



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOUD IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 21 FEBRUARIE 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 Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die voorsitter verwelkom almal teenwoordig en versoek rdl N Smit om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Dat kennis geneem word van die verskoning ontvang vanaf die Speaker, rdh M A Rangasamy.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

3.1 ELEKTRISITEIT: KOSTE VAN VOORSIENINGSTUDIE, MNR H BARNARD

Mnr H Barnard is deur die Raad aangestel om 'n Koste van Voorsieningstudie te doen om as basis te dien vir die vasstelling van elektrisiteitstariewe vir 2024/2025 finansiële jaar, sowel as die buitejare. Die uitvoer van 'n Koste van Voorsieningstudie is 'n nuwe vereiste deur NERSA wat deel moet vorm van die aansoek om verhoging van elektrisiteitstariewe wat jaarliks voorgelê moet word aan NERSA vir oorweging en goedkeuring.

Ingevolge die nuwe bepalings van NERSA moet munisipaliteite hul aansoeke vir die 2024/2025 finansiële jaar reeds teen 1 Maart 2024 indien.

Mnr H Barnard doen 'n volledige voorlegging aan die Uitvoerende Burgemeesterskomitee en die volgende, onder andere, word uitgelig:

- (1) Die huidige tariewe is nie 'n refleksie van die koste van elektrisiteitsvoorsiening nie;
- (2) Sekere kategorieë van verbruikers word nie korrek gehef nie;

3.1/...

- (3) Die insluiting van vaste komponente in die tariewe om die Munisipaliteit te beskerm teen die verlaging in verkope (kWh) en om volhoubaar te wees;
- (4) Die vasstelling van 'n kapasiteitsheffing om die maksimum aanvraag te help beheer;
- (5) Meer verbruikers op die tyd-van-verbruik (time-of-use) word voorgestel
- (6) Ondersteuning van SSEG en toekrag om grootmaat aankope en maksimum aanvraag te beheer.

BESLUIT

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

- (a) Dat kennis geneem word van die proses wat gevolg is om die Koste van Voorsieningstudie uit te voer;
- (b) Dat verder kennis geneem word van die uitkomst van die Koste van Voorsieningstudie, die voorgestelde wysigings aan die tariefstrukture en die impak daarvan op die onderskeie kategorieë van verbruikers;
- (c) Dat die Uitvoerende Burgemeesterskomitee die gefaseerde implementering van die voorgestelde tariefstrukture oor 'n periode van 3 jaar in beginsel ondersteun, onderhewig daaraan dat die gedetailleerde impak daarvan aan die Raad voorgelê word tydens die begrotingsproses;
- (d) Dat kennis geneem word van die wysigings aan die proses om aansoek by NERSA te doen vir tariefverhogings;
- (e) Dat die Uitvoerende Burgemeesterskomitee die voorgestelde wysigings van die tariefstrukture aan die Raad aanbeveel vir insluiting by die publieke deelnameproses as deel van die 2024/2025 voorgestelde tariewe en begroting;
- (f) Dat die Uitvoerende Burgemeesterskomitee die voorlegging van die Koste van Voorsieningstudie aan NERSA teen 1 Maart 2024 ondersteun, tesame met die begrotingsvooruitskouings vir die volgende drie jaar soos vereis deur NERSA.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 24 JANUARIE 2024

BESLUIT

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 24 Januarie 2024 goedgekeur en deur die Burgemeester onderteken word,

4.2 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 14 FEBRUARIE 2024

[Regstellings oorgehou as prerogatief van die onderskeie komitees.]

5. OORWEGING VAN AANBEVELINGS EN SAKE VOORTSPRUITEND UIT DIE NOTULE

5.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING GEHOU OP 14 FEBRUARIE 2024

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

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

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

5.1.2/...

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

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

- (a) Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig;
- (b) Dat 'n verslag deur die Direkteur: Siviele Ingenieursdienste aan die Portefeuljekomitee voorgelê word aangaande die uitdagings met watervoorsiening aan Chatsworth en moontlike oplossings.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

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

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

5.1.4 BESKERMINGDIENSTE

BESLUIT

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

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

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1 WYSIGINGS AAN DIE 2023/2024 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGSPLAN (SDBIP) (2/4/2)

Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) bepaal dat die SDBIP oorweeg en, indien nodig, gewysig moet word na goedkeuring van 'n aansuiweringsbegroting.

Die Munisipale Bestuurder bevestig dat die SDBIP gewysig is ooreenkomstig die 2023/2024 Aansuiweringskapitaal- en bedryfsbegroting soos goedgekeur deur die Raad op 30 Januarie 2024 ten einde te verseker dat die Munisipaliteit se goedgekeurde begroting ooreenkomstig die SDBIP geïmplementeer word.

BESLUIT

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

Dat die gewysigde Dienslewering- en Begrotingimplementeringsplan (SDBIP) vir die 2023/2024 finansiële jaar in terme van Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) goedgekeur word.

7.2 KANSELLERING VAN WYKSKOMITEEVERGADERINGS VOOR DIE NASIONALE VERKIESING / BETALING VAN WYKSKOMITEELEDE GEDURENDE HIERDIE TYDPERK (3/4/4/1)

Die verslag het ten doel om, soos in die verlede, die kansellering van wykskomiteevergaderings voor die Nasionale en Provinsiale Verkiesings te oorweeg. Dit word aanbeveel dat wykskomiteelede vergoed word vir die gekanselleerde vergaderings, aangesien daar van hulle verwag word om die wyksraadslid en gemeenskap deurlopend met diensleweringsskewessies by te staan.

Besluit/...

BESLUIT

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

- (a) Dat kennis geneem word dat die wykskomiteevergaderings vir Februarie gekanselleer is in oorleg met die Speaker en Munisipale Bestuurder, aangesien dit die verwagting is dat die nasionale verkiesingsdatum in Mei gaan wees;
- (b) Dat, indien die datum van die nasionale verkiesing in Augustus is, die kwartaallikse wykskomiteevergadering in April plaasvind en daarna vanaf einde Augustus soos geskeduleer volgens die 2024 vergaderingskedsule;
- (c) Dat goedkeuring verleen word om wykskomiteeledes te vergoed teen die normale sittingsfooi van R500/vergadering vir geskeduleerde wykskomiteevergaderings wat nie gaan plaasvind nie;
- (d) Dat die vergoeding van wykskomiteeledes vir hierdie tydperk goedgekeur word vir die volgende redes:
 - (i) Wykskomiteeledes moet beskikbaar wees om die wyskraadslid by te staan, soos wat die behoefte mag ontstaan;
 - (ii) Wykskomiteeledes moet beskikbaar wees wanneer lede van die gemeenskap diensleweringsskessies rapporteer;
 - (iii) Wykskomiteeledes kan dringende diensleweringsskessies deurgee aan die administrasie of direk met die betrokke direktorate skakel;
 - (iv) Om die kontinuiteit van die wykskomiteestruktuur na afloop van die nasionale verkiesing te verseker.

7.3 VOORGESTELDE AANKOOP VAN ERF 3986, RIVERLANDS (5/7/1/1)

Die Munisipaliteit het beslag gelê op Erf 3986, Riverlands deur middel van 'n kredietinvorderingsproses nadat die eienaar nooit besit van die erf geneem het nie. Die proses wat deurloop is, is soortgelyk aan die sg. 'swart kol' erwe in Chatsworth, waarvan die Munisipaliteit gedurende die vroeë 2000's by wyse van ediktale sitasie eienaarskap bekom het.

Erf 3986 (groot 1983 m²) word omring deur Erf 7841 wat as oop ruimte gesoneer is en aan die Munisipaliteit behoort. Dit sal nie sinvol wees vir enige ander potensiële koper om Erf 3986 te bekom nie, aangesien daar nie toegang tot die betrokke erf is nie. Dit word dus aanbeveel dat Erf 3986 deur die Munisipaliteit aangekoop word ten einde dit met Erf 7841 te konsolideer vir sinvolle herbeplanning van die groter area, potensieel vir behuising of vir gemeenskapsgebruik.

BESLUIT

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

- (a) Dat kennis geneem word van die situasie betreffende Erf 3986, Riverlands, en die veiling wat gaan plaasvind;
- (b) Dat die Munisipale Bestuurder (of sy genomineerde) met volmag bekleed word om 'n bedrag wat nie R55 000,00 sal oorskry nie, vir die eiendom aan te bied by die veiling, in 'n poging om eienaarskap te bekom en gevolglik verder te mag handel met die eiendom.

7.4 HUUR VAN STOORRUIMTE TE MALMESBURY (12/1/2-6/2)

Die Raad huur tans stoorruimte te Malmesbury van die Bester Familietrust vir die stoor van vullissakke en watermeters. Die Direktooraat Finansiële Dienste het aangetoon dat die stoorruimte vir 'n verdere termyn benodig word.

BESLUIT

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

- (a) Dat 'n huurooreenkoms met die Bester Familietrust aangegaan word vir 'n verdere termyn van 12 maande vir die huur van stoorruimte te Malmesbury, met ingang vanaf 1 April 2024;

7.4/...

- (b) Dat die huurgeld ten bedrae van R1 452.00, BTW ingesluit, per maand betaal word vanuit posnommer 9/241-369-3007 (aankoop van vullissakke);
- (c) Dat die verhoging in deposito van R132.00 (d.i. vanaf R1 320.00 tot R1 452.00) ook goedgekeur en betaal word vanuit gemelde posnommer.

7.5 HUUROORENKOMS: LITTLE DARLINGS CRÈCHE (17/9/2/R)

Die Little Darlings Crèche het in 2018 aansoek gedoen om Erf 4048, Darling vanaf die Raad te huur om hulle crèche na 'n meer permanente struktuur te verskuif. Tans word daar 35 kinders geakkommodeer en is daar ook begin met 'n Graad R-klas.

Little Darlings Crèche se droom is om 'n volwaardige Vroeë-Kinderontwikkelingsentrum op te rig, maar is daar nog nie genoegsame befondsing hiervoor beskikbaar nie.

BESLUIT

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

- (a) Dat 'n een (1) jaar huurooreenkoms met Little Darlings Crèche m.i.v. 1 Maart 2024 aangegaan word vir die huur van erf 4048, Darling vir gebruik vir doeleindes van 'n Vroeë Kinderontwikkelingsentrum;
- (b) Dat die Direkteur: Ontwikkelingsdienste 'n ondersoek doen na die werksaamhede van die Little Darlings Crèche;
- (c) Dat die huurgeld vasgestel word op R120.00 per jaar plus BTW;
- (d) Dat die Direkteur: Ontwikkelingsdienste 'n ondersoek doen na die aktiwiteite;
- (e) Dat indien Little Darlings Crèche homself as behore finansieel volhoubaar bewys, oorweging geskenk sal word aan die vervreemding van die betrokke erf aan genoemde instelling in die toekoms.

7.6 KANTOORAKKOMMODASIE: SINETHEMBA (12/1/3/1-1/1)

Die Raad verhuur op 'n jaarlikse grondslag 'n gedeelte van die gebou geleë op Erf 1217, Abbotsdale aan Sinethemba vir die aanbied van gemeenskapsgebaseerde gesondheidsdienste.

Sinethemba het versoek om die gebou vir 'n verdere termyn van een jaar te huur.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met Sinethemba vir die huur van 'n gedeelte van die gebou op Erf 1217, Abbotsdale vir een (1) jaar vir doeleindes van die lewering van gemeenskapsgebaseerde gesondheidsdienste;
- (b) Dat 'n huurtarief van R120.00 per jaar, plus BTW, goedgekeur word;
- (c) Dat die huidige huurvoorwaardes van krag bly.

7.7 UITSTAANDE DEBITEURE: JANUARIE 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 Januarie 2024.

7.8/...

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

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

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Januarie 2024 soos met die sakelys gesirkuleer.

7.9 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: DRINGENDE HERSTELWERK AAN MONTEERPLATE VAN X6 MENGERS BY DIE RIEBEEK VALLEI WWTW (8/1/B/2)

Die Riebeek Vallei WWTW bestaan uit verskeie biologiese behandelingsones en word mengers gebruik om die vloei tussen die onderskeie sones te verseker.

Tydens 'n roetine inspeksie is daar bevind dat die mengers nie egalig beweeg nie en is dit onmiddellik afgeskakel om enige verdere skade te beperk.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsiening-kanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die ses mengers by die Riebeek Vallei WWTW, deur GW Trautmann ten bedrae van R43 429.80 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
 - (i) indien die normale prosesse gevolg was, sou die mengers vir 'n geruime tyd buite werking gelaat word;
 - (ii) voormelde sou lei tot 'n oneffektiewe behandelingsproses en nie-voldoening aan die wetlike standaarde nie en ook moontlike skade aan die meganiese toerusting;
 - (iii) die herstelwerk by die Riebeek Vallei WWTW is as 'n noodgeval gehanteer;
- (d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R43 429.80 (BTW uitgesluit) teen posnommer 9/239-851-689 verreken word;
- (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.

7.10 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: DRINGENDE HERSTELWERK AAN KOMPakteERVragmotor, CK 21988 (8/1/B/2)

Die kompakteerder op die vullisverwyderingsvragmotor, CK 21988 het onklaar geraak en die vragmotor is onmiddellik na Transtech geneem vir assessering, aangesien die vragmotor 'n essensiële diens lewer.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die herstelwerk aan die kompakteervragmotor, CK 21988 deur Transtech ten bedrae van R167 840.97 (BTW uitgesluit) goed te keur;

7.10/...

- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) indien die normale prosesse gevolg was, sou die vragmotor vir 'n geruime tyd buite werking gelaat word;
 - (ii) voormelde sou lei tot 'n onderbreking in die vullisverwyderingsdienste met gepaargaande gesondheidsrisiko's;
 - (iii) die herstelwerk aan die kompakteervragmotor is dus as 'n noodgeval gehanteer;
- (d) Dat kennis geneem word dat die uitgawe ten bedrae van R167 940.97 (BTW uitgesluit) teen posnommer 9/4-51-5 verreken word en dat daar voldoende fondse 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.

7.11 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: INSTALLERING VAN KABEL OP DIE VULLISVERWYDERINGSVRAGMOTOR, CK 56748 (8/1/B/2)

Die vullisverwyderingsvragmotor, CK 65748 is in Februarie 2023 deur die Departement van Bosbou, Visserij en Omgewing aan die Munisipaliteit geskenk. Die vragmotor is toegerus met 'n kompakteerder, maar nie met die nodige kabelstelsel om wheelybins te hanteer nie.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuursbeleid;
- (b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die installering van die kabelstelsel op vullisverwyderingsvragmotor, CK 56748 deur 600CT Manufacturing ten bedrae van R275 765.00 (BTW uitgesluit) goed te keur;
- (c) Dat die rede vir die afwyking van die voorgeskrewe verkrygingsproses is dat 600CT Manufacturing die oorspronklike vervaardiger en diens- en ondersteuningsagent van die HYVA BU kompakteereenheid is;
- (d) Dat kennis geneem word dat die uitgawe ten bedrae van R275 765.00 (BTW uitgesluit) teen posnommer 9/104-852-995 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Senior Bestuurder: Finansiële State en Batebestuur in terme van die Voorsiening- kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

**(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, 13 MAART 2024 OM 10:00

TEENWOORDIG:

RAADSLEDE:

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

Nel, M (rdd)	Soldaka, P E
O'Kennedy, E C	Van Essen, T (rdh)
Penxa, B J	Vermeulen, G
Pypers, D C	Warnick, A K
Rangasamy, M A (rdh)	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Senior Bestuurder: IKT, mnr J Pienaar
Komitee beampte, me S Willems

1. OPENING/VERLOF TOT AFWESIGHEID

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

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

Verlof tot afwesigheid word verleen aan die Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 14 FEBRUARIE 2024

BESLUIT

(voorgestel deur rdl D C Pypers, gesekondeer deur rdd M Nel)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 14 Februarie 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

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

5.1 MAANDVERSLAG: JANUARIE 2024

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

Rdl P E Soldaka doen navraag oor KPI (D 726) van die Munisipale Bestuurder wat verwys na suksesvolle appèlle teen die munisipaliteit, waar daar verwys word dat daar geen suksesvolle appèlle was nie.

Die Munisipale Bestuurder verduidelik breedvoerig die KPI insake die aantal appèlle teen die munisipaliteit rakende die toekenning van tenders en dat daar geen suksesvolle appèlle was nie. Hierdie word as 'n baie goeie prestasie beskou.

Verder meld die Munisipale Bestuurder dat die KPI nie die aantal besware wat die munisipaliteit ontvang het meet nie, maar die aantal appèlle. Wat hier gemeet word, is of daar enige suksesvolle appèl teen die Munisipaliteit was. Dit is die rede waarom die aantal appèlle teen die munisipaliteit rakende die toekenning van tenders wat gehandhaaf was se teiken 0 is. Dis 'n goeie prestasie, aangesien die munisipaliteit geen appèlle ontvang het nie.

Rdl P E Soldaka versoek dat die prestasie opmerking aangepas word, aangesien die stelling verwarrend is.

Die Munisipale Bestuurder meld dat gedurende die finansiële jaar kan die KPI's nie gewysig word nie. Sommige KPI's is moontlik om te wysig in die half-jaarlikse aansuiweringskapitaal en -bedryfsbegroting en sommige van hulle kan slegs gewysig word wanneer die GOP en prestasie-indikators saamgestel word.

Rdh T van Essen verneem waarom daar slegs 25% van die kapitaalbegroting spandeer is.

Die Munisipale Bestuurder meld dat die onderskeie Direkteure hul onderneming gegee het dat die teiken van die kapitaalbegroting spandering sal teen die einde van die finansiële jaar 95% wees.

BESLUIT

(voorgestel deur rdl A K Warnick, gesekondeer deur rdl D C Pypers)

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: JANUARIE 2024

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

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direktoraat Korporatiewe Dienste vir Januarie 2024.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: JANUARIE 2024

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

BESLUIT

(voorgestel deur rdl A K Warnick, gesekondeer deur rdl D C Pypers)

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir Januarie 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, 13
MAART 2024 OM 10:25**

TEENWOORDIG:

RAADSLEDE:

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

Bess, D G	Smit, N
Fortuin, C	Warnick, A K
Nel, M (rdd)	Williams, A M
O'Kennedy, E C	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Senior Bestuurder: IKT, mnr J Pienaar
Komitee beampte, me S Willems

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan rdle M F Gaika, C Pieters en die Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 14 FEBRUARIE 2024

BESLUIT

(voorgestel deur rdl A K Warnick, gesekondeer deur rdl D G Bess)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 14 Februarie 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 PROJEK INSAKE JD FENCING EN AMANDLA

Die voorsitter spreek sy ontevredenheid uit insake die projekte van JD Fencing en Amandla wat tans in Chatsworth geïmplementeer word. Onder andere, dat genoemde maatskappy slegs een persoon per dorp van Chatsworth, Riverlands en Silvertown aangestel het om die arbeid te verrig, maar dat die meerderheid werknemers vanaf Kaapstad aangestel is. Hy is ook ontevrede dat munisipale amptenare na bewering sy oproepe ignoreer het, toe hy klagtes aangemeld het.

Die Munisipale Bestuurder bevestig dat hy geleentheid gebied moet word om 'n ondersoek te gelas en om die nodige gesprekke te volvoer met die belanghebbendes, in oorleg met die Direkteur: Siviele Ingenieursdienste. Terugvoering sal aan Rdl Jooste gegee word.

KENNIS GENEEM

3.2 ESKOM KEY REVISION NUMBER (KRN) IMPLEMENTATION IN THE MALMESBURY CNC AREA

Die *KRN* van die *Token Identifier (TID) Rollover Program* is 'n voorafbetaalde elektrisiteitsmeting industrie onderneming om te verseker dat alle voorafbetaalde meters wat op 24 November 2024 na 'n nuwe Token Identifier Kode sal oorskakel, korrek herkodeer is.

Eskom Wes-Kaap Bedryfseenheid is op koers om te verseker dat al 402 117 geregistreerde voorafbetaalde kliënte suksesvol herkodeer is teen einde April 2024. Die *KRN*-ontplooiing word nou binne die stedelike groot kliëntebasisgebiede geïmplementeer.

Die implementering van die *KRN* in die Malmesbury area is suksesvol voltooi teen einde Desember 2023. Daar word tans aandag gegee aan die 152 uitstaande ongeregistreerde kliënte.

KENNIS GENEEM

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JANUARIE 2024

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 lig die onderstaande uit, naamlik:

- Die statistieke t.o.v. van die finale afvalwaterbehandeling by die onderskeie rioolsuiweringswerke vir Januarie 2024 word verduidelik.
- Die Voelvoddam se volume het tans 64% bereik, vergeleke met verlede jaar se 40%.
- Die Wes-Kaapse watervoorsieningstelsel is 70% vol, vergeleke met 56% vir dieselfde periode verlede jaar.

BESLUIT

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

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

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Senior Bestuurder: IKT, mnr J Pienaar om belangrike aspekte uit te wys.

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir Januarie 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, 13 MAART 2024 OM 10:46**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

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

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

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Senior Bestuurder: IKT, mnr J Pienaar
Komitee beampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

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

Verlof tot afwesigheid word verleen aan rdl A M Booysen en die Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGSDIENSTE) GEHOU OP 14 FEBRUARIE 2024

Sluiting van die ACVV

Die ACVV sukkel tans met hulle begroting om dienste in Moorreesburg te lewer. Die huuruitgawes is baie hoog en word daar gekyk na huurspasie in Moorreesburg wat meer bekostigbaar is. Die ACVV wag vir 'n besluit vanaf hoofkantoor of die dienste wat in Moorreesburg gelewer word, beëindig sal word.

SASSA dienspunt: Chatsworth

SASSA het bevestig dat die buitedorpe vir hulle 'n bekommernis is en steeds deel is van hul maandelikse besprekings oor hoe hulle na dienspunte in die buitedorpe kan kyk.

BESLUIT

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

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 14 Februarie 2024 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JANUARIE 2024

Die Voorsitter lê die maandverslag ter tafel.

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

Rdl M Ngozi verwys na die De Hoop Projek Fase 2 wat voorsiening maak vir 1013 behuisingsgeleenthede insluitend 'n kern van 31 gedeelde geleenthede. Hy verneem of die 31 begunstigdes deel is van die 1013 behuisingsgeleenthede.

Die Direkteur: Ontwikkelingsdienste meld dat die 1013 behuisingsprojek in fases voorkom, so wanneer daar begin word met die geleenthede vir die 1013, word daar verwag, onderhewig aan die begroting van Provinsie dat die toekenning van geleenthede volgens datum van aansoek en al die ander kriteria gedoen sal word. Die 31 mense wat hervestig is, is om hulle toegang tot elektrisiteit te gee, aangesien hulle op daardie stadium in die pad was van die elektrisiteitsprojek in daardie area.

Rdl D C Pypers verneem of daar enige indikasie is wanneer Binnelandse Sake Moorreesburg gaan besoek en of Staatsdepartemente aansoek doen by die munisipaliteit om die sale te huur vir enige besoek in die gemeenskap.

Op navraag deur rdl J M de Beer waarom die Lynkamp behuisingsprojek in Kalbaskraal nie voorkom op die lys van die munisipaliteit se behuisingsprojekte nie, meld die Direkteur: Ontwikkelingsdienste dat die genoemde projek tans nie deel is van die munisipaliteit se behuisingspylpyn nie maar dat die toegang tot water- en toiletgeriewe tans deur die Bestuursplan ondersoek word.

Rdl P E Soldaka verneem oor die vordering van die Chatsworth gediensde erwe projek.

Die Direkteur: Ontwikkelingsdienste meld dat, aangesien die erf aan *Housing Development Agency* (HDA) behoort, is dit moeilik om befondsing te bekom vir die genoemde projek. HDA is nie bereid om op hierdie stadium eienaarskap aan die munisipaliteit te gee nie en volg die munisipaliteit gereeld op met HDA.

Rdl M Ngozi versoek dat inligting oor die vordering van die kleinboere by die volgende maandverslag ingesluit word. Die Direkteur Ontwikkelings Dienste meld dat daar op 19 Februarie 2024 'n Distrikassessering vergadering met *Department Agriculture Land Reform and Rural Development* (DALRRD) bygewoon was en waar die Tygerfontein plaas projek aanbeveel is vir aankope. Daar word gewag op die finale aanbeveling van Nasionaal DALRRD.

BESLUIT

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

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Januarie 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 14 Februarie 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, 13 MAART 2024 OM 11:20

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M Nel

Ondervoorsitter, rdl A K Warnick

Bess, D G

De Beer, J M

Fortuin, C

Jooste, R J

Le Minnie, I S

Papier, J R

Williams, A M

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Finansiële Dienste, mnr M A C Bolton

Direkteur: Beskermingsdienste, mnr P A C Humphreys

Direkteur: Korporatiewe Dienste, me M S Terblanche

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Senior Bestuurder: IKT, mnr J Pienaar

Komitee beampte, me S Willems

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

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

Verlof tot afwesigheid word verleen aan rdl C Pieters en die Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 14 FEBRUARIE 2024

BESLUIT

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

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 14 Februarie 2024 goedgekeur word, onderhewig aan die volgende regstelling:

Die Direkteur: Beskermingsdienste meld dat 'n brief verlede jaar aan SAPS gerig was om die poskantoor te gebruik vir 'n *gemeenskapsfasiliteit*.

Rdl C Fortuin verwys na die brand in Sibanye Square wat plaasgevind het op 17 Desember 2023. Sy spreek haar ontevredenheid uit oor haar kommentaar nie genotuleer was by die vorige vergadering nie. Die Direkteur: Beskermingsdienste onderneem om terugvoer te gee oor die brand by item 5.1.3.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JANUARIE 2024

5.1.1 PRESTASIEVERSLAG

5.1.2 VERKEER- EN WETSTOEPASSINGSDIENSTE

5.1.3 BRANDBESTRYDING

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

Brand in Sibanye Square:

Die Direkteur: Beskermingsdienste meld dat hy in oorleg met die Brandweerdienste en Siviele Ingenieursdienste 'n deeglike ondersoek gedoen het na die insident waar die brand plaasgevind het in Sibanye Square op 17 Desember 2023. Na afloop van die ondersoek het die munisipaliteit 'n addisionele brandkraan geïnstalleer om die ou gedeelte van Sibanye Square te diens.

BESLUIT

(op voorstel van rdl I S le Minnie, gesekondeer deur rdl A M Williams)

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

**(GET) RDD M NEL
VOORSITTER**



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2024-03-20

2/1/4/4/1
WARDS: All wards

ITEM 7.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING
WAT GEHOU SAL WORD OP 20 MAART 2024

ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD
ON 20 MARCH 2024

ONDERWERP: WYSIGING VAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN (GOP) EN AREAPLANNE SUBJECT: AMENDMENT OF THE INTEGRATED DEVELOPMENT PLAN (IDP) AND AREA PLANS

1. BACKGROUND AND DISCUSSION

In terms of section 34(a) of the Municipal Systems Act (Act 32 of 2000) a municipal council -

- (a) **must review** (an examination of something, with the intention of changing it if necessary) its IDP -
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41, and
 - (ii) to the extent that changing circumstances so demand.
- (b) **may amend** its IDP in accordance with a prescribed process.

In terms of section 16(2) of the Municipal Finance Management Act (Act 56 of 2003) the mayor of the municipality must **table** the annual budget at a council meeting at least 90 days before the start of the budget year.

In terms of section 17(3) of the MFMA an annual budget, when **tabled** in terms of section 16(2), must be accompanied by (inter alia) the following documents:

- (d) any proposed amendments to the municipality's IDP following the annual review of the IDP in terms of section 34 of the Municipal Systems Act;

2. PROCESS FOR AMENDING IDP's

Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001 prescribes the following process for amending IDP's:

- Only a member or committee of a municipal council may introduce a proposal for amending the IDP in the council.
- Any proposal for amending the IDP must be accompanied by a memorandum setting out the reasons for the proposal.
- An amendment to the IDP must be adopted by a decision taken by the council in accordance with the rules and orders of the council.
- No amendment to the IDP may be adopted by the municipal council unless -
 - o all the members of the council have been given reasonable notice;
 - o the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
 - o the municipality has consulted the district municipality on the proposed amendment and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

1. DCOG MFMA CIRCULAR 88 INDICATORS

The initiative to develop a common set of indicators for local government builds on the joint work of the Department of Cooperative Governance (DCOG), National Treasury and the Department of Planning, Monitoring & Evaluation (DPME) to implement reporting reforms at municipal level. The initiative began by reviewing, rationalising and streamlining reporting arrangements in metropolitan municipalities as communicated in MFMA Circular No. 88 of 2017 and in the addendum in December 2019.

The revised KPI's and Targets for the 2021-2022 Fin Year includes indicators from Addendum 2 to MFMA Circular No. 88 issued on 17 December 2020.

In order to incrementally introduce the reform, these indicators are considered as the basis for a pilot in the 2021/22 municipal financial year. As the following extract from the circular explains:

*"... municipalities will not be required to incorporate the indicators in their existing performance indicator tables in the IDP and SDBIP. Instead, these indicators should find expression **in a dedicated Annexure to the IDP and SDBIP** which clearly indicates the MFMA Circular No. 88 indicators applicable to the municipality at Tier 1 and 2 levels of readiness.*

For this pilot process, the applicable indicators as included in the Annexures will be monitored and reported on, on a quarterly and annual basis, to the DCoG and the provincial departments of Cooperative Governance and Traditional Affairs (COGTAs). No reporting in the MSA section 46 statutory annual performance report (APR) will be required.

Municipalities will continue to plan and report on the KPIs adopted in the indicator tables of the IDP and SDBIP in the section 46 APR as required for 2024/25.

This "parallel" pilot process will allow and encourage municipalities to plan, implement and report on the MFMA Circular No. 88 indicators, without limiting their statutory performance planning and reporting in fear of audit findings before they have not adequately institutionalized the process. e.g. It will further avoid the situation where municipalities replace or remove existing indicators on a function (e.g. with regard to water) in the official IDP and SDBIP, and only include the related MFMA Circular No. 88 indicators with no performance reporting on the function in the statutory section 46 Annual Performance Report due to the pilot process."

The indicators are included as Annexure 1 to the IDP

2. CHANGES TO THE IDP ACCOMMODATED IN THIS AMENDMENT

This is an amendment of the IDP for Swartland. This amendment accommodates the following changes since May 2030:

- From the desk of the Municipal Manager are updated.
- In Chapter 1 the Swartland profile and the political structure are updated.
- In Chapter 1 the annual review process has been added.
- In Chapter 2 the municipal policy section as well as the Spatial Development Framework (maps updated) and the Safety plan is updated.
- In Chapter 3 the community needs, top 10 ward committee priorities and strategic workshop is updated.
- In Chapter 4 the context, strategic initiatives and targets, budgets linked to strategic goals is updated.
- In Chapter 4 major successes since the previous year has been added.
- In Chapter the following information is updated:
 - o The capital and operating budget figures
 - o The DORA and provincial allocations
 - o The provincial budget information obtained from the *Western Cape Government's Budget Estimates of Provincial Revenue and Expenditure 2024*.
- In Annexure 1 the date of Circular 88 is updated

3. AREA PLANS

This revision of the area plans accommodates the following changes since May 2023:

- Summary of Demographic data updated.
- Capital Budget for the area
- Ward committee information

- Ward needs

4. LEGISLATION

The following legislation is applicable:

- Municipal Systems Act, Nr 32 of 2000, Section 34
- Municipal Finance Management Act, Nr 56 of 2003, Sections 21, 24 and 53
- Municipal Planning and Performance Management Regulations, 2001

36. Municipality to give effect to integrated development plan

5. ALIGNMENT TO THE IDP

Not applicable

6. FINANCIAL IMPLICATION

None.

7. AANBEVELING / RECOMMENDATION

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die wysiging van die 2 Geïntegreerde Ontwikkelingsplan (GOP) asook die hersiening van die areaplanne ten einde dit by die Raadsvergadering ter tafel te lê in terme van artikel 17(3) van die MFMA;
 - (b) dat, alhoewel die Raad nie MFMA Omsendskrywe 88 goedkeur nie, Swartland Munisipaliteit deel sal neem aan die 2024/2025 DCoG loodsprojek en dat daar kennis geneem word van die aangehegte indikatore wat deel vorm van die loodsprojek;
 - (c) dat die DCoG indikatore nie in die bestaande indikator tabelle in die GOP geïnkorporeer word nie, maar ingesluit word as 'n aanhangsel tot die GOP; en
 - (d) dat 'n verdere konsultasie- en verfyningsproses gedurende April 2024 gevolg word
- (a) *That the Executive Mayoral Committee take cognisance of the amendment of the Integrated Development Plan (IDP) as well as the revision of the area plans in order to table it at the Council meeting in terms of section 17(3) of the MFMA;*
 - (b) *that, although the Council has not approved MFMA Circular 88, Swartland Municipality will take part in the 2024/2025 DCoG pilot project and that the attached indicators that form part of the pilot project be noted;*
 - (c) *that the DCoG indicators not be incorporated in the existing performance indicator tables in the IDP, but included as an annexure to the IDP; and*
 - (d) *that a further consultation and refinement process be followed during April 2024.*

(get) J J Scholtz

MUNICIPAL MANAGER

DATUM: 20 Maart 2024

DATE: 20 March 2024



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Electrical Engineering Services
01 March 2024

5/4/1/3; 5/4/B
All Wards

ITEM 7.3 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: IMPLEMENTERING VAN NUWE ELEKTRISITEITSTARIEFSTRUKTUUR SUBJECT: IMPLEMENTATION OF NEW ELECTRICITY TARIFF STRUCTURE

1. BACKGROUND

The cost of supply study conducted by Mr Hendrik Barnard of Elexpert (Pty) Ltd was presented to the EMC on 22 February 2024.

