



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 17 APRIL 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

Ander raadslede:

Speaker, rdh M A Rangasamy

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 J M de Beer om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Geen verskonings is ontvang nie.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

3.1 VERSOEK VANAF RDL M NGOZI OM GEMEENSKAPVERGADERING BY TE WOON OP 17 APRIL 2024

Die Munisipale Bestuurder gee agtergrond tot die versoek van rdl M Ngozi om amptenare af te vaardig om die gemeenskapvergadering op 17 April 2024 by te woon.

'n Memorandum is gedurende die protesoptog van 8 Maart 2024 aan die Munisipaliteit oorhandig en het lg. binne die 14-dae periode daarop gereageer.

'n Vergadering is met rdl Ngozi gehou op 9 April 2024 om die terugvoering deur die Munisipaliteit op die memorandum te bespreek, aangesien die gemeenskap aangedui het dat hulle nie die inhoud verstaan nie en derhalwe die Munisipaliteit uitnooi om die gemeenskapvergadering by te woon.

Die Munisipale Bestuurder/...

3.1/...

Die Munisipale Bestuurder bevestig die standpunt van die Munisipaliteit om eerder met verteenwoordigers van die gemeenskap in gesprek te tree as om 'n gemeenskapvergadering by te woon, aangesien die kwessies op hande nie konstruktief tydens 'n gemeenskapvergadering bespreek sal kan word nie.

BESLUIT

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

Dat rdl Ngozi versoek word om 'n vergadering tussen verteenwoordigers van die gemeenskap en die Munisipaliteit byeen te roep op 'n datum na afloop van die gemeenskapvergadering om te verseker dat die kwessies gelys in die memorandum van 8 Maart 2024 om 'n konstruktiewe wyse bespreek word.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 20 MAART 2024

BESLUIT

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 20 Maart 2024 goedgekeur en deur die Burgemeester onderteken word.

4.2 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 10 APRIL 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 10 APRIL 2024

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT

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

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

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT

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

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

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

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

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

5.1.4 BESKERMINGDIENSTE

BESLUIT

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

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

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

6.1 AFSKRYWING VAN DEERNIS- EN ONINBARE SKULD: MAART 2024 – WERKLIKE BEDRAG AFGEKSRYF (5/7/3)

Daar is op 20 Maart 2024 aan die Uitvoerende Burgemeesterskomitee verslag gedoen aangaande die voorneme om skuld van deernishuishoudings en ander oninbare skuld af te skryf.

Die verslag het ten doel om die werklike bedrae afgeskryf te bevestig.

BESLUIT

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

- (a) Dat kennis geneem word dat die bedrae wat werklik afgeskryf is ten opsigte van deernishuishoudings, **R6 834 093.78** beloop en ten opsigte van ander oninvorderbare skulde, **R1 084 471.05** beloop;
- (b) Dat kennis geneem word dat Swartland Munisipaliteit die reg voorbehou om enige bedrag wat afgeskryf is, weer terug te skryf na die betrokke debiteur en alle nodige stappe geneem sal word om die skuld in te vorder, indien dit vanaf datum van hierdie goedkeuring aan die lig kom dat:
 - (i) 'n Huishouding nie aan die deerniskriteria voldoen het nie (soos bepaal in Hoofstuk 7 van die Deernisbeleid); of
 - (ii) 'n Gedeelte van die skuld of die totale skuld van 'n debiteur nie korrek sou wees nie; of
 - (iii) Enige inligting wat op datum van afskrywing nie aan die Uitvoerende Burgemeesterskomitee bekend was, wat daartoe sou lei dat die komitee die voorgelegde skuld nie vir afskrywing sou oorweeg nie;
- (c) Dat kennis geneem word dat indien 'n eiendom op welke wyse ookal vervreem sou word, Swartland Munisipaliteit 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. 'n Register is 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.

7. NUWE SAKE

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

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

Die Munisipale Bestuurder verduidelik dat die verslag ingevolge wetgewende vereistes opgestel is met die doel om die onderprestasië van kontrakteurs vroegtydig aan te spreek.

BESLUIT

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

- (a) Dat kennis geneem word van die verslag insake die prestasië van kontrakteurs vir die periode 1 Januarie 2024 tot 31 Maart 2024;
- (b) Dat verder kennis geneem word van die twee kontrakte wat nie op skedule is nie, en dat dit op 'n gereelde basis gemonitor sal word.

