerder talle van die skool het geweldig gegroei, omdat die invloei van Buitelanders na Malmesbury toegeneem het. Ons skool het Afrikaans en Engels as onderrig taal en het dus 'n trekpleister geraak vir Buitelanders omdat ons hul kinders in Engels kon bedien. Die skool is ook 'n skoolfonds vrye skool, wat die gemeenskap bedien.

Vanaf verlede jaar het ons begin om 2 verskillende tye pouse te hê vir die verskillende fases (grondslagfase en Intersensfase) en het hierdie jaar voortgegaan daarmee. Dit skep natuurlik dissiplinêre probleme op die skool, omdat die leerders dan die klasse wat nog besig is met akademiese, steur. Tegnies is die gronde agter die skool nie meer ons eiendom nie. Ons benodig dringend meer speelplek gronde vir ons leerders. Ek neem dus die vrymoedigheid om te vra vir die oop stuk grond, tussen Keurboomstraat en Darlingweg wat aan die skool grens. Die grond lê al al die jare brak en die skool kan dus gebruik maak daarvan. Ons sal self die gronde omhein en veilig maak vir die ons leerders.

Ek sal die baie waardeur indien u hierdie versoek goedgekeurd kan word.

Liebenberg Groete


CJ Koopman
Skoolhoof

LIEBENBERG PRIMARY / PRIMÊR

27 FEB 2024

POSBUS 208, MALMESBURY, 7299
EMAIL: liebenberg.prim@wcgschools.gov.za

WES-KAAP ONDERWYSDEPARTEMENT

SCHOON-
SPRUIT
SKOOL SS

SCHOONSPRUIT
SKOOL MS 500KVA

LIEBENBERG
PRIMARY
SCHOOL

$\pm 6037 m^2$

KARREBOOM

SILWERBOOM

DARLING ROAD (MAIN ROAD 224)

DISA
SM POLICE

SERINGBOOM

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Verslag ◊ Ingxelo ◊ Report

Office of the Municipal Manager:
Internal Audit Division

11 June 2024
5/15/1/3

ITEM 7.10 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 19 JUNE 2024

**SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE, RISK AND AUDIT
COMMITTEE MEETING HELD ON 28 FEBRUARY 2024**

1. BACKGROUND

The minutes of the Municipality's Performance, Risk and Audit Committee meeting held on 28 February 2024 is hereby tabled. In accordance with the approved Performance, Risk and Audit Committee mandate the said minutes, or a summary thereof must be submitted to the Council to be dealt with at its next ensuing meeting.

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

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance, Risk and Audit Committee, arising from their meeting on 28 February 2024 for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie, Risiko en Ouditkomitee se vergadering van 28 Februarie 2024.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance, Risk and Audit Committee of 28 February 2024.

(get) J J Scholtz

MUNICIPAL MANAGER
JE/KS



MINUTES OF THE MEETING OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON WEDNESDAY, 28 FEBRUARY 2024 AT 09:30

PRESENT

PERFORMANCE, RISK AND AUDIT COMMITTEE

Chairperson : Mr C De Jager (CDJ)
Members : Ms R Gani (RG)
Mr B Gouws (BG)

OFFICIALS : Municipal Manager: Mr J Scholtz (JS)
Director, Financial Services: Mr M Bolton (MB)
Director, Corporate Services: Ms M Terblanche (MT)
Director, Development Services: Ms J Krieger (JK)
Director, Protection Services: Mr P Humphreys (PH)
Director, Civil Engineering Services: Mr L Zikmann (LZ)
Director, Electrical Engineering Services: Mr T Möller (TM)
Senior Manager, Internal Audit: Ms J Erasmus (JE)
Senior Manager, Strategic Services: Olivia Fransman (OF)
Senior Manager, Traffic & Law Enforcement: Roman Steyn (RS)
Senior Administrative Officer, Committees: Ms S Willemse (SW)

1. OPENING

1.1 Welcome

The Chairperson of the Performance, Risk and Audit Committee, CDJ welcomed everyone to the meeting.

Apologies

Apologies were received from the following officials:

- Internal Auditor: Msizi Mseleni (MM)

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

The Chairperson, RG and BG declared that they have no personal interest in the items on the agenda.

3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT ACTIVITY

The Senior Manager: Internal Audit confirmed the independence of the Internal Audit Activity.

4. ADDITIONS TO THE AGENDA

4.1 Presentation: The implementation on AARTO

The Senior Manager, Traffic & Law Enforcement (RS) gave a detailed presentation regarding the implementation on Administrative Adjudication Of Road Traffic Offences (AARTO). RS explained the financial impact in terms of AARTO within the municipality. The Municipal Manager stated that it is a big concern that the implementation of AARTO will be a further loss of income for all municipalities.

CDJ thanked RS for a very informative presentation.

(RS were excused from the meeting.)

5. COMMUNICATIONS BY THE CHAIRPERSON

The Chairperson stated that he will discuss the principles regarding the King 4 report at the next meeting.

6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

None.

7. MINUTES OF THE MEETINGS OF THE PERFORMANCE AND AUDIT COMMITTEE HELD ON 28 NOVEMBER 2023

CDJ referred to page eight paragraph 12.1 and wanted to know if a presentation will be done regarding the implementation on AARTO. JE stated that the Senior Manager: Traffic & Law Enforcement Services will make a presentation at this meeting.

RESOLUTION

That the minutes of the previous meetings held on Tuesday, 28 November 2023 be approved.

8. MATTERS ARISING FROM MINUTES

8.1 Implementation of the Performance, Risk and Audit Committee resolutions taken on 28 NOVEMBER 2023

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

RESOLUTION

That the Performance, Risk and Audit Committee noted the resolutions that were implemented.

9. PERFORMANCE MANAGEMENT

9.1 Performance Report for the period 01 October 2023 to 31 December 2023

The Chairperson went through the report page by page. The Senior Manager: Strategic Services stated that it won't be possible to table a high-level report in terms of KPI's that relates to the achievement of strategic goals in the IDP (Corporate Scorecard). Herself and BG will have a discussion about a sufficient report for future reporting for the PRAC.

RESOLUTION

That PRAC take note of the Performance Report for the period 01 October 2023 to 31 December 2023.

10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

MB commented on the MSCOA report and stated that there is no strategic risks that needs to be emphasised. The municipality are on track for implementation and there is no concern at this stage.