A resolution from the meeting was that a detailed implementation plan needs to be presented to council for consideration prior to the public participation process or approval of the Draft budget. In order to implement the new proposed tariffs, council need to look at the implications and/or activities that are required and where possible the cost implications and time required to implement.

In short, the Tariff restructuring makes the following recommendations:

- (1) The Indigent Prepaid Tariff, Tariff 7, will see Block 1 and Block 2 effectively combining with the first 50 kWh now at the same rate as the previous Block 2 rate but the 50 kWh are still subsidised. The rest of the Block rates remains unchanged.
- (2) Tariff 1 and 12 the Non-Indigent residential tariffs are combined now with a Network or Basic Charge as well as a Capacity charge where the customer can select his/her Capacity requirement
- (3) The traditional Commercial Tariffs (Tariff 2) are restructured to have a monthly capacity charge per Amp per month, reduced Basic Charge that remains the same for all capacity ratings and reduced energy charges.
- (4) The traditional Bulk Tariff (Tariff 3 falls away and all customers on this tariff needs to move to Time of Use Tariff (or convert to the Commercial Tariff if the capacity rating is lower than 55 KVA).
- (5) The old Tariff 4 (Small Commercial Tariff <15 Amp) essentially remains the same with a slight reduction in energy rate.
- (6) The Alternative Household Tariff, Tariff 5 <20 Amp remains without a basic charge, but the energy rates increase slightly.
- (7) The Streetlight tariff, Tariff 6. sees a significant increase in energy rate (to ensure maintenance cost is recovered
- (8) Tariff 8: Commercial Prepaid tariffs falls away and customers need to convert to either tariff new Commercial Tariff or Time of use
- (9) Tariff 9, Sport Grounds sees a reduction in energy rate
- (10) Tariff 10 (Time of Use, TOU) sees the introduction of two TOU Tariffs, One for LV connected customers and one for MV connected customers.
- (11) SSEG (Net-metering Tariffs 11, 13, 14, 15 and 16) is proposed to become Time of Use based LV TOU (Small and Bulk) and MV TOU Tariffs each with a Basic Charge per month (depending on the size and network connected to) and TOU export energy rates at 80% of the Eskom Megaflex rates. These customers do however have to be on the relevant TOU Tariff for consumption.

- (12) The structure of the wheeling tariff remains unchanged with a reduction in Network charges for the Import part and a basic charge. The Credit to the Off taker remains at Eskom Mega Flex – Losses at 6.5%.
- (13) Availability charges remains at the same monthly rate.

Before an implementation plan can be considered the following practical and logistical issues need to be listed for consideration for each tariff:

- (1) Thorough public participation needs to be conducted to explain the proposed tariffs and assist with analysing and recommending appropriate Capacity levels for individual customers. This is going to be a time-consuming exercise
- (2) Letters needs to be sent to all customers to select a capacity level at which the meter needs to be set or the relevant circuit breaker needs to be replaced
- (3) The Financial system needs to be upgraded to facilitate the new tariffs and be able to flag and make automatic adjustments on a monthly basis to Capacity allocations upon exceedance and raising of the new charges
- (4) All Indigent customer meters (Prepaid meters) need to be visited and reprogrammed to ensure the capacity limit is set at 20 Amp.
- (5) An Engineering key change token needs to be issued for each of the meters (per meter) which could be a logistical nightmare
- (6) Capacity limits on meters and or circuit breakers might lead to overloading and additional call out of the electrical staff to reset the beaker.
- (7) Replacing of failed meters at night might not be replaced with the correct meter (capacity) due to non-availability of the specific capacity meter and/or the lack of the relevant engineering Key Change Token to make the necessary change.
- (8) All current Tariff 3 Bulk customer meters need to be replaced with electronic TOU meters
- (9) Net-metering customers to be converted to TOU tariffs with the subsequent replacement of the meter
- (10) The increase in TOU meters (Tariff 3 moving to TOU as well as SSEG and possibly some Tariff 2 c) (> 40 Amp) it is no longer viable to do the collection and recording on a manual basis by the electricity department.
 - a. Downloading via remote (Sim Modem) to be considered
 - b. Training of staff in finance becomes essential and even critical as these customers are contributing the most of our revenue
 - c. The availability and cost of TOU meters is a challenge
 - d. Training of electrical staff on new metering technology
 - e. Stock levels will have to increase
- (11) All new prepaid meters to be ordered with a capacity limit of 20 Amp but with an engineering token for a once off capacity limit to be set.
- (12) The availability of circuit breakers ranging in price from R180 to around R960 per circuit breaker.

The priority of implementation is based on the ease of implementation.

- (1) Streetlight tariff to be implemented immediately (system impact only)
- (2) Sports Ground Tariff to be implemented immediately
- (3) Indigent Tariff blocks (1st and 2nd) to be combined and Subsidy allocation be done on the new tariff rate (+/- 6500 meter). This will have a small impact on the equitable share allocation to electricity
 - a. The resetting of meters to happen during the course of business or to be scheduled at a rate of 300 meters per week (+/- 6 months)
- (4) Residential customers (Tariff 1 and 12) to be combined and customers to be requested to nominate their capacity rating.
 - a. Capacity selection to be loaded into the system

- b. Energy Rates to be changed
 - c. Capacity ratings to be programmed into prepaid meters (+/- 6000 meters) (+/- 6 months)
 - d. For conventional meters, Circuit breakers matching the capacity rating to be installed per installation involving a physical visit to the meter (+/- 6000 meters) same 6 months as in c).
- (5) Existing TOU Customers to be notified to select Capacity Rating
- a. Capacity rating to be loaded into the system
 - b. Meters to be reprogrammed and commissioned
- (6) All existing SSEG customers should be notified that they have to select their Capacity limit and choose one of the following options:
- a. Convert to TOU Tariff with the option of Exporting at TOU Tariffs (80% of Eskom Megaflex) which is the more profitable option
 - b. Convert to Time of Use Tariff without Exporting
 - c. Choose one of the other tariffs (Residential) without Export and the correct meter
 - d. Choose one of the other residential tariffs and export at the current flat rate (90% of Eskom Off peak summer Tariff). It is suggested that this option be included in the proposed schedule of tariffs to be submitted to NERSA

2. LEGISLATION

In order to adhere to the requirements of NERSA the cost of supply study and proposed new electricity tariff structure were done in order to submit the tariff increase application for the 2024/2025 financial year to NERSA.

3. ALIGNMENT TO THE IDP

The charging of affordable and sustainable tariffs aligns well with Strategic Goal 3 of the municipality:

- Quality and reliable services (optimally maintain electrical network infrastructure)
- Ensure sustainable electricity tariffs

4. FINANCIAL IMPLICATION

The proposed structural tariff changes aim to ensure revenue neutrality for the municipality but it also tries to ensure sustainability of the electricity revenue in that it introduces fixed and variable charges for all tariff categories to ensure the municipality recovers at least its costs (bulk purchases and operational expenses) even when the electricity sales drop due to the implementation of load shedding and more customers installing solar panels to meet their energy needs.

Cost Estimate/Table/...

Cost Estimate for implementation of the plan:

	Based on the Cost of Supply study and Tariff Restructuring proposal the following Implementation plan is proposed.								
	Assumptions								
Name	Tariff	Nr Customers	Nr Meters to be Replaced	Nr Meters to Programme	Replacement/ CB Cost	Reprogramme Cost	CB Cost	Meter Cost	Cost to Touch
Conventional Residential	1	5561	1112	5561	R200 196	R639 515	R180		115
Commercial Alt 5 Amp	2	80	8		R1 440	R0	R180		115
Commercial <20 KVA	2a	176	53		R9 504	R0	R180		115
ComMercial 20 kVA - 40 kVA	2b	157	47		R17 992	R0	R382		115
Commercial 40 kVA - 50 kVA	2c	240	36		R251 640	R0	R490	6500	115
Bulk kVA	3	192	58	192	R377 000	R22 080		6500	115
Commercial 15 Amp	4a	360		360	R0	R41 400			115
20 Amp Residential	5	220		220	R0	R25 300			115
Streetlight	6				R0	R0			115
Pre Paid Indigent	7	6224		6224	R0	R715 760			115
Pre Paid Commercial 1 phase	8a	513	513		R1 487 700	R0		2900	115
Pre Paid Commercial 3 phase	8b	300	300		R870 000	R0		2900	115
Sports Grounds	9			4	R0	R460			115
TOU Bulk	10	16		16	R0	R1 840			115
Net Metering Residential	11	39	20		R130 260	R0	R180	6500	115
Pre Paid Non Indigent	12	6976		6976	R4 186	R802 240	R180		115
Net Metering Industrial	13	0	0		R0	R0		6500	
Net Metering Commercial	14	0	0		R0	R0		6500	
Net metering TOU	15	0	0		R0	R0		6500	
Wheeling	16	0	0		R0	R0		6500	
		21054	2146,6	19553					
	SSEG	512	472		R3 068 000	R0		6500	
				Total	R6 417 918	R2 248 595			
						R8 666 513			

5. RECOMMENDATION (recommendation to Council on 28 March 2024)

- (a) That the Council **take note** of EMC's support to submit the results of the Cost of Supply Study inclusive of the new tariff structure to NERSA for consideration.
- (b) That Council **support** the implementation of the new tariff structure, if approved by NERSA, - only in 2025/26 due to the logistical and practical implications. (This will also allow sufficient time to build new budgetting models for the next years budget).
- (c) The **approval be granted** that the public participation process regarding the proposed new tariff structure to be initiated as part of the 2024/25 budget process to provide residents with the opportunity to familiarise themselves with the new structure and the potential impact that it might have on them;
- (d) That is **be noted** that it is proposed to implement the capacity charges over a period of two to three years, in aid to lessen the impact on the customers (This will allow customers to get use to the charges and to plan accordingly as it might be a shock to some customers).
- (e) That it **be noted** that consideration will be given by the management team, to the appointment of a project manager to do detail planning, budgetting and implimentation of the new tariffs.
- (f) That is **be noted** that consideration will be given to appoint a third party to manage the metering data of all Time of Use customers and SSEG customer until such a time that the municipality has implemented its own AMR (Automated Meter Reading) system.
- (g) The introduction of a flat rate **be approved** (@90% of Eskom Summer off peak Tariff) (similar to what we currently have) for export energy for residential SSEG customers who choose to remain on the conventional residential tariff with a network charge and a capacity charge;

- (h) That the cost estimate for the implementation of the plan **be noted** and provision to be made in the next budget cycle for accurate costing and implementation.
- (i) That it be **noted and approved** that the implementation is subject to, and must be read with the budget and tariffs in the budget, the latter also subject to public participation and final approval.

(sgd) Thys Möller
DIRECTOR ELECTRICAL ENGINEERING SERVICES

ITEM 7.4 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 20 MARCH 2024

ONDERWERP: KONSEP 2024/2025 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGS-PLAN (SDBIP)

SUBJECT: DRAFT 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. LEGISLATION

The following regulations of the Municipal Budget and Reporting Regulations (GN 393 of 17 April 2009) apply-

Regulation 14

- (2) When complying with section 68 of the MFMA, the municipal manager must submit the draft municipal **service delivery and budget implementation plan** to the mayor together with the annual budget to be considered by the mayor for **tabling** in terms of section 16(2) of the MFMA.
- (3) For effective planning and implementation of the annual budget, the draft municipal **service delivery and budget implementation plan** may form part of the budget documentation and be **tabled** in the municipal council if so recommended by the Budget Steering Committee.

Regulation 15

- (3) When submitting the annual budget to the National Treasury and the relevant provincial treasury in terms of section 22(b)(i) of the MFMA, the municipal manager must also submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form
 - (b) the **draft service delivery and budget implementation plan**.

MFMA Section 16(2): In order for a municipality to comply with subsection (1), the mayor of the municipality must **table** the annual budget at a council meeting at least 90 days before the start of the budget year.

3. ALIGNMENT TO THE IDP

The IDP and the SDBIP are linked through Chapter 5 of the IDP which is also included in the SDBIP as well as the annual budget which is included in both documents. The budget is informed by the strategy and objectives of the IDP.

4. FINANCIAL IMPLICATION

None

AANBEVELING / RECOMMENDATION

- (a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die aangehegte konsep 2024/2025 Dienslewering- en Begrotingimplementeringsplan (SDBIP) ten einde dit by die Raadsvergadering ter tafel te lê in terme van regulasie 14 van die Munisipale Begroting en Rapportering Regulasies; en
- (b) dat die SDBIP in terme van regulasie 15 van die Munisipale Begroting en Rapportering Regulasies aan Nasionale Tesourie en Provinsiale Tesourie voorgelê word.
- (a) *That the Executive Mayoral Committee take cognisance of the attached draft 2024/2025 Service Delivery and Budget Implementation Plan (SDBIP) in order to table it at the Council meeting in terms of regulation 14 of the Municipal Budget and Reporting Regulations; and*
- (b) *that the SDBIP be submitted to National Treasury and Provincial Treasury in terms of regulation 15 of the Municipal Budget and Reporting Regulations.*

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
11 Maart 2024

1/1; 1/1/3/16

WYK: Alle wyke

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: VOORLEGGING VAN KONSEP VERORDENING INSAKE KREDIETBEHEER- EN SKULDINVORDERING
SUBJECT: <i>TABLING OF DRAFT CREDIT CONTROL AND DEBT COLLECTION BY-LAW</i>

1. BACKGROUND

1.1 The following draft by-law is hereby submitted in terms of Chapter 8 of the Swarthland Municipality: By-Law relating to the Conduct of Meetings as promulgated in Provincial Gazette Extraordinary, 8649 of 19 August 2022:

- Swarthland Municipality: Draft Credit Control and Debt Collection By-law

1.2 The draft by-law seeks to amend and repeal the existing Swarthland Municipality Credit Control and Debt Collection By-law as published in Provincial Gazette 8246 of 10 June 2020, as more fully explained in paragraph 3 below.

2. LEGISLATION

2.1 Constitutional mandate

The Municipality, in terms of section 156(1)(a), read with Part B of Schedule 4 of the Constitution of the Republic of South Africa, 1996, has executive authority in respect of, and has the right to administer matters pertaining to electricity and gas reticulation in its area of jurisdiction.

2.2 Legislation regulating the making of by-laws by municipalities

2.2.1 National legislation

- (1) The Constitution, Municipal Structures Act and Municipal Systems Act set the framework in terms of which a municipal council must pass by-laws.
- (2) The Constitution sets two basic requirements for municipal law-making:
 - First, a by-law must have the support of the majority of all the councillors;
 - Second, the community must have enjoyed the opportunity to have its say with regard to that by-law.

2.2.2 Municipal legislation

- (1) The legislative process for the introduction and adoption of by-laws are regulated by sections 56 to 60 of the Municipality's By-Law relating to the Conduct of Meetings.
- (2) Section 57(3)(a) determines that the Municipal Manager must submit a report on the draft by-law to the Executive Mayor for a report and recommendation to the Council as contemplated in section 30(5) of the Structures Act. In terms of subsection 3(b) the Executive Mayor must within three months of receipt of a draft by-law from the Municipal Manager, consider the draft by-law and decide to either support it with or without amendments, or not support it.
- (3) In terms of section 57(4), after the Executive Mayor has made a decision as contemplated in subsection (3)(b), the Executive Mayor must submit a report to the Council which sets out the following:

2.2.2/...

- (a) an executive summary of the draft by-law;
 - (b) a memorandum on the objects of the draft by-law;
 - (c) the contents of the draft by-law;
 - (d) other by-laws that will have to be repealed or amended if the draft by-law is adopted;
 - (e) the reasons why the draft by-law is supported with or without amendments or not supported, as the case may be;
 - (f) any relevant comments or proposals, which may include proposals for amendments; and
 - (g) a recommendation or recommendations.
- (4) After considering the report contemplated in subsection (4), the Council must decide to either reject the draft by-law or to approve it with or without amendments.
If the Council rejects the draft by-law, a by-law of the same substance may not be introduced until a period of six months from the date of rejection has lapsed, unless the Council directs otherwise. [subsection 5(b)]
- (5) If the Council approved the draft by-law, the draft by-law must be published for public comment in accordance with section 59, i.e. for a period of at least 30 working days from the date of publication, unless the Council has approved a shorter period.

2.3 The making of a by-law entails the following steps:

		Proposed timeframes
Step 1	A draft by-law is prepared by a councillor or a committee of the council and must be introduced in the council.	Executive Mayoral Committee Meeting of 20 March 2024, to be introduced in Council on 28 March 2024
Step 2	The council must consult with the community with regard to the draft by-law. It must at least publish the by-law for comment by the public. Note: the municipality may use the ward committees to discuss the merits of a draft by-law.	Placement of media advertisement on 2 April 2024. Period of comment (30 working days) until 15 May 2024
Step 3	The by-law is introduced in and debated by the council. Before passing a by-law, a council that has an executive committee or executive mayor, must first require that committee or mayor to give a report and recommendation on the by-law.	To be tabled in Council on 30 May 2024, via the Executive Mayoral Committee (meeting on 22 May 2024).
Step 4	The Municipal council votes on the by-law, which – in terms of the Constitution – is to be carried by the majority of all councillors.	Council meeting 30 May 2024
Step 5	If passed by council, the by-law is published in the Provincial Gazette and becomes law on that date or a later date set in the by-law.	To be promulgated with effect from 1 July 2024

3. COMPLIANCE WITH BY-LAW RELATING TO THE CONDUCT OF MEETINGS

3.1 Draft Credit Control and Debt Collection By-law

(1) Executive summary of the by-law

The existing by-law has been drafted and amended to separate the By-law and Policy in order to provide a clear and distinct legal framework for credit control and debt collection practices and processes. Separating the By-Law from the Policy allows for greater flexibility in implementing specific measures and procedures, tailored to legal and regulatory requirements that provides for an enabling environment of precise enforcement mechanisms and compliance. Furthermore, the separation enables communities and all other stakeholders, to easily reference and comprehend the specific guidelines for credit control and debt collection without navigating through a comprehensive By-Law and Policy document. The proposed separation is believed to contribute to a more effective and streamlined regulatory framework and to give effect to the Policy.

The amended by-law seeks

- to enhance clarity and precision in outlining the rules and regulations governing credit control and debt collection, and reducing ambiguity.
- to ensure that the proposed separation of the By-Law from the Policy is a one-time measure intended to prevent any undue impact on the policy cycle, specifically to avoid delays and

causing disruptions to the regular policy amendment cycle for council's approval during yearly amendments.

- (2) The objects of the by-law
The by-law gives effect to the Municipality's mandate as referenced
- (3) The contents of the draft by-law – refer **Annexure A**
- (4) Any other by-law that must be repealed or amended if the draft is adopted
Upon publication in the Provincial Gazette, the existing Swartland Municipality: Credit Control and Debt Collection By-law as published in Provincial Gazette 8246 of 10 June 2020 will be repealed and replaced with the new by-law.
- (5) The reasons why the draft by-law is supported with or without amendments or not supported, as the case may be
Reasons for support:
 - Amendments have been proposed to enhance the overall effectiveness, relevance, and necessity of the by-law. This involves aligning its provisions with current needs, industry standards, and community expectations, thereby creating a robust legislative framework that not only meets legal requirements but also serves the community effectively.
- (6) Any relevant comments or proposals
None
- (7) Recommendation: - refer paragraph 4 below

4. **RECOMMENDATION**

- (a) That approval be granted for the following draft by-law to be submitted in Council on 28 March 2024 for adoption in principle and for implementation with effect from 1 July 2024:
 - Swartland Municipality: Credit Control and Debt Collection By-law
- (b) That, following on in principle approval by the Council, the draft by-law be published for public comment in terms of section 12(3)(b) of the Systems Act, 2000 in both the local media and on the municipal website.

AANBEVELING/BESLUIT

- (a) Dat goedkeuring verleen word dat die volgende konsepverordening op 28 Maart 2024 aan die Raad voorgelê word vir aanvaarding in beginsel en vir implementering met ingang vanaf 1 Julie 2024:
 - Swartland Munisipaliteit: Verordening insake Kredietbeheer en Skuldinvordering
- (b) Dat, na beginselgoedkeuring deur die Raad, die konsep verordening vir publieke kommentaar geadverteer word in terme van artikel 12(3)(b) van die Stelselwet, 2000, in die plaaslike media sowel as op die munisipale webtuiste.

(get) M Bolton

MUNICIPAL MANAGER

SWARTLAND MUNICIPALITY

DRAFT CREDIT CONTROL AND DEBT COLLECTION BY-LAW

DRAFT

SWARTLAND MUNICIPALITY
CREDIT CONTROL AND DEBT COLLECTION BY-LAW

To give effect to the Credit Control and Debt Collection Policy of the Swartland Municipality, and to provide for matters incidental thereto.

PREAMBLE

WHEREAS, in terms of section 98 of the Local Government: Municipal Systems Act 32 of 2000 ("the Act"):

- (1) a municipal council must adopt by-laws to give effect to the municipality's credit control and debt collection policy, its implementation and enforcement; and
- (2) by-laws in term of subsection 98(1) of the Act may differentiate between different categories of ratepayers, users of services, debtors, taxes, services, service standards and other matters as long as the differentiation does not amount to unfair differentiation,

BE IT THEREFORE ENACTED by the Council of the Swartland Municipality under section 156 of the Constitution of the Republic of South Africa ("the Constitution"), as follows:-

TABLE OF CONTENTS

1. Definitions
2. Credit Control and Debt Collection Policy adopted by the Council
3. Duty to collect debts
4. Provision of information
5. Municipal staff and councillor arrears
6. Power to restrict or disconnect supply of services
7. Recovery of debt
8. Recovery of costs
9. Attachment
10. Indigent support
11. Delegation
12. Clearance certificates
13. Appeal
14. Offences, penalties and power of entry and inspection
15. Repeal of by-laws
16. Short title and commencement

1. Definitions

In this by-law, the English text prevails in the event of any conflict with the Afrikaans text. Any word or expression to which a meaning has been assigned in the Act, shall bear the same meaning in this by-law, and unless the context indicates otherwise, the following words or expressions shall have the meanings as herein defined:–

account includes levies, surcharges, service charges and availability charges in respect of the following services –

- (a) electricity supply,
- (b) water supply,
- (c) refuse removal,
- (d) sewerage services,
- (e) rates,
- (f) rental,
- (g) loan instalments,
- (h) interest on arrears, and
- (i) any other levies and monies due and payable to the Municipality;

and **municipal account** has a corresponding meaning;

Act means the Local Government: Municipal Systems Act 32 of 2000, as amended from time to time;

arrears means any amount due and payable to the Municipality which has not been paid on or before the date of payment;

availability charges means charges that may be levied against immovable property – whether with or without improvements – that is not connected to any municipal service works, where such property can be reasonably so connected;

consumer –

- (a) with effect from 1 July 2015 and with regard to property zoned for residential purposes, the owner of the property is regarded as the consumer, irrespective of who the tenant or occupier is; provided that, where a lease agreement in respect of such property has existed on 1 July 2015, the tenant or occupier is to be regarded as the consumer until the agreement has expired; subject to the definitions of “occupier” and “owner” in this section 1;
- (b) with regard to any other property, the person who receives or uses municipal services or benefits therefrom; and
- (c) with regard to municipal property that is leased, the person who receives or uses municipal services or benefits therefrom;

consumer services deposit, as regards connection of services, means –

- (a) a deposit for residential consumer services (water, electricity, refuse removal and sewerage services), except in the case of indigents; or
- (b) a deposit for residential and business services with a prepaid electricity meter, except in the case of indigents; or
- (c) a deposit for business services (conventional electricity services); and

- (d) increased service deposits (related to arrears and non-payment of accounts), except in the case of indigents; or
- (e) a deposit for letting a municipal stand pipe;

Council means the Municipal Council of the Swartland Municipality;

Credit Control and Debt Collection Policy means a policy adopted by the Council for purposes of credit control and debt collection of all monies due and payable to the Municipality;

debt means any monies owing to the Municipality in respect of the rendering of municipal services, including monies relating to property rates, housing, motor vehicle registration and licensing, terminated leases and any other outstanding amounts; also, any interest on amounts owed to the Municipality;

default means –

- (a) if, at the end of the Municipality's financial year, an owner owes the Municipality any amount of money in respect of rates or availability charges; or
- (b) if, after 31 October of a given year, an owner is in arrears with payment of rates; or
- (c) if an owner is in arrears for a period of 60 days or more with payments for availability charges, read with the definition of "arrears" in this section 1;

Director: Financial Services means the municipal official appointed by the Council to administer its finances, regardless of the designation or title attached to the post; the incumbent, and/or any other staff member or official to whom the incumbent has delegated specific duties and responsibilities under this by-law, is responsible for the collection of any and all monies owed to the Municipality;

due date means the final date, as shown on the municipal account statement, on which payment must be made;

financial year means the period from 1 July until 30 June of each year;

illegal practises refers to any practise or trade operated on municipal premises that is in contravention of any national or provincial legislation or any by-laws or regulations of the Municipality;

indigent means a person or household as contemplated in the Indigent Policy of Swartland Municipality;

Municipality means the Swartland Municipality and includes any delegated official or service provider of the Municipality;

Municipal Manager means the person appointed in that capacity by the Council under section 54A of the Act;

municipal services has the meaning as defined in section 1 of the Act, and includes a function or a combination of functions listed in schedules 4B and 5B of the Constitution as well as any other service rendered by the Municipality;

occupier means any person who occupies or has control over any premises;

owner –

- (a) as regards property in terms of section 1(a) of the definition of “property”: a person in whose name ownership of the property is registered;
- (b) as regards a right in terms of section 1(b) of the definition of “property”: a person in whose name the right is registered;
- (c) as regards a land tenure right in terms of section 1(c) of the definition of “property”: a person in whose name the right is registered or to whom it was granted by legislation; or
- (d) as regards public service infrastructure in terms of section 1(d) of the definition of “property”: the organ of state which owns or controls the public service infrastructure concerned;

provided that, for the purposes of this by-law, the Municipality also regards a person mentioned below as the “owner” of a property in the following cases –

- (i) a trustee, in the case of a property held in a trust, excluding state trust land;
- (ii) an executor or administrator of a deceased estate;
- (iii) a trustee or liquidator of an estate that is insolvent or under liquidation;
- (iv) a judicial manager of the estate of a person under judicial management;
- (v) a curator of the estate of a person under curatorship;
- (vi) a usufructuary or other person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude; and
- (vii) a buyer, in the case of a property that was sold and of which possession was given to the buyer pending registration of ownership in the buyer’s name;
- (e) as regards immovable property of which the Council is unable to determine the identity of the owner: the person who is entitled to the beneficial use thereof;
- (f) as regards immovable property in respect of which a lease agreement of 30 (thirty) years or longer was concluded: the lessee thereof;
- (g) in respect of –
 - (i) a portion of land demarcated on a sectional title plan and registered in accordance with the Sectional Titles Act 95 of 1986: the developer or governing body, as far as the joint property is concerned;
 - (ii) a portion of land: the person in whose name that portion is registered in accordance with a title deed, including the lawfully appointed representative of such person;
 - (iii) any person, including but not limited to –
 - (aa) a company registered in accordance with the Companies Act 71 of 2008, a trust *inter vivos*, a trust *mortis causa*, a close corporation registered in accordance with the Close Corporations Act 69 of 1984, and a voluntary association;
 - (bb) any government department;
 - (cc) any council or governing body established in accordance with any legislation in force in the Republic of South Africa; and
 - (dd) any embassy or other foreign entity;

person includes –

- (a) a natural person;
- (b) a juristic person;
- (c) for the purposes of this by-law, any industrial or commercial undertaking; and
- (d) an organ of state;

POPIA means the Protection of Personal Information Act 4 of 2013;

premises means any portion of land situated within the municipal area of jurisdiction, and the outer boundaries of which are demarcated on –

- (a) a general plan or diagram registered in accordance with the Land Survey Act 8 of 1997 or the Deeds Registries Act 47 of 1937, as amended; or
- (b) a sectional title plan registered in accordance with the Sectional Titles Act 95 of 1986;

property means –

- (a) immovable property registered in the name of a person, including – in the case of a sectional title scheme – a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person by legislation; or
- (d) public service infrastructure;

standard rate of interest means a rate of interest equal to the prime rate as determined by the Reserve Bank of South Africa plus a percentage that the Council determines annually during the budgeting process.

2. Credit Control and Debt Collection Policy adopted by the Council

The Council has adopted a Credit Control and Debt Collection Policy to deal with and regulate the matters as prescribed in Chapter 9 of the Act, the contents of which policy are hereby incorporated into this by-law by reference and *mutatis mutandis* assigned the status of a by-law in as far as it is required for its implementation, enforcement and to be given effect to in terms of the provisions of sections 12 and 13 of the Act.

3. Duty to collect debts

All debts owing to the Municipality must be collected in accordance with applicable national and provincial legislation as referenced in this by-law.

4. Provision of information

An owner, consumer, occupier or debtor within the municipal area must provide the Municipality with accurate information requested by the Municipality that is reasonably required by the Municipality for the implementation or enforcement of this by-law. No person shall make a false statement or furnish false information to the Municipality or falsify a document issued in terms of this by-law. The Municipality shall process all personal information subject to the minimum conditions for lawful processing in terms of the provisions of POPIA.

5. Municipal staff and councillor arrears

- 5.1 Staff arrears will be handled in accordance with Schedule 2, item 10 of the Act as well as any procedures, method or actions referred to in this by-law. Notwithstanding any other procedure, method or action that may be taken in terms of the Credit Control and Debt Collection Policy, the Municipality will deduct any outstanding amount from the salary of staff members who may be in arrears for a period of 3 (three) months or longer.
- 5.2 In accordance with Schedule 7, item 14 of the Local Government Municipal Structures Act 117 of 1998, no municipal councillor may be in arrears for more than 3 (three) months with any municipal service fees, surcharges on fees, property rates or any other municipal taxes, levies or duties levied by the Municipality. Notwithstanding any other procedure, method or action that may be taken in terms of this by-law and the Credit Control and Debt Collection Policy, the Municipality will deduct any outstanding amount from such councillor's remuneration.

6. Power to restrict or disconnect supply of services

- 6.1 The Municipality may restrict or disconnect the supply of any service to any premises whenever the owner, consumer or occupier concerned –
- (a) fails and or neglects to make payment on the due date;
 - (b) fails and or neglects to comply with an arrangement;
 - (c) fails and or neglects to comply with a condition of supply imposed by the Municipality;
 - (d) damages the municipal infrastructure for the supply of such service and/or tampers with any meter used regarding that service; or
 - (e) fails to apply for a new service reconnection under the new consumer's name within 14 (fourteen) days from death of the owner or previous consumer.
- 6.2 The Municipality may reconnect the restricted or discontinued services only –
- (a) after the arrear debt and all costs as prescribed in this by-law have been paid in full, and any or all other conditions have been complied with; or
 - (b) after an arrangement with the consumer has been concluded for payment of the amounts contemplated in subsection (a) above; and
 - (c) after the consumer has paid all levies as determined in the Municipality's Tariff Policy with regard to tampering and damaging of metering equipment
- 6.3 The Municipality may restrict, disconnect and/or discontinue any service in respect of any arrear debt.

7. Recovery of debt

Subject to section 6, with regard to rates the Municipal Manager must, and with regard to any other debt due and owed the Municipal Manager may –

- (a) recover any debt by legal action;
- (b) recover debt from any organ of state with due consideration of the provisions of Chapter 3 of the Constitution;
- (c) refer debt to third-party debt collection agencies if and when so required and subject to the operational capacity or requirements of Swartland Municipality's Financial Services Directorate; and
- (d) use any lawful and reasonable measures of tracing debtors whose information is no longer valid or correct and/or has changed and where such debtor failed to provide the Municipality with reasonable written notification of a change of

address and contact details, and shall all personal information be processed subject to the minimum conditions for lawful processing in terms of the provisions of POPIA.

8. Recovery of costs

Where costs are incurred by or on behalf of the Municipality in order to recover monies owed to it, the Municipal Manager may recover such costs, including but not limited to –

- (a) costs and administration fees where payments made to the Municipality by negotiable instruments have been dishonoured by banks when presented for payment;
- (b) legal and administration costs, including attorney-and-client costs and tracing fees incurred in the recovery of debts;
- (c) restriction, disconnection and reconnection fees, where any service has been restricted or disconnected as a result of non-compliance with this by-law;
- (d) any losses the Municipality may suffer as a result of tampering with municipal equipment or meters; and
- (e) any collection commission incurred.

9. Attachment

The Municipal Manager may, in order to recover debt, approach a competent court for an order to attach a consumer's movable or immovable property.

10. Indigent support

The Municipality may grant financial assistance to persons who meet the criteria as laid down in the municipal Indigent Policy.

11. Delegation

The Municipal Manager and/or the Director: Financial Services may delegate and/or sub-delegate their powers under this by-law and the Credit Control and Debt Collection Policy as amended and approved by the Council from time to time to any official or service provider of the Municipality if and when so required and subject to the Municipality's system of delegation.

12. Clearance certificates

Upon the sale of any property the Municipality must issue the required clearance certificate as prescribed in this by-law and the Credit Control and Debt Collection Policy, subject to settlement of any and all outstanding municipal accounts.

13. Appeal

A person whose rights are affected by a municipal decision regarding one or more delegated and/or sub-delegated powers may appeal against that decision by notifying the Municipal Manager in writing of the intention to appeal and the reasons for doing so within 21 (twenty-one) days of the date of notification of the decision, as stipulated in section 62 of the Act.