7.2/...

7.2 VERSLAG INSAKE DIE IMPLEMENTERING VAN DIE VOORSIENINGKANAAL-BESTUURSBELEID VIR DIE PERIODE 1 JANUARIE 2024 TOT 31 MAART 2024 (8/1/B/2)

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

Die verslag vir die periode 1 Januarie 2024 tot 31 Maart 2024 is met die sakelys gesirkuleer.

Die Munisipale Bestuurder bevestig, met verwysing na die omvang van die toekenning van tenders in die 1^{ste} Kwartaal ten bedrae van R162 155 686.59, dat daar reeds na afloop van die voorlegging van die konsepbegroting in Maart 'n aanvang geneem word om tenderspesifikasies gereed te kry. Sodoende word verseker dat daar spoedig op tender uitgegaan kan word na afloop van die finale goedkeuring van die begroting.

BESLUIT

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

- (a) Dat kennis geneem word van die Kwartaalverslag ten opsigte van die implementering van die Voorsieningskanaalbestuursbeleid soos beoog deur artikel 6(3) van die Regulasies, sowel as verslae van die Formele Tenders (Bylae A), Informele Tenders (Bylae B), en die Afwykingsverslag (Bylae C);
- (b) Dat kennis geneem word van die dienste gelewer vir die tydperk 1 Januarie 2024 tot 31 Maart 2024 met verwysing na die uitsonderings waar dit onprakties is om die mark te toets en dus 'n afwyking van die verkrygingsprosesse ingevolge paragraaf 2(6) van die Voorsieningskettingbestuurbeleid (Bylae D) noodsaak.

7.3 SONDEZA AFRI-JEUG INISIATIEF: EVALUERINGSVERSLAG 2023 (17/2/2/1)

Die 18^{de} Sondeza-Afri-Jeuginisiatief is aangebied vanaf 6 tot 15 Desember 2023 op Ganzekraal en die positiewe terugvoering van leerders, soos vervat in die Evalueringsverslag, getuig van die sukses van die kamp.

Die volledige Evalueringsverslag is met die sakelys gesirkuleer.

BESLUIT

Dat kennis geneem word van die Evalueringsverslag van die 18^{de} Sondeza Afri-Jeuginisiatief wat deur me l Looek as kamp-koördineerder opgestel is.

7.4 HUUROOREENKOMS: MALMESBURY INFORMELE HANDELAARSVERENIGING (17/12/2/2/1/2)

Die informele handelsarea te Bokomoweg, Malmesbury asook ander afgebakende areas word sedert 2003 aan die Malmesbury Informele Handelaarsvereniging verhuur.

Die Malmesbury Informele Handelaarsvereniging het versoek om die huurtermyn te verleng.

BESLUIT

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

- (a) Dat goedkeuring verleen word dat 'n ooreenkoms met die Malmesbury Informele Handelaarsvereniging gesluit word vir die huur van die informele handelsarea te Bokomoweg (en ander afgebakende plekke) in Malmesbury, vir 'n termyn van drie jaar ten bedrae van R1 030.00, plus BTW, per maand;
- (b) Dat die huurvoorwaardes onveranderd bly.

7.5/...

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

Die Munisipale Bestuurder gee agtergrond tot die besoek aan die Imibala Trust ('n Rupert-Trust) in Somers-Wes wat 'n verskeidenheid programme aanbied om 'n verskil in die lewens van kinders te maak.

Daar is, onder andere, ondersteuningsprogramme wat kinders toerus met skool- en sportklere van die onderskeie skole waar die kinders skool gaan, vaardighedsprogramme in kuns, rekenaars, ens.

Die Direkteur: Ontwikkelingsdienste noem dat daar in die GOP 'n groot fokus is op die ontwikkeling van vaardighede (skills centres) en dat bestaande geboue vir hierdie doeleindes benut moet word. Die programme wat Imibala Trust aanbied kan gedupliseer word as daar fasiliteite en fondse beskikbaar is, want – soos bevestig deur die voorsitter – sal dit 'n positiewe impak op die gemeenskap hê.

Die Munisipale Bestuurder noem dat die bestuurder van die Imibala Trust op Somerset-Wes vanoggend bevestig het dat die Rupert Trustees goedkeuring verleen het om 'n soortgelyke sentrum op Moorreesburg te vestig. Moorreesburg is geïdentifiseer, aangesien die Moorreesburg Sakekamer die Munisipaliteit bekendgestel het aan die Imibala Trust-inisiatief.