11. FINANCIALS – IN – YEAR REPORTING

11.1 Quarterly Section 52 Report

The committee went through the report page by page. MB explained in detail the decrease of electricity bulk purchases on page 67, on request by CDJ.

JS explained the impact of unsustainable spending on overtime, on request by BG.

On question by CDJ on the procurement of Internal Audit Software, JE stated that the software will improve the operations and maturity level of the Internal Audit department and eventually assist with the effective implementation of combined assurance within the municipality.

RESOLUTION

That the Performance and Risk Audit Committee noted of the Section 52 report – Quarterly.
That the information as required be send to the PRAC.

12. RISK MANAGEMENT

12.1 Risk Management Feedback for the quarter

The purpose of this item is to monitor and discuss matters related to the municipality's risk management processes to ensure effectiveness. The PRAC went through the report page by page.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Risk Management feedback report as at 31 October 2023.

13. AUDITOR GENERAL

13.1 Progress on 2023/2024 Audit Action plan

The PRAC went through the report page by page.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Progress on 2023/2024 Audit Action plan.

14. COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

14.1 Eunomia report on compliance

The chairperson tabled the Eunomia report on compliance.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Eunomia report on compliance for the period ending 31 January 2024.

14.2 Litigation

The Chairperson tabled the Litigation report.

RESOLUTION

That the Performance, Risk and Audit Committee noted the quarterly litigation report as at 15 February 2024.

14.3 PROGRESS ON THE COMBINED ASSURANCE IMPLEMENTATION PLAN

The Chairperson tabled the Combined Assurance Implementation Plan.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Combined Assurance Implementation plan.

15. INFORMATION COMMUNICATION TECHNOLOGY (ICT)

15.1 Minutes of the ICT Committee meeting held on 21 September 2023

The Chairperson paged through the Minutes of the ICT Committee meeting held on 21 September 2023.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Minutes of the ICT Committee meeting held on 21 September 2023.

16. INTERNAL AUDIT

16.1 Report on the activities of IAA for the period Nov 2023 to Jan 2024

The purpose of these reports are to inform the Performance, Risk and Audit Committee regarding the activities of the Internal Audit department for the period Nov 2023 to Jan 2024.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Internal Audit activities for the period Nov 2023 to Jan 2024.

16.2 Outstanding Internal Audit findings

The PRAC went through the report page by page.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Outstanding Internal Audit findings.

16.3 Progress w.r.t. the Annual Internal Audit Plan 2023/2024

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

RESOLUTION

That the Performance, Risk and Audit Committee noted the Progress w.r.t. the Annual Internal Audit Plan 2023/2024.

16.4 Report on Quality Assurance Improvement Program

The Chairperson went through the report page by page.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Quality Assurance Improvement Program.

17. PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

17.1 PRAC Annual Work Programme 2023/2024– progress

The purpose of this item is to ensure that the Performance, Risk and Audit Committee complies with all their legal responsibilities.

RESOLUTION

That the progress on the annual work programme of the Performance, Risk and Audit Committee be noted.

18. GENERAL

18.1 Core Municipal Disaster Risk Management Plan

This Disaster Management Plan is produced by the Swartland Municipality as part of its responsibility in terms of the Disaster Management Act, 57 of 2002 and the Disaster Management Amendment Act No 16 of 2015. This document is intended for internal use of the organisation and should be treated as confidential and not be displayed in whole or in part in any public place or to the media.

RESOLUTION

- (a) That the Performance and Risk Audit Committee reviewed the Core Municipal Disaster Risk Management Plan;
- (b) That the Core Municipal Disaster Risk Management Plan be submitted to Council for approval.

18.2 Business Continuity and Disaster Recovery Plan

The purpose of the Business Continuity Plan is to prepare Swartland Municipality and specifically its departments in the event of extended service outages caused by factors beyond their control (e.g. natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame.

The scope of this plan is limited to the Swartland Municipal assets which include all its buildings.

RESOLUTION

- (a) That the Performance and Risk Audit Committee reviewed the Business Continuity and Disaster Recovery Plan;
- (b) That the Business Continuity and Disaster Recovery Plan be submitted to Council for approval.

19. NEXT MEETING

COGNISANCE TAKEN that the next formal PRAC meetings will be on:

- 28 May 2024 @ 12:00
- 20 August 2024 @ 09:30
- 27 August 2024 @ 09:30
- 26 November 2024 @09:30

The meeting adjourned at 12:30



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
Junie 2024
5/7/1/1/MY
WYK: NVT

ITEM 7.11 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON OF 19 JUNE 2024.

ONDERWERP: UITSTAANDE DEBITEURE – MEI 2024 SUBJECT: OUTSTANDING DEBT – MAY 2024
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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 Mei 2024 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period May 2024 and is composed of the following reports.

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

2. **WETGEWING / LEGISLATION**

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

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

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

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

- 4.1 Die uitstaande debiteure vir April 2023 R48 490 284.34 beloop terwyl die uitstaande debiteure vir Mei 2023 R42 465 187.82 beloop het en was 'n vermindering van R6 025 96.52
- 4.2 Die uitstaande debiteure vir April 2024 R50 361 840.48 beloop terwyl die uitstaande debiteure vir Mei 2024 R51 876 824.82 beloop - 'n vermeerdering van R1 514 984.34
- 4.3 Die uitstaande debiteure vir Mei 2023 R42 465 187.82 beloop terwyl die uitstaande debiteure vir Mei 2024 R51 876 824.82 beloop - 'n vermeerdering van R9 411 637.00 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir Mei 2024 is 6.78% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Mei 2023 is 5.55% as van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Mei 2024.