14. Offences, penalties and the power of entry and inspection

A person who –

- (a) under section 101 of the Act, read with section 119(3), obstructs or hinders any municipal councillor or official in the execution of their duties under this by-law or the Credit Control and Debt Collection Policy;
- (b) unlawfully uses or interferes with municipal equipment or consumption of services supplied;
- (c) tampers with any municipal equipment or breaks any seal on a meter or damages a meter;
- (d) fails to comply with a notice served in terms of this by-law or the Credit Control and Debt Collection Policy;
- (e) refuses a municipal official access to any premises; or
- (f) gives false information regarding the supply of services or an application for assistance as an indigent with the intention to defraud or mislead,

will be guilty of an offence and, upon conviction, liable to payment of a fine or imprisonment, imprisonment without the option of a fine, or both a fine and imprisonment as determined by a competent court.

15. Repeal of by-laws

The Swartland Municipality Credit Control and Debt Collection By-law as published in Provincial Gazette 8246 of 10 June 2020 is hereby repealed.

16. Short title and commencement

This by-law shall be known as the Credit Control and Debt Collection By-law and shall come into operation on 1 July 2024.

SWARTLAND MUNISIPALITEIT

VERORDENING INSAKE KREDIETBEHEER EN SKULDINVORDERING

Om uitvoering te gee aan die Kredietbeheer- en Skuldinvorderingsbeleid van die Swartland Munisipaliteit, en om voorsiening te maak vir aangeleenthede wat daarmee verband hou.

AANHEF

AANGESIEN in terme van artikel 98 van die Wet op Plaaslike Regering: Munisipale Stelsels 32 van 2000 ("die Wet"):

- (1) 'n munisipale raad verordeninge moet aanneem om uitvoering te gee aan die munisipaliteit se kredietbeheer- en skuldinvorderingsbeleid, die implementering en afdwinging daarvan; en
- (2) verordeninge ingevolge subartikel 98(1) tussen verskillende kategorieë belastingbetalers, gebruikers van dienste, debiteure, belasting, dienste, diensstandaarde en ander aangeleenthede kan onderskei solank die differensiasie nie op onbillike differensiasie neerkom nie,

NOU DAAROM WORD DIT VERORDEN deur die Raad van die Swartland Munisipaliteit ingevolge artikel 156 van die Grondwet van die Republiek van Suid-Afrika ("die Grondwet"), soos volg:-

INHOUDSOPGAWE

1. Woordomskrywings
2. Kredietbeheer- en Skuldinvorderingsbeleid deur die Raad aanvaar
3. Skuldinvorderingsplig
4. Verskaffing van inligting
5. Agterstallige rekening van munisipale personeel en raadslede
6. Bevoegdheid om diensverskaffing te beperk of af te sluit
7. Skuldverhaling
8. Kosteverhaling
9. Beslaglegging
10. Deernisondersteuning
11. Delegering
12. Klaringsertifikate
13. Appèl
14. Misdrywe, strafmaatreëls en betredings- en inspeksiebevoegdheid
15. Herroeping van verordeninge
16. Kort titel en inwerkingtreding

1. Woordomsrywings

In geval van enige teenstrydigheid tussen die Afrikaanse en die Engelse weergawe van hierdie verordening, geld die Engelse teks. Enige woord of uitdrukking waaraan 'n betekenis in die Wet toegeken is, dra dieselfde betekenis in hierdie verordening, en tensy dit uit die samehang anders blyk, sal die volgende woorde of uitdrukkings die betekenis dra soos hierin omskryf:-

agterstallige bedrae beteken enige bedrag wat aan die Munisipaliteit verskuldig en betaalbaar is wat nie voor of op die betaaldatum betaal is nie;

besikbaarheidsgelde beteken gelde wat heef kan word op onroerende eiendom – met of sonder verbeterings – wat by geen munisipale diensnetwerk aangesluit is nie, maar redelikerwys aangesluit kan word;

betaaldatum beteken die finale datum wat op die munisipale rekeningstaat aangetoon word waarop betaling moet geskied;

Direkteur: Finansiële Dienste beteken die munisipale amptenaar wat deur die Raad aangestel is om die Munisipaliteit se finansies te bestuur, ongeag die benaming of titel wat aan die pos verbind is; die posbekleër, en/of enige ander personeel of amptenaar aan wie die posbekleër spesifieke pligte en verantwoordelikhede in terme van hierdie verordening gedelegeer het, is verantwoordelik vir die invordering van enige en alle gelde wat aan die Munisipaliteit verskuldig is;

eienaar beteken –

- (a) ten opsigte van eiendom bedoel in artikel 1(a) van die omskrywing van “eiendom” in hierdie artikel 1: ‘n persoon in wie se naam eienaarskap van die eiendom geregistreer is;
- (b) ten opsigte van ‘n reg bedoel in artikel (b) van die omskrywing van “eiendom” in hierdie artikel 1: ‘n persoon in wie se naam die reg geregistreer is;
- (c) ten opsigte van grondbesitreg bedoel in artikel 1(c) van die omskrywing van “eiendom” in hierdie artikel 1: ‘n persoon in wie se naam die reg geregistreer is of aan wie dit ingevolge wetgewing toegestaan is; of
- (d) ten opsigte van openbare dienste-infrastruktuur bedoel in artikel 1(d): ‘n staatsinstelling wat die betrokke openbare dienste-infrastruktuur besit of beheer; met dien verstande dat die Munisipaliteit vir die doeleindes van hierdie verordening ook die onderstaande persone in die volgende gevalle as die eienaar van ‘n eiendom beskou -
 - (i) ‘n trustee in die geval van eiendom wat in ‘n trust gehou word, uitgesluit staatstrustgrond;
 - (ii) ‘n eksekuteur of administrateur van ‘n bestorwe boedel;
 - (iii) ‘n trustee of likwidateur van ‘n boedel wat insolvent of onder likwikasie is;
 - (iv) ‘n geregtelike bestuurder van die boedel van ‘n persoon wat onder geregtelike bestuur is;
 - (v) ‘n kurator van die boedel van ‘n persoon onder kuratorskap;
 - (vi) ‘n vruggebruiker of ander persoon in wie se naam ‘n persoonlike serwituut geregistreer is, in die geval van ‘n eiendom wat onderhewig is aan ‘n vruggebruik of ander persoonlike serwituut; en
 - (vii) ‘n koper, in die geval van ‘n eiendom wat verkoop is en waarvan besit aan die koper gegee is hangende registrasie van eienaarskap in die koper se naam;

- (e) ten opsigte van onroerende eiendom waarvan die Raad nie in staat is om die eienaar se identiteit te bepaal nie: die persoon wat op die voordelige gebruik daarvan geregtig is;
- (f) ten opsigte van onroerende eiendom waarvoor 'n huurooreenkoms van 30 (dertig) jaar of langer aangegaan is: die huurder daarvan;
- (g) ten opsigte van –
 - (i) 'n stuk grond wat op 'n deeltitelplan afgebaken is en ingevolge die Wet op Deeltitels 95 van 1986 geregistreer is: die ontwikkelaar of beheerliggaam, in soverre dit die gemeenskaplike eiendom betref;
 - (ii) 'n stuk grond: die persoon op wie se naam daardie gedeelte volgens die transportakte geregistreer is, asook die wettig aangestelde verteenwoordiger van sodanige persoon;
 - (iii) enige persoon, ingesluit maar nie beperk nie tot –
 - (aa) 'n maatskappy wat ooreenkomstig die Maatskappyyewet 71 van 2008 geregistreer is, 'n trust *inter vivos*, 'n trust *mortis causa*, 'n beslote korporasie wat ooreenkomstig die Wet op Beslote Korporasies 69 van 1984 geregistreer is, en 'n vrywillige genootskap;
 - (bb) enige staatsdepartement;
 - (cc) enige raad of bestuursliggaam wat geregistreer is ooreenkomstig enige wetgewing wat in die Republiek van Suid-Afrika geld; en
 - (dd) enige ambassade of ander buitelandse entiteit;

eiendom beteken –

- (a) onroerende eiendom wat in 'n persoon se naam geregistreer is; asook, in die geval van 'n deeltitelskema, 'n deeltiteleenheid wat in 'n persoon se naam geregistreer word;
- (b) 'n reg teen onroerende eiendom wat in 'n persoon se naam geregistreer is, uitgesluit 'n verbandlening wat teen 'n eiendom geregistreer is;
- (c) 'n grondbesitreg wat ingevolge wetgewing in 'n persoon se naam geregistreer of aan 'n persoon verleen is, of;
- (d) openbare dienste-infrastruktuur;

finansiële jaar beteken die periode vanaf 1 Julie tot 30 Junie elke jaar;

Kredietbeheer- en Skuldinvorderingsbeleid beteken 'n beleid wat deur die Raad aanvaar is vir doeleindes van kredietbeheer en skuldinvordering van alle gelde verskuldig en betaalbaar aan die Munisipaliteit;

Munisipale Bestuurder beteken die persoon wat deur die Raad ingevolge artikel 54A van die Wet in die hoedanigheid aangestel is;

munisipale dienste dra die betekenis soos omskryf in artikel 1 van die Wet, en sluit 'n funksie of 'n kombinasie van funksies in soos in Bylae 4B en 5B van die Grondwet gelys, sowel as enige ander diens wat die Munisipaliteit lewer;

Munisipaliteit beteken die Swartland Munisipaliteit, en sluit enige gedelegeerde amptenaar of diensverskaffer van die Munisipaliteit in;

hulpbehoewende beteken 'n persoon of huishouding soos omskryf in die Swartland Munisipaliteit se beleid insake deernisondersteuning;

okkupeerder beteken enige persoon wat 'n perseel bewoon of beheer daaroor het;

onwettige praktyke verwys na enige praktyk of bedryf wat op 'n perseel beoefen word en wat teenstrydig is met enige nasionale of provinsiale wetgewing of enige verordeninge of regulasies van die Munisipaliteit;

perseel beteken enige stuk grond wat binne die munisipale regsgebied geleë is en waarvan die buitengrense afgebaken is op –

- (a) 'n algemene plan of diagram wat ingevolge die Opmetingswet 9 van 1927 of die Registrasie van Aktes Wet 47 van 1937 geregistreer is; of
- (b) 'n deeltitelplan wat ingevolge die Wet op Deeltitels 95 van 1986 geregistreer is;

persoon sluit die volgende in-

- (a) 'n natuurlike persoon;
- (b) 'n regspersoon;
- (c) vir die doeleindes van hierdie verordening, enige industriële of handelonderneming; en
- (d) 'n staatsinstelling;

POPIA beteken die Wet op die Beskerming van Persoonlike Inligting 4 van 2013;

Raad beteken die Munisipale Raad van die Swartland Munisipaliteit;

rekening sluit heffings, toeslagbedrae, dienstegelde en beskikbaarheidsgelde ten opsigte van die volgende dienste in-

- (a) elektrisiteitsvoorsiening,
- (b) watervoorsiening,
- (c) vullisverwydering,
- (d) riooldienste,
- (e) eiendomsbelasting,
- (f) huurgeld,
- (g) leningspaaierente,
- (h) rente op agterstallige bedrae, en
- (i) enige ander heffings en gelde wat aan die Munisipaliteit verskuldig en betaalbaar is;

en **munisipale rekening** dra 'n ooreenstemmende betekenis;

skuld beteken enige geld wat aan die Munisipaliteit verskuldig is in verband met die verskafing van munisipale dienste, ingesluit gelde in verband met eiendomsbelasting, behuising, motorvoertuigregistrasie en -lisensiëring, beëindigde huurooreenkomste en enige ander onbetaalde bedrae; ook enige rente op bedrae wat aan die Munisipaliteit verskuldig is;

standaardrentekoers beteken 'n rentekoers wat gelyk is aan die primakoers soos deur die Suid-Afrikaanse Reserwebank bepaal, plus 'n persentasie wat die Raad jaarliks tydens die begrotingsproses vasstel;

verbruiker beteken –

- (a) wat betref eiendom wat vir residensiële doeleindes gesoneer is, word die eienaar van die betrokke eiendom met ingang van 1 Julie 2015 as die verbruiker beskou, ongeag wie die huurder of okkupeerder is; met die verstande dat, waar 'n huurooreenkoms oor sodanige eiendom reeds op 1 Julie 2015 bestaan het, die

huurder of okkupeerder as die verbruiker beskou sal word totdat die ooreenkoms verstryk het; onderhewig aan die omskrywings van “okkupeerder” en “eienaar” in hierdie artikel 1;

- (b) wat enige ander eiendom betref, is die verbruiker die persoon wat munisipale dienste ontvang, dit gebruik of voordeel daaruit trek;
- (c) wat betref munisipale eiendom wat verhuur word, is die verbruiker die persoon wat munisipale dienste ontvang, dit gebruik of voordeel daaruit trek;

verbruikersdeposito beteken, wat die aansluiting van dienste betref –

- (a) 'n deposito vir residensiële verbruikersdienste (water, elektrisiteit, vullisverwydering en riooldienste), behalwe in die geval van hulpbehoewende persone; of
- (b) 'n deposito vir dienste by residensiële en sakepersele waar 'n voorafbetaalde elektrisiteitsmeter is, behalwe in die geval van hulpbehoewende persone, of
- (c) 'n deposito vir sakedienste (konvensionele elektrisiteitsdienste); en
- (d) verhoogde dienstedeposito's (wat verband hou met agterstallige en nie-betaling van rekening), behalwe in die geval van hulpbehoewende persone; of
- (e) 'n deposito vir die huur van 'n munisipale staanpyp;

(by) versuim beteken –

- (a) indien 'n eienaar aan die einde van die Munisipaliteit se finansiële jaar enige geldbedrag ten opsigte van eiendomsbelasting of beskikbaarheidsgelde aan die Munisipaliteit verskuldig is; of
- (b) indien 'n eienaar na 31 Oktober van 'n sekere jaar met die betaling van belasting agterstallig is; of
- (c) indien 'n eienaar vir 'n tydperk van 60 dae of langer met die betaling van beskikbaarheidsgelde agterstallig is, saamgelees met die omskrywing van “agterstallige bedrae” in hierdie artikel 1;

Wet beteken die Wet op Plaaslike Regering: Munisipale Stelsels 32 van 2000 soos van tyd tot tyd gewysig.

2. Kredietbeheer- en Skuldinvorderingsbeleid wat deur die Raad aanvaar is

Die Raad het 'n Kredietbeheer- en Skuldinvorderingsbeleid aanvaar wat handel met, en die aangeleenthede reguleer soos voorgeskryf in Hoofstuk 9 van die Wet, die inhoud van welke beleid by verwysing in hierdie verordening ingelyf word en *mutatis mutandis* die status van 'n verordening toegeken word in soverre dit vereis word vir die implementering, afdwinging en tenuitvoerlegging daarvan in terme van die bepalings van artikels 12 en 13 van die Wet.

3. Skuldinvorderingsplig

Alle bedrae wat aan die Munisipaliteit verskuldig is, moet ingevorder word ooreenkomstig die toepaslike nasionale en provinsiale wetgewing soos na verwys in hierdie verordening.

4. Verskaffing van inligting

'n Eienaar, verbruiker, okkupeerder of skuldenaar binne die munisipale gebied moet die Munisipaliteit voorsien van akkurate inligting wat deur die Munisipaliteit aangevra word en wat redelikerwys deur die Munisipaliteit vereis word vir die implementering of afdwinging van hierdie verordening. Geen persoon mag 'n vals verklaring aflê of vals inligting aan die Munisipaliteit verskaf of 'n dokument wat ingevolge hierdie verordening uitgereik is, vervals nie. Die Munisipaliteit sal alle persoonlike inligting verwerk

onderhewig aan die minimum voorwaardes vir wettige verwerking ingevolge die bepalings van POPIA.

5. Agterstallige rekeninge van munisipale personeel en raadslede

5.1 Agterstallige rekeninge van personeellede word hanteer ooreenkomstig Bylae 2, item 10 van die Wet, sowel as enige prosedures, metodes en optrede wat in hierdie verordening vermeld word. Nieteenstaande enige ander prosedure, metode of optrede wat ingevolge die Kredietbeheer- en Skuldinvorderingsbeleid onderneem mag word, sal die Munisipaliteit enige uitstaande bedrag wat vir 'n periode van 3 (drie) maande of langer agterstallig is, van personeellede se salaris verhaal.

5.2 Ingevolge Bylae 7, item 14 van die Wet op Plaaslike Regering: Munisipale Strukture 117 van 1998, mag geen munisipale raadslid vir meer as 3 (drie) maande agterstallig wees met betrekking tot enige munisipale dienstegeld, toeslag op gelde, eiendomsbelasting of enige ander munisipale belastings, heffings of verpligtings wat aan die Munisipaliteit betaalbaar is nie. Nieteenstaande enige ander prosedure, metode of optrede wat ingevolge van hierdie verordening en die Kredietbeheer- en Skuldinvorderingsbeleid onderneem kan word, sal die Munisipaliteit enige uitstaande bedrag van die betrokke raadslid se vergoeding verhaal.

6. Bevoegdheid om diensverskaffing te beperk of af te sluit

6.1 Die Munisipaliteit mag die verskaffing van enige diens by enige perseel beperk of afsluit indien die betrokke eienaar, gebruiker of okkupeerder-

- (a) teen die betaaldatum versuim en/of nagelaat het om te betaal;
- (b) versuim en/of nalaat om 'n ooreenkoms na te kom;
- (c) versuim en/of nalaat om aan 'n verskaffingsvoorwaarde soos deur die Munisipaliteit neergelê, te voldoen;
- (d) die munisipale infrastruktuur vir die verskaffing van sodanige diens beskadig en/of met enige meter in verband met daardie diens peuter; of
- (e) versuim om onder naam van die nuwe gebruiker vir 'n nuwe diens-aansluiting aansoek te doen binne 14 (veertien) dae vanaf die dood van die eienaar of vorige gebruiker.

6.2 Die Munisipaliteit mag die verskaffing van enige van die beperkte of gestaakte dienste heraansluit of herstel slegs nadat-

- (a) die agterstallige skuld, sowel as al die koste ingevolge hierdie verordening, ten volle betaal is en enige of alle ander voorwaardes nagekom is; of
- (b) 'n ooreenkoms met die gebruiker aangegaan is vir die betaling van die bedrae in subartikel (a) hier bo bedoel; en
- (c) die gebruiker alle heffings betaal het wat in die Munisipaliteit se Tariefbeleid bepaal word as strafmaatregel in geval van peutering met of beskadiging van meettoerusting.

6.3 Die Munisipaliteit mag enige diens op grond van enige agterstallige skuld beperk, afsluit of staak.

7. Skuldverhaling

Wat eiendomsbelasting betref, en onderhewig aan artikel 6, moet die Munisipale Bestuurder; en wat betref enige ander skuld wat betaalbaar en uitstaande is, mag die Munisipale Bestuurder die volgende doen-

- (a) enige skuld by wyse van regsoptrede verhaal;
- (b) skuld van enige staatsinstelling verhaal met behoorlike inagneming van die bepalings van Hoofstuk 3 van die Grondwet;
- (c) skuld na derdeparty-skuldinvorderingsagentskappe verwys indien en wanneer nodig, en onderhewig aan die bedryfskapasiteit van Swartland Munisipaliteit se Direktoraat Finansiële Dienste; en
- (d) enige wetlike en redelike stappe instel om debiteure op te spoor wie se besonderhede nie meer geldig of akkuraat is nie en/of verander het, en waar sodanige debiteure versuim het om die Munisipaliteit redelike skriftelike kennisgewing van 'n verandering van adres en kontakbesonderhede te gee en sal alle persoonlike inligting verwerk onderhewig aan die minimum voorwaardes vir wettige verwerking in terme van die bepalings van POPIA.

8. Kosteverhaling

Indien koste deur of namens die Munisipaliteit aangegaan is ten einde gelde wat aan die Munisipaliteit verskuldig is te verhaal, mag die Munisipale Bestuurder sodanige koste verhaal, met inbegrip van die volgende maar nie daartoe beperk nie-

- (a) koste en administrasiefooie indien betalings wat by wyse van verhandelbare dokumente aan die Munisipaliteit gemaak is deur 'n bank geweier word by aanbieding vir betaling;
- (b) regs- en administratiewe koste, met inbegrip van prokureur-en-kliëntkoste en opsporingskoste wat aangegaan is om skuld te kan verhaal;
- (c) beperkings-, afsluitings – en heraansluitingskoste, indien enige diens weens nie-voldoening aan hierdie verordening beperk of afgesluit is;
- (d) enige verliese wat die Munisipaliteit weens peutering met munisipale toerusting of meters mag ly; en
- (e) enige invorderingskommissie wat aangegaan is.

9. Beslaglegging

Die Munisipale Bestuurder mag, ten einde skuld te verhaal, 'n bevoegde hof nader om 'n beslagleggingsbevel op 'n verbruiker se roerende of onroerende eiendom uit te reik.

10. Deernisondersteuning

Die Munisipaliteit kan finansiële hulp verleen aan persone wat voldoen aan die vereistes wat in die munisipale beleid insake deernisondersteuning gestel word.

11. Delegering

Die Munisipale Bestuurder en/of die Direkteur: Finansiële Dienste mag hulle bevoegdhede ingevolge hierdie verordening en Kredietbeheer- en Skuldinvorderingsbeleid soos van tyd tot tyd deur die Raad gewysig en goedgekeur aan enige amptenaar of diensverskaffer van die Munisipaliteit delegeer en/of subdelegeer indien en wanneer nodig, en onderhewig aan die Munisipaliteit se stelsel van delegasie.

12. Klaringsertifikate

Met die verkoop van enige eiendom moet die Munisipaliteit die vereiste klaringsertifikaat uitreik soos voorgeskryf in hierdie verordening en die Kredietbeheer- en Skuldinvorderingsbeleid mits enige en alle onbetaalde munisipale rekeninge vereffen is.

13. Appèl

Ingevolge artikel 62 van die Wet mag 'n persoon wie se regte deur 'n munisipale besluit ingevolge een of meer gedelegeerde en/of gesubdelegeerde bevoegdhede geraak word, teen sodanige besluit appelleer deur die Munisipale Bestuurder binne 21 (een-en-twintig) dae vanaf die datum van kennisgewing van die besluit skriftelik te verwittig van die voorneme om te appelleer en die redes daarvoor.

14. Misdrywe, strafmaatreëls en betredings- en inspeksiebevoegdheid

'n Persoon wat-

- (a) ingevolge artikel 101 van die Wet, saamgelees met artikel 119(3) daarvan, enige amptenaar of raadslid van die Munisipaliteit verhinder of verhoed om hulle pligte ingevolge hierdie verordening of die Kredietbeheer- en Skuldinvorderingsbeleid uit te voer;
- (b) munisipale toerusting of die verskaffing van munisipale dienste onwettig gebruik of verbruik, of daarmee inmeng;
- (c) met enige munisipale toerusting peuter of enige seël op 'n meter breek of 'n meter beskadig;
- (d) versuim om gehoor te gee aan 'n kennisgewing wat ingevolge hierdie verordening of die Kredietbeheer- en Skuldinvorderingsbeleid bestel is;
- (e) 'n munisipale amptenaar toegang tot enige perseel weier; of
- (f) vals inligting oor die verskaffing van dienste of 'n aansoek om deernisondersteuning verstrek met die bedoeling om te bedreig of te mislei,

pleeg 'n misdryf en is by skuldigbevinding strafbaar met of 'n boete of gevangenisstraf, gevangenisstraf sonder die keuse van 'n boete, of 'n boete sowel as gevangenisstraf soos deur 'n bevoegde hof bepaal.

15. Herroeping van verordeninge

Die Swartland Munisipaliteit Verordening insake Kredietbeheer en Skuldinvordering soos gepubliseer in Provinsiale Koerant 8246 van 10 Junie 2020 word hiermee herroep.

16. Kort titel en inwerkingtreding

Hierdie verordening staan as die Verordening insake Kredietbeheer en Skuldinvordering bekend en sal op 1 Julie 2024 in werking tree.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
Afdeling: Ontwikkelingsbestuur

15 Maart 2024

1/1/1/3/14

WYK: Alle wyke

ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

**ONDERWERP: AANVAARDING VAN GEWYSIGDE VERORDENING: SWARTLAND
MUNISIPALITEIT: VERORDENING INSAKE MUNISIPALE GRONDGEBRUIK-
BEPLANNING (PK 8226 GEDATEER 25 MAART 2020)
SUBJECT: ADOPTION OF AMENDED BY-LAW: SWARTLAND MUNICIPALITY: MUNICIPAL
LAND USE PLANNING BY-LAW (PG 8226 DATED 25 MARCH 2020)**

1. BACKGROUND/AGTERGROND

The attached amendments and additions (see Annexure A) to the Swartland Municipality: Municipal Land Use Planning By-law (PG 8226 dated 25 March 2020) was introduced in Council on 30 January 2024 in terms of Chapter 8 of the Swartland Municipality: By-Law relating to the Conduct of Meetings as promulgated in Provincial Gazette Extraordinary, 8649 of 19 August 2022.

The proposed amendments and additions to the by-law was published on the municipal website and in the local newspapers in both Afrikaans and English for comments/inputs by 19 March 2024 (see attached Notice 56/23/24 – see Annexure B).

At the time of writing of the report no comments and/or objections were received, and if any is received by the deadline it will be tabled at the meeting for consideration.

2. LEGISLATION

2.1 The constitution, Municipal Structures Act and Municipal Systems Act set the framework in terms of which a municipal council must pass by-laws.

- a) First, a by-law must have the support of the majority of all the councillors;
- b) Secondly, the community must have enjoyed the opportunity to have its say with regard to the by-law.

The making of a by-law entails the following steps:

		Proposed timeframes
Step 1	A draft by-law is prepared by a councillor or a Committee of the council and must be introduced in the council.	Executive Mayoral Committee Meeting of 24 January 2024, introduced in Council on 30 January 2024.
Step 2	The council must consult with the community with regard to the draft by-law. It must at least publish the by-law for comment by the public. Note: the municipality may use the ward committees to discuss the merits of a draft by-law.	Placement of media advertisement on 6 February 2024. Period of comment until 19 March 2024.

Step 3	The by-law is introduced in and debated by the council. Before passing a by-law, a council that has an executive committee or executive mayor, must first require that committee or mayor to give a report and recommendation on the by-law.	To be tabled in Council on 28 March 2024, via Executive Mayoral Committee (meeting on 20 March 2024).
Step 4	The Municipal council votes on the by-law, which – in terms of the Constitution – is to be carried by the majority of all councillors.	Council meeting 28 March 2024
Step 5	If passed by council, the by-law is published in the Provincial Gazette and becomes law on that date or a later date set in the by-law.	By

2.2 **Compliance with the By-law relating to the Conduct of Meetings**

The amendments and additions to the By-law is tabled for adoption by Council in accordance with paragraph 60 of the Swartland Municipality: By-law relating to the Conduct of Meetings (PG 8649 dated 19 August 2022).

- 2.3 Paragraph 60(2) determines that the executive mayor must consider the report by the municipal manager and must submit a report to the council which sets out an executive summary of the draft by-law (see paragraph 2.4), any relevant comments or proposals received (none received by the time of writing the report) and a recommendation (see paragraph 3).

2.4 **Executive Summary of the draft by-law** (as was submitted in Council on 30 January 2024)

The amendment of the By-law aims to control and regulate the trading hours of house shops in the Swartland municipal area and applies to all house shops within the municipal area.

Further amendments are proposed in order to provide for offences of any of the conditions determined by the Municipality in terms of Schedule 2 to the By-law, i.e. the Swartland Municipality Development Management Scheme) i.r.o. the respective zoning schemes.

3. **RECOMMENDATION**

- (a) That the amendments and additions to the Swartland Municipality: Municipal Land Use Planning By-law be adopted by Council, to take effect on date of promulgation in the Provincial Gazette;
- (b) That fines for offences of the by-law be determined by the Department of Justice.

AANBEVELING

- (a) Dat die wysigings en toevoegings aan die Swartland Munisipaliteit: Verordening insake Munisipale Grondgebruikbeplanning aangeneem word deur die Raad, om in werking te tree op datum van afkondiging in die Provinsiale Koerant;
- (b) Dat boetes vir ootredings van die verordening vasgestel word deur die Departement van Justisie.

(get) A M Zaayman

MUNISIPALE BESTUURDER

HOOFSTUK X AFDWINGING

Afdwinging

95. (1) Die munisipaliteit moet voldoen en voldoening afdwing aan die volgende:
- (a) die bepalings van hierdie verordening;
 - (b) die bepalings van 'n soneringskema;
 - (c) voorwaardes opgelê ingevolge hierdie verordening of enige wet wat deur die Wet op Grondgebruiksbeplanning herroep is.
- (2) Die munisipaliteit mag niks doen wat strydig is met subartikel (1) nie.

Misdrywe en strawwe

96. (1) 'n Persoon mag van 'n misdryf beskuldig word en is by skuldigbevinding strafbaar met 'n boete of gevangenisstraf of met beide 'n boete en sodanige gevangenisstraf indien hy of sy—
- (a) artikels 25(1), 25(4), 30(1), 31(4), 41(1), 69(3), 72(2) of 98(2) oortree of versuim om daaraan te voldoen;
 - (b) sonder die goedkeuring van die munisipaliteit grond anders aanwend as wat in die soneringskema voorgeskryf word;
 - (c) versuim om by registrasie van die oodrag van eienaarskap van die eerste grondeenheid wat uit 'n onderverdeling voortspruit, na 'n persoon wat nie die ontwikkelaar is nie, alle gemeenskaplike eiendom wat uit die onderverdeling voortspruit na die eenaarsvereniging oor te dra;
 - (d) besonderhede, inligting of antwoorde verskaf in 'n aansoek of in 'n appèl teen 'n besluit oor 'n aansoek of in enige dokumentasie of voorlegging wat verband hou met 'n aansoek of 'n appèl met die wete dat dit onwaar, foutief of misleidend is of met die mening dat dit nie korrek is nie;
 - (e) voorgee om 'n gemagtigde werknemer of die tolk of assistent van 'n gemagtigde werknemer te wees;
 - (f) 'n gemagtigde werknemer verhinder of inmeng in die uitoefening van enige bevoegdheid of die uitvoering van enige plig van daardie werknemer; of
 - (g) versuim om te voldoen aan 'n kennisgewing uitgereik ingevolge artikel 97 van hierdie verordening; of
 - (h) versuim om te voldoen aan enige van die voorwaardes soos opgelê in terme van Skedule 2 tot hierdie verordening;
- (2) 'n Eienaar wat toelaat dat sy of haar grond gebruik word op 'n wyse uiteengesit in subartikel (1)(b) en wat nie daardie gebruik staak of redelike stappe doen om toe te sien dat die gebruik staak nie, is skuldig aan 'n misdryf en by skuldigbevinding strafbaar met 'n boete of gevangenisstraf of met beide 'n boete en sodanige gevangenisstraf.
- (3) Versuim om te voldoen aan 'n kennisgewing, voorskrif of instruksie uitgereik ingevolge hierdie verordening is 'n voortgesette misdryf in welke geval die oortreder onderhewig is aan 'n boete vir elke dag waarop sodanige misdryf voortduur.
- (4) Die munisipaliteit mag boetes en strydigheidsheffings aanneem wat by die afdwinging van hierdie verordening opgelê kan word.

RESIDENSIËLE SONE 2: Medium digtheid (R2)

1.2.7 Huiswinkel

Met die toestaan van 'n vergunningsgebruik vir 'n huiswinkel, kan die munisipaliteit, sonder om daartoe beperk te wees, die volgende voorwaardes oplê:

- (a) die omvang en ligging van die sakekomponent moet duidelik op 'n plan aangetoon word en mag nie 25m² of 50% van die totale vloerruimte oorskry nie (uitgesluit enige toilet, aantrekkamer en stoorkamer), watter ook al die kleiner oppervlakte is;
- (b) addisioneel tot die huiswinkel moet die grondeenheid 'n woonhuis wat deur die eienaar van die huiswinkel bewoon moet word, bevat;
- (c) enige nuwe struktuur of verandering aan die bestaande woonhuis of buitegebou moet by die residensiële karakter van die betrokke gebied aanpas;
- (d) nie meer as drie persone, insluitend die bewoner van die woonhuis, mag toegelaat word om by sake-aktiwiteite op die grondeenheid betrokke te wees nie;
- (e) slegs een teken wat nie groter as 1m² in oppervlakte is nie en wat aan die muur van die woonhuis of buitegebou vas is, sal toegelaat word, en geen gedeelte daarvan mag die erfgrense oorskry nie terwyl die teken slegs die naam van die eienaar, naam van die besigheid en aard van die kleinhandelbesigheid mag aandui;
- (f) die volgende word nie in 'n huiswinkel toegelaat nie:
 - (i) verkoop van wyn en alkoholiese drank;
 - (ii) stoor of verkoop van gas en gashouers;
 - (iii) muntmasjiene;
 - (iv) video speletjies, en
 - (v) snoeker- en potspeltafels;
- (g) die handelsure van 'n huiswinkel sal wees vanaf 06:00 tot 21:00 en mag nie verleng word nie.

CHAPTER X ENFORCEMENT

Enforcement

- 95.** (1) The municipality must comply and enforce compliance with—
- (a) the provisions of this By-Law;
 - (b) the provisions of a Development Management Scheme;
 - (c) conditions imposed in terms of this By-Law or any law repealed by the Land Use Planning Act.
- (2) The municipality may not do anything that conflicts with subsection (1).

Offences and penalties

- 96.** (1) A person may be accused of an offence and is liable upon conviction to a fine or imprisonment or to both a fine and such imprisonment if he or she—
- (a) contravenes or fails to comply with sections 25(1), 25(4), 30(1), 31(4), 41(1), 69(3), 72(2) or 98(2);
 - (b) utilises land in a manner other than prescribed by a Development Management Scheme without the approval of the municipality;
 - (c) upon registration of the transfer of ownership of the first land unit arising from a subdivision, to a person other than the developer, fails to transfer all common property arising from the subdivision to the owners' association;
 - (d) supplies information or answers in an application, or in an appeal against a decision on an application, or in any documentation or representation related to an application or an appeal, knowing it to be false, incorrect or misleading or not believing them to be correct;
 - (e) falsely professes to be an authorised employee or the interpreter or assistant of an authorised employee;
 - (f) hinders or interferes with an authorised employee in the exercise of any power or the performance of any duty of that employee; or
 - (g) fails to comply with a notice issued in terms of section 97 of this By-Law; or
 - (h) fails to comply with any of the conditions imposed in terms of Schedule 2 to this by-law.
- (2) An owner who permits his or her land to be used in a manner set out in subsection (1)(b) and who does not cease that use or take reasonable steps to ensure that the use ceases, is guilty of an offence and liable upon conviction to a fine or imprisonment or to both a fine and such imprisonment.
- (3) Failure to comply with a notice, direction or instruction referred to in this By-Law constitutes a continuing offence and in such case the offender is liable to a fine for every day such offence continues.
- (4) The municipality may adopt fines and contravention penalties that may be imposed in the enforcement of this By-Law.

RESIDENTIAL ZONE 2: Medium density (R2)

1.2.7 House shop

In granting its consent for a house shop, the municipality may impose, but is not limited to, the following conditions:

- (a) the extent and position of the retail component must be clearly defined on a plan, and shall not exceed 25m² or 50% of total floor space (excluding any toilet, change room and storeroom), whichever is the lesser area;
- (b) in addition to the house shop, the land unit must contain a dwelling which shall be occupied by the proprietor of the house shop;
- (c) any new structure, or alteration to the existing dwelling or outbuilding, shall conform to the residential character of the area concerned;
- (d) no more than three persons, including the occupant of the dwelling, are permitted to be engaged in retail activities on the land unit;
- (e) only one sign shall be permitted and shall not exceed 1m² in area, and shall not exceed the land unit boundaries with any part of it, while it shall indicate only the name of the owner, name of the business and nature of the retail trade;
- (f) the following are not permitted in a house shop:
 - (i) sale of liquor or alcoholic beverages;
 - (ii) storage or sale of gas and gas containers;
 - (iii) vending machines;
 - (iv) video games, and
 - (v) snooker or pool tables;
- (g) the trading hours of a house shop shall be from 06:00 to 21:00 and may not be extended.

SWARTLAND MUNICIPALITY

NOTICE NR. 56/2023/2024

AMENDMENT OF THE SWARTLAND MUNICIPALITY: MUNICIPAL LAND USE PLANNING BY-LAW,
2020

Notice is hereby given in terms of section 12(3)(b) of the Local Government Act: Municipal Systems, 2000 and paragraph 59 of Swartland Municipality: By-law relating to the Conduct of Meetings (PG 8649 dated 19 August 2022) that Swartland Municipality intends to amend the Swartland Municipality: Municipal Land Use Planning By-law.

The by-law as promulgated in the Provincial Gazette 8226 dated 25 March 2022 are hereby amended as follows:

Section 96(1): A person may be accused of an offence and is liable upon conviction to a fine or imprisonment or to both a fine and such imprisonment if he or she –

Section 96(1)(a): contravenes or fails to comply with sections 25(1), ~~25(5)~~ 25(4), 30(1), 31(4), 41(1), 69(3), 72(2) of 98(2) (*amendment*);

Section 96(1)(h): Fails to comply with any of the conditions imposed in terms of Schedule 2 to this by-law (*addition*); and

Schedule 2 (Swartland Municipality Development Management Scheme – Residential zone 2: Medium Density (R2), paragraph 1.2.7(g): The trading hours of the house shop shall be from 06:00 to 21:00 and may not be extended (*addition*);

Interested parties are invited to lodge written comment in regard to the proposed amendments of the by-law with the undersigned **by no later than Tuesday, 19 March 2024**.

Any person who is unable to write and who may wish to make representations regarding the proposed by-law, may submit their comments verbally at the Municipal Offices, Malmesbury, where he or she will be assisted by Ms Nicolette Brand to transcribe his or her comments.

Enquiries about the proposed document may also be directed Mr Alwyn Zaayman at tel. (022) 487 9400.

J J SCHOLTZ
MUNICIPAL MANAGER

MUNICIPAL OFFICES
PRIVATE BAG X52
MALMESBURY

6 February 2024

MUNISIPALITEIT SWARTLAND

KENNISGEWING 56/2023/24

**WYSIGING VAN DIE SWARTLAND MUNISIPALITEIT: VERORDENING INSAKE MUNISIPALE
GRONDGEBRUIKBEPLANNING, 2020**

Kennis geskied hiermee in terme van artikel 12(3)(b) van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 en paragraaf 59 van die Swartland Munisipaliteit: Verordening insake die Hou van Vergaderings (PK 8649 gedateer 19 Augustus 2022) dat die Munisipaliteit van voorneme is om die Swartland Munisipaliteit: Verordening insake Munisipale Grondgebruikbeplanning te wysig.

Die verordening afgekondig in Provinsiale Koerant 8226 van 25 Maart 2020 word hiermee soos volg gewysig:

Artikel 96(1): 'n Persoon mag van 'n misdryf beskuldig word en is by skuldigbevinding strafbaar met 'n boete of gevangenisstraf of met beide 'n boete en sodanige gevangenisstraf indien hy of sy –

Artikel 96(1)(a): artikels 25(1), ~~25(5)~~ 25(4), 30(1), 31(4), 41(1), 69(3), 72(2) of 98(2) oortree of versuim om daaraan te voldoen (*wysiging*);

Artikel 96(1)(h): Versuim om te voldoen aan enige van die voorwaardes opgelê in terme van Skedule 2 tot hierdie verordening (*toevoeging*); en

Skedule 2 (Swartland Munisipaliteit Ontwikkelingsbestuur Skema) – Residensiële sone 2: Medium Digtheid (R2), paragraaf 1.2.7(g): Die handelsure van 'n huiswinkel sal wees vanaf 06:00 tot 21:00 en mag nie verleng word nie (*toevoeging*);

Belangstellendes word genooi om skriftelike kommentaar met betrekking tot die konsep wysiging van die verordening aan die ondergetekende te rig teen **nie later nie as Dinsdag, 19 Maart 2024.**

Enige persoon wat nie kan skryf nie en vertoë met betrekking tot die konsep verordening wil rig, kan sy of haar vertoë mondelings aflê by die Munisipale Kantoor, Malmesbury waar me Nicolette Brand beskikbaar sal wees om so 'n persoon se kommentaar op skrif te stel.

Enige navrae in die betrokke verband kan gerig word aan mnr Alwyn Zaayman by tel. (022) 487 9400.

**J J SCHOLTZ
MUNISIPALE BESTUURDER**

**MUNISIPALE KANTOOR
PRIVAATSAK X52
MALMESBURY**

6 Februarie 2024



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
22 February 2024

4/1/1/2/1
WYK: NVT

ITEM 7.7 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 20 MARCH 2024

SUBJECT: RECOMMENDATION FOR APPROVAL OF THE ORGANISATIONAL STRUCTURE TAKING INTO ACCOUNT AMENDMENTS TO FINANCIAL SERVICES, PROTECTION SERVICES AND THE OFFICE OF THE MUNICIPAL MANAGER

1. BACKGROUND

- 1.1 Section 66 of the Municipal Systems Amendment Act, 2011 determines that the organisational structure must be approved by the municipal manager.
- 1.2 Amendments to the organisational structure is hereby submitted to the Local Labour Forum for a recommendation to the Council taking into account amendments to the organisational structure regarding the Office of the Municipal Manager, Office of the Public Office Bearers, Electrical Engineering Services and Infrastructure and Civil Engineering Services which are motivated below.
- 1.3 Office of the Municipal Manager

Administrative Officer: Council Support: The post of Administrative Officer: Council Support (T-10) was seconded to the Office of the Political Office Bearers with effect from 1 January 2023. Prior to the secondment the post was situated in the Office of the Municipal Manager. The Municipal Manager expressed the need for an Office Manager in the Office of the Municipal Manager focusing on monitoring and evaluation of all matters dealt with in the Office of the Municipal Manager. The current Personal Assistant to the Municipal Manager is retiring on 31 May 2024 and on her retirement her current job description will be amended to include the duties of Office Manager and the resulting changes to the post. It was found that the administrative support for the Office of the Public Office Bearers is totally sufficient, therefore the post of Administrative Officer is therefore restored to the Office of the Municipal Manager, in order to provide administrative support to the Municipal Manager.

See the attached excerpt of the Organisational Structure for the proposed amendments (Annexure A1).

1.4 Office of the Public Office Bearers

Administrative Officer: Council Support: The post of Administrative Officer: Council Support (T-10) was seconded to the Office of the Political Office Bearers with effect from 1 January 2023. Prior to the secondment the post was situated in the Office of the Municipal Manager. The Municipal Manager expressed the need for an Office Manager in the Office of the Municipal Manager focusing on monitoring and evaluation of all matters dealt with in the Office of the Municipal Manager. The current Personal Assistant to the Municipal Manager is retiring on 31 May 2024 and on her retirement her current job description will be amended to include the duties of Office Manager and the resulting changes to the post. It was found that the administrative support for the Office of the Public Office Bearers is totally sufficient, therefore the post of Administrative Officer is therefore restored to the Office of the Municipal Manager, in order to provide administrative support to the Municipal Manager.

See the attached excerpt of the Organisational Structure for the proposed amendments (Annexure A2).

1.5/...

1.5 Directorate: Electrical Engineering Services

Chief Electrical Technician: Operations, Maintenance & Construction: The post of Chief Electrical Technician (T-15) will become vacant on 31 July 2024 when the present incumbent retires. Earlier attempts were made to fill the post through the succession planning process, but the effort was unsuccessful when the candidate did not accept the mentorship opportunity. There were no other internal candidates who met the requirements of the post, therefore the succession planning process could not continue. This situation provided the Director Electrical Engineering an opportunity to re-examine the organisational structure in order to address other needs within the directorate. The post of Chief Electrical Technician will therefore be abolished with effect from 1 August 2024.

Senior Superintendent: Electrical: A new post of Senior Superintendent (T-13) is created with effect from 1 August 2024 to bring uniformity among the different sections in the Division Operations, Maintenance & Construction. The sections for Moorreesburg Depot and Darling/Yzerfontein Depot are headed by a Senior Superintendent (T-13). To ensure uniformity, the section for Malmesbury Depot will therefore be headed by the newly created Senior Superintendent (T-13). The funding for the new post will be obtained from the abolishment of the post of Chief Electrical Technician (T-15). The reporting lines of all posts of Senior Superintendent as well as the Principal Clerk will change in order for the posts to report to the Senior Manager: Electrical Infrastructure.

Senior Technician: Planning and Design: A new post of Senior Electrical Technician (T-14) is created to address an urgent need for additional capacity within the Department Electrical Planning & Design (Project Management). The funding for the new post will be obtained from the remainder of the funds due to the abolishment of the post of Chief Electrical Technician (T-15). It is envisaged that the newly created post of Senior Superintendent (T-13) will be filled by an internal candidate, and that the resulting vacancy will also be abolished.

There is however the risk that the post could be filled by an external candidate. Should this happen, the new post of Senior Electrical Technician (T-14) will remain on the organisational structure as an unfunded vacancy until such time that additional funding is available to fund the post of Senior Electrical Technician (T-14)

See the attached excerpt of the Organisational Structure for the proposed amendments (Annexure B).

1.6 Directorate: Infrastructure and Civil Engineering Services

The Organisational Structure was approved by Council on 26 January 2023 for implementation with effect from 1 January 2023, following a full review of the post establishment in terms of the Municipal Staff Regulations. At the time, the proposal was that the name of the Directorate Civil Engineering Services changes to the Directorate Infrastructure & Civil Engineering Services. This proposal was adopted by Council.

The Director: Infrastructure and Civil Engineering Services has, however, indicated that the name change was not effective in practice as the new name was clumsy and long and that everybody continued to refer to the directorate by its old name. There is also no consistency in the name change as the Directorate Infrastructure and Civil Engineering Services was not the only directorate dealing with infrastructure. He therefore requests that the name be restored to the Directorate Civil Engineering Services as in the past.

See the attached excerpt of the Organisational Structure for the proposed amendments (Annexure C).

1.7/...

- 1.7 Directorate: Infrastructure and Civil Engineering Services
Department: Civil Operations & Maintenance
Division: Parks and Recreation

West Bank Swimming Pool: A new swimming pool is currently being planned and built at the Alfa Street Sports Grounds in West Bank, Malmesbury. The projected date of implementation is September 2024. In order to provide for the proper operation of the swimming pool, the following posts are created, namely 2 posts of Lifeguard/Caretaker (T-09) and 1 post of Handyman: Swimming Pool (T-05).

See the attached excerpt of the Organisational Structure for the proposed amendments (Annexure D).

2. **LEGISLATION**

Section 66 of the Local Government: Municipal Systems Act (Act 32 of 2000)
Local Government: Municipal Staff Regulations No's 890 and 891 dated 20 September 2021

3. **ALIGNMENT TO THE IDP**

In terms of Chapter 7 of the IDP this amendment to the organisational structure is aligned to Strategic Goal 5 – A connected and innovative local government.

4. **FINANCIAL IMPLICATION**

Adequate provision has been made in the salary budget for the amendments as motivated above.

5. **RECOMMENDATION**

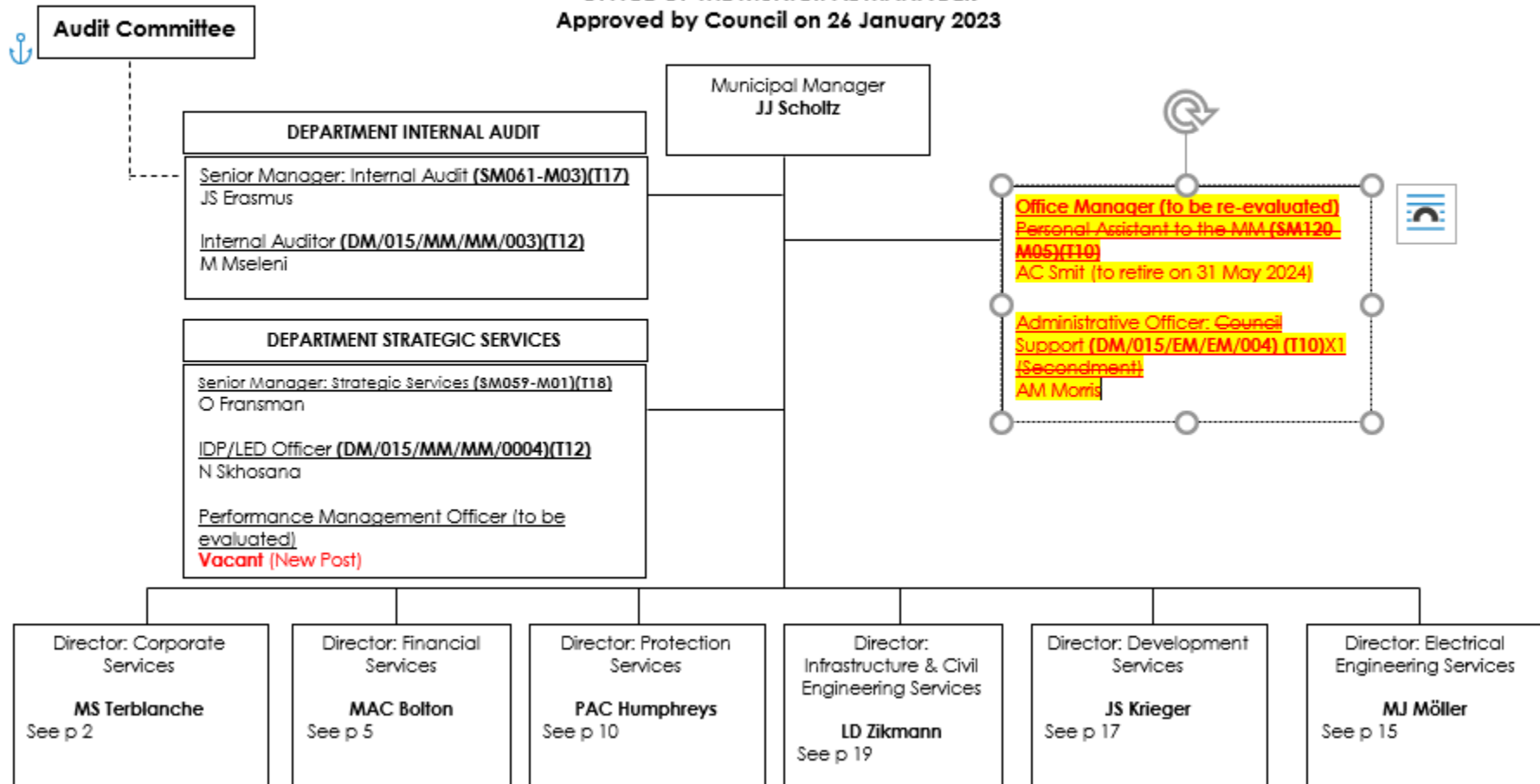
- a) Dat die Uitvoerende Burgemeesterskomitee kennis neem dat die wysigings aanbeveel is deur die Plaaslike Arbeidsforumvergadering gehou op 22 Februarie 2024;
That the Executive Mayoral Committee takes note that the amendments were recommended at the meeting of the Local Labour Forum held on 22 February 2024;
- b) Dat die Uitvoerende Burgemeesterskomitee die wysigings aan die organisatoriese struktuur vir die direkte Kantoer van die Munisipale Bestuurder en Kantoer van die Openbare Ampsbekleërs aanbeveel vir goedkeuring deur die Raad vir implementering met ingang van 1 Junie 2024;
That the Executive Mayoral Committee recommends the amendments to the organisational structure for the directorates Office of the Municipal Manager and Office of the Public Office Bearers for approval by Council for implementation with effect from 1 June 2024;
- c) Dat die Uitvoerende Burgemeesterskomitee die wysigings aan die organisatoriese struktuur vir die direkte Elektriese Ingenieursdienste en Infrastruktuur en Siviele Ingenieursdienste aanbeveel vir goedkeuring deur die Raad vir implementering met ingang van 1 July 2024.
That the Executive Mayoral Committee recommends the amendments to the organisational structure for the directorates Electrical Engineering Services and Infrastructure and Civil Engineering Services for approval by Council for implementation with effect from 1 July 2024.

(get) J J Scholtz

MUNICIPAL MANAGER
Sdj

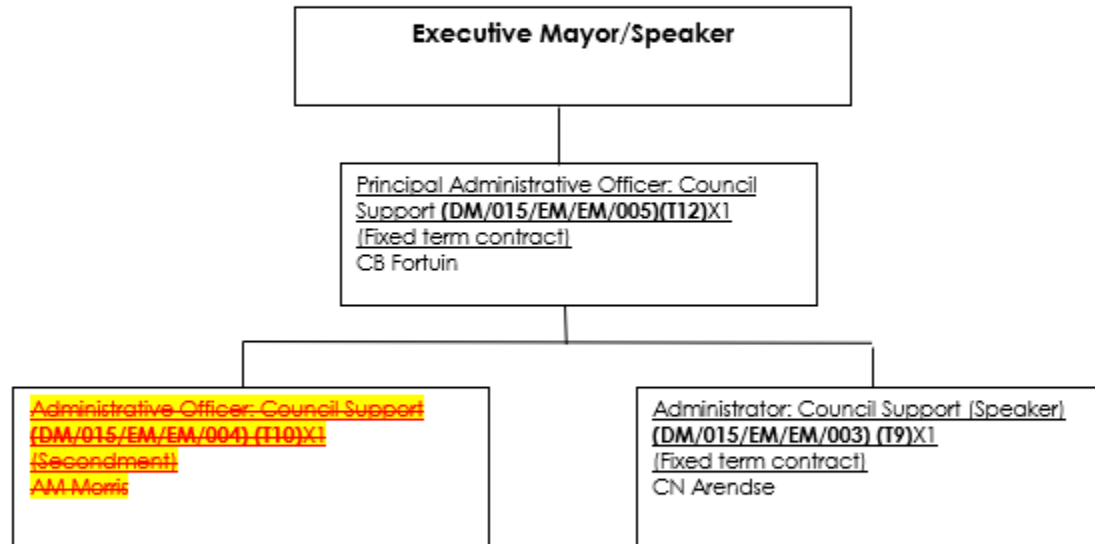
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SWARTLAND MUNICIPALITY
APPROVED ORGANISATIONAL STRUCTURE
OFFICE OF THE MUNICIPAL MANAGER
 Approved by Council on 26 January 2023

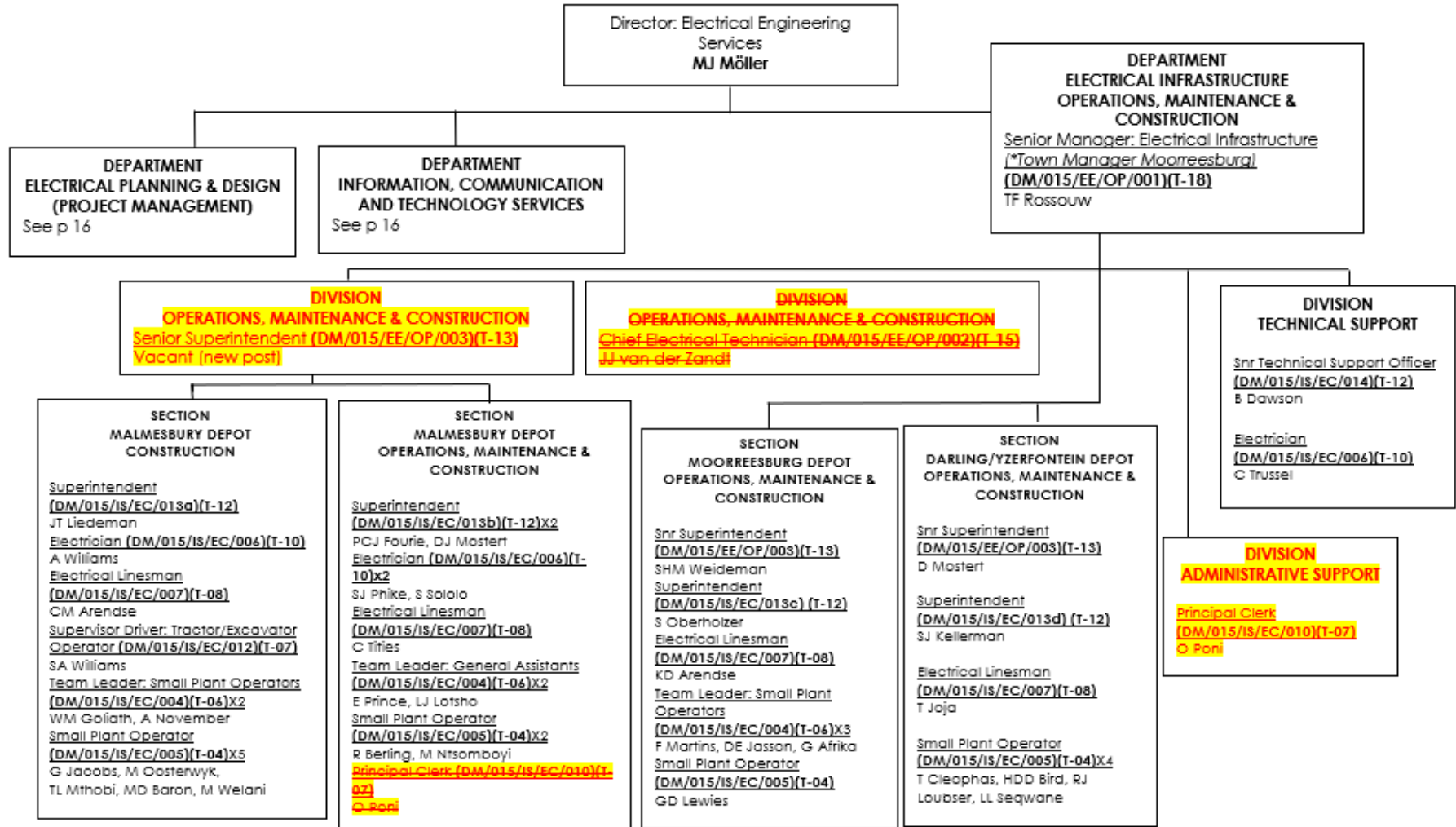


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**SWARTLAND MUNICIPALITY
APPROVED ORGANISATIONAL STRUCTURE
OFFICE OF THE POLITICAL OFFICE BEARERS
Approved by Council on 26 January 2023**

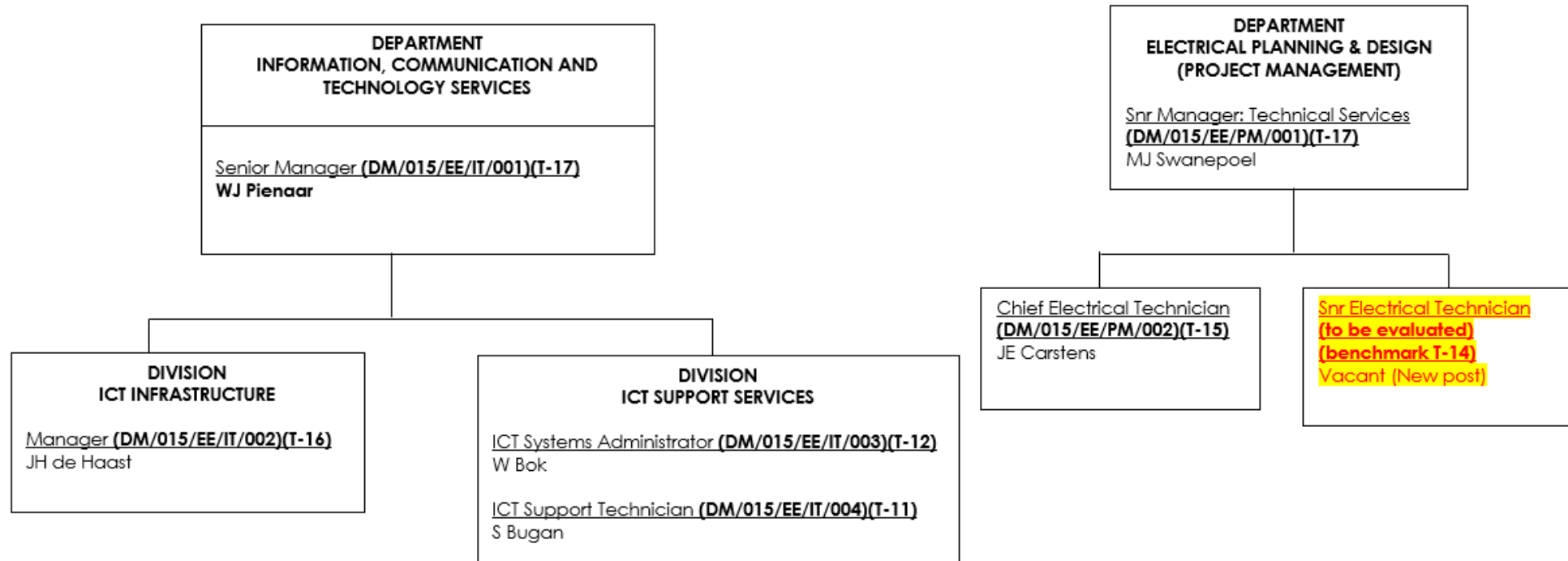


**SWARTLAND MUNICIPALITY
APPROVED ORGANISATIONAL STRUCTURE
DIRECTORATE ELECTRICAL ENGINEERING SERVICES
Approved by Council on 26 January 2023**

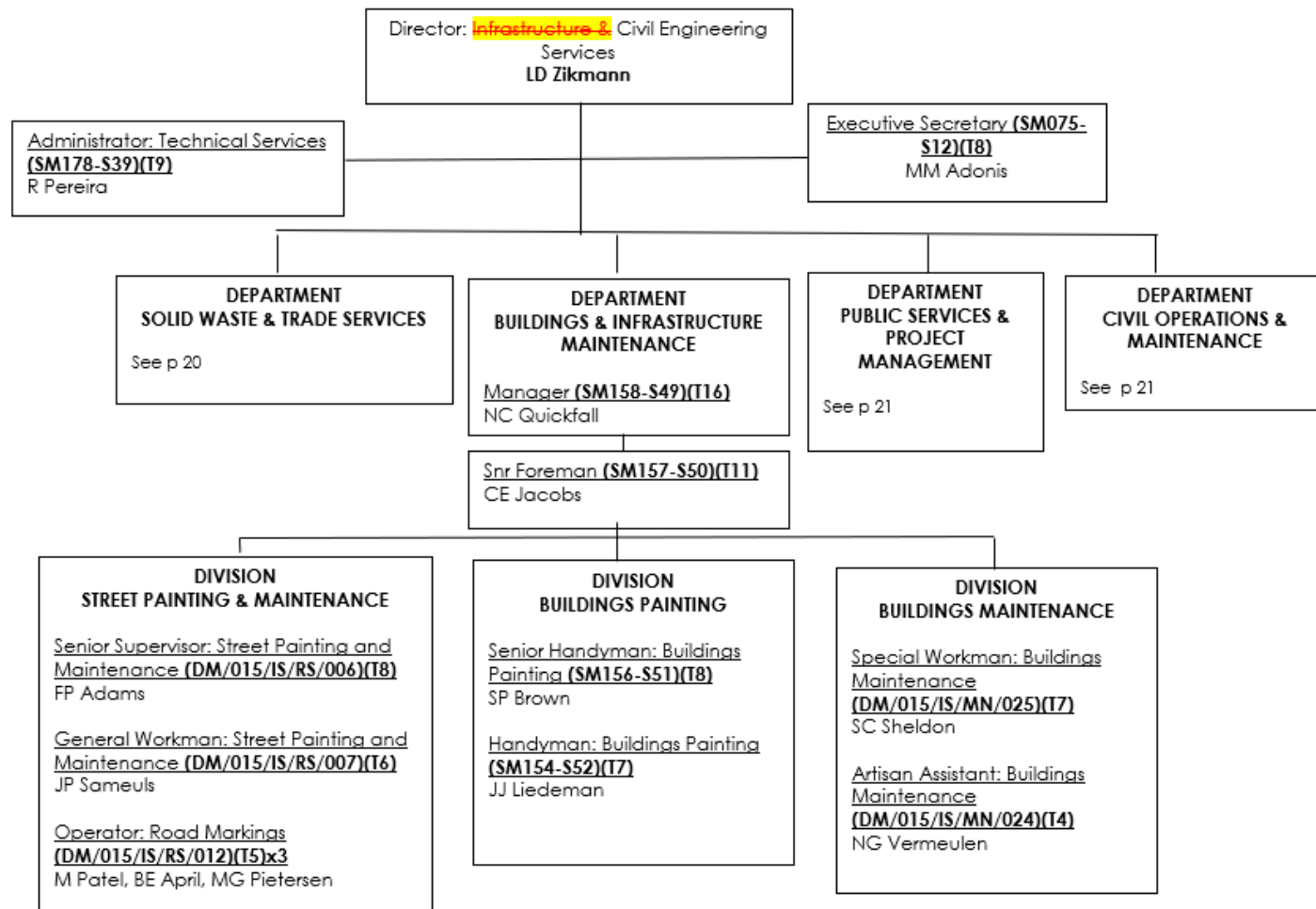


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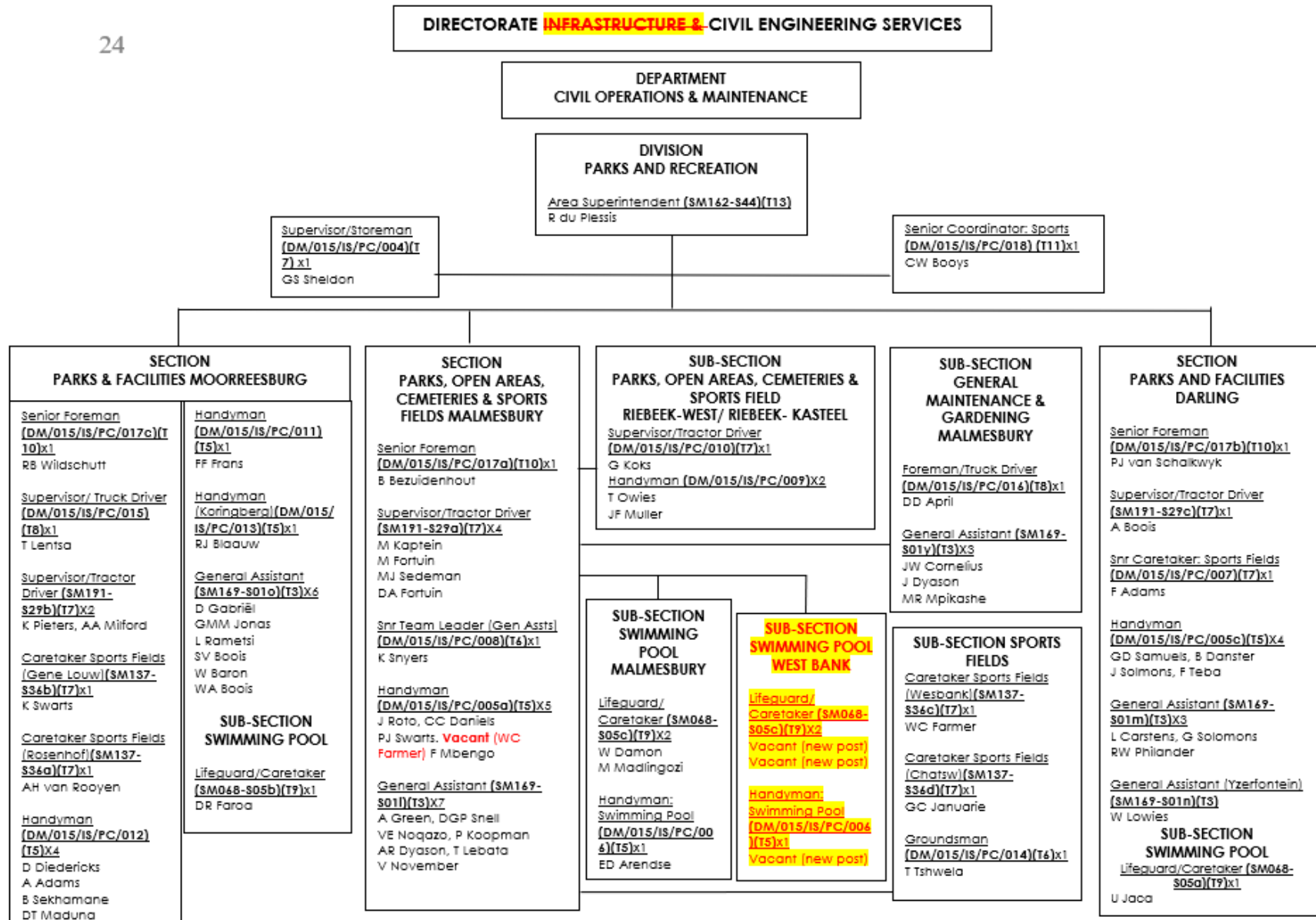
DIRECTORATE ELECTRICAL ENGINEERING SERVICES



SWARTLAND MUNICIPALITY
APPROVED ORGANISATIONAL STRUCTURE
DIRECTORATE ~~INFRASTRUCTURE &~~ CIVIL ENGINEERING SERVICES
Approved by Council on 26 January 2023



24



ITEM 7.8 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSVERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: DARLING (36) FLISP/GAP HOUSING PROJECT

1. AGTERGROND / BACKGROUND

Gedurende April 2013 het die UBK die voorsiening van GAP behuising in Abbotsdale, Chatsworth, Darling en Malmesbury bespreek en besluit dat :

- a) Voorsiening van GAP behuising ondersteun;
- b) Asla/Devco as Implementeringsagent opdrag gegee word om voort te gaan met die beplanning van projekte.
- c) Eksterne dienste beskikbaar moet wees.
- d) Geen grondkoste en kapitaalbydraes sal verhaal word vir persone wat aan die kwalifiseerende vereistes voldoen nie.
- e) Voorkeur gegee sal word vir persone op Munisipale Waglys.