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

(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS MAY 2024									2023/2024 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 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 764 743 787	R 713 057 993	R 658 069 842
May-23	R 7 372 600	R 42 465 188	R 37 170 032	R 2 416 413	R 2 874 876	R 3 866	R -	EFT payments day after month end received amounted to R1 115,738,37 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 416,413,24 Staff outstanding in the amount of R3865,81 - Eleven (10) Staff members have outstanding accounts - 7 x Pre-Paid electricity, 2 x Conventional Electricity and 1 x Eskom) The Government outstanding amounted to R2 874,876,32 as a result of annual rates. The amount of R514 040,68 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,55%	5,96%	5,33%
June-23	R 4 259 870	R 39 458 675	R 34 561 165	R 1 970 134	R 2 927 246	R 130	R -	EFT payments day after month end received amounted to R753 715,87 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 970,133,80 Staff outstanding in the amount of R130,34 - One (1) Staff member has an outstanding account - 1 X Pre-Paid electricity). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 927,246,49 as a result of annual rates. The amount of R280 240,52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,16%	5,53%	5,35%
July-23	R 6 730 370	R 40 077 008	R 35 255 362	R 2 090 864	R 2 727 413	R 3 368	R -	EFT payments day after month end received amounted to R1 193,299,66 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 090,864,27 Staff outstanding in the amount of R3368,38 - Four (4) Staff members have outstanding accounts - 3 X Pre-Paid electricity and 1 X Eskom Elec). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 727,412,78 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.	5,24%	4,68%	4,46%
Aug-23	R 10 212 058	R 41 412 470	R 37 035 460	R 2 288 654	R 2 086 896	R 1 461	R -	EFT payments day after month end received amounted to R1 601 349,69 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 288 653,85 Staff outstanding in the amount of R1460,51 - Four (4) Staff members have outstanding accounts - 4 X Pre-Paid electricity , The Government outstanding amounted to R2 086 895,88 as a result of annual rates. The amount of R1 704 631,83 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,42%	6,06%	5,62%
Sept-23	R 4 749 697	R 42 928 161	R 39 228 153	R 1 994 383	R 1 704 603	R 1 023	R -	EFT payments day after month end received amounted to R1 592 536,75 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 994 382,74 Staff outstanding in the amount of R1022,67 - Three (3) Staff members have outstanding accounts - 2 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to R1 704 602,61 as a result of annual rates. The amount of R3 666 800,60 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,61%	5,60%	5,18%
Oct-23	R 3 771 341	R 47 946 236	R 40 871 404,93	R 3 864 992	R 3 206 812	R 3 027	R -	EFT payments day after month end received amounted to R1 016 129,39 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 864 991,93 Staff outstanding in the amount of R3026,95 - Four (5) Staff members have outstanding accounts - 5 x Pre-Paid electricity. The Government outstanding amounted to R3 206 812,41 as a result of annual rates. The amount of R196 609,23 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,27%	5,13%	5,31%
Nov-23	R 12 304 377	R 49 369 322	R 43 250 123,05	R 2 770 846	R 3 346 950	R 1 404	R -	EFT payments day after month end received amounted to R3 376 204,24 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 770 846,29 Staff outstanding in the amount of R1403,53 - ONE (1) Staff members have outstanding accounts - 1 x Pre-Paid electricity. The Government outstanding amounted to R3 346 949,52 as a result of annual rates. The amount of R88 410,64 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,46%	6,80%	5,59%
Dec-23	R 8 100 059	R 47 585 440	R 42 587 189,49	R 3 312 687	R 1 683 026	R 2 536	R -	EFT payments day after month end received amounted to R1 266 476,30 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 312 687,46 Staff outstanding in the amount of R 2536,46 - Three (3) Staff members have outstanding accounts - 3 x Pre-Paid electricity.The Government outstanding amounted to R1 683 026,32 as a result of annual rates. The amount of R19 854,52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,22%	6,80%	5,59%

Jan-24	R	10 175 695	R	53 366 876	R	45 383 242	R	6 250 490	R	1 731 790	R	1 354	R	-	EFT payments day after month end received amounted to R3 653 015,35 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R6 250 490,94 Staff outstanding in the amount of R1354,91 - One (1) Staff member have outstanding accounts - 1 x Pre-Paid electricity. The Government outstanding amounted to R1 731 790,93 as a result of annual rates. The amount of R6 614,10 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,98%	5,96%	5,33%
Feb-24	R	14 279 478	R	54 215 945	R	47 940 762	R	4 260 653	R	2 000 942	R	13 588	R	-	EFT payments day after month end received amounted to R4 052 387,02 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 260 652,94 Staff outstanding in the amount of R13 588,07 - Three (3) Staff members has an outstanding accounts - 1 X Pre-Paid electricity). The Government outstanding amounted to R2 000 941,65 as a result of annual rates. The amount of R5,90 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	7,09%	5,53%	5,35%
March-24	R	11 235 717	R	47 841 393	R	42 445 926	R	2 544 249	R	2 849 244	R	1 974	R	-	EFT payments day after month end received amounted to R3 402 738,61 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 544 249,20 Staff outstanding in the amount of R1 974,04 - Two (2) Staff members have outstanding accounts - The Government outstanding amounted to R2 849 244,10 as a result of annual rates. The amount of R588 782,88 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,26%	5,96%	5,33%
April-24	R	1 871 556	R	50 361 840	R	43 535 849	R	3 271 491	R	3 554 364	R	137	R	-	EFT payments day after month end received amounted to R2 806 210,11 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 271 491,88 Staff outstanding in the amount of R137,01 - One (1) Staff member have outstanding account - The Government outstanding amounted to R3 554 364,63 as a result of annual rates. The amount of R 364 076,01 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,59%	5,13%	5,31%
May-24	R	9 411 637	R	51 876 825	R	45 784 769	R	2 456 951	R	3 634 969	R	136	R	-	EFT payments day after month end received amounted to R1 872 378,73 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 456 951,33 Staff outstanding in the amount of R135,57 - One (1) Staff member have outstanding account - 4 Councillors in arrears to the amount of R2 417,29 - The Government outstanding amounted to R3 634 968,90 as a result of annual rates. The amount of R654 781,34 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	6,78%	5,96%	5,33%