➤ Item hierby aangeheg (Aanhangsel "A").

2. BESPREKING / DISCUSSION

Asla/Devco has been appointed to install civil engineering services in order to provide 36 housing opportunities to qualifying beneficiaries in the GAP/FLISP market who have secured a home loan, either partially subsidized and partially bonded. The services were completed end of June 2023. The GAP/FLISP- Housing market comprises of people who typically earn between R3 500 and R 22 000 per month, which is too little to enable them to participate in the private property market, yet too much to qualify for state assistance.

Asla proposed the following housing typologies:

40m² unit: R 369 343.62

45m² unit: R 387 220.25

50m² unit: R 398 150.98

55m² unit: R 418 718.59

All costs are VAT included and an R 6 000 fee per unit, for land cost. Asla also indicated that the house prizes will reduce should council waive the land cost per unit/erf.

Also note that potential beneficiaries may get a FLISP grant between R 169 264.60 to R 35 980.52, based on a sliding scale, should they meet the qualifying criteria for the FLISP housing programme. (See attached grant table – Annexure B)

Asla will also apply for funding from the Asset Finance Reserved (AFR) programme for an incremental Flisp project, on the basis of deferred ownership which will enable the municipality to make available FLISP opportunities to the broader low income families of Darling.

Should there be insufficient qualifying applicants for this project then the erven will be made available to the open market.

3. WETGEWING / LEGISLATION

- *The South African Constitution 1996 – The right of everyone to have access to adequate Housing.*
- *The Housing Act, 1997 (Act No. 107 of 1997) introducing a variety of programmes which provide the poor households to adequate housing.*
- *The National Housing Code 2009 – Set policy principles, guidelines, norms and standards to the various housing programmes.*

4. ALIGNMENT TO IDP

- Strategic Goal 3 - Quality and Sustainable Living Environment.*
Strategic Objective 3.7 - Facilitate land availability, bulk infrastructure, provision and Implementation of the Housing Pipeline

5. FINANSIELE IMPLIKASIES / FINANCIAL IMPLICATIONS

Households that earn more than R3 500 generally struggle to obtain affordable housing options due to expensive housing products. In order to achieve the goal of affordable housing to this income bracket, council will have to consider certain concessions etc.:

- *Zero land cost*
- *Zero capital contributions*

The subsidy received from the Department of Infrastructure of R 55 594.00 per erf in total R2 001 384.00 to be transferred to the Council, Housing Special Operating Account for future housing developments.

6. AANBEVELING / RECOMMENDATION

- 1. That the Executive Mayoral Committee supports the objectives of the FLISP programme.*
- 2. That the proposed housing typologies received from Asla/Devco be accepted based on the following conditions:*
 - *Priority be given to applicants on the Darling waiting list who are first time home buyers/owners.*
 - *The subsidy received from the Department of Infrastructure of R 55 594.00 per erf, in total R 2 001 384.00 be transferred to the Council, Housing Special Operating Account for future housing developments.*
 - *Should there not be enough approved beneficiaries for this project the erven be sold in the open market.*
- 3. That Asla be instructed to apply for funding from the Asset Finance Reserved fund programme for an incremental Flisp project on the basis of deferred ownership which will enable the municipality to make available FLISP opportunities to the broader low income families of Darling.*
- 4. In order to provide affordable housing for first time home buyers/owners and no monies be levied for land cost and capital contributions.*

(get) J S Krieger
MUNISIPALE BESTUURDER

/mm



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
4 April 2013

17/4/2/3
WYK: 1-12

ITEM 7.16 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE
VERGADERING WAT GEHOU SAL WORD OP 10 APRIL 2013

SUBJECT: PROVISION OF GAP-HOUSING

1. PURPOSE

As part of Government's broader development goals of improving the quality of life of our citizens, the Finance Linked Individual Subsidy Program (FLISP)/GAP Housing was introduced to provide a subsidy to qualifying beneficiaries who have secured a home loan, hence partially subsidized and partially bonded.

2. DISCUSSION

GAP-Housing is a term that describes the short fall or "gap" in the market between residential units supplied by the state (which cost R100 000 and less) and houses delivered by the private sector (which does not exceed R300 000 inclusive of VAT).

The GAP-Housing market comprises people who typically earn between R3 500 and R15 000 per month, which is too little to enable them to participate in the private property market, yet too much to qualify for state assistance.

Council has already identified certain land parcels which contain opportunities for affordable housing, (infill or combined with subsidized housing development) namely:

- Abbotsdale 54 erven
- Chatsworth 12 erven
- Darling 75 erven
- Malmesbury 158 erven

The proposed projects for GAP-Housing are also in line with our IDP, Housing pipeline and SDF.

3. FINANCIAL IMPLICATIONS

Households that earn more than R3 500 generally struggle to obtain affordable housing options due to expensive housing products. In order to achieve the goal of affordable housing to this income bracket, Council will have to consider certain concessions etc:

- zero land cost
- zero bulk contributions
- zero connection fees

4. RECOMMENDATION

(a) that Council supports the objectives of this Housing Program;

- (b) that ASLA as implementing agent be instructed to prepare draft layouts for the approved projects indicated in our housing pipeline, as well as proceed with the environmental and township establishment processes;
- (c) that the approved projects be subjected to the availability of bulk services.
- (d) In order to provide affordable housing for first time home owners, no monies be levied for land costs and capital contributions.
- (e) Priority be given to applicants on the municipal database in terms of the prescribe criteria.

BESLUIT

- (a) Dat die doelwitte van die GAP-behuisingsprogram ondersteun word;
- (b) Dat die Munisipale Bestuurder versoek word om vas te stel of die ooreenkoms en *Service Level Agreement* (SLA) wat aangegaan is tussen Swartland Munisipaliteit en ASLA, as implementeringsagent voorsiening maak of ASLA ook die diensverskaffer is vir GAP-behuising;
- (c) Dat indien ASLA, as implementeringsagent wel die diensverskaffer is, hulle opdrag gegee word om die uitlegte te beplan ingevolge die behuisingspyplyn en ook om voort te gaan met die omgewingsimpakstudie en dorpsigting voorwaardes;
- (d) Dat indien ASLA nie ingevolge die kontraktuele ooreenkoms die diensverskaffer vir GAP-huise is nie, tenders ingewin word vir die GAP-projekte soos op die behuisingspyplyn aangetoon, of as alternatief die Departement van Menslike Nedersettings versoek word om die *Professional Resource Team* (PRT) te versoek om hiermee behulpsaam te wees;
- (e) Dat die uitvoer van die goegekeurde projekte onderhewig is aan die beskikbaarheid van grootmaatsdienste;
- (f) Dat, ten einde bekostigbare behuising vir eerste huiseienaars beskikbaar te stel, geen gelde vir grondwaarde en kapitaalbydraes gehef word nie;
- (g) Dat voorkeur verleen word aan aansoekers op die munisipaliteit se databasis wat voldoen aan die vasgestelde kriteria;
- (h) Dat daar verder kennis geneem word – bloot vir volledigheidshalwe – dat indien die ooreenkoms en SLA tussen Swartland Munisipaliteit en ASLA nie voorsiening maak vir GAP-behuising nie, daar uiteraard 'n mededingende proses sal wees vir die aanstelling van 'n diensverskaffer vir die installering van dienste.

AFSKRIFTE:

1. MB/DO – (b), bepaal voorwaardes van SLA t.o.v. GAP-behuising
2. DO – koördineer verdere stappe van besluit ooreenkomstig uitslag in (a)
3. Bestuurder: Behuising – vir kennisname

AFFORDABILITY CALCULATOR							2023/11/21
INCOME BAND			POSSIBLE BOND AMOUNT @ 11,75% (Prime) +3% over 20 years	MONTHLY REPAYMENT	FLISP SUBSIDY	SUBTOTAL BOND AND FLISP SUBSIDY	
R3 501,00	to	R3 700,99	R79 752,78	R1 052,74	R169 264,60	R249 017,38	
R3 701,00	to	R3 900,99	R84 308,78	R1 112,88	R167 815,86	R252 124,64	
R3 901,00	to	R4 100,99	R88 864,78	R1 173,02	R166 367,12	R255 231,90	
R4 101,00	to	R4 300,99	R93 420,78	R1 233,15	R164 918,38	R258 339,16	
R4 301,00	to	R4 500,99	R97 976,78	R1 293,29	R163 469,64	R261 446,42	
R4 501,00	to	R4 700,99	R102 532,78	R1 353,43	R162 020,90	R264 553,68	
R4 701,00	to	R4 900,99	R107 088,78	R1 413,57	R160 572,16	R267 660,94	
R4 901,00	to	R5 100,99	R111 644,78	R1 473,71	R159 123,42	R270 768,20	
R5 101,00	to	R5 300,99	R116 200,78	R1 533,85	R157 674,68	R273 875,46	
R5 301,00	to	R5 500,99	R120 756,78	R1 593,99	R156 225,94	R276 982,72	
R5 501,00	to	R5 700,99	R125 312,78	R1 654,13	R154 777,20	R280 089,98	
R5 701,00	to	R5 900,99	R129 868,78	R1 714,27	R153 328,46	R283 197,24	
R5 901,00	to	R6 100,99	R134 424,78	R1 774,41	R151 879,72	R286 304,50	
R6 101,00	to	R6 300,99	R138 980,78	R1 834,55	R150 430,98	R289 411,76	
R6 301,00	to	R6 500,99	R143 536,78	R1 894,69	R148 982,24	R292 519,02	
R6 501,00	to	R6 700,99	R148 092,78	R1 954,82	R147 533,50	R295 626,28	
R6 701,00	to	R6 900,99	R152 648,78	R2 014,96	R146 084,76	R298 733,54	
R6 901,00	to	R7 100,99	R157 204,78	R2 075,10	R144 636,02	R301 840,80	
R7 101,00	to	R7 300,99	R161 760,78	R2 135,24	R143 187,28	R304 948,06	
R7 301,00	to	R7 500,99	R166 316,78	R2 195,38	R141 738,54	R308 055,32	
R7 501,00	to	R7 700,99	R170 872,78	R2 255,52	R140 289,80	R311 162,58	
R7 701,00	to	R7 900,99	R175 428,78	R2 315,66	R138 841,06	R314 269,84	
R7 901,00	to	R8 100,99	R179 984,78	R2 375,80	R137 392,32	R317 377,10	
R8 101,00	to	R8 300,99	R184 540,78	R2 435,94	R135 943,58	R320 484,36	
R8 301,00	to	R8 500,99	R189 096,78	R2 496,08	R134 494,84	R323 591,62	
R8 501,00	to	R8 700,99	R193 652,78	R2 556,22	R133 046,10	R326 698,88	
R8 701,00	to	R8 900,99	R198 208,78	R2 616,36	R131 597,36	R329 806,14	
R8 901,00	to	R9 100,99	R202 764,78	R2 676,50	R130 148,62	R332 913,40	
R9 101,00	to	R9 300,99	R207 320,78	R2 736,63	R128 699,88	R336 020,66	
R9 301,00	to	R9 500,99	R211 876,78	R2 796,77	R127 251,14	R339 127,92	
R9 501,00	to	R9 700,99	R216 432,78	R2 856,91	R125 802,40	R342 235,18	
R9 701,00	to	R9 900,99	R220 988,78	R2 917,05	R124 353,66	R345 342,44	
R9 901,00	to	R10 100,99	R225 544,78	R2 977,19	R122 904,92	R348 449,70	
R10 101,00	to	R10 300,99	R230 100,78	R3 037,33	R121 456,18	R351 556,96	
R10 301,00	to	R10 500,99	R234 656,78	R3 097,47	R120 007,44	R354 664,22	
R10 501,00	to	R10 700,99	R239 212,78	R3 157,61	R118 558,70	R357 771,48	
R10 701,00	to	R10 900,99	R243 768,78	R3 217,75	R117 109,96	R360 878,74	
R10 901,00	to	R11 100,99	R248 324,78	R3 277,89	R115 661,22	R363 986,00	
R11 101,00	to	R11 300,99	R252 880,78	R3 338,03	R114 212,48	R367 093,26	
R11 301,00	to	R11 500,99	R257 436,78	R3 398,17	R112 763,74	R370 200,52	
R11 501,00	to	R11 700,99	R261 992,78	R3 458,30	R111 315,00	R373 307,78	
R11 701,00	to	R11 900,99	R266 548,78	R3 518,44	R109 866,26	R376 415,04	
R11 901,00	to	R12 100,99	R271 104,78	R3 578,58	R108 417,52	R379 522,30	
R12 101,00	to	R12 300,99	R275 660,78	R3 638,72	R106 968,78	R382 629,56	
R12 301,00	to	R12 500,99	R280 216,78	R3 698,86	R105 520,04	R385 736,82	
R12 501,00	to	R12 700,99	R284 772,78	R3 759,00	R104 071,30	R388 844,08	
R12 701,00	to	R12 900,99	R289 328,78	R3 819,14	R102 622,56	R391 951,34	
R12 901,00	to	R13 100,99	R293 884,78	R3 879,28	R101 173,82	R395 058,60	
R13 101,00	to	R13 300,99	R298 440,78	R3 939,42	R99 725,08	R398 165,86	
R13 301,00	to	R13 500,99	R302 996,78	R3 999,56	R98 276,34	R401 273,12	
R13 501,00	to	R13 700,99	R307 552,78	R4 059,70	R96 827,60	R404 380,38	
R13 701,00	to	R13 900,99	R312 108,78	R4 119,84	R95 378,86	R407 487,64	
R13 901,00	to	R14 100,99	R316 664,78	R4 179,98	R93 930,12	R410 594,90	
R14 101,00	to	R14 300,99	R321 220,78	R4 240,11	R92 481,38	R413 702,16	
R14 301,00	to	R14 500,99	R325 776,78	R4 300,25	R91 032,64	R416 809,42	
R14 501,00	to	R14 700,99	R330 332,78	R4 360,39	R89 583,90	R419 916,68	
R14 701,00	to	R14 900,99	R334 888,78	R4 420,53	R88 135,16	R423 023,94	
R14 901,00	to	R15 000,99	R339 444,78	R4 480,67	R86 686,42	R426 131,20	
R15 001,00	to	R15 200,99	R341 722,78	R4 510,74	R85 237,68	R426 960,46	
R15 201,00	to	R15 400,99	R346 278,78	R4 570,88	R83 788,94	R430 067,72	
R15 401,00	to	R15 600,99	R350 834,78	R4 631,02	R82 340,20	R433 174,98	
R15 601,00	to	R15 800,99	R355 390,78	R4 691,16	R80 891,46	R436 282,24	
R15 801,00	to	R16 000,99	R359 946,78	R4 751,30	R79 442,72	R439 389,50	
R16 001,00	to	R16 200,99	R364 502,78	R4 811,44	R77 993,98	R442 496,76	
R16 201,00	to	R16 400,99	R369 058,78	R4 871,58	R76 545,24	R445 604,02	
R16 401,00	to	R16 600,99	R373 614,78	R4 931,72	R75 096,50	R448 711,28	
R16 601,00	to	R16 800,99	R378 170,78	R4 991,85	R73 647,76	R451 818,54	
R16 801,00	to	R17 000,99	R382 726,78	R5 051,99	R72 199,02	R454 925,80	
R17 001,00	to	R17 200,99	R387 282,78	R5 112,13	R70 750,28	R458 033,06	
R17 201,00	to	R17 400,99	R391 838,78	R5 172,27	R69 301,54	R461 140,32	
R17 401,00	to	R17 600,99	R396 394,78	R5 232,41	R67 852,80	R464 247,58	
R17 601,00	to	R18 000,99	R400 950,78	R5 292,55	R66 404,06	R467 354,84	
R17 801,00	to	R18 200,99	R405 506,78	R5 352,69	R64 955,32	R470 462,10	
R18 001,00	to	R18 400,99	R410 062,78	R5 412,83	R63 506,58	R473 569,36	
R18 401,00	to	R18 600,99	R419 174,78	R5 533,11	R62 057,84	R481 232,62	
R18 601,00	to	R19 000,99	R423 730,78	R5 593,25	R60 609,10	R484 339,88	
R19 001,00	to	R19 200,99	R432 842,78	R5 713,52	R59 160,36	R492 003,14	
R19 201,00	to	R19 400,99	R437 398,78	R5 773,66	R57 711,62	R495 110,40	
R19 401,00	to	R19 600,99	R441 954,78	R5 833,80	R56 262,88	R498 217,66	
R19 601,00	to	R19 800,99	R446 510,78	R5 893,94	R54 814,14	R501 324,92	
R19 801,00	to	R20 000,99	R451 066,78	R5 954,08	R53 365,40	R504 432,18	
R20 001,00	to	R20 200,99	R455 622,78	R6 014,22	R51 916,66	R507 539,44	
R20 201,00	to	R20 400,99	R460 178,78	R6 074,36	R50 467,92	R510 646,70	
R20 401,00	to	R20 600,99	R464 734,78	R6 134,50	R49 019,18	R513 753,96	
R20 601,00	to	R20 800,99	R469 290,78	R6 194,64	R47 570,44	R516 861,22	
R20 801,00	to	R21 000,99	R473 846,78	R6 254,78	R46 121,70	R519 968,48	
R21 001,00	to	R21 200,99	R478 402,78	R6 314,92	R44 672,96	R523 075,74	
R21 201,00	to	R21 400,99	R482 958,78	R6 375,06	R43 224,22	R526 183,00	
R21 401,00	to	R21 600,99	R487 514,78	R6 435,20	R41 775,48	R529 290,26	
R21 601,00	to	R21 800,99	R492 070,78	R6 495,33	R40 326,74	R532 397,52	
R21 801,00	to	R22 000,99	R496 626,78	R6 555,47	R38 878,00	R535 504,78	



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
Departement: Ontwikkelingsbestuur
6 Maart 2024

15/4/1
WYK: 1-12

ITEM 7.9 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERKOMITEE VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: OORWEGING VAN AMNESTIE VIR ONWETTIGE BOUWERKE : SWARTLAND MUNISIPALITEIT SUBJECT : CONSIDERATION OF AMENESTY FOR ILLEGAL BUILDING WORK : SWARTLAND MUNICIPALITY
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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 April 2024 and ends on 31 October 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 April 2024 tot 31 Oktober 2024 toegestaan word.

That an amnesty period to submit building plans for consideration and approval be granted from 1 April 2024 to 31 October 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

Office of the Director: Corporate Services
6 March 2024

17/2/2

ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	SAMEWERKING TUSSEN SWARTLAND MUNISIPALITEIT EN DIE GOEDGEDACHT TRUST EN IMPENDULO
SUBJECT:	COLLABORATION BETWEEN SWARTLAND MUNICIPALITY AND THE GOEDGEDACHT TRUST AND IMPENDULO

1. AGTERGROND/BACKGROUND

- 1.1 Representatives of The Goedgedacht Trust and *Impendulo* in Riebeek Kasteel met with the Municipal Manager and Director: Development Services during December 2023 to discuss the possibility of a Memorandum of Agreement to be concluded between the parties regarding the rollout of the Social Employment Fund (SEF) programme in Riebeek Kasteel, the latter being a programme initiated by the Presidency and administered by the Industrial Development Corporation (IDC). The Goedgedacht Trust has been selected as one of the lead partners in the SEF programme, responsible for the creation of 400 jobs in the Swartland.
- 1.2 Following a formal request received from the Managing Director of The Goedgedacht Trust on 11 January 2024, management instructed that site visits be held in collaboration with the applicants and the ward councillor, to determine the exact needs and the scope and feasibility of the requests made. The outcome of these site visits that took place on 12 February 2024 is attached hereto as **ANNEXURE A**.
- 1.3 Samevattend kom dit daarop neer dat die aansoekers toestemming verlang van die Munisipaliteit om
 - (1) twee vullisfuike in Esterhof te omhein en van 'n hek met slot te voorsien;
 - (2) bepaalde oop ruimtes, soos toegelig in Aanhangsel A, te mag gebruik vir groentetuine, en vir die Munisipaliteit om bystand te verleen deur 'n pomp te verskaf om water vanaf die dam van die Riebeek Kelders na sekere van die persele te herlei.
- 1.4 Die bestuurspan het hierdie aangeleentheid op 29 Februarie 2024 bespreek, en is van mening dat
 - (1) groentetuine op die betrokke skaal eenvoudig nie lewensvatbaar is nie;
 - (2) die afloopwater van die kelders nie geskik is vir die verbouing van groente nie;
 - (3) die omheining van die fuike nie werkbaar is nie, gegewe vandalisme voorsien word gedurende die tye wat die area nie beman sal word nie; enhet voorts kommer uitgespreek dat die groentetuin op Erf 2651 (publieke oop ruimte) in Rondebergstraat reeds (sonder skriftelike toestemming) in bedryf is, oënskynlik met water afkomstig vanuit 'n brandkraan in die omgewing.

Gevolgtrek word

AANBEVEEL

(a)/...

- (a) Dat kennis geneem word van die inisiatiewe van Die Goedgeacht Trust en *Impendulo* in Riebeek Kasteel onder die Sosiale Indiensnemingsfonds, asook hul behoeftes daaromtrent, te wete (1) beskikbaarstelling deur die Munisipaliteit van 'n pomp om water na die gemeenskapsgroentetuine te herlei, en (2) omheining van die vullisfuike in Esterhof;
- (b) Dat kennis geneem word van die uitkoms van die terreinbesoeke wat op 12 Februarie 2024 plaasgevind het, en waartydens dit aan die lig gekom het dat een van die openbare ruimtes (erf 2651) reeds as groentetuin bedryf word, sonder bewys van toestemming;
- (c) Dat daar vasgestel word op welke wyse water verskaf word aan erf 2651, Riebeek Kasteel;
- (d) Dat daar nie goedkeuring verleen word dat enige van die geïdentifiseerde persele vir groentetuine aan die instansies beskikbaar gestel word nie, weens die onvolhoubaarheid daarvan asook die presedent wat dit skep vir die res van die munisipale gebied; Verder, dat die wateraansluiting (indien onwettig) beëindig word en die gebruikers kennis gegee word om die eiendom te ontruim teen einde Junie 2024;
- (e) Dat die aansoekers ook meegedeel word dat die fuike nie omhein sal word nie, gegewe moontlike vandalisme gedurende tye wanneer dit onbeman gelaat word;
- (f) Dat daar wel waardering uitgespreek word vir die hulp van die instansies met die optel van rommel, verspreiding van vullissakke en bemanning van die fuike as bydraend tot die bekamping van onwettige vullisstorting;
- (g) Dat daar in hierdie stadium nie 'n samewerkingsooreenkoms gesluit sal word nie.

RECOMMENDED

- (a) That cognisance be taken of the initiatives of The Goedgeacht Trust and *Impendulo* in Riebeek Kasteel under the Social Employment Fund, as well as their needs pertaining thereto, i.e. (1) for the Municipality to avail a pump to relay water from the Darling Cellars to the community vegetable gardens, and (2) fencing of the skips in Esterhof;
- (b) That cognisance be taken of the outcome of the site visits that took place on 12 February 2024, and during which it came to light that one of the public open space (erf 2651) is already being operated as a vegetable garden, without proof of permission;
- (c) That it be determined in what manner water is being provided to erf 2651;
- (d) That approval not be granted for any of the identified premises to be made available to the institutions for vegetable gardens, given the unsustainability thereof as well as the precedent being set in respect of the rest of the municipal area; Further, that the water connection (if illegal) be terminated and the users be given notice to vacate the property by end June 2024;
- (e) That the applicants also be informed that the skips will not be fenced, given expected vandalism during times it is left unmanned;
- (f) That appreciation however be expressed for the collection of litter, distribution of refuse bags and manning of the skips as being contributory in combating illegal dumping;
- (g) That a cooperation agreement not be concluded at this stage.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Samewerkingsooreenkoms_SM_Goedgeacht Impendulo

ANNEXURE A

Site Visit: Riebeek-Kasteel

Date: 12 /02/2024

Time: 10h00

Attendees:

Swartland Municipality: Jo-Ann Krieger, Alwyn Zaayman, Hillary Balie, Lindani Gweba, Jonre Pieters

Goedgedacht: Deon Snyman, Lisa Clarke

Impendulo: Sonwabo Lumka, Lucky Maneli, Heine Amerika

Purpose of the meeting:

To do a site visit in Riebeek-Kasteel with Goedgedacht and Impendulo to have a clear insight in terms of the projects and sites Goedgedacht & Impendulo requested to use for their SEF projects (food gardens and recycling).

Actions:

1. Arrival at 10h00 (Riebeek-Kasteel Entrepreneurial Hub)

- A round of introductions was done to familiarize each other of designations.
- **A background of Goedgedacht and Impendulo (SEF programme) was done by Deon Snyman:**
 - The Social Employment Fund (SEF) is a programme initiated by the Presidency and administered by the Industrial Development Corporation (IDC).
 - Goedgedacht has been selected as one of the lead partners in the SEF programme. Goedgedacht is responsible for the creation of 400 jobs in the Swartland. Participants work 2 x days / week or 8 x days / month of which two of the 8 x days should focus on training. Participants are paid directly into their bank accounts a monthly salary of been ± R 1500 and R3 000. They are only allowed to be part of the programme for 1 x year with the hope that the opportunity will provide enough experience to qualify for a better job opportunity.
 - Impendulo is one of Goedgedacht's partners in Riebeek- Kasteel. Here Impendulo focus on food gardens in open spaces as well as the cleaning of the neighborhoods of Esterhof and New Rest Valley. Goedgedacht's SEF participants focuses on Early Childhood development at the Riebeek Kasteel POP Centre and the beautification of both Esterhof and New Rest Valley through the planting of trees as well as the establishment of food gardens.
 - Impendulo is experiencing serious challenges with illegal dumping (Impendulo SEF participants work hard in cleaning the neighbourhoods whereafter people continue dumping litter in the areas that have been cleaned (c.f. attached photos taken today).
 - The 2 x skips in Esterhof are not used optimally, partly because the skips are too high for people to easily put their litter into it.
 - As agreed at the meeting, the Impendulo SEF are willing to distribute blue refuse bags to the residents of both Esterhof and Riebeek Valley. They are also willing to collect the full bags from the residents and put it into the skips. In addition, Impendulo will appoint 2 x SEF participants at the 2 x skips for them to support people to put their rubbish into the skip. It will be appreciated if the municipality could fence the 2 x skips and put a gate with a lock at the skips. The key to the lock will be managed by the Impendulo SEF participant. The purpose of fencing the skips is to prevent animals to get in – it will also keep the skip area tidy.

- Regarding gardens in open spaces, Impendulo will start small with the establishment of community gardens in Aandblom Street, Esterhof and Rondeberg Street, Esterhof.
- Water for the gardens remain a challenge. Impendulo has received permission to use the water in the Riebeek Cellers dam. A pump to relay the water to the community gardens will be of great assistance.

2. Site visits commenced:

- First site: Tafelberg Street erf 2323¹: visible dumping on this site near a toilet (photos attached)
- Second Site: Food Garden in Rondeberg Street erf 2651²
A food garden was already established by Impendulo on erf 2651 which is divided into three open spaces. Ms. Krieger told mr. Lumko that permission was not given to erect the garden and she will take it to the Management meeting. According to Sonwabo Lumka, Gustav Solomons visited them last year and said he will take the item to the Executive Mayoral Council for approval.
- Third site: Perdeberg Street: Visible dumping on this erf (2408³). Lumka confirmed that farmers sponsored water tanks to them. Mr. Alwyn Zaayman explained to the group that the land must be left open, due to a road that will be constructed close to the railway. He also said that this piece of land will not be used within the next 10 years, therefore, Impendulo and Goedgedacht should make an application to the municipality to use the land.
- Fourth site: Nemesia and Aandblom Street (at the back close to the dam):

Mr Deon Snyman explained that Impendulo received permission to use the water in the Riebeek Cellars dam. The Small farmers was previously on this land but was removed. Impendulo is planning a food garden on this piece of land. Councillor Bess indicated that the ward committee is planning a splash pool on this site with a possible track for bicycles and a picnic spot. Lumko indicated that Impendulo wants to uplift the community by getting them involved in food gardens and recycling projects and made a plea to the municipality to assist them to get permission to use the land. There was a MOU between SM and Goedgedacht that highlighted similar operations when Jafta was still on the ward committee.

Decision taken:

- That mr. Deon Snyman follow up with Jafta with regards to the MOU and revert to Councillor Bess and Mrs J Krieger.

The following sites was not visited as previously indicated by Goedgedacht and Impendulo's correspondence:

- Basonia Street
- Heuning Crescent Street
- Lelie Street

¹ Correct erf number is Erf 2322, Public Open Space

² Public Open Space

³ Zone residential; Road to be established on Erf 2737

- Jasmyn Street
- Swartberg Crescent Street
- Tulp Street
- Viooltjie Street

All the above mentioned sites that was not visited was identified as possible project sites.

Everyone adjourned.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
12 Maart 2024

12/2/2-2/1

ITEM 7.11 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	AANWENDING VAN VOORMALIGE KLINIEKGEBOU OP ERF 806, CHATSWORTH
SUBJECT:	UTILISATION OF FORMER CLINIC BUILDING ON ERF 806, CHATSWORTH

1. AGTERGROND

- 1.1 Erf 806 (496 m² groot), geleë te Huchisonlaan, Chatsworth, is gedurende 2002 deur die Munisipaliteit aan die Departement van Openbare Werke geskenk, om die gebou daarop vir kliniekdoeleindes aan te wend. 'n Beperkende titelvoorwaarde was egter in die betrokke titelakte opgeneem, uit hoofde waarvan die eiendom aan die Munisipaliteit sou terugval, teen geen kostes nie, indien dit in enige stadium nie meer as gesondheidskliniek benut word nie.
- 1.2 In 2016/2017 is 'n gedeelte van Erf 1071, Chatsworth, aan die Departement verkoop om 'n satellietkliniek te vestig, en is daar gevolglik gesteun op bg. terugvalklousule om Erf 806 weer aan die Munisipaliteit te laat oordra, welke oordrag gedurende 2023 gefinaliseer is.
- 1.3 Erf 806, behalwe vir die voormalige kliniekggebou daarop, huisves ook 'n *container* biblioteek. Die voorneme is om die openbare biblioteek uiteindelik uit te brei deur die voormalige kliniekggebou te omskep en te laat aansluit by die *container*. Hierdie behoefte is reeds by die Provinsiale Biblioteekdienste geregistreer, en het Brian Verwey van Provinsie ook reeds konsep planne aan die hand gedoen. Die aanduiding is egter dat befondsing vir hierdie projek nie in die nabye toekoms sal realiseer nie.
- 1.4 Ondertussen lê die voormalige kliniekggebou onbenut, en word dit toenemend gevandaliseer, ondanks die staalomheining. Aangeheg is foto's van die perseel, wat onder andere tydens 'n perseelinspeksie op 26 Februarie 2024 geneem is.
- 1.5 Omrede die Munisipaliteit nie tans oor die fondse beskik vir die opgradering van die eiendom nie, word aan die hand gedoen dat dit VOETSTOOTS aangebied word hetsy (1) aan SASSA om onder meer vir uitbetalings aangewend te word (gegewe hulle skynbaar tans hul opsies hieromtrent ondersoek), of (2) voorstelle ingewin word vir die bestuur en bedryf daarvan deur 'n nie-regeringsorganisasie of ander nie-winsgewende organisasie, in 'n poging om vandalisme te probeer bekamp.

2. WETGEWING

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

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

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

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

3. **KOPPELING AAN DIE GOP**

- 3.1 In 'n poging om die eiendom aan te bied vir dienslewering aan die plaaslike gemeenskap, vind hierdie projek aansluiting in die 2023 Geïntegreerde Ontwikkelingsplan by Strategiese Doelwit 1, synde Gemeenskapsveiligheid en Welsyn.

4. **FINANSIËLE IMPLIKASIES**

- 4.1 Afhangende van die voorstelle ontvang, sal meer spesifieke aanbevelings in hierdie verband in 'n later stadium aan die komitee gemaak word.

5. **RECOMMENDED**

- That discussions be entered into with SASSA regarding the possible voetstoots use of the building (former clinic) on Erf 806 Chatsworth for their engagements with the public, provided that a formal agreement be entered into regarding the conditions of use;
- That should SASSA not be interested, proposals be invited from non-governmental institutions or other non-profitable organisations for the management and operation of the building, for a period not exceeding three years, provided that the building will be made available voetstoots without any improvements/repairs;
- That the outcome of the process be reported to the committee for a final decision in this regard.

AANBEVEEL

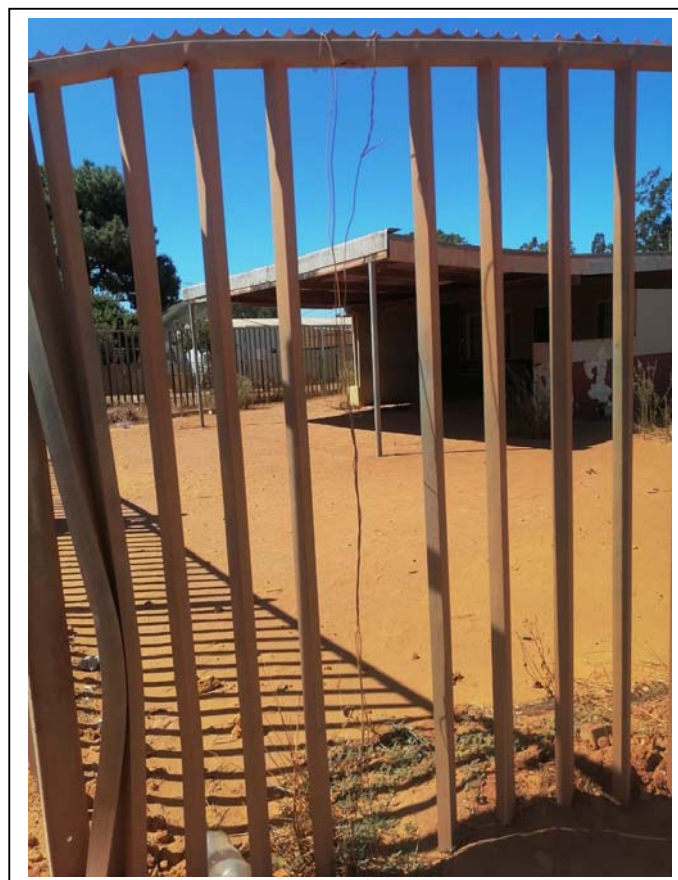
- Dat daar met SASSA in gesprek getree word rakende die moontlike voetstoots gebruik van die gebou (voormalige kliniek) op Erf 806 Chatsworth vir hul interaksies met die publiek, onderhewig daaraan dat 'n formele ooreenkoms gesluit sal word betreffende die voorwaardes van gebruik;
- Dat indien SASSA nie belangstel nie, voorstelle gevra word van nie-regeringsinstellings of ander nie-winsgewende organisasies vir die bestuur en bedryf van die gebou, vir 'n periode wat nie drie jaar sal oorskry nie, met dien verstande dat die gebou voetstoots, sonder opgradering/herstel beskikbaar gemaak sal word;
- Dat die uitkoms van die proses aan die komitee gerapporteer sal word vir finale besluitneming.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Maart 2024/Benutting van gebou op erf 806 Chatsworth







Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
11 Maart 2024

15/3/1

ITEM 7.12 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	OORSKRYDING OP STRAATRESERVE: LOEDOLFHUIS, ERF 10295, MALMESBURY
SUBJECT:	ENCROACHMENT ONTO STREET RESERVE: LOEDOLF HOUSE, ERF 10295 MALMESBURY

1. AGTERGROND/BACKGROUND

- 1.1 West Coast College appointed CSM Consulting Services to complete the conceptualization, design, tender documentation and council submission for the restoration of the collapsed Loedolf House heritage building on Erf 10295 at the corner of Loedolf and Kerk Street, Malmesbury. A report summarizing the current state and future intent for the restoration of this heritage graded building, considering its historical original typology and proposed use, was submitted to Heritage Western Cape and approved by the latter on 2 December 2021. Said report is available at the office of the Director: Corporate Services, should councillors wish to inspect same.
- 1.2 Based on the above, building plans were submitted to the Municipality, indicating that a portion of the stoep protrudes over the property boundary into the road reserve of Loedolf Street. To finalise the building plan approvals, proof is required by the Planning/Building Department that an encroachment agreement has been entered into with the Municipality.
- 1.3 Loedolf House had been constructed many years ago, when the extents of the road reserve might not have been as it is today. From historical photos, it is clear that the original front stoep of Loedolf House had a stoep wall and was originally covered. The intention of the current building plan submission is to re-instate the stoep to its original form.

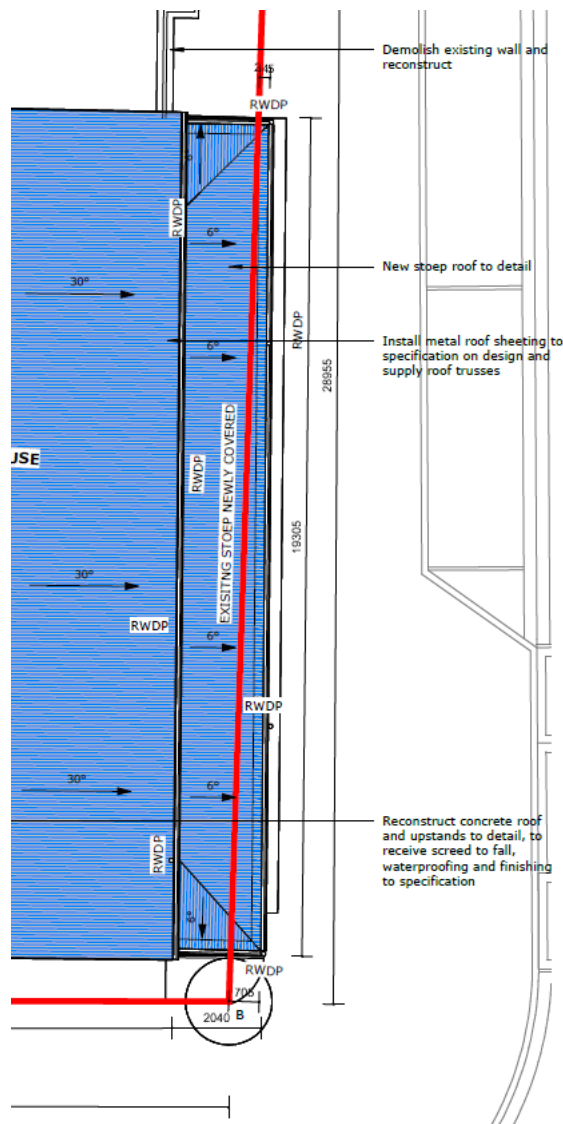


Image 8: Street elevation prior to 2004 restoration.



Image 9: Loedolf House – c1916

- 1.4 The attached plan and image below indicates that the stoep extends over the Erf boundary by 0.705m maximum toward Loedolf Street for the total length of 19,305m. The existing stoep floor slab is still evident to this day and has never been demolished.



- 1.5 Given the historical background of the matter, and having regard that no services will be affected by the proposed encroachment as was confirmed by the Civil Engineering Services Directorate, it is recommended that an encroachment agreement be concluded in order to finalise the building plan and works.

2. WETGEWING

- 2.1 Ingevolge die Munisipaliteit se Beleid insake die oordrag van Munisipale Bates, 2015 mag die Munisipaliteit, onderhewig aan voorwaardes wat dit nodig ag, ingesluit die heffing van huur, die oprigting of behoud van 'n veranda, balkon of soortgelyke struktuur wat uitsteek, of oorskry in of oor enige openbare plek, openbare straat of padreserwe toelaat.
- 2.2 Dit word aan die hand gedoen dat daar met hierdie oorskryding gehandel word soortgelyk as wat daar met vorige gevalle gehandel is, waarvan die mees onlangse geval in Junie 2023 was ten opsigte van die brandstofdienststasie te Erf 154, Darling.

3. KOPPELING AAN DIE GOP

3.1 Hierdie kwessie sal kontraktueel gereël word.

4. FINANSIËLE IMPLIKASIES

4.1 Weens die geringe omvang van die oorskryding, word deur die waardasie-afdeling aan die hand gedoen dat 'n fooi van R500.00 per jaar, plus BTW, van die eienaars verhaal word, gekoppel aan jaarlikse eskalasie van 7%, en wel vir 'n periode van tien jaar, om na verloop van gemelde periode weer in oorweging geneem te word.

5. RECOMMENDED

- (a) That approval be granted that an encroachment agreement be concluded with West Coast College Malmesbury, owner of erf 10295 Malmesbury, for a period of ten years, at the amount of R500,00 plus VAT per annum to encroach on the Loedolf Street road reserve as depicted on the architectural drawings;
- (b) That the above amount is to escalate annually by 7%;
- (c) That the Director: Corporate Services be authorized to finalise the terms of the agreement, with the input of internal role-players.

AANBEVEEL

- (a) Dat goedkeuring verleen word dat 'n oorskrydingsooreenkoms gesluit word met West Coast College Malmesbury, eienaar van erf 10295 Malmesbury, vir 'n periode van tien jaar, ten bedrae van R500,00 plus BTW per jaar om op die Loedolfstraat-padreserwe te mag oorskry, soos aangetoon op die argitektoniese tekeninge;
- (b) Dat die bogemelde bedrag jaarliks met 7% sal eskaleer;
- (c) Dat die Direkteur: Korporatiewe Dienste gemagtig word om die terme van die ooreenkoms te bepaal, met die insette van interne rolspelers.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Maart 2024/Oorskryding Loedolf Huis Malmesbury



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
12 Maart 2024

12/2/R

ITEM 7.13 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERS-KOMITEEVERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	KALBASKRAAL: VERHURING VAN BESIGHEIDSPERSEEL VIR FIETSWINKEL/-WERKWINKEL
SUBJECT:	KALBASKRAAL: LEASE OF BUSINESS PREMISES FOR BICYCLE SHOP/WORKSHOP

1. AGTERGROND

- 1.1 Die aangehegte skrywe (**AANHANGSEL A**) gedateer 17 Januarie 2024 is op 22 Februarie 2024 deur die Munisipaliteit ontvang, en behels 'n aansoek van Mnr Harry De Koker om grond van die Munisipaliteit te bekom vir die vestiging en bedryf van 'n fietswinkel en – werkwinkel vanuit twee skeepsvraghouers in Kalbaskraal, soos volledig toegelig in sy skrywe.
- 1.2 Mnr de Koker was 'n begunstigde van die 2022/23 *SMME Booster Fund* van die Departement van Ekonomiese Sake en Toerisme (DEDAT), waardeur hy van die nodige gereedskap, opleiding en ander hulpbronne in besit gestel is. Met die hulp van die *Bicycling Empowerment Netwerk* [BEN] NPC, het hy as begunstigde onder die 2023/24 *SMME Booster Fund* onlangs twee skeepsvraghouers bekom, wat doeltreffend ontwerp is as 'n fietswinkel en werkwinkel.
- 1.3 Skrywes ter ondersteuning van Mnr de Koker se aansoek om grond te bekom en as sulks ekonomiese geleenthede te help ontsluit, is ontvang vanaf die BEN, asook DEDAT, welke skrywes onderskeidelik as **AANHANGSEL B** en **AANHANGSEL C** aangeheg word.
- 1.4 Die twee skeepsvraghouers is tans aangebring in die Transnet-lynkamp in Kalbaskraal waar Mnr de Koker woonagtig is. Foto's van die houe, onderskeidelik 11 meter en 6 meter lank, is geneem tydens 'n besoek aan Kalbaskraal op 26 Februarie 2024, en word hierby (as **AANHANGSEL D**) aangeheg ter inligting.
- 1.5 Die aangeleentheid is op bestuursvlak bespreek, en is daar besluit dat (ter ondersteuning van opkomende entrepreneurs) daar by die burgemeesterskomitee aanbeveel word dat 'n korttermyn huurooreenkoms met Mnr de Koker (of verkieslik die *Bicycle Empowerment Network*) gesluit word vir die gebruik van een van die drie besigheidspersele in Kalbaskraal, soos aangetoon op die liggingskaart gemerk **AANHANGSEL E**, soortgelyk aan die ooreenkoms wat met ander entrepreneurs, soos die RSEP-begunstigdes in Jakarandastraat, Malmesbury, gesluit is.
- 1.6 Die eiendomme beskikbaar is erwe 386 (457 m² groot), 387 (630 m² groot) en 388 (630 m² groot), en almal geleë in Bloekomstraat, Kalbaskraal, langs die kliniek op erf 389. Die persele is almal gesoneer Besigheidsone 1.
- 1.7 Ter ondersteuning van sy aansoek, het Mnr de Koker op 12 Maart 2024, met die hulp van die BEN, die aangehegte besigheidsplan (gemerk **AANHANGSEL F**) ingedien.

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 verkoopprijs of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].

Die beleid self bepaal dat onroerende eiendom slegs teen markverwante prijs 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 GOP

- 3.1 Hierdie projek vind aansluiting in die 2023 Geïntegreerde Ontwikkelingsplan by Strategiese Doelwit 2, synde Ekonomiese Transformasie.

4. FINANSIËLE IMPLIKASIES

- 4.1 Dit word aan die hand gedoen dat 'n soortgelyke gesubsidieerde huurbedrag as wat in ander entrepreneursnodusse van klein besighede verhaal word, ook in hierdie geval van toepassing sal wees, synde R100.00 per maand, BTW uitgesluit.

5. RECOMMENDED

- (a) That approval be granted that one of the business sites in Bloekom Street, Kalbaskraal be made available to Mr de Koker from Kalbaskraal *Cycles* to establish his bicycle shop and workshop;
- (b) That 'n lease agreement be concluded with Mr de Koker (or the Bicycle Empowerment Network in the alternative) at payment of R100.00 per month, excluding VAT, for a period of three years;
- (c) That Mr de Koker shall be responsible for all costs related to preparation of the land, the relocation of the containers, as well as all services connections and deposits, and safeguarding of the site.

AANBEVEEL

- (a) Dat goedkeuring verleen word dat een van die besigheidspersone in Bloekomstraat, Kalbaskraal aan Mnr de Koker van Kalbaskraal *Cycles* beskikbaar gestel word om sy fietswinkel en –werkwinkel te vestig;
- (b) Dat 'n huurooreenkoms met Mnr de Koker (of die *Bicycle Empowerment Network* in die alternatief) gesluit word teen betaling van R100.00 per maand, BTW uitgesluit, vir 'n periode van drie jaar;
- (c) Dat Mnr de Koker verantwoordelik sal wees vir alle kostes wat verband hou met die voorbereiding van die terrein, die verskuiwing van die vraghouders, asook alle dienste-aansluitings en –deposito's, en die beveiliging van die terrein.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Maart 2024/Kalbaskraal_Grond vir fietswinkel_H de Koker

AANHANGSEL A

[illegible]

Mr Harry De Koker
34 Spoornet Camp
Kalbaskraal
7302

17 Januarie 2024

Swartland Municipality
1 Church Street
Malmesbury
7300

Onkrang op 22/02/2021

For attention: Ms Terblanche

KALBASKRAAL : APPLICATION FOR BUSINESS LAND TO START SMALL ENTREPRENEUR BICYCLE SHOP

I hope this letter finds you well. I am writing to formally request the allocation of land within the municipality for the establishment of a small bicycle repair workshop.

I am writing to express my eagerness to contribute to our community through the extensive knowledge and experience I have gained over 30 years in the bicycle industry. Having witnessed the positive impact that cycling can have on individuals and communities alike, I am enthusiastic about sharing my expertise to promote cycling initiatives in our locality. From designing efficient cycling infrastructure to organizing educational workshops on bike maintenance and safety, I am committed to fostering a more bike-friendly environment. I believe that by working collaboratively, we can enhance the overall well-being of our community, promote sustainable transportation, and create a healthier lifestyle for residents.

Due to above, **Bicycle Empowerment Network** (BEN) supported me and also buy two containers. The containers was bought from Willie Engelbrecht. These containers was designed for a bicycle shop. For more information, please contact Mr Jimmy James(082 536 07580 from BEN.

The proposed shop aims to serve as a platform to not only provide repair services for bicycles but also to create employment opportunities for unemployed youngsters within the community. My intention is to offer practical training and job opportunities, enabling these individuals to develop valuable skills and contribute positively to the local economy.



The initiative seeks to address two crucial aspects: promoting sustainable transportation by encouraging bicycle use and tackling unemployment among the youth. By creating this workshop, we aim to foster a sense of entrepreneurship and skill development among the younger generation. We are committed to maintaining a responsible and environmentally friendly business model that aligns with the municipality's goals of promoting sustainable practices.

I kindly request the allocation of a suitable piece of land within the municipality where we can establish this workshop. We assure you that we will comply with all necessary regulations and standards required for such an endeavor.

I am open to discussing this proposal further at your convenience and providing any additional information you may require. Your support in this endeavor will not only benefit the community but also contribute to the overall prosperity of our municipality.

Thank you for considering our request.

I look forward to your positive response.

Sincerely,

Mr Harry De Koker

0791957460

AANHANGSEL B

From: James Esterhuizen <james@benbikes.org.za>
Sent: Tuesday, 27 February 2024 15:45
To: Madelaine Terblanche
Cc: Odette Daries; harrydekoker28@gmail.com
Subject: Re: Business premises Kalbaskraal
Attachments: IMG-20240220-WA0011.jpg

Good day Miss Terblanche, I am Jimmyjames from Bicycling Empowerment Network [BEN] NPC, also copied in this email is milady Odette Daries who is from the Department of Economic Development and Tourism [DEDAT].

Herewith I am writing in support of Mr Harry De Koker who is a bicycling enthusiast based in Kalbaskraal. Harry manages his bicycling initiative under the name Kalbaskraal Cycles and is supported by BEN and was a beneficiary of the 2022/2023 Booster Fund, funded by DEDAT providing the business with much needed tools, training and access to resources. Kalbaskraal Cycles has been shortlisted as a beneficiary of the 2023/2024 Booster Fund in support of a prior request from Harry wishing to be relocated to what is understood to be business lots closer to the public.

Since August 2023 I have been in contact with a Mr Henry Haas believed to be a businessman in Kalbaskraal who offered to assist with land use application but had no success. Thereafter I made contact with Mr Gustav Solomons and met with him and the deputy mayor Miss Anet de Beer at the business lots site with the hope to receive some guidance as to the processes we could follow but this also led to nowhere. Contact was then made with Mr Melvin Harmse who offered and wrote a letter for Harry to present to the Kalbaskraal municipality which you have seen and have a copy of.

Myself Jimmyjames has seen the potential in Mr Harry de Koker as a bicycle mechanic working on high-end bicycles valued at over R100 000 and his vision to expand his operation and be closer to offer more to the Kalbaskraal community. With the Booster fund 2023/2024 we have managed to procure 1x 6m and 1x 14m containers which had to be delivered out of fear of losing out on a good deal, to Harry's residence. These containers were set up as a bike shop/workshop and procured from Mr Willie Engelbrecht a former SA pro cyclist who also offered further support in whichever way he can.

So with this I am requesting your support and/or assistance if possible for guidance on how or who or where we can reach out to for information to apply for land use of these business plots. I am attaching the layout of the erf numbers I received from Mr Melvin Harmse.

Thank you for taking time receiving and reading this email.
Jimmyjames



**Western Cape
Government**
FOR YOU

Department of Economic
Development and Tourism

Economic Development and Tourism

Joshua Wolmarans

Enterprise Development

Joshua.Wolmarans@westerncape.gov.za | Tel: 021 483 2628

Mr JJ Scholtz
Municipal Manager
Swartland Municipality
1 Church Street
Malmesbury
7300

Dear Mr Scholtz

LETTER OF SUPPORT: KALBASKRAAL CYCLES

This letter serves as support to Mr de Koker who owns Kalbaskraal Cycles in Malmesbury. Mr de Koker seeks approval for his land application that was submitted to the municipality on 29 February 2024.

The Department, through its SMME Booster Fund programme supports interventions implemented by organisations geared at supporting Small Medium and Micro Enterprises (SMMEs) based in the Western Cape. The Programme is supportive of growing and enhancing the sustainability of SMMEs that includes rural, urban, township-based, youth, people with disability and women-owned SMMEs.

The Bicycling Empowerment Network is one of eight beneficiaries in partnership with the Department of Economic Development and Tourism (DEDAT) supporting 15 SMMEs across the Western Cape with infrastructure upgrades to their business premises. Kalbaskraal Cycles is one of the businesses on the programme. A site visit was conducted by the project manager to the business premises on 21 February 2024. During the session, we were informed that he is in the process of applying for the piece of land in Kalbaskraal. The project manager contacted the municipality to follow up and was informed that the application is in process. The identified piece of land will provide Mr de Koker's business with improved access to business opportunities and markets that could contribute to increased turnover, job creation and local economic development. The Department hereby supports his application for land.

Should you have any enquiries, please do not hesitate to contact the project manager, Ms Odette Daries at (021) 483 9114 or via email at Odette.daries@westerncape.gov.za.

Yours sincerely

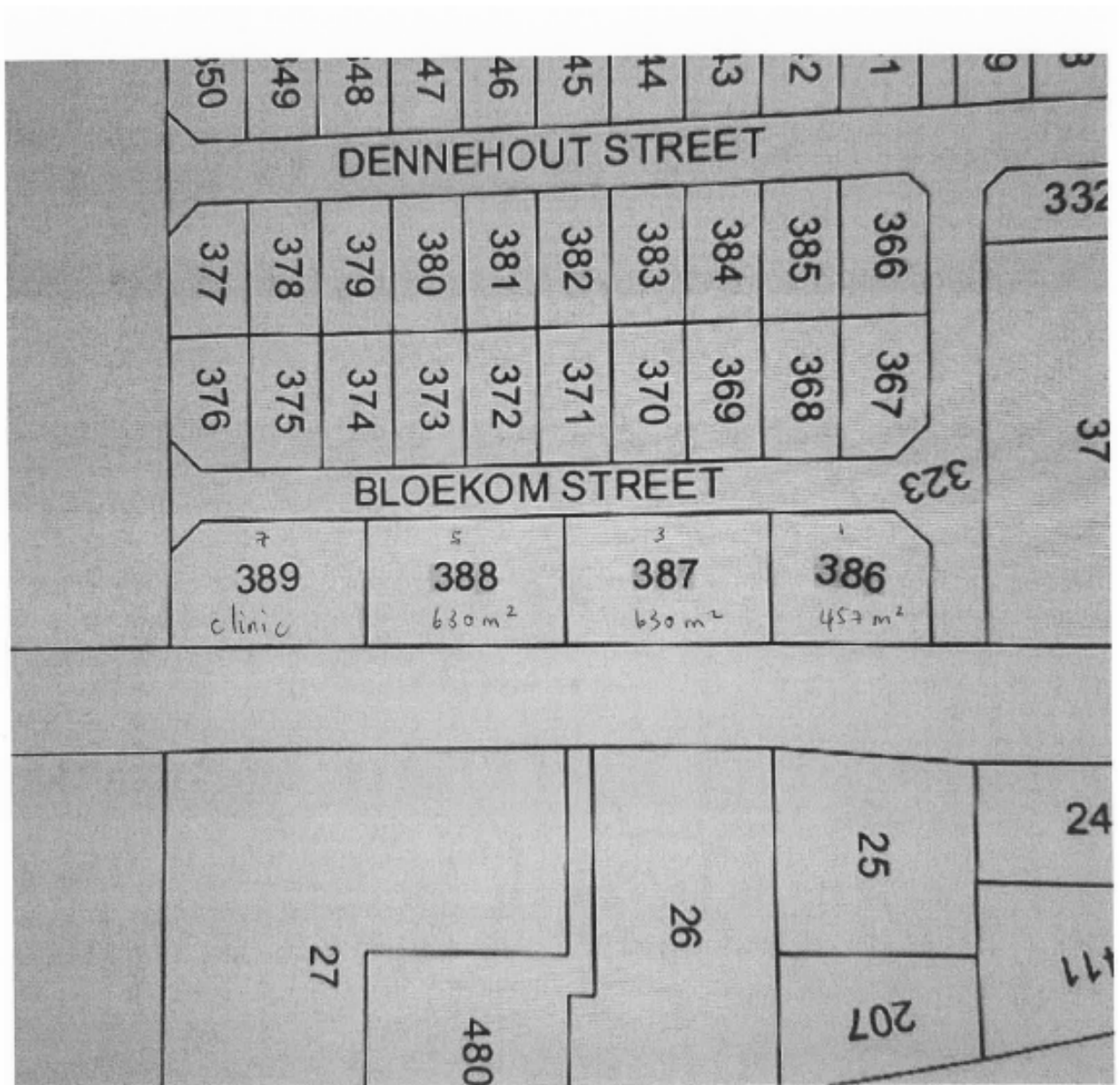
Joshua Wolmarans
Director: Enterprise Development

Date: 12/3/2024

www.westerncape.gov.za

Economic Development and Tourism | Enterprise Development





KALBASKRAAL CYCLES BUSINESS PLAN 2024

Executive Summary

Kalbaskraal Cycles, aims to establish a bicycle shop that offers a wide range of bicycles and accessories, along with repair services.

Market Analysis

The bicycle market has been growing steadily, driven by increasing health consciousness and environmental concerns. The local market shows promising potential with a growing cycling community.

Product and Services

Kalbaskraal Cycles will offer a variety of bicycles catering to different age groups and cycling preferences, from mountain bikes to road bikes and we are currently building E – BIKES which are highly sought after and very profitable. The shop will also provide repair and maintenance services for all types of bikes may it be entry level or high end.

Sales and Marketing

The marketing strategy involves a combination of online advertising, community engagement, and in-store promotions. The marketing budget is set at 10% of the revenue but not limited to set percentage. Due to the topography of our town, we would like to tap into sponsored races market which could generate extra revenue for the shop and for the community.

Financial Projections

Revenue is projected to grow from R200,000 in the first year to R500,000 in the fifth year, with a gross margin of 40%. The payback period is estimated to be four years.

Funding

The project will be funded through owner's equity and a small business loan, ensuring a balanced capital structure that minimizes financial risk.

Risk Mitigation

The business plan includes strategies to manage potential risks, including market risks, operational risks, and financial risks.

Conclusion

Kalbaskraal Cycles presents a compelling business opportunity with robust financial returns and a sustainable business model.

HARRY DE KOKER

0791957460

12 March 2024



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
23 Februarie 2024

12/2/5/5-9/2
WYK: n.v.t.

ITEM 7.14 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	VERHURING VAN NYWERHEIDSGROND TE MOORREESBURG VIR AKKERBOU-DOELEINDES
SUBJECT:	LEASING OF INDUSTRIAL LAND IN MOORREESBURG FOR CROP PRODUCTION

1. AGTERGROND

- 1.1 Die Uitvoerende Burgemeesterskomitee het op 24 Januarie 2024 goedkeuring verleen dat voorstelle ingewin word vir die verhuring van 'n gedeelte (groot ± 17.7 ha) van erf 1133, Moorreesburg vir 'n periode wat nie twaalf maande oorskry nie, met ingang vanaf 1 Mei 2024. Gemelde gedeelte grond is die restantgedeelte wat gedurende 2014 weens die onderverdeling van erf 1133 om erf 5520 te skep, tot stand gekom het.
- 1.2 'n Openbare mededingingsproses is deurloop om die grond vir akkerboudoeleindes beskikbaar te stel, ten behoeve van 'n plaaslik (Moorreesburg)-gebaseerde openbare weldaadsorganisasie, wat met hetsy welsyns-, humanitêre of kulturele aktiwiteite gemoeid moet wees.
- 1.3 Slegs een aanbod, synde dié van die Koringbedryfmuseum is ontvang. Die aangebode huurgeld beloop R1 000.00 per jaar, synde R100,00 meer as die huurgeld wat vir die periode 1 Mei 2023 tot 30 April 2024 betaalbaar was deur dieselfde instansie.

2. WETGEWING / KOPPELING AAN DIE GOP

- 2.1 Hierdie aspekte is reeds volledig mee gehandel in die verslag wat op 24 Januarie 2024 voor die burgemeesterskomitee gedien het.

3. FINANSIËLE EN ANDER IMPLIKASIES

- 3.1 Op grond van die tender sal die Raad 'n nominale inkomste van R1 000.00 per jaar uit die verhuring verdien. Die gemeenskapsvoordeel wat die projek inhou, is egter die grootste oorweging, aangesien die opbrengs uit die grond ten behoeve van 'n plaaslike weldaadsorganisasie (die museum) aangewend sal moet word.

4. AANBEVELING

- (a) Dat goedkeuring verleen word vir die verhuring van 'n gedeelte (groot ± 17.7 ha) van erf 1133, Moorreesburg ten bedrae van R1 000.00 per jaar, BTW uitgesluit, aan die Koringbedryfmuseum vir 'n periode van een jaar, met ingang vanaf 1 Mei 2024 tot 30 April 2025;
- (b) Dat die Direkteur: Korporatiewe Dienste volmag verleen word om die voorwaardes van die huurkontrak te finaliseer en die ooreenkoms te mag onderteken.

RECOMMENDATION/...

- (a) That approval be granted for the lease of a portion ($\pm$ 17.7 ha in extent) of erf 1133, Moorreesburg at the amount of R1 000.00 per annum, excluding VAT, to the Wheat Industry Museum for a period of one year, with effect from 1 May 2024 until 30 April 2025;
- (b) That the Director: Corporate Services be authorized to finalise the conditions of the lease agreement and to sign same.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Maart 2024/verhuring van grond in Moorreesburg vir akkerboudoeleindes



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

5 Maart 2024

17/9/2/R

ITEM 7.15 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP:	HUUROOREENKOMS: MOORREESBURG POSDUIFKLUB
SUBJECT:	LEASE AGREEMENT: MOORREESBURG PIGEON CLUB

1. AGTERGROND/BACKGROUND

- 1.1 Die voormalige Moorreesburg Munisipaliteit het oor baie jare heen 'n gebou aan die Moorreesburg Posduifklub verhuur, wat deur lg. op eie koste aangebring was, welke verhuring egter gestaak moes word toe die grond waarop die klubhuis geleë was, aan Prospect Park CC vervreem is vir die ontwikkeling bekend as Paradyskloof.
- 1.2 Met die vervreemding van die grond is daar met die ontwikkelaars ooreengekom dat hulle elders, op erf 42 wat aan die Raad behoort en wat ook ander sportfasiliteite huisves, 'n gebou moes oprig om die posduifklub te hervestig. Hierdie gebou is egter later uit raadsfondse deur die Munisipaliteit opgerig en deur die Posduifklub betrek.
- 1.3 'n Huurooreenkoms vir drie jaar was met ingang vanaf 1 Junie 2017 met die posduifklub gesluit vir die gebruik van die fasiliteite teen R10,00, BTW uitgesluit, per jaar. 'n Onlangse audit het getoon dat hierdie ooreenkoms nie hernieu is na verstryking nie.
- 1.4 Daar word gevolglik aan die hand gedoen dat 'n nuwe huurooreenkoms met die klub gesluit word met ingang vanaf 1 April 2024, op dieselfde voorwaardes wat op die Malmesbury Posduifvereniging van toepassing is om uniforme behandeling van die twee klubs te bewerkstellig.

2. WETGEWING

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

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

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 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 Posduifklub aangegaan word vir 'n periode van drie jaar met ingang vanaf 1 April 2024 ten opsigte van die duiweklubfasiliteite geleë op Erf 42, Moorreesburg;
- (b) Dat die huurbedrag vasgestel word op R120,00 per jaar, BTW uitgesluit;
- (c) Dat die voorwaardes van verhuur wat op die Malmesbury Posduifvereniging van toepassing is, ook vir die Moorreesburg Posduifklub sal geld, ingesluit 'n opsie om te hernieu vir 'n verdere drie jaar periode met verstryking van die ooreenkoms op 31 Maart 2027.

5. RECOMMENDATION

- (a) That approval be granted for a lease agreement to be entered into with the Moorreesburg Pigeon Club for a period of three years with effect from 1 April 2024 in respect of the pigeon club facilities located on Erf 42, Moorreesburg;
- (b) That the lease amount be determined at R120.00 per annum, excluding VAT;
- (c) That the conditions of lease that apply to the Malmesbury Pigeon Association, also be applied to the Moorreesburg Pigeon Club, including an option to renew for a further three year period upon termination of the agreement on 31 March 2027.

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

15 Maart 2024

17/9/2/R

ITEM 7.16 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: SUBJECT:	HUUROOREENKOMS: VUYOLWETHU CRÈCHE MOORREESBURG LEASE AGREEMENT: VUYOLWETHU CRÈCHE MOORREESBURG
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1. AGTERGROND/BACKGROUND

- 1.1 Vuyolwethu Crèche Moorreesburg has been leasing erf 4175, Moorreesburg since 1 March 2018 for the purpose of operating an Early Childhood Development Centre.
- 1.2 The current three year lease effective 1 March 2021, has expired and the crèche has applied for the lease to be renewed for a further three years.
- 1.3 The Community Development Division has conducted an onsite inspection, and submitted a report as per **ANNEXURE A**.