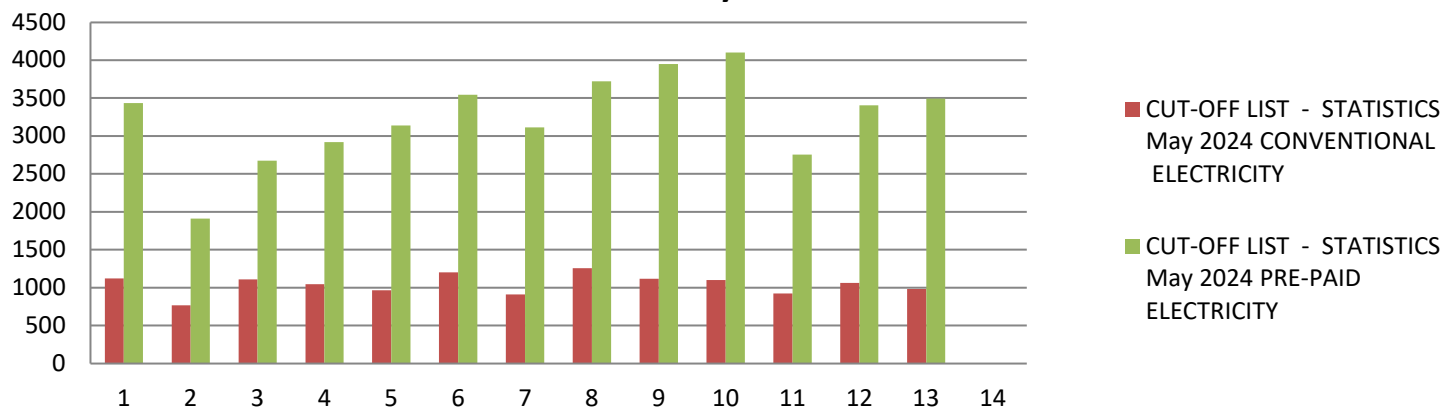
CUT-OFF LIST - STATISTICS

May 2024

MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
May-23	1121	3432	7 June 2023
June-23	766	1912	10 July 2023
July-23	1107	2673	7 August 2023
Aug-23	1047	2918	11 September 2023
Sept-23	966	3138	9 Oktober 2023
Oct-23	1202	3545	7 November 2023
Nov-23	909	3114	7 Desember 2023
Des-23	1257	3722	15 Januarie 2024
Jan-24	1119	3948	7 Februarie 2024
Feb-24	1099	4102	11 Maart 2024
Mrt-24	925	2755	15 April 2024
Apr-24	1064	3403	13 Mei 2024
May-24	983	3493	11 Junie 2024

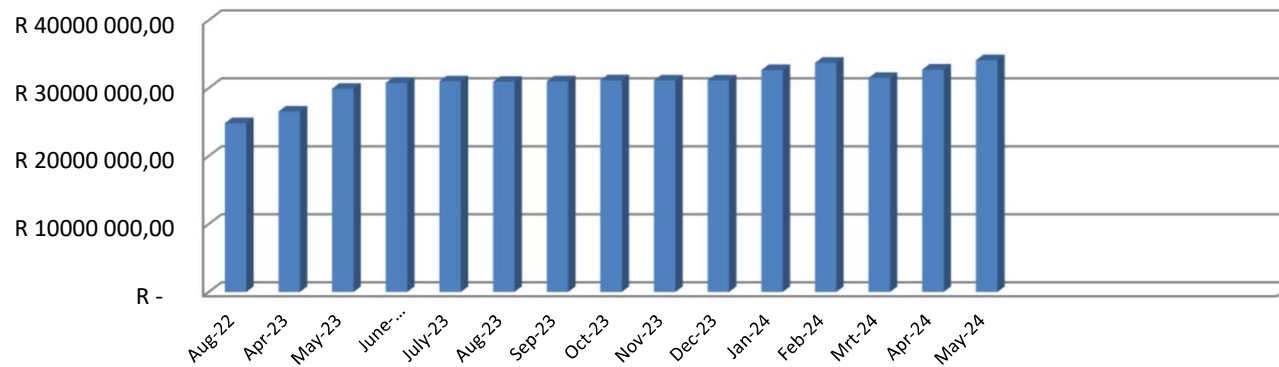
CUT-OFF LIST - STATISTICS

May 2024



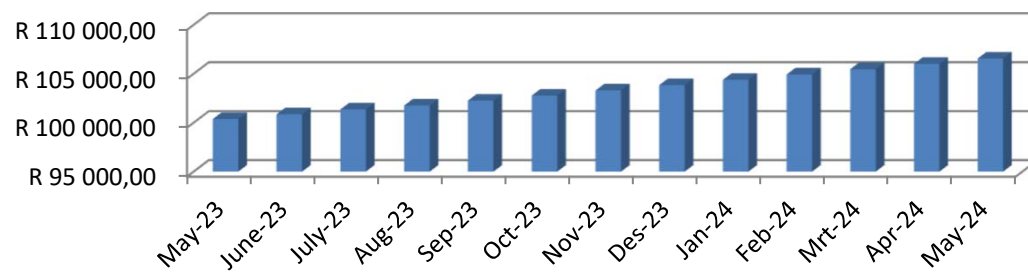
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) May 2024		Comparative Period 2023- 2024	
Month	Before Levy		
Apr-23	R 26 552 937,37	R	4 614 996,28
May-23	R 29 917 054,04	R	7 625 191,81
June-23	R 30 766 791,08	R	9 276 168,73
July-23	R 30 998 353,01	R	5 897 190,60
Aug-23	R 30 920 580,94	R	6 078 420,90
Sep-23	R 30 983 044,09	R	5 839 582,99
Oct-23	R 31 143 832,56	R	6 046 219,90
Nov-23	R 31 130 788,86	R	6 053 355,68
Dec-23	R 31 137 539,26	R	5 436 214,74
Jan-24	R 32 652 945,21	R	5 521 362,58
Feb-24	R 33 717 956,12	R	8 850 231,28
Mrt-24	R 31 501 952,83	R	5 850 600,58
Apr-24	R 32 725 489,86	R	6 172 552,49
May-24	R 34 105 254,24	R	4 188 200,20