2. WETGEWING

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

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

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die 2023 Geïntegreerde Ontwikkelingsplan direk aansluiting by Strategiese Doelwit 1, synde Gemeenskapsveiligheid en Welsyn.

4. FINANSIËLE IMPLIKASIE

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

5. AANBEVELING

- 5.1 Dat 'n drie (3) jaar huurooreenkoms met Vuyolwethu Crèche Moorreesburg, m.i.v. 1 Maart 2024 aangegaan word vir die huur van erf 4175, Moorreesburg vir die bedryf van 'n Vroeë Kinderontwikkelingsentrum;
- 5.2 Dat die huurgeld vasgestel word op R120.00 per jaar, plus BTW.

5. RECOMMENDATION

- 5.1 That a three (3) year lease agreement be entered into with Vuyolwethu Crèche Moorreesburg with effect from 1 March 2024 for the lease of erf 4175, Moorreesburg, for the operating of an Early Childhood Development Centre;
- 5.2 That the rental amount be determined at R120.00 per annum, plus VAT.

(get) M S Terblanche

MUNISIPALE BESTUURDER



CLEAN AUDITS SINCE 2010/11
SKOON OUDITS SEDERT 2010/11



Ons gee gestalte aan 'n beter toekoms!
We shape a better future!
Sakha ikusasa elingcono!

Feedback Report: Vuyolwethu Educare Centre, Moorreesburg

On Wednesday, 13 March 2024, the Community Development Official did an onsite visit (inspection) at Vuyolwethu Educare Centre situated at 4175 Omega Street, Moorreesburg. The aim of the onsite visit was to verify whether the current agreement, be considered for review and the possibility of extending the Lease Agreement.

I am able to verify the following that are in place:

- A NUTEC ECD facility was erected by 'n partnership with Centre for Early Childhood Development and AFRISAM,
- Approved Building Plans, which was obtained from the Building Control Division,
- Obtained a Fire Safety Certificate from the Swartland Municipality Fire Department,
- Obtained both Food Acceptability Certificate and Acceptability Certificate for Childcare Premises from the West Coast District Municipality,
- The facility operates from Monday-Friday (07:00-17:00) with an amount of 27 children ages ranging from 2-5 years old,
- According to the West Coast District Municipality, Environmental Health Practitioner the facility can accomodate up to 55 children.
- Currently operating the facility with a principal, two practitioners and four assistants from the Community Works Programme (CWP) and;
- Operates the facility with the guidance of the Centre for Early Childhood Development.

With the assistance from the Department of Community Development and Grassroots Organisation, Vuyolwethu Educare Centre submitted documentations for an onsite assessment to be granted for registration purposes. The final outcome of this assessment will be submitted the Department of Education for registering this entity.

Through the support of the Swartland Municipality Department of Community Development, Vuyolwethu Educare Centre personnel has joined the Swartland Early Childhood Development Forum in order to form part of all capacitating avenues being implemented with the support of various ECD stakeholders.

If further information are required, you can contact Ms. Clerise du Plessis @ 022 4879400 or 0838001975.

Signature: 

Date: 15 March 2024

Swartland Municipality

Department Community Development: Community Development Officer



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste

7 Maart 2024

17/9/2/R

ITEM 7.17 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: SUBJECT:	HUUROOREENKOMS: VUYA FOUNDATION CRÈCHE LEASE AGREEMENT: VUYA FOUNDATION CRÈCHE
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1. **BACKGROUND**

- 1.1 The Vuya Foundation, an established and registered NPO, has since May 2021 been operating an ECD facility on Erf 2502 in Riebeeck Kasteel, within the 435 serviced sites project. Based on the foundation's record of accomplishment of operating and managing a crèche facility for 150 children in the Prince Alfred's Hamlet community for more than a decade, approval was granted on 13 April 2021 that a three year agreement be entered into for an ECD facility to be established on Erf 2502 in Riebeeck Kasteel. This was done after a needs analysis was conducted in conjunction with the Community Development Officer regarding the number of children in need of being placed at the facility, which at that stage amounted to 75 children.
- 1.2 After the agreement was approved by the mayoral committee in 2021, a public participation process was followed for the community to choose a name for the crèche, now known as the New Rest Valley Crèche.
- 1.3 Attached hereto as **ANNEXURE A** is a report received from Development Services Directorate, following a recent inspection of the premises by the Community Development Officer.

2. **WETGEWING**

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

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

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

3. **KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN**

Hierdie projek vind in die 2023 Geïntegreerde Ontwikkelingsplan direk aansluiting by Strategiese Doelwit 1, synde Gemeenskapsveiligheid en Welsyn.

4. **FINANSIËLE IMPLIKASIE**

Daar is geen finansiële uitgawes vir die munisipaliteit verbonde aan die verhuring van die fasiliteite nie. Die huidige huurgeld beloop R100.00 per jaar plus BTW.

5. AANBEVELING

- 5.1 Dat 'n drie (3) jaar huurooreenkoms met die Vuya Foundation m.i.v. 1 Mei 2024 aangegaan word vir die huur van erf 2502, Riebeek Kasteel vir die bedryf van die New Rest Valley Crèche;
- 5.2 Dat die huurgeld vasgestel word op R120,00 per jaar, plus BTW.

5. RECOMMENDATION

- 5.1 That a three (3) year lease agreement be entered into with the Vuya Foundation with effect from 1 May 2024 for the lease of erf 2502, Riebeek Kasteel, for the operation of the New Rest Valley Crèche;
- 5.2 That the rental amount be determined at R120.00 per annum, plus VAT.

(get) M S Terblanche

MUNISIPALE BESTUURDER



CLEAN AUDITS SINCE 2010/11
SKOON OUDITS SEDERT 2010/11



Ons gee gestalte aan 'n beter toekoms!
We shape a better future!
Sakha ikusasa elingcono!

Feedback Report: Vuya Foundation: New Rest Valley Crèche- Riebeek Kasteel

On Wednesday, 28 February 2024, the Community Development Official did an onsite visit (inspection) at New Rest Valley Crèche (Vuya Foundation) situated in Riebeek Kasteel. The aim of the onsite visit was to verify whether the current agreement, be considered for review and the possibility of extending the Lease Agreement.

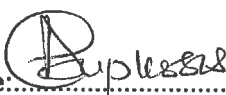
I am able to verify the following that are in place:

- A bricklaid ECD facility,
- Approved Building Plans, which was obtained from the Building Control Division,
- Obtained a Fire Safety Certificate from the Swartland Municipality Fire Department,
- Obtained both Food Acceptability Certificate and Acceptability Certificate for Childcare Premises from the West Coast District Municipality,
- The facility operates from Monday-Friday (07:00-17:00) with an amount of 77 children ages ranging from 2-5 years old,
- According to the West Coast District Municipality, Environmental Health Practitioner the New Rest Valley crèche can accommodate up to 96 children.
- Currently operating the facility with an acting principal, two practitioners and assistants from the Social Employment Fund Programme (SEF) and;
- Operates the facility on the basis of the LEER & LEEF programme, which is guided and funded by the Department of Social Development.

With the assistance from the Department of Community Development, New Rest Valley Crèche (Vuya Foundation), submitted documentations for an onsite assessment to be granted for registration purposes. The final outcome of this assessment will be submitted to Grassroots and the Department of Education for registering this entity.

Through the support of the Swartland Municipality Department of Community Development, New Rest Valley crèche personnel has joined the Swartland Early Childhood Development Forum in order to form part of all capacitating avenues being implemented with the support of various ECD stakeholders.

If further information are required, you can contact Ms. Clerise du Plessis @ 022 4879400 or 0838001975.

Signature: 

Date: 08 March 2024

Swartland Municipality

Department Community Development: Community Development Officer



Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

15 March 2024
5/15/1/3

ITEM 7.18 OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 20 MARCH 2024

**SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT
COMMITTEE MEETING HELD ON 28 NOVEMBER 2023 AS WELL AS THEIR
BI-ANNUAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023**

1. BACKGROUND

The minutes of the Municipality's Performance, Risk and Audit Committee held on 28 November 2023 as well as the bi-annual report for the period 1 July to 31 December 2023 are hereby tabled. In accordance with the approved Performance, Risk and Audit Committee mandate the said minutes, or a summary thereof, and the bi-annual report must be submitted to the Council to be dealt with at its next ensuing meeting.

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

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision-making. There are no recommendations by the Performance and Risk Audit Committee, arising from their meeting held on 28 November 2023 or from the bi-annual report for the period ending 31 December 2023, for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment. However, management should pay special attention to the implementation of outstanding internal audit findings.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie en Risiko Ouditkomitee se vergadering van 28 November 2023 asook die halfjaarlikse verslag van die Ouditkomitee vir die tydperk geëindig 31 Desember 2023.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance, Risk and Audit Committee of 28 November 2023 as well as the Audit Committee's bi-annual report for the period ending 31 December 2023.

(get) J J Scholtz

MUNISIPALE BESTUURDER



MINUTES OF THE MEETING OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 28 NOVEMBER 2023 AT 09:30

PRESENT

PERFORMANCE, RISK AND AUDIT COMMITTEE

Chairperson : Mr C De Jager (CDJ)
Members : Mr B Gouws (BG)

OFFICIALS : 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 (OF)
Manager, Budget, Costing and Reporting: Ms H Papier (HP)
Internal Auditor: Msizi Mseleni (MM)
Risk Management Intern: Robert Hess (RH)

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:

- Municipal Manager - attending the MinMay Tech engagement in Worcester
- Director Financial Services: Mr M Bolton - Ms. Hilmary Papier is standing in for him
- Director Corporate Services: Ms M Terblanche –annual leave.

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

The Chairperson 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

The Chairperson communicated that the Auditor General will present the 2022/2023 Draft Management Report via MS Teams and following that, the Director Electrical Engineering

Services will do a presentation regarding the Western Cape Government Resilience Programme.

4.1 Presentation of the 2022/2023 Draft Management Report by the Auditor General

Ms Fulufhelo Netshituka and Ms Mariette Zeelie presented the 2022/2023 Draft Management Report in detail. CDJ enquired about the inclusion of material performance management findings in the 2023/2024 audit report. He wanted to know whether it will result in a qualification or if it will be included as an emphasis of matter. Ms Netshituka indicated that she is not 100% sure but her understanding is that it will have an impact on the audit opinion. BG referred to paragraph 61 of the report and asked whether it has any impact on the audit report. Ms Mariette Zeelie explained that it refers to the final Annual Report that will be tabled to Council for approval. If any material inconsistencies are identified it will be reported in the audit report.

CDJ thanked the members of the Auditor General for the presentation and the work done by them. *(The members of the AG were excused from the meeting.)*

Following the presentation CDJ enquired about paragraph, 66 and what the expenditure on consultants included. HP replied that it mainly relates to the review of the financial statement and assets management. CDJ asked if it includes GRAP compliance and reporting. JE indicated that it would include GRAP compliance as it relates to the review of the financial statements and the technical expertise that is needed for the unbundling of assets.

4.2 Presentation by the Director Electrical Engineering Services: Western Cape Government Resilience programme

TM gave a detailed presentation regarding the Western Cape Government Resilience programme. CDJ enquired what the benefit would be of being part of a pool of buyers. TM answered that it relates to the higher volume of electricity that will be purchased which may influence the price. BG asked whether municipalities can be completely independent from ESKOM and TM indicated that we could never be fully independent from ESKOM because of the electricity network and infrastructure that is needed. TM further indicated that they are keeping an eye on what is happening.

CDJ thanked TM for a very informative presentation.

5. COMMUNICATIONS BY THE CHAIRPERSON

None.

6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

None.

7. MINUTES OF THE MEETINGS OF THE PERFORMANCE AND AUDIT COMMITTEE HELD ON 23 AUGUST 2023 AND 29 AUGUST 2023

CDJ referred to page six paragraph 6 and wanted to know if the municipality have plans in place to support future developments in the Swartland area with sufficient water. LZ gave a detailed explanation about the water situation in Swartland Municipality, which included the

possibility of connecting to the water network of City of Cape Town in future. He indicated that the municipality is in an unfortunate situation when it comes to alternative water resources. He referred to the fact that the towns in Malmesbury is a distance from the sea in Yzerfontein hence desalination would be a too costly for the municipality for various reasons. He further referred to the ground water in the Swartland area and that the agricultural sector is currently making use of that for irrigation purposes and that if the municipality would need to make use of it we would need to follow the prescribed legislative processes.

CDJ thanked LZ for the informative feedback.

RESOLUTION

That the minutes of the previous meetings held on Tuesday, 23 August 2023 and 29 August 2023 be approved.

8. MATTERS ARISING FROM MINUTES

8.1 Implementation of the Performance, Risk and Audit Committee resolutions taken on 23 August 2023 and 29 August 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 July 2023 to 30 September 2023

The Chairperson went through the report page by page. Mr Gouws stated that the information presented in the report is too detailed and requested that a high-level report is tabled to the committee. The report should include strategic KPI's that relates to the achievement of strategic goals in the IDP (Corporate Scorecard). The Senior Manager: Strategic Services indicated that the KPI'S in the tabled report are those of the Municipal Manager and Directors and some of them relate to the achievement of strategic goals. She further indicated that she would formulate a report as requested and table it to the PRAC in the next meeting.

RESOLUTION

(a) That PRAC take note of the Performance Report for the period 01 July 2023 to 30 September 2023.

(b) That the Senior Manager: Strategic Services should table a high-level performance report that focus on KPI's that relates to the achievement of strategic objectives.

10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

The Chairperson went through the report page by page and enquired if a quarterly report will be tabled in future. HP indicated that the MSCOA meetings started in June 2023 and that a quarterly report will be tabled to the PRAC. BG enquired about the fact that none of the business work streams have been completed or signed off. HP explained that each of the MSCOA work stream have an action list and some of the tasks on the action list is still in-progress hence it is not signed off yet. CDJ asked what the envisaged completion date for

MSCOA is and HP indicated that as per the circular they received, MSCOA would be audited from the 2024/2025 financial year and then all the tasks should be completed. CDJ furthermore asked how MSCOA would align to GRAP if possible. HP answered that it is not easy but the Senior Manager: Financial Statements and Assets is on working group where they discuss these issues and that he will have more information on this specific topic.

11. FINANCIALS – IN – YEAR REPORTING

11.1 Quarterly Section 52 Report

The committee went through the report page by page. CDJ enquired about the 10% revenue variance on page 51. HP referred to page 58 of the agenda for a detailed figures and analysis of the variances. CDJ further enquired about the 17% variance in the remuneration of councillors. HP stated that the variance relates to the increase in the upper limits that was received early in the financial year. She further indicated that adequate provision has been made in the 2023/24 operating budget. The cash flow will be adjusted with the mid-year adjustments budget.

CDJ enquired about the increase in Debtors on page 71. HP indicated that she does not have the detailed information but it might be due to the split in annual and monthly rates. BG enquired about the increase in the Government Debt on page 72 and HP indicated that she will enquire about it and send the information to the PRAC. BG also enquired about the Business and Advisory: Board Member on page 86 and HP indicated that she will find out who it is.

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. BG referred to the implementation of AARTO and asked if a presentation can be done on this in the next PRAC meeting.

RESOLUTION

- (a) That the Performance, Risk and Audit Committee noted the Risk Management feedback report as at 31 October 2023.
- (b) That a presentation of the implementation of AARTO be made to the PRAC at the next scheduled meeting.

12.2 Progress report on the 2023/2024 Risk Management Implementation plan

The PRAC went through the report page by page. JE stated that the committee should take note that there is an error with the frequency dates of the Risk Management policy actions and that it should be November 2023 for the review of the policy and submission the MM, Management and Performance and Risk Audit Committee for review and

recommendation/ approval. The frequency date for submission to Council should be December 2023.

RESOLUTION

- (a) That the Performance, Risk and Audit Committee note the error related to the action dates of the Risk Management policy
- (b) That the Performance, Risk and Audit Committee noted the progress report on the 2023/2024 Risk Management Implementation plan.

13. AUDITOR GENERAL / EXTERNAL AUDIT

JE indicated that the final management report and draft audit report would be circulated to the PRAC as soon as she receives it.

RESOLUTION

That the final management report and draft audit report be circulated to the Performance, Risk and Audit Committee.

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 October 2023.

14.2 Litigation

The Chairperson tabled the Litigation report.

RESOLUTION

That the Performance, Risk and Audit Committee noted the quarterly litigation report as at 20 November 2023.

14.3 Draft Combined Assurance Policy

The committee went through the policy page by page. Various questions were raised and answered by JE.

RESOLUTION

- (a) That the draft Combined Assurance Policy for Swartland Municipality was reviewed by the PRAC and it is recommended final approval by the Executive Mayoral Committee;
- (b) That the Combined Assurance Policy be recommended to the Executive Mayoral Committee for final approval.

14.4 COMBINED ASSURANCE IMPLEMENTATION PLAN

The PRAC reviewed the plan that was tabled and BG requested that an action be included about the appointment of a Combined Assurance champion.

RESOLUTION

That the Performance, Risk and Audit Committee approves the Combined Assurance Implementation plan subject to the inclusion of the action stated above.

15. INFORMATION COMMUNICATION TECHNOLOGY (ICT)

15.1 Minutes of the ICT Committee meeting held on 16 March 2023

The Chairperson paged through the Minutes of the ICT Committee meeting held on 15 June 2023.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Minutes of the ICT Committee meeting held on 15 June 2023.

16. INTERNAL AUDIT

16.1 Report on the activities of IAA for the period Aug 2023 to Oct 2023

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 Aug 2023 to Oct 2023.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Internal Audit activities for the period Aug 2023 to Oct 2023.

16.2 Outstanding Internal Audit findings

The Chairperson went through the report and no questions were raised.

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.

16.4.1 External Quality Review Implementation report – progress

The External Quality Review Implementation report was tabled.

RESOLUTION

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

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 Review of the Risk Management Policy

The purpose of this policy is to establish a process for the Municipality to identify and mitigate the risks that threaten the attainment of service delivery and other objectives, and optimise opportunities that enhance institutional performance.

It serves as a source of reference and intended to ensure that Swartland Municipality is committed to the optimal management of risk in order to protect its values, achieve its vision, objectives and deliver on its core business.

RESOLUTION

(a) It is recommended that the current Enterprise Risk Management Policy be approved, as it will deliver a range of benefits to the municipality such as the following:

- More efficient, reliable and cost effective delivery of services;
- More reliable decisions;
- Fewer surprises and crises by placing management in a position to effectively deal with potential new and emerging risks that may create uncertainty; and
- Better outputs and outcomes through improved project and programme management;

(b) The acceptance of the Risk Appetite Level at 15 - Impact x Likelihood = 15 (5x3) & (3x5);

(c) Risk Tolerance Levels of 16 (4x4) and above are not acceptable and should be managed;

(d) That the policy be submitted to Council for approval.

18.2 Review of the Fraud and Anti-Corruption Strategy

Swartland Municipality subscribes to the principles of good corporate governance, which requires the conducting of business in an honest and transparent fashion. Consequently, Swartland Municipality is committed to fighting fraudulent behaviour at all levels within the organisation.

The Strategy is premised on the organisations core ethical values driving the business of Swartland, the development of its systems, policies and procedures, interactions with ratepayers, the public and other stakeholders, and even decision-making by individual managers representing the organisation.

RESOLUTION

(a) That the Performance and Risk Audit Committee reviewed the Fraud and Anti- Corruption Policy for the 2023/2024 financial year.

(b) That the policy be submitted to Council for approval

19. NEXT MEETING

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

- 27 February 2024 @ 09:30
- 30 May 2024 @ 09:30

- 20 August 2024 @ 09:30
- 27 August 2024 @ 09:30
- 26 November 2024 @09:30

The meeting adjourned at 12:30

SWARTLAND MUNICIPALITY

REPORT TO COUNCIL

1. SUBJECT

REPORT OF THE SWARTLAND MUNICIPALITY PERFORMANCE, RISK AND AUDIT COMMITTEE FOR THE PERIOD 01 JULY 2023 TO 31 DECEMBER 2023.

2. MEMBERS OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE:

Chairperson: Mr C De Jager

Members: Ms R Gani
Mr B Gouws

3. DATES OF MEETINGS HELD

22 August 2023

29 August 2023 (Financial Statements Overview)

28 November 2023

4. REFERENCE NUMBER: 1 – 2023/24

5. PURPOSE

The Performance, Risk and Audit Committee ("PRAC") is appointed by Council, in terms of Section 166 of the Local Government: Municipal Finance Management Act (MFMA), and satisfies the requirements as stipulated in this section. Within the scope and in accordance with the Audit Committee's Terms of Reference, it seeks to provide Council with an update of the last six months activities.

The members of the Committee declared their independence at every meeting.

The report also includes reference to the Performance, Risk and Audit Committee's assessment of the Municipality's Performance Management System for the period 01 July 2023 to 31 December 2023 as required by Regulation 14 of the Municipal Planning and Performance Management Regulations.

6. FOR DECISION BY

Regulation 14 of the Municipal Planning and Performance Management Regulations require the Performance, Risk and Audit Committee to report to Council at least twice per annum on their assessment of the Municipality's Performance Management System.

7. EXECUTIVE SUMMARY

The Performance, Risk and Audit Committee as part of its role and responsibilities completed the following activities for the six months under review:

- Completed the annual Performance, Risk and Audit Committee (PRAC) Report for the 2022/23 financial year;
- Completed a self-evaluation of performance of the Performance, Risk and Audit Committee;
- Reviewed financial in-year reports;
- Reviewed and provided input to risk management and related documents, as detailed in paragraph 9 below;
- Monitored the implementation of Auditor-General's recommendations for 2022/2023 financial year audit;
- Reviewed the Annual Financial Statements for the 2022/23 financial year prior to the hand-over to the Auditor-General;
- Attended the Auditor-General's Audit Strategy meeting on 12 October 2023 and gave input in respect of the scope and budget of the 2022/23 audit;
- Attended the discussion of the Auditor-General's Draft Management Report and Draft Audit Report on 28 November 2023;
- Monitored the development and implementation of Combined Assurance;
- Reviewed and provided input to Swartland's Municipality's Business Continuity and Disaster Recovery Plan;
- Reviewed the Eunomia Reports on compliance;
- Reviewed and monitored the implementation of the recommendations in respect of the 5-yearly External Quality Review of the Internal Audit Activity;
- Studied Internal Audit Reports:
 - Performance Management – 4th Quarter 2022/23
 - Performance Management -1st Quarter 2023/2024
 - Performance Management- 2ND Quarter 2023/2024
 - Stock Count Year-end - June 2023
 - Review of Annual Performance Report 2022/23
 - Governance Review
 - Review of Deviations
 - Proclaimed Main Roads Review
 - T57.22.23: Appointment of Health and Safety Agent for the period 01 July 2023 to 30 June 2026 (tender objection letter).
 - T17.23.24: Supply, Delivery and Offloading of Converted Shipping Containers (tender objection letter)
- Monitored the implementation of Internal Audit recommendations;
- Reviewed progress against the PRAC working programme;

- Reviewed progress against Internal Audit Plan;
- Approved the Risk Based Internal Audit Annual audit plan for 2023/24;
- Approved the three-year rolling Risk Based Internal Plan.
- Reviewed the Internal Audit and the Performance, Risk and Audit Committee Charters;
- Reviewed and gave input to the IA Strategy & Work Procedures, Fraud Prevention & Anti-Corruption Strategy and
- Performed an evaluation on Internal Audit performance and the committee performed a self-assessment for 2022/2023 financial year.

In terms of Regulation 14 of the Municipal Planning and Performance Management Regulations, the Performance, Risk and Audit Committee should review the quarterly reports submitted by the internal auditors, review the municipality's performance management system and make recommendations to Council in a report at least twice per annum. The Audit Committee complied with the requirements.

8. PERFORMANCE MANAGEMENT

In terms of Regulation 14 of the Municipal Planning and Performance Management Regulations, a municipality must appoint a Performance Audit Committee. The municipality may utilise any audit committee established in terms of other applicable legislation, as the Performance Audit Committee. The municipality has elected to use the combined Performance, Risk and Audit Committee to perform the functions of the Performance Audit Committee.

The municipality's internal auditors must:

- (a) On a continuous basis, audit the performance measurements of the municipality; and
- (b) Submit quarterly reports on their audits to the municipal manager and the audit committee.

The audits conducted must include assessments of:

- (a) The functionality of the municipality's performance management system;
- (b) Whether the municipality's performance management system complies with the Act (Municipal Finance Management Act);
- (c) The extent to which the municipality's performance measurements are reliable in measuring performance of municipalities on performance indicators.

The Performance, Risk and Audit Committee must:

- (a) Review the quarterly reports submitted by internal auditors;
- (b) Review the municipality's performance management system and make recommendations in this regard to Council and at least twice during a financial year submit a report to Council.

The Performance, Risk and Audit Committee has reviewed the municipality's performance at the committee meetings, which are held on a quarterly basis and have specifically focused on the indicators showing negative variances. Senior Management of the municipality is required to provide explanations and corrective actions for variances between planned and actual performance.

The Performance, Risk and Audit Committee emphasises the need to maintain appropriate evidence to substantiate performance information.

The Performance, Risk and Audit Committee considered the feedback provided by internal audit at the audit committee meetings.

The Performance, Risk and Audit Committee will continue to monitor management's actions to ensure an effective Municipality Performance Management System.

9. RISK MANAGEMENT

The Performance, Risk and Audit Committee reviewed the municipality's Operational Risk Registers and Strategic Risk Register. They also reviewed the implementation of the approved Risk Management Strategic Plan and progress made. During November 2023, the committee reviewed the municipality's Risk Management policy before the Executive Mayoral Committee tabled it for approval on 13 December 2023.

During the reporting period, West Coast District Municipality reviewed the municipality's risk management processes, and the Performance, Risk and Audit Committee reviewed their report.

10. EFFECTIVENESS OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE

The Auditor General indicated in their 2022/223 management report that the audit committee has performed its duty as an independent advisory body to the council / accounting officer and the management and staff of the municipality on matters relating to internal financial control and internal audit through providing their input and feedback to the oversight bodies, Council and Municipal Public Accounts Committee (MPAC). It was further stated that the audit committee was able to perform an adequate review of the financial statements and that the audit committee is fulfilling its responsibility effectively.

11. RECOMMENDED

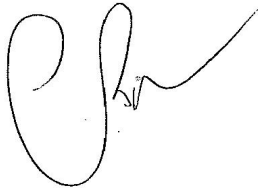
That Council note the Performance, Risk and Audit Committee's report for the period 01 July 2023 to 31 December 2023 and the recommendations that:

- (a) Management continue to enhance the risk management process;
- (b) Management continue to enhance the compliance management process;
- (c) Management continue to enhance the control environment and internal controls;
- (d) Management continue to implement recommendations by the Auditor-General;

- (e) The audit committee reviews quarterly performance reports specifically focusing on the indicators showing negative variances;
- (f) The audit committee reviews quarterly financial reports;
- (g) Management implement the necessary controls in the Financial and Performance Management Systems to ensure the accuracy of the documentary evidence which supports the municipality's financial and performance results and that the necessary supervisory controls are exercised to verify the integrity of financial and performance information reported to Council; and
- (h) Management should pay special attention to the implementation of long outstanding internal audit findings.

12. CONGRATULATIONS

The Performance, Risk and Audit Committee congratulates Council and Management on obtaining once again a clean audit for the financial year 2022/2023.

A handwritten signature in black ink, appearing to be 'CB de Jager', with a large loop at the start and a long horizontal stroke extending to the right.

CB de Jager

Chairperson of the Performance, Risk and Audit Committee

Date: 28 February 2024

ITEM 7.19 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON OF 20 MAART 2024.

ONDERWERP:	UITSTAANDE DEBITEURE – FEBRUARIE 2024
SUBJECT:	OUTSTANDING DEBT – FEBRUARY 2024

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Die bylae hierby aangeheg reflekteer die besonderhede van Swarthland Munisipaliteit se uitstaande debiteure vir die tydperk Februarie 2024 en is saamgestel uit die volgende verslae:-

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

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

2. WETGEWING / LEGISLATION

- Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
- 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

- Die uitstaande debiteure vir Januarie 2023 het R 43 191 181.14 beloop terwyl die uitstaande debiteure vir Februarie 2023 R39 936 467.35 beloop het en was 'n vermindering van R3 254 713.79
- Die uitstaande debiteure vir Januarie 2024 het R53 366 875.94 beloop terwyl die uitstaande debiteure vir Februarie 2024 R54 215 945.00 beloop - 'n vermeerdering van R849 069.06
- Die uitstaande debiteure vir Februarie 2023 het R39 936 467.35 beloop terwyl die uitstaande debiteure vir Februarie 2024 R54 215 945.00 beloop - 'n vermeerdering van R14 279 477.65 in uitstaande debiteure.
- Die uitstaande debiteure vir Februarie 2024 is 7.09% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Februarie 2023 is 5.60% 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 Februarie 2024.

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

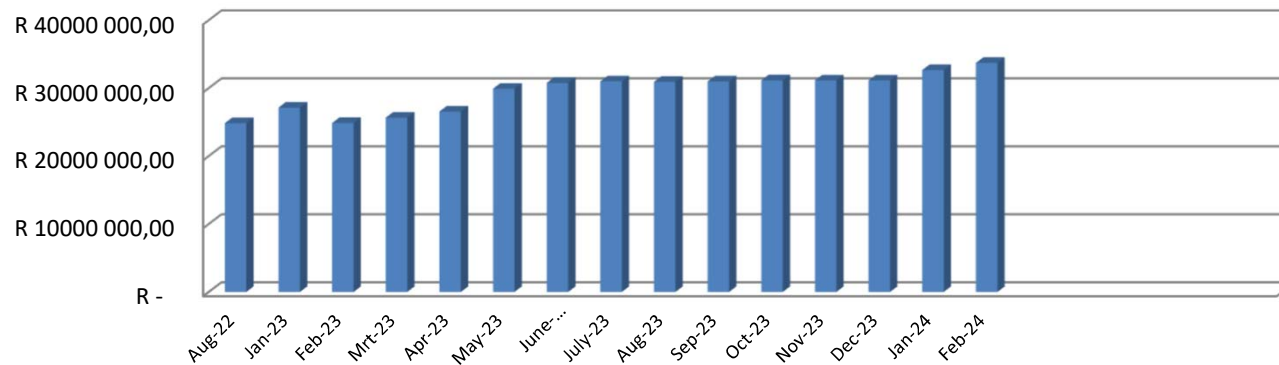
(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING DEBTORS (FUTURE EXCLUDED)									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
MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLORS February 2024											
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.		5,96%	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.		5,53%	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%

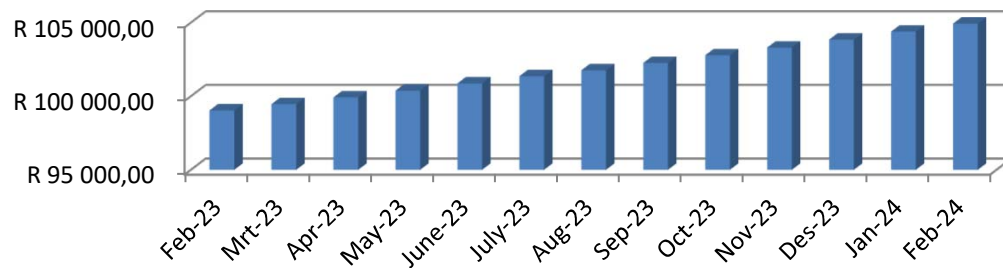
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) FEBRUARY 2024		Comparative Period 2023- 2024	
Month	Before Levy		
Jan-23	R 27 131 582,63	R	5 213 788,39
Feb-23	R 24 867 724,84	R	4 141 110,99
Mrt-23	R 25 651 352,25	R	4 468 177,31
Apr-23	R 26 552 937,37	R	4 614 996,28
May-23	R 29 917 054,04	R	7 625 191,81
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

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

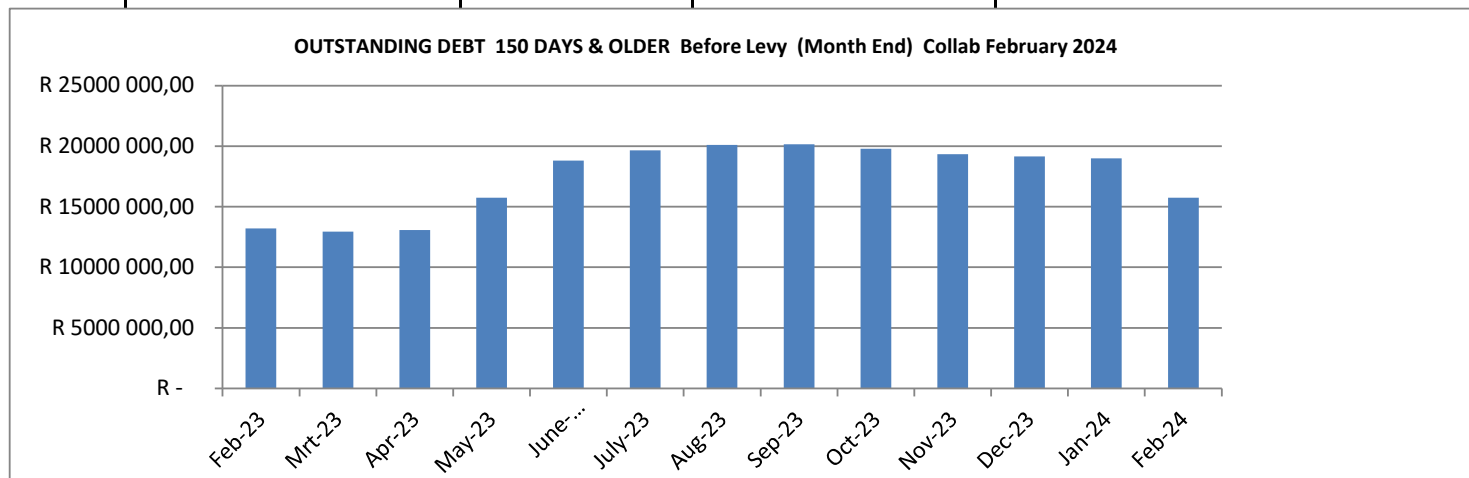


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite February 2024		Comparative Period 2023-2024	
Month	Before Levy		
Feb-23	R 99 034,15	R	-255 916,97
Mrt-23	R 99 460,05	R	-257 339,01
Apr-23	R 99 917,90	R	-258 238,45
May-23	R 100 375,66	R	-259 046,82
June-23	R 100 865,37	R	-260 346,54
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

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



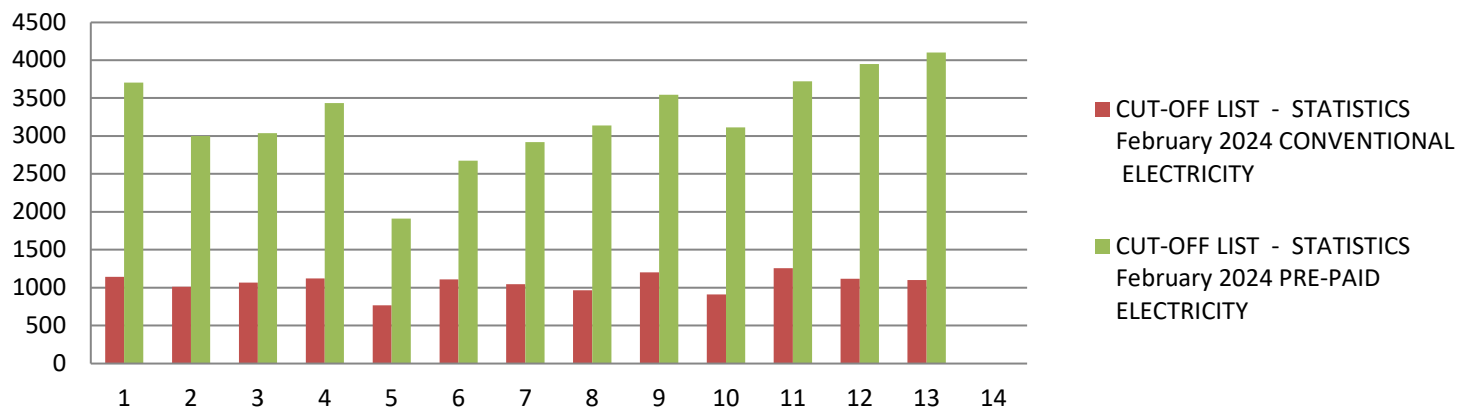
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab February 2024		Comparative Period 2023 - 2024	
Month	Before levy		
Feb-23	R 13 212 635,59	R	3 001 236,06
Mrt-23	R 12 926 419,23	R	3 005 332,74
Apr-23	R 13 062 200,88	R	3 263 417,33
May-23	R 15 747 023,32	R	6 022 904,16
June-23	R 18 797 190,18	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



CUT-OFF LIST - STATISTICS February 2024

MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
Feb-23	1141	3705	8 Maart 2023
Mrt-23	1010	2998	11 April 2023
Apr-23	1067	3036	8 May 2023
May-23	1121	3432	7 June 2023
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

CUT-OFF LIST - STATISTICS Februarie 2024



ITEM: 7.20 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 20 MARCH 2024.