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
May 2024**

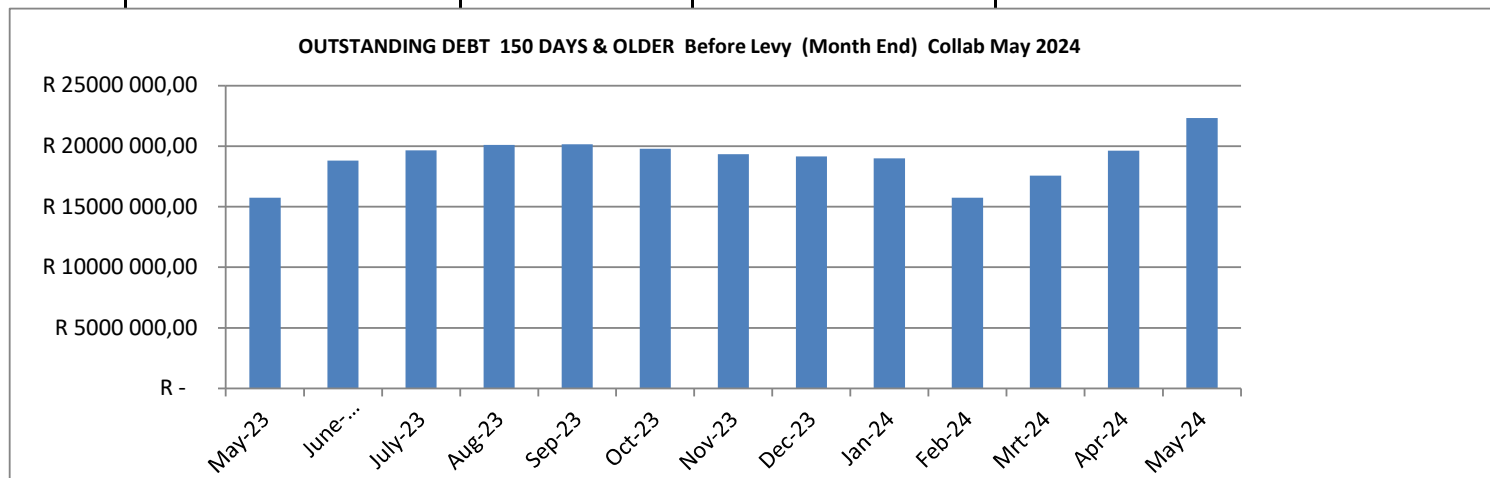


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite May 2024		Comparative Period 2023-2024	
Month	Before Levy		
May-23	R 100 375,66	R	-259 046,82
June-23	R 100 865,37	R	-260 346,54
July-23	R 101 355,12	R	-261 163,44
Aug-23	R 101 755,57	R	-262 112,82
Sep-23	R 102 256,08	R	-262 962,34
Oct-23	R 102 777,88	R	-264 015,29
Nov-23	R 103 299,70	R	-265 153,14
Des-23	R 103 842,84	R	-266 080,64
Jan-24	R 104 386,00	R	-268 798,55
Feb-24	R 104 928,10	R	5 893,95
Mrt-24	R 105 470,20	R	6 010,15
Apr-24	R 106 012,30	R	6 094,40
May-24	R 106 554,40	R	6 178,74

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
- Legal Suite
May 2024**



OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab May 2024		Comparative Period 2023 - 2024	
Month	Before levy		
May-23	R 15 747 023,32	R	6 022 904,16
June-23	R 18 797 190,18	R	4 576 556,39
July-23	R 19 650 047,69	R	4 299 867,44
Aug-23	R 20 107 606,33	R	4 458 920,49
Sep-23	R 20 150 462,43	R	4 014 417,93
Oct-23	R 19 785 012,22	R	4 080 949,01
Nov-23	R 19 322 236,36	R	3 919 549,70
Dec-23	R 19 136 721,28	R	3 843 224,50
Jan-24	R 18 993 820,16	R	3 744 448,04
Feb-24	R 15 747 023,32	R	2 534 387,73
Mrt-24	R 17 548 166,07	R	4 621 746,84
Apr-24	R 19 628 679,51	R	6 566 478,63
May-24	R 22 317 343,17	R	6 570 319,85



ITEM: 7.12 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 JUNE 2024.

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 2023 – 31 May 2024	:R 215 738.24 (paid)
Excess	Outstanding claims	:R 214 407.04 (outstanding)

5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/
Tabled for cognisance

.....
(Get) M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/60	SWA2022-23/SW/53/M	Fire Department	12/05/2023	17/05/2023	CK12628, Motor Damaged	85 918,97	35 000,00	During a fire call-out for a house burning in Illege Lethu the vehicle was damaged by the community by throwing stones at the vehicle. Guardrisk confirmed on 31 October 2023 that they had followed up on claim with SASRIA. The SASRIA claim is still outstanding. Insurance management is following up on the claim frequently.
2024/20	SWA-017-M-2324	Civil: Street & Storm	03/11/2023	30/11/2023	CK29246, Motor Damaged	102 382,40	50 000,00	During a fire call-out at the Darling scrapyard, the vehicle was damaged by a gas explosion. Confirmation to repair the vehicle was received on 27 May 2024. The invoice is still outstanding.
2024/30	CLGRMUM- 893168	Finance	03/03/2024	12/03/2024	Money Loss, Vendorpoint, Malmesbury	145 215,00	14 521,50	One of the vendor points in Malmesbury was robbed. Confirmation to settle the claim was received on 27 May 2024. The payment is still outstanding.
2024/36	SWA-033-M-2324	Fire Department	01/01/2024	05/04/2024	CK28574, Motor Damaged	34 354,07	15 000,00	The equipment locker on the fire fighting vehicle was damaged by a pole at the officials residence during his standby period . An investigator has been appointed on 23 April 2024 and such assessment report is outstanding to date.
2024/37	SWA-034-C-2324	Civil: Sport	07/04/2024	10/04/2024	Property Damage: Rosenhof Sportsground	281 014,00	50 000,00	The roof of the Rosenhof sports ground pavilion was partly damaged due to severe wind on 7 April 2024. A loss adjuster has been appointed on 19 April 2024 and such assessment report is outstanding to date.
2024/39	SWA-036-C-2324	Corporate Service	24/04/2024	25/04/2024	Property Damage: Abbotsdale Library	28 500,00	25 000,00	During a public riot, Abbotsdale library building and perimeter protection was damaged. The claim was submitted to SASRIA. An assessor was appointed on 10 May 2024 and such assessment report is outstanding to date.
2024/40	SWA-037-C-2324	Civil: Parks & Recreation	27/04/2024	03/05/2024	Property Loss: Stolen Vibacrete	29 028,00	10 000,00	On 29 April 2024 the responsible official discovered that poles and vibacrete slabs were stolen at the Riebeek Wes Cemetery.
2024/42	SWA-039-C-2324	Civil: Water	06/05/2024	14/05/2024	Geyser: Gene Louw Sportsground	13 700,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. An assessor was appointed on 27 May 2024. The claim will be finalized once a local supplier is found that meets the requirement of the SCM policy.
2024/43	SWA-040-C-2324	Civil: Water	04/05/2024	14/05/2024	Geyser: Darling Swimming Pool	13 700,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. An assessor was appointed on 27 May 2024. The claim will be finalized once a local supplier is found that meets the requirement of the SCM policy.
2024/44	SWA-041-C-2324	Civil: Parks & Recreation	04/05/2024	14/05/2024	Property Damage: Darling Sportsground	26 510,00	10 000,00	On 06 May 2024 the responsible official discovered that there was a break-in at the Darling Sportsground. An assessor appointed on 27 May 2024 and such assessment report is outstanding to date.
2024/45	SWA-042-C-2324	Civil: Water	29/04/2024	16/05/2024	Geyser: Yzerfontein House 8	13 700,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. An assessor was appointed on 27 May 2024. The finalization of the claim is still pending finding a local supplier in terms of SCM policy.
2024/46	SWA-043-C-2324	Civil: Water	30/04/2024	16/05/2024	Geyser: Yzerfontein House 6	13 700,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. An assessor was appointed on 27 May 2024. The claim will be finalized once a local supplier is found that meets the requirement of the SCM policy.
2024/47	CLGRMUM-896092	Traffic Department	13/05/2024	17/05/2024	CK25797, Motorglass	3 542,18	885,54	A stone reflected from a third party vehicle and hit the windscreen of CK25797. The confirmation from the insurer to replace the windscreen was received on 27 May 2024. The invoice is still outstanding.
2024/48		Municipal Property	16/05/2024	21/05/2024	Property Damage: M/bury Taxi Rank	outstanding		On 16 May 2024 a third party truck drove into the taxi rank and caused damages to it. Quotations for the repair is still outstanding. An assessor was appointed to investigate the claim.
						791 264,62	214 407,04	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2024/21	CLGRMUM-889386	Fire Department	03/12/2023	14/12/2023	Property Loss: Moorreesburg Fire	12 150,00	5 000,00	EFT Payment received on 07 May 2024. Receipt number 130324. Amount received was R7150,00
2024/35	CLGRMUM-894095	Fire Department	03/04/2024	05/04/2024	CK12628, Motorglass	4 307,06	1 076,77	Excess paid to the supplier on 07 May 2024.
2024/34	CLGRMUM-893349	Traffic Department	18/03/2024	02/04/2024	CK21878, Motorglass	2 400,60	600,15	Excess paid to the supplier on 07 May 2024.
2023/40	CLGRMUM-876659	Civil: Parks & Recreation	22/01/2023	17/02/2023	Property Loss: Wesbank Sports Ground	50 999,00	5 099,90	EFT Payment received on 21 May 2024. Receipt number 082687. Amount received was R45899,10
						69 856,66	11 776,82	

REPUDIATE

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2024/41	SWA-038-C-2324	Civil: Parks & Recreation	20/04/2024	03/05/2024	Property Loss: Rosenhof Sportsground	11 520,99	25 000,00	On 21 April 2024 the responsible official discovered that 60m fence was stolen at the Rosenhof Sportsground. The claim was less than the minimum excess (the final quotation was received after the claim was registered)
						11 520,99	25 000,00	

ITEM: 7.13 AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 JUNE 2024

ONDERWERP: AFSKRYF VAN BATES TEN DOEL OM DIT VAN DIE BATE REGISTER TE VERWYDER MET BETREKKING TOT VERLORE, GEEN VERSEKERINGSEIS, VERNIETIGDE EN ONEKONOMIESE HERSTELBARE BATES TOT 31 MEI 2024

SUBJECT: ASSET WRITE-OFF FOR THE PURPOSE OF DISPOSING THESE FROM THE ASSET REGISTER IN RELATION TO LOST OF ASSETS, NO INSURANCE CLAIMS, DESTROYED ASSETS AND ECONOMIC UNREPAIRABLE UP TO 31 MAY 2024

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

According to the Asset Management Policy the only reasons for writing off assets, other than the sale of those assets during the process of alienation, shall be loss, theft, destruction, material impairment, or decommissioning of the asset in question.

The write-off of assets involves the process of permanently removing same from the asset register after the Mayoral Committee resolved to such act. Assets may be written-off for the following reason:

1. The useful life of the asset has expired;
2. The asset has been destroyed; (*damage beyond repair*)
3. The asset is out-dated;
4. The asset has no further useful life;
5. The asset does not exist anymore; (*below excess, other missing assets*)
6. The asset has been sold; and

Throughout the year, a register is retained of all assets that are lost, stolen or damaged which fall within the ambit of our insurance policy or insurance procedures. The write-off recommendation pertains therefore to those assets that could not be verified during the physical existence for the following reasons:

Assets broken beyond repair and assets sold as scrap on auction.

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

R 8063.00 (Total Value of write-off)

5. **AANBEVELING / RECOMMENDATION**

- That council grants approval for the assets as per the attached list (R 8 063.00) be written off and that same be removed from the asset register for purposes of maintenance of the municipality's financial accounting records for the year ended 30 June 2024.
- Dat die raad goedkeuring verleen vir die afskryf van bates per die aangehegde lys (R 8 063.00) en dat daardie bates verwyder word vanuit die bate register ten einde die municipality finansiële rekordhoudig te volvoer vir die jaar geëindig 30 Junie 2024.