ONDERWERP: AFSKRYWING VAN ONINBARE EN ANDER SKULD FEBRUARIE 2024 DEERNISHUISHOUDINGS TEN BEDRAE VAN R5 409 829,08 EN ANDER ONINVORDERBARE SKULDE TEN BEDRAE VAN R1 083 465.38

SUBJECT: WRITE-OFF OF IRRECOVERABLE DEBT AND OTHER DEBT FEBRUARY 2024 INDIGENT HOUSEHOLDS IN THE AMOUNT OF R5 409 829,08 AND OTHER IRRECOVERABLE DEBT IN THE AMOUNT OF R1 083 465.38

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Die eerste skedule hierby aangeheg reflekteer die totale bedrag van **R5 409 829,08** wat afskryfbaar is ten opsigte van deernishuishoudings. Alhoewel subsidies op water en elektrisiteit gegee word en die subsidie op ander dienste, soos vullis en riool toegestaan word, is die tendens nog altyd dat in sommige gevalle die rekeninge van die verbruikers net eskaleer. Daar is ten spyte van reëlins nie 'n daling in die uitstaande bedrae nie, niteenstaande die feit dat die direktoraat kliënte daarop atend maak dat hulle spaarsamig water ensovoorts moet gebruik. Die oorsaak kan toegeskryf word aan die sosio-ekonomiese toestand waarin die meerderheid van die deernisgevalle hulle bevind en verbruik van dienste soos water bo die toegelate subsidie.. Die omstandighede maak dit vir die verbruikers onmoontlik om die maandelikse rekening op datum te hou. Dit veroorsaak dat die uitstaande bedrae as oninvorderbaar geklassifiseer kan word - sien skedule A aangeheg.

*The first schedule attached hereto, reflects the total amount of **R5 409 829,08** which is irrecoverable in respect of indigent households. Although subsidies are granted on water and electricity and on other services, such as refuse removal and sewerage, the tendency is that in some cases the accounts of consumers only escalate in spite of arrangement facilities with no decline in outstanding amounts. This situation is further compounded in areas where the municipality does not distribute electricity. The root cause can be attributed to the socioeconomic situation in which the majority of the indigent households find themselves in. The circumstances make it impossible for consumers to uphold the monthly payments. This causes the outstanding amounts to be classified as irrecoverable - see schedule A attached.*

Die tweede skedule hierby aangeheg reflekteer die totale bedrag van **R1 083 465.38** ten opsigte van uitstaande debiteure wat oninvorderbaar is. In hierdie gevalle is alle moontlike pogings aangewend om gelde te vorder, gevalle waar rekeninghouers oorlede is, persone wie nie opgespoor kon word nie en/of rekeninghouers wie nie oor die finansiële vermoë beskik om enige betalings te maak nie - sien skedule B aangeheg.

*The second schedule attached hereto reflects the total amount of **R1 083 465.38** in respect of outstanding debtors which are uncollectable. In this case, all possible attempts have been made to collect funds, cases where account holders passed away, persons who could not be located and / or account holders not having the financial ability to make suitable payments to service the debt - see schedule B attached.*

Die Raad het 'n verantwoordelikheid op grond van die rekenkundige raamwerk om finansiële inligting te openbaar en aan te bied, wat 'n ware weergawe is van die Raad se finansiële posisie. "General Recognised Accounting Practice Standard 104" (Financial Instruments – GRAP 104) vereis ook dat as daar 'n duidelike aanduiding is dat uitstaande bedrae nie ontvang sal word nie, dat laasgenoemde oorweeg word vir afskrywing veral in die geval van geregistreerde deernishuishoudings

The Council has a responsibility based on the accounting framework to disclose and present financial information, which is a true reflection/account of the Council's financial position.

"General Recognized Accounting Practice Standard 104" (Financial Instruments - GRAP 104) also requires that if there is a clear indication that outstanding amounts will in all probability not be received, the latter will be considered to be written off, especially in the case of registered indigent households.

Die insluiting van die oninvorderbare skuld van die deernishuishoudings in die totale uitstaande debiteure, wat nie verwag word om ingevorder te word nie, is nie 'n ware en redelike weergawe van die Raad se finansiële posisie nie. Ten einde te voldoen aan die rekenkundige raamwerk IAS 39 word dit aanbeveel dat die Raad goedkeuring gee dat die huidige uitstaande rekeninge van die deernishuishoudings, asook die ander gevalle, afgeskryf word.

The inclusion of the uncollectible debt of the indigent households and other debt in the total outstanding debtors, which is not expected to be recovered, is not a true and reasonable representation of the Council's financial position. In order to comply with the accounting framework IAS 39, it is recommended that the Council approve that the current outstanding accounts of the indigent households as well as the other cases are written off.

CHALLENGES

Although not only limited to the following, in the main, Indigent consumers consume more than what they are able to service in terms of their disposable income levels and numbers in each household not contributing but adding to the services consumption. The further compounding issue is the one of not having credit control leverage in those areas where the municipality does not distribute electricity

2. WETGEWING / LEGISLATION

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

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

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

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

R5 409 829,08 is die bedrag afgeskryfbaar ten opsigte van deernishuishoudings.

R1 083 465.38 is die totale bedrag afgeskryfbaar ten opsigte van ander uitstaande debiteure wat oninvorderbaar is, nadat alle moontlike pogings aangewend is om die gelde te vorder.

The total amount to be written-off will be **R 6 493 294.46**

5. AANBEVELING / RECOMMENDATION

- (a) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van **R5 409 829,08** en opsigte van deernishuishoudings, afgeskryf word as oninvorderbaar;

That the Executive Mayoral Committee approves that the amount of **R5 409 829,08** be written off as irrecoverable, in respect of indigent households;

- (b) *Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van **R1 083 465.38** ten opsigte van ander uitstaande debiteure, afgeskryf word as oninvorderbaar soos per die individuele redes;*

*That the Executive Mayoral Committee approves that the amount of **R1 083 465.38** be written off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;*

- (c) Dat, indien dit vanaf datum van hierdie goedkeuring aan die lig kom dat 'n gedeelte van die skuld of die totale skuld van 'n debiteur nie korrek sou wees nie, of dat enige inligting wat op datum van afskrywing nie aan die Uitvoerende Burgermeesterskomitee bekend was wat daartoe sou lei dat die komitee die voorgelegde skuld nie vir afskrywing sou oorweeg nie, die Uitvoerende Burgermeesterskomitee die reg voorbehou om die skuld weer terug te skryf na die betrokke debiteur en dat die nodige stappe ~~108~~ sal word om die skuld in te vorder;

That, if after the date of this approval, it comes to light that a portion of the debt owed by a debtor is not correct, or that any information was not made known to the Executive Mayoral Committee at the time of write-off, which would have led to the committee not considering the amount for write-off, the Executive Mayoral Committee retains the right to write back the debt to the relevant debtor and that the necessary steps will be taken to recover the debt;

- (d) Dat, indien 'n eiendom op welke wyse ookal vervreem sou word, die Raad die reg voorbehou om uitklaring op die betrokke eiendom te weerhou en die bedrae afgeskryf eers in te vorder, alvorens uitklaring op die betrokke eiendom gegee sal word. Ten einde uitvoering aan hierdie besluit te gee, is 'n register by die eiendomsbelastingafdeling ingestel waarin gekontroleer word of daar ten opsigte van die betrokke uitklaring vir die voorafgaande twee jaar voor uitklaring, enige afskrywing was, en dat indien wel, die afgeskryfde bedrag met die uitklaring verhaal word;

That, if a property is in any way alienated, the Council retains the right to refuse clearance on the relevant property in order to recover the amounts written-off, before clearance is given. In order to enforce this decision a register is kept by the Rates and Taxes Division which enables the department to see if any debts were written-off within the previous two years, and if so to recover the amounts before clearance is considered;

- (e) Dat verder goedkeuring verleen word dat lopende heffings wat nie by die bestaande lys bygewerk is nie, vanweë die tydverloop van wanneer die administratiewe proses van genoemde afskrywingslys begin is en die tydperk daarna, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;

That approval is also given that the current levies, which is not yet incorporated in the current list due to the period from the starting of the administrative process of compiling the write-off list and the period thereafter, form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;

- (f) Dat verder goedkeuring verleen word dat die bedrae wat aan die Raad verskuldig is, wat op datum van hierdie Item nie by die bestaande lys bygewerk is nie, as gevolg van sosioekonomiese ondersoeke wat nog nie kon plaasvind aan al die deernishuishoudings nie, ook deel van die afskrywings sal wees, onderhewig daaraan dat die Kredietbeheerafdeling oortuig is dat die nuwe skuld onder dieselfde omstandighede ook oninvorderbaar is;

That approval is also given that the amounts owed to the Council, which to date, do not appear on the schedule as a result of the non-completion of socio-economic investigations at all indigent households, will also form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;

- (g) Dat die werklike bedrag afgeskryf, nadat hierdie voorlegging aan die UBK gemaak was, weer tydens die volgende UBK Vergadering voorgelê sal word; That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;

- (h) Dat enige BTW op dienste gehef op die gebruikelike manier vanaf die Ontvanger van Inkomste teruggeëis word;

That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;

- (i) Dat die Kredietbeheerafdeling poog om besoeke aan die deernishuishoudings te bring, ten einde die afskrywing te verduidelik en die implikasie van toekomstige verpligtinge van 'verantwoordelike verbruikers' aan hulle duidelik te maak, asook om die installeering van 'n waterbeheermeganismestelsel en die werking daarvan aan die deernishuishoudings te verduidelik, ten einde voorkomende Kredietbeheer toe te pas;
That the Credit Control Division attempt to pay a personal visit to each indigent household in order to explain the write-off and the future obligations of 'responsible users', as well as to explain the installation and workings of water demand management systems, as a proactive credit control measure;

- (j) Dat verdere goedkeuring verleen word dat die kostes met betrekking tot die vervanging van die konvensionele elektrisiteitsmeter deur 'n voorafbetaalde elektrisiteitsmeter, deur die munisipaliteit gedra word en dat die Hoof Finansiële Beampte die kostes van die Deernistoekenning sal verhaal;

That approval be given that the costs relating to the replacement of the credit meter with a prepaid electricity meter are for the municipality to bear and that the Chief Financial Officer will recover the costs from the Equitable Share allocation;

- (k) Dat die UBK kennis neem van toekomstige pogings om aansluitings te beperk in 'n poging om verbruikers te dwing om die nodige dienste aansluitings te kom teken.

That the Mayoral Committee takes cognizance of the fact that the administration will attempt to put measures in place in a bid to force those users of services not on our financial system to agree and complete the necessary services connection form/s.

(get) M Bolton

DIREKTEUR: FINANSIËLE DIENSTE

Schedule A

Dorp	Total	Vat
Malmesbury	R 32 663,31	R 3 184,43
Wesbank	R 196 625,35	R 19 250,17
Abbotsdale	R 763 585,19	R 78 266,91
Kalbaskraal	R 318 846,00	R 36 802,06
Riverlands	R 314 240,46	R 37 677,19
Chatsworth	R 1 356 485,68	R 156 799,36
Ilinge lethu	R 186 931,04	R 22 165,26
Phola Park	R 166 388,46	R 19 834,45
Moorreesburg	R 110 138,06	R 11 787,98
Darling	R 145 462,04	R 15 890,85
Yzerfontein	R 69 092,41	R 3 180,09
Riebeek-Wes	R 413 382,35	R 42 913,58
Riebeek-Kasteel	R 1 272 567,14	R 145 892,78
Koringberg	R 63 421,59	R 7 007,44
PPC	R -	R -
Total	R 5 409 829,08	R 600 652,55

Schedule B

	Amount	VAT
Malmesbury	R 92 605,11	R 8 013,13
Wesbank	R 124 185,44	R 13 046,25
Kalbaskraal	R 252 241,64	R 26 607,76
Abbotsdale	R 73 219,01	R 7 957,91
Riebeek Kasteel	R 41 074,70	R 4 557,28
Riebeek Wes	R 2 630,34	R 335,79
Chatsworth	R 102 526,98	R 13 186,02
Riverlands	R 57 915,25	R 4 664,04
Iling Lethu	R -	R -
Phola Park	R 7 501,81	R 954,25
Darling	R 141 557,13	R 13 699,47
Moorreesburg	R 148 638,98	R 13 935,80
Koringberg	R 32 539,38	R 2 344,05
Yzerfontein	R 6 829,61	R 495,72
Total	R 1 083 465,38	R 109 797,47



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
12 March 2024

5/14/3/5
WARDS: All

ITEM: 7.21 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 20 MARCH 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 – 29 February 2024	:R 171 736.38 (paid)
Excess	Outstanding claims	:R 183 500.00 (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
2023/40	CLGRMUM-876659	Civil: Parks & Recreation	22/01/2023	17/02/2023	Property Loss: Wesbank Sports Ground	77 920,35	10 000,00	On 22 January 2023 the responsible official discovered that there was a break-in at the Wesbank Sportsground Clubhouse. Equipment and furniture was stolen. The assessor requested a report from the security company for the detailed log of the evening of the incident. The security service provider's report was sent to the insurer on 20 November 2023. The relevant department is in the process of responding to additional follow-up questions by the assessor. The assessor's final report is still outstanding.
2023/58	SWA2022-23/SW/51/C	Civil: Water	20/03/2023	20/04/2023	Property Loss: Stolen items, M/Burg Store	30 111,94	25 000,00	Upon inspection at the store room it was discovered that there was a break-in during which several items were stolen. An assessor was appointed on 21 July 2023 and such assessment report is outstanding to date. The assessor requested additional information regarding point of entry. Outstanding information was sent to insurer on 27 October 2023. The relevant department is in the process of responding to additional follow-up questions by the assessor. Insurance management is following up on the request frequently.
2023/60	SWA2022-23/SW/53/M	Fire Department	12/05/2023	17/05/2023	Motor Damaged: CK12628	85 918,97	35 000,00	During a fire call-out for a house burning in Ilinge Lethu the vehicle was damaged by the community by throwing stones at the vehicle. The SASRIA claim is still outstanding. Insurance management is following up on the claim frequently.
2024/13	SWA-011-M-2324	Civil: Sewerage	20/09/2023	27/09/2023	Motor Damaged: CK56674	284 766,97	50 000,00	On 27 September 2023 an ambulance caused an accident and damaged CK56674 by colliding with the municipal truck. The vehicle was sent for repairs on 28 November 2023. Repairwork on the vehicle has been finalized. The invoice from Guardrisk is still outstanding.
2024/20	SWA-017-M-2324	Civil: Street & Storm	03/11/2023	30/11/2023	Motor Damaged, CK29246	102 382,40	50 000,00	During a fire call-out for at the Darling scrapyard the vehicle was damaged by a gas explosion. The assessor requested a report from the fire department. All the outstanding information was sent to the assessor on 29 February 2024. The claim is still under investigation.
2024/21	SWA-019-C-2324	Fire Department	03/12/2023	14/12/2023	Property Loss: Moorreesburg Fire	12 150,00	2 500,00	On 4 December 2023 the responsible official discovered that there was a break-in at the Fire Department. Several small items was stolen. Outstanding information was sent to the insurer on 20 February 2024. The claim is still under investigation.
2024-25	SWA-023-M-2324	Civil: Water	21/01/2024	25/01/2024	Motor Damage: CK16687	35 964,95	5 000,00	During a call out the official crashed in to a cement pillar at the scene resulting in damage to the left side of the vehicle. The matter is due to appear before the accident committee. An assessor was appointed on 30 January 2024. Confirmation to repairwork was received on 01 February 2024. The invoice is still outstanding.
2024/26	CLGRMUM-890898	Maintenance	25/01/2024	25/01/2024	Property Damage: Nedbank Glass	16 800,00	2 500,00	On 25 January 2024 the officials discovered that one of the large glass panels of the Finance Building serving as the external wall was cracked. The cause of the damage is not obvious and as such the insurance has not yet notified Swartland as to whether the claim will be to accepted. Confirmation to replace the window was received on 08 March 2024.
2024/27	CLGRMUM-891923	Civil: Refuse Removal	19/02/2024	20/02/2024	Motor Glass: CK32551	11 346,50	3 500,00	A stone reflected from a third party vehicle and hit the windscreen of CK32551. The confirmation from the insurer to replace the windscreen was received on 29 February 2024. The invoice is still outstanding.
2024/28		Civil: Refuse Removal	23/02/2024	28/02/2024	Motor Damage: CK43285	33 951,21	outstanding	The driver of the truck was busy reversing and the rear side step bumped into the bumper of stationery truck CK43285. An assessor was appointed.
						691 313,29	183 500,00	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2024/24	CLGRMUM- 888079	Civil: Water	16/11/2023	21/11/2023	Motor Glass: CK10564	2 645,00	661,25	Excess paid to the supplier on 29 February 2024.
						2 645,00	661,25	

ITEM 7.22 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

ONDERWERP: HERSIENING VAN DIE RAMPBESTUUR PLAN VIR SWARTLAND

**SUBJECT: REVIEW OF THE CORE MUNICIPAL DISASTER MANAGEMENT PLAN OF
SWARTLAND**

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Die Raad het 'n goedgekeurde rampbestuursplan vir die Swartland munisipale gebied en is die vereiste dat genoemde plan jaarliks hersien en op datum gebring word met enige veranderinge indien nodig.

The Council approved a disaster management plan for the Swartland municipal area and requires that the said plan be reviewed yearly and updated with any changes if necessary.

The top risks identified for Swartland in the disaster risk assessment that are still relevant are:

- Load Shedding
- Alien invasive species
- Water supply disruption
- Floods
- Seismic activity
- Wild fires
- Animal diseases
- Service delivery protests
- Covid-19 (new risk)
- Drought

*Attached is the reviewed **2024 Core Municipal Disaster Management Plan** for perusal. On page 4 & 5 is a summary of all the changes.*

The risk reduction and preparedness plans form part of this core disaster management plan.

*The focus of every municipal department should be to take disaster management principles into account when doing their normal day-to-day work. The municipality as a whole should seek to **mitigate or reduce the risk of disasters** occurring in vulnerable communities.*

*This core municipal disaster management plan seeks to achieve the following **key outcomes**:*

- Integration of disaster risk management into the strategic and operational planning and project implementation of all line functions and role players within the Municipality.
- Integration of disaster management mitigation strategies and projects within this plan.
- An integrated, fast and efficient response to emergencies and disaster by all role players.

2. WETGEWING / LEGISLATION

*The **Disaster Management Act, Act 57 of 2002** is mandatory to every municipality to prepare a disaster management plan for its area and to review such plan regularly.*

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

Section 53(2)(a) of the Disaster Management Act, 2002 states that the disaster management plan must form an integral part of the Integrated Development Plan (IDP) of the municipality.

Within the current IDP this Disaster Management Plan is aligned to:

Strategic goal 1: Community safety and wellbeing

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Die plan is intern opgestel en hersien met die hulp en kommentaar van al die Direktorate. Daar is dus geen finansiële implikasie.

The plan has been drafted internally and reviewed with the help and comments of all Directorates. There is no financial implication.

5. AANBEVELINGS

- 5.1. Dat kennis geneem word van die inhoud van die 2024 hersiende rampbestuursplan asook die instemming van al die departemente om as deel van hul daaglikse take aandag te gee aan ramprisiko vermindering.
- 5.2. Dat die Burgemeesterskomitee die 2024 hersiende Rampbestuursplan vir die Swartland Munisipale area goedkeur met die onderneming dat die plan jaarliks hersien sal word om sodoende seker te maak dat die inhoud altyd relevant en op datum is.
- 5.3. Dat, soos deur die Rampbestuurswet voorgeskryf, 'n afskrif van die goedgekeurde hersiende plan voorsien word aan die Weskus Rampbestuursentrum, Provinsiale Rampbestuursentrum asook die Nasionale Rampbestuursentrum.

5. RECOMMENDATIONS

- 5.1. That the content of the 2024 reviewed Core disaster management plan be noted as well as the agreement of all departments to pay attention to risk reduction as part of their daily tasks.
- 5.2. That the Mayoral Committee approves the 2024 reviewed Core Disaster Management Plan for the Swartland Municipal Area with the undertaking that the plan will be reviewed annually to ensure that the content is always relevant and up to date.
- 5.3. As prescribed by the Disaster Management Act, a copy of the approved reviewed plan is provided to the West Coast Disaster Management Centre, Provincial Disaster Management Centre as well as the National Disaster Management Centre.

(get) P A C Humphreys

MUNISIPALE BESTUURDER

MUNICIPAL MANAGER

PACH/ch



Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste

5 Maart 2024

7/1/2/2-3

ITEM 7.23 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE
VERGADERING WAT GEHOU SAL WORD OP 20 MAART 2024

**SUBJECT: SWARTLAND MUNICIPALITY: 2024 REVIEWED BUSINESS CONTINUITY
AND DISASTER RECOVERY PLAN**

1. AGTERGROND / BACKGROUND

Section 9 of the original Business Continuity and Disaster Recovery Plan states:
"This plan is intended to be a living document and as such must be reviewed on a regular basis"

Attached find the annual **reviewed 2024 Business Continuity and Disaster Recovery Plan** which cover all possible internal disasters that can happen within the municipality. Changes to the plan relates merely to the update of staff changes and telephone numbers and new municipal buildings (refer page 5 of the plan).

The purpose of this business continuity plan is to prepare Swarthland Municipality and specifically its departments in the event of extended service outages caused by factors beyond our control, and to restore services to the widest extent possible in a minimum timeframe. The plan makes provision for a disaster recovery team (Business Continuity Management Team – BCMT), which consists of:

- The Municipal Manager
- Departmental Heads
- IT-Manager
- The Executive Mayor
- The Executive Mayoral Committee member responsible for Protection Services

This disaster recovery team will be responsible for the overall co-ordination of the disaster recovery effort.

2. WETGEWING / LEGISLATION

This Business Continuity and Disaster Recovery Plan are reviewed in line with the **Disaster Management Act, Act 57 of 2002**.

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

This plan is aligned to the IDP dated May 2024 with **strategic goal 1: Community safety and wellbeing**.

4. FINANSIELE IMPLIKASIE / FINANCIAL IMPLICATION

Geen finansiële implikasie vir die Raad. Die plan is intern opgedateer.
No financial implication. The plan was reviewed internally.

5. **AANBEVELING / RECOMMENDATIONS**

- 5.1 That **cognisance is taken of the changes** that was made to the Business Continuity and Recovery Plan.
- 5.2 That the reviewed 2024 Swartland Business Continuity and Recovery Plan **be approved**.

(get) P A C Humphreys

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
16 February 2024

6/1/2/1

ITEM 7.24 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 MARCH 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE BELT FILTER PRESS AT THE MALMESBURY WASTE WATER TREATMENT WORKS

1. BACKGROUND

Sludge removal from treated wastewater is part of the tertiary processes at a waste water treatment works. At the Malmesbury WWTW this is achieved with mechanical equipment where mixed liquor is passed through a belt filter press to remove and dewater sludge. This equipment is therefore essential for the operation of the waste water treatment.

The drive unit of the belt filter press comprising an electrical motor and gearbox has failed resulting in treatment process failure, sludge losses and a final effluent of poor quality that does not conform to the required standards with a detrimental impact on the environment.

GW Trautmann, a reputable service provider with the necessary skills and equipment, was requested to remove the faulty components to their workshop and to assess the extent of the repair work required. A quotation was received which amounted to R 35,264.43 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the drive unit of the belt filter press by GW Trautmann be handled as an emergency to limit the consequential treatment process failure, sludge losses and a final effluent of poor quality that does not conform to the required standards and with a detrimental impact on the environment.

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 9/239-349-689 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN

The provision sewer treatment 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 drive unit of the belt filter press at the Malmesbury WWTW by GW Trautmann for the amount of R 35,264.43 (excluding VAT).
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The belt filter press would be left out of service for an extended period of time;
 - This would have resulted in failure of the treatment process, sludge losses, final effluent of poor quality that does not conform to the required standards and a detrimental impact on the environment; and
 - The repair of the drive unit of the belt filter press therefore had to be handled as an emergency.
- 5.4 That it be noted that the expenditure was allocated mSCOA Code: 9/239-349-689 and that there is sufficient funding available for the quoted amount of R 35,264.43 (excluding VAT)
- 5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JB/ma



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
19 February 2024

8/1/B/2

ITEM 7.25 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 MARCH 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE SUBMERCIBLE PUMP AT THE RIVERLANDS PUMPSTATION

1. BACKGROUND

The sewer pump station in Riverlands collects and transfers raw sewerage from the residential areas in Riverlands to the evaporation ponds located along the entrance road to Chatsworth. The pump station is equipped with two pump sets. One of the pumps suffered mechanical failure resulting in periodic overflow of raw sewerage at the pump station.

CAW, a reputable company with the required skills and equipment was requested to assess the extent of repairs and to prepare a quotation. The quotation was received and amounts to R 36,515.00 (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 that the repairs to the pump be handled as an emergency due to the inevitable failure in sewer services and the overflow of raw sewerage.

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 sewer treatment 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 pump at the Riverlands Pump station by CAW for the amount of R 36,515.00 (excluding VAT).
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
- The submersible pump would have been left out of service for an extended period of time while following due process;
 - This would have resulted in continued flooding of the sewerage pump station, failure of the service and the spillage of raw sewage;
 - The repair work to the pump therefore had to be handled as an emergency.
- 5.4 That it be noted that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 36,515.00 (excluding VAT).
- 5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JB/jb



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
26 February 2024

6/1/2/1

ITEM 7.26 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 MARCH 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : URGENT REPAIR WORK TO COMPACTOR TRUCK CK 37359
--

1. **BACKGROUND.**

The Municipality deploys a compactor truck CK 37359 for refuse collection in Malmesbury. The truck is a 2014 model UD 330 Quester.

CK 37359 encountered difficulty with compacting waste and was taken to Transtech, the agents for Heil 5000 compactor bodies, for assessment. It was determined that the lower blade panel assembly and a shaft bottle pin needed to be replaced. The Municipality was supplied a quote of R 136,440.74 excluding VAT for the new blade panel assembly. In May 2023, the left hand side slide panel underwent a complete rebuild and the blade cylinder was replaced.

The truck performs an essential waste collection and removal service and taking it out of service impairs on the Municipality's capacity to deliver the service. Not delivering the waste removal services to the required standard will lead to public and environmental health risks. It is therefore extremely important that the truck is repaired and put back into service in the shortest possible time.

Currently the vehicle is scheduled for replacement in the 2025/2026 financial year and repair works are within allowable limits.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that the repairs to waste removal truck CK 21988 be treated as an emergency to prevent prolonged impairment to the waste removal service.

2. **LEGISLATION**

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to 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 will be allocated to the vehicle repair vote number 9/4-36-5 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN

The provision waste removal 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 repairs to the compactor truck CK 37359 for the amount of R 136,440.74 (excluding VAT) by Transtech.
- 5.2 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The truck would have been left out of service for an extended period of time;
 - This would have resulted in a failure in the waste removal services and public health risks;
 - The repair works to the compactor truck therefore had to be handled as an emergency.
- 5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/4-36-5 and that there is sufficient funding available for the quoted amount of R 136,440.74 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
5 March 2024

8/1/B/2

ITEM 7.27 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 MARCH 2024.

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIRS OF DRUM SCREEN AND GEARBOX AT THE INLET WORKS OF THE RIEBEEK KASTEEL WWTW

1. BACKGROUND

The inlet works at the Riebeek Kasteel WWTW is equipped with drum screens that remove non-biodegradable solids present in sewerage. The non-biodegradable solids comprise foreign matter such as rags, paper, plastic, latex, metal, containers, stones, sand and wood. If not removed at the inlet works, downstream mechanical equipment will inevitably be damaged.

One of these drum screens and gearbox suffered mechanical damages resulting in foreign matter entering the treatment works. Urgent repairs were required to prevent failure and damages to downstream mechanical equipment.

GW Trautmann, a well-established company with the required expertise and equipment was requested to prepare a quotation. The quotation amounted to R 63,228.47 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the drum screen and gearbox by GW Trautmann be handled as an emergency to prevent consequential failure and damages to downstream mechanical equipment.

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 9/239-851-689 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN

The provision sewer treatment 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 repairs to the drum screen and gearbox at the inlet works of the Riebeek WWTW by GW Trautmann for the amount of R 63,228.47 (excluding VAT).
- 5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The drum screen would have been left out of service for an extended period of time.
 - This would have resulted in failure and damages to downstream mechanical equipment.
 - The repair of the drum screen and gearbox drive unit of the belt filter press therefore had to be handled as an emergency.
- 5.3 That it be noted that the expenditure was allocated to mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 63,228.47 (excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JB/jb



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
7 March 2024

8/1/B/2

ITEM 7.28 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 20 MARCH 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO CK 49106 VOLVO FRONT-END LOADER

1. BACKGROUND.

The Municipality deploys a 2018 Volvo L60GZ front-end-loader with registration CK 49106 in the Swartland municipal area to clear illegally dumped waste.

The compressor of the machine stopped functioning and the agents for Volvo earthmoving machines, Babcock Equipment, was requested to assess. It was determined that the unit was faulty and had to be replaced. The Municipality was supplied with a quote of R 34,374.42 excluding VAT.

The front-end loader is not scheduled for replacement in the next five financial years and therefore the repair work is warranted.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved repair of the compressor unit of front-end-loader CK 49106 by Babcock Equipment in terms of paragraph 2(6)(g) of the SCM Policy as they are the authorised dealer for Volvo Construction Equipment in South Africa.

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: (g) machinery or other equipment serviced and repaired by the agent of that machinery or equipment.*

3. FINANCIAL IMPLICATIONS

The expenditure will be allocated to vote number 9/7-18-5 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 compressor unit to the front-end-loader CK 49106 for the amount of R 34,374.42 by Babcock Equipment.

- 5.2 That cognisance be taken that in terms of paragraph 2(6)(g) of the SCM Policy a formal tender process was not followed as Babcock Equipment is the support agent for Volvo Earthmoving Equipment in South Africa.
- 5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/7-18-5 and that there is sufficient funding available for the quoted amount of R 34,374.42 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