(Get) M BOLTON

DIREKTEUR: Finansiële Dienste

MISSING ASSETS:					
Asset code	Asset description	Town	Directorate	Comments	Book Value
21502	Saver Saver H.B Chair - Black	Malmesbury	Development Services	Beyond repair: Cost to repair is higher than book value	0,88
32863	Urn	Moorreesburg	Development Services	Beyond repair: Cost to repair is higher than book value	1,45
32893	Chair	Moorreesburg	Civil Services	Beyond repair: Cost to repair is higher than book value	1,43
32902	Chair	Moorreesburg	Civil Services	Beyond repair: Cost to repair is higher than book value	1,43
43925	Radio: 2 Way DP540 UHF Motorola	Moorreesburg	Civil Services	Insurance: No Claim Submitted - Claim is less than excess	1 921,48
44312	Radio: 2 Way DP540 UHF Motorola	Moorreesburg	Civil Services	Missing	1 921,48
26447	Microwave	Riebeek Kasteel	Corporate Services	Beyond repair: Cost to repair is higher than book value	2,76
27462	Switch: Computer Websmart 24 Port	Malmesbury	Corporate Services	Beyond repair: Cost to repair is higher than book value	0,16
27486	UPS: Proline Power Supply	Darling	Corporate Services	Beyond repair: Cost to repair is higher than book value	0,16
32496	Chair	Malmesbury	Corporate Services	Beyond repair: Cost to repair is higher than book value	2,47
40921	Flipchart: Parrot Easel Non Megnatic	Malmesbury	Corporate Services	Beyond repair: Cost to repair is higher than book value	195,31
40922	Chair: Operators Carbon	Malmesbury	Corporate Services	Beyond repair: Cost to repair is higher than book value	991,29
21725	High Back Swivel & Tilt Gas Ad	Malmesbury	Financial Services	Beyond repair: Cost to repair is higher than book value	0,36
24545	First Aid Box White Large	Malmesbury	Financial Services	Beyond repair: Cost to repair is higher than book value	0,88
29114	Chair: Typist	Malmesbury	Financial Services	Beyond repair: Cost to repair is higher than book value	6,66
31487	Calculator: Sharp EL1750V	Malmesbury	Financial Services	Beyond repair: Cost to repair is higher than book value	10,85
31489	Calculator: Sharp EL1750V	Malmesbury	Financial Services	Beyond repair: Cost to repair is higher than book value	10,85
32867	Chair	Moorreesburg	Financial Services	Beyond repair: Cost to repair is higher than book value	1,25
29177	Bluelight: LED Dashlight Red	Malmesbury	Protection Services	Beyond repair: Cost to repair is higher than book value	-
32891	Table	Moorreesburg	Protection Services	Beyond repair: Cost to repair is higher than book value	1,86
33723	Table	Malmesbury	Protection Services	Beyond repair: Cost to repair is higher than book value	9,73
33955	Waterdispenser	Malmesbury	Protection Services	Beyond repair: Cost to repair is higher than book value	1 427,26
39907	Radio: Motorola DP1400 UHF Digital	Malmesbury	Protection Services	Beyond repair: Cost to repair is higher than book value	307,58
39908	Radio: Motorola DP1400 UHF Digital	Malmesbury	Protection Services	Beyond repair: Cost to repair is higher than book value	307,58
27934	Airconditioner: 24000 BTU	Malmesbury	Electrical Services	Beyond repair: Cost to repair is higher than book value	344,34
27935	Airconditioner: 24000 BTU	Malmesbury	Electrical Services	Beyond repair: Cost to repair is higher than book value	344,34
43626	Filling Cabinet	Malmesbury	Electrical Services	Beyond repair: Cost to repair is higher than book value	68,92

7 882,76

SCRAP ON AUCTION:					
Asset code	Asset description	Town	Directorate	Comments	Book Value
31481	Jump Start: Midas	Malmesbury	Financial Services	Item sold as scrap on Auction	54,59
31541	Chair: High Back	Darling	Corporate Services	Item sold as scrap on Auction	31,77
17917	Weed Eater	Darling	Civil Services	Item sold as scrap on Auction	0,52
23739	Stihl Fs450 Randsnyers	Darling	Civil Services	Item sold as scrap on Auction	59,05
23787	Arrow Transfer Wheel Linemarke	Darling	Civil Services	Item sold as scrap on Auction	11,44
26253	Brush Cutter: FS450	Darling	Civil Services	Item sold as scrap on Auction	7,55
32514	Chair	Malmesbury	Financial Services	Item sold as scrap on Auction	4,75
26194	Chair: Tuscany H/Back Black	Malmesbury	Civil Services	Item sold as scrap on Auction	8,43
33798	Table	Darling	Civil Services	Item sold as scrap on Auction	1,07
33813	Table	Darling	Civil Services	Item sold as scrap on Auction	1,07

180,24

Totaal

8 063,00

ITEM: 7.14 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 JUNE 2024

ONDERWERP: AFSKRYF VAN BATES TEN DOEL OM DIT VAN DIE BATE REGISTER TE VERWYDER MET BETREKKING TOT VERSEKERINGSEISE TOT 31 MEI 2024

SUBJECT: WRITE-OFF OF ASSETS DUE TO INSURANCE CLAIMS FOR PURPOSES OF ASSET REGISTER MAINTENANCE/UPDATING UP TO 31 MAY 2024

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

According to the Asset Management Policy the only reasons for writing off assets, other than the sale of those assets during the process of alienation, shall be loss, theft, destruction, material impairment, or decommissioning of the asset in question.

The write-off of assets involves the process of permanently removing same from the asset register after the Mayoral Committee resolved to such act. Assets can then be written-off after the approval of a report indicating that:

- The useful life of the asset has expired;
- The asset has been destroyed;
- The asset is out-dated;
- The asset has no further useful life;
- The asset does not exist anymore;
- The asset has been sold; and
- Acceptable reasons have been furnished leading to the circumstances set out above.

Throughout the year, a register is maintained of all assets that are lost, stolen or damaged which fall within the ambit of council's Insurance Management Policy or insurance procedures. The write-off recommendation pertains therefore to those assets identified through the insurance process.

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

R 107 989.25 (Insurance Claim Assets: Bookvalue at 31 May 2024)

5. **AANBEVELING / RECOMMENDATION**

- That council grants approval for the assets as per the attached list (R 107 989.25) be written off and that same be removed from the asset register for purposes of maintenance of the municipality's financial accounting records for the year ended 30 June 2024.
- Dat die raad goedkeuring verleen vir die afskryf van bates per die aangehegde lys (R 107 989.25) en dat daardie bates verwyder word vanuit die bate register ten einde die municipality finansiële rekordhoudig te volvoer vir die jaar geeindig 30 Junie 2024.
- That should more such insurance cases materialise for the month of June 2024, that the CFO be authorized to also write those items off and report any difference between the aforementioned amount and those finally written-off for the period ending 30 June 2024.
- Dat indien daar nog versekeringseise die geskiet vir die maand van Junie 2024, dat die HFB gemagtig is om daardie items af te skryf en verslagdoening van enige verskille tussen die voorafgaande bedrag en die finale afskrywings vir die jaar geeindig 30 Junie 2024 aan die UBK te lewer.

.....
(Get) M BOLTON
DIREKTEUR: Finansiële Dienste

MISSING INSURANCE CLAIMS:

Asset code	Asset description	Town	Directorate	Book Value	Acquisition Date	Reason for claim:
17775	Drill	Malmesbury	Civil Services	0,72	01/07/2004	Property Loss
22306	Serial To Utp Converter	Malmesbury	Electrical Services	1,23	01/07/2004	Property Loss
24423	Lugreelaars Moorreesburg Biblioteek	Moorreesburg	Electrical Services	92,88	01/06/2005	Property Loss
26651	CK 30046: Toyota Etios 1.5 Sedan	Malmesbury	Financial Services	34 997,45	03/09/2012	Vehicle written off
28785	Meter: Chlorine System	Malmesbury	Civil Services	51,02	24/04/2015	Property Loss
28849	Drill: Metabo	Malmesbury	Civil Services	103,41	16/10/2014	Property Loss
33882	Chainsaw: Stihl	Malmesbury	Civil Services	99,83	17/07/2017	Property Loss
38242	CK15992: Toyota Etios 1.5 Xi 5dr	Malmesbury	Financial Services	69 412,74	24/08/2018	Vehicle written off
38366	PC: NUC	Moorreesburg	Protection Services	263,83	25/03/2019	Property Loss
40332	Wheelbarrow: Falcon Concrete	Moorreesburg	Civil Services	261,50	21/08/2020	Property Loss
40987	Chainsaw:MS250	Moorreesburg	Civil Services	1 512,77	28/01/2021	Property Loss
40989	Hedge Trimmer: HS 45	Moorreesburg	Civil Services	1 191,87	11/02/2021	Property Loss

107 989,25



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
23 May 2024

6/1/2/1

ITEM 7.15 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 19 JUNE 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO TIPPER TRUCK CK 33676

1. **BACKGROUND.**

The Municipality deploys CK 33676, a 2007 model UD 35 tipper truck, in Darling to conduct street cleaning services.

CK 33676 overheated en route to Malmesbury and was taken to UD Trucks Malmesbury, the agents for UD trucks, for assessment. It was determined that the water pump failed resulting in damages to the engine. The engine has to be repaired by the UD Agent that will carry a 12-month warranty. The Municipality was supplied a quote of R 113,432.24 excluding VAT.

CK 33676 is scheduled for replacement in the 2027/28 financial year and there is no replacement vehicle budgeted in the 2024/25 financial year, therefore the repair work is warranted.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that UD Trucks be appointed in terms of paragraph 2(6)(d) of the SCM Policy for the repair of tipper truck CK 33676 as they are the agents for UD trucks.

2. **LEGISLATION**

The Supply Chain Management Policy under paragraph **2(6)** states that: *This Policy, except where provided otherwise, does not apply in respect of: (d) repairs and servicing of vehicles, where the vehicles must be repaired and or serviced by the relevant agency/authorized dealer or manufacturer.*

3. **FINANCIAL IMPLICATIONS**

The expenditure will be allocated to vote number 9/4-92-5 and there is sufficient funding available for the quoted amount.

4. **ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN**

The provision of waste removal services aligns with Strategic Goal 3: Quality and reliable services of the IDP.

5. **RECOMMENDATION**

5.1 That cognisance be taken that the Municipal Manager has approved the repair of the engine of tipper truck CK 33676 for the amount of R 113,432.24 excluding VAT by UD Trucks.

- 5.2 That cognisance be taken that in terms of paragraph 2(6)(d) of the SCM Policy a formal tender process was not followed as UD Trucks are the agents for the trucks.
- 5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/4-92-5 and that there is sufficient funding available for the quoted amount of R 113,432.24 excluding VAT.
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
PSM/psm



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
07 Junie 2024

6/1/2/1

ITEM FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 19 JUNE 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO RETURN ACTIVATED SLUDGE PUMP (RAS) AT THE RIEBEEK KASTEEL WWTW

1. BACKGROUND

The treatment process at the Riebeek WWTW comprises various treatment zones. The system is equipped with several components of mechanical equipment that enable the treatment process and the flow of partially treated sewage between different zones of the treatment works. The RAS pumps continuously cycle activated sludge between the biological reactors and the tertiary settling tanks. One of these pumps suffered mechanical failure and needs to be repaired. If left out of service for an extended period of time sludge would bulk in the tertiary settling tanks resulting in failure of the treatment process and damages to other mechanical components.

CAW, a reputable service provider with the required skills and equipment was requested to prepare a quotation for the repairs. The quotation amounted to R 48,515.00 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved repairs to the RAS pump by CAW as an emergency to prevent failure of the treatment process and damages to other mechanical components.

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

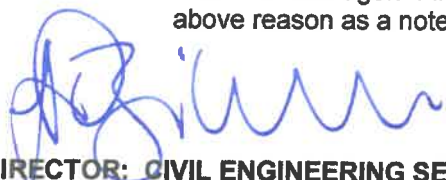
The expenditure was allocated to vote number 9/240-849-381 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN

The provision of sewerage services aligns with Strategic Goal 3: Quality and reliable services of the IDP.

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve the repair of the RAS pump at the Riebeek Valley WWTW by CAW for the amount of R 48,515.00 excluding VAT.
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The RAS pump would have been left out of service for an extended period of time while following due process.
 - This would have had the consequence of treatment process failure and further damages to other mechanical components.
 - The repair work to the pump therefore had to be handled as an emergency.
- 5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 48,515.00 excluding VAT.
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.



DIRECTOR: CIVIL ENGINEERING SERVICES
JB/ma



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
13 Junie 2024

P.1000868
4/8/3

ITEM 7.17 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 19 JUNIE 2024

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 doen by die Uitvoerende Burgemeesterskomitee aansoek om verlof. Hierby aangeheg is 'n skedule wat 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:
 - 13 Junie 2024 (1 dag).
 - 1 tot 5 Julie 2024 (5 dae).
- (b) Dat daar kennis geneem word dat die Direkteur: gedurende voormelde tydperk sal waarneem as Munisipale Bestuurder.
- (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 JUNIE 2024 - JULIE 2024																																									
	Jun-24															Jul-24																									
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DB																		X	X																				4-5.07 (2 dae) 1-2.08 (2 dae)		
Wnde																																								ROMAN	
DK		X	X	X	X			X	X	X	X	X																											5-28.06 (17 dae)		
Wnde																																								SUNET	

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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