BESLUIT

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

- (a) Dat daar kennis geneem word dat die huurooreenkomste met Sinethemba ten opsigte van die gebou geleë op gedeeltes van Erf 10 en Erf 122 te Hoofstraat 6, Moorreesburg, op 30 April 2024 sal verstryk en nie hernieu sal word nie;
- (b) Dat die toekomstige benutting van die Kommandogebou vir ondersoek verwys word na die Administrasie, vir terugvoering aan die Uitvoerende Burgemeesterskomitee.

7.6 VERHUUR VAN HANDELSPLASIES BY DIE DE VLEI AMFITEATER, DARLING (12/1/3/1-1/1)

Die Raad gaan vier doelgeboude skeepvraghouers beskikbaar stel as deel van die projek om 'n Entrepreneursnode op Erf 155, De Vlei Amfiteater, Darling te vestig.

'n Deursigtige publieke deelname proses is gevolg en onderhoude is gehou met die voornemende huurders om vier SMME's te identifiseer om hulle besighede vanuit die skeepvraghouers te bedryf.

BESLUIT

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

- (a) Dat daar kennis geneem word van die aansoekproses vir die identifisering van huurders vir die beskikbare handelsplasies by die entrepreneursnode op Erf 155, Darling, sowel as die uitkoms daarvan;
- (b) Dat huurooreenkomste gesluit word vir 'n periode van twee jaar en onderhewig aan 'n maandelikse huur van R100.00 BTW uitgesluit, ten opsigte van die suksesvolle aansoekers soos volg:
 - (i) Wegneemetes: Me Nomakwezi Yedwa
 - (ii) Haarsalon: Me Sunell Sias
 - (iii) Snoepie: Mnr Andre Derks
 - (iv) Klerewinkel: Ms Rebecca Qametsi
- (c) Dat die Direkteur: Korporatiewe Dienste gemagtig word om die terme en voorwaardes van die huurooreenkomste te bepaal, in samewerking met die Direkteur: Ontwikkelingsdienste;
- (d) Dat goedkeuring verleen word dat daar afstand gedoen word van die aansluitingstariese vir dienste ter bevordering van PEO (LED) vir SMME's;

7.6/...

- (e) Dat goedkeuring verleen word dat die dienste-aansluitings op die naam van die onderskeie entrepreneurs gedoen word, pleks van Swartland Munisipaliteit;
- (f) Dat daar goedkeuring verleen word dat daar 'n beleid opgestel word vir PEO inisiatiewe ter ondersteuning van SMME's in soverre dit dienste-aansluitings betref.

7.7 HUUROOREENKOMS: ERF 4360, DARLING (12/2/4-3/1)

Die Direkteur: Korporatiewe Dienste noem dat dit in ag geneem moet word dat Erf 4360, Darling nie omhein of as 'n afsonderlike entiteit afgesper is van Erf 4359 nie en kan dus nie as 'n ekonomiese landbou-entiteit aan enige ander party verhuur word nie.

Die aansoek van die aanliggende eienaar, *Anicol Properties*, word dus ondersteun om Erf 4360 vir landboudoeleindes vir 'n verdere termyn te huur.

BESLUIT

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

- (a) Dat goedkeuring verleen word dat 'n huurooreenkoms met *Anicol Properties Pty Ltd* gesluit word vir 'n periode van drie jaar met ingang vanaf 1 Julie 2024 vir die huur van Erf 4360, Darling vir landboudoeleindes;
- (b) Dat die huurgeld vasgestel word op R2 788.00 per maand, BTW uitgesluit;
- (c) Dat die Direkteur: Korporatiewe Dienste volmag verleen word om die voorwaardes van verhuring te bepaal.

7.8 HUUROOREENKOMS: MAST SERVICES (VODACOM) (15/4/6)

Die Direkteur: Korporatiewe Dienste noem dat dit onlangs onder die aandag van die Munisipaliteit gebring is dat daar 'n sellulêre basisstasie by die Yzerfontein Karavaanpark opgerig is.

Die doel van die verslag is om 'n formele huurooreenkoms, soortgelyke aan die ander sellulêre basisstasies, met die diensverskaffer aan te gaan.

BESLUIT

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

- (a) Dat 'n huurooreenkoms gesluit word met MAST Services (Pty) Ltd vir 'n termyn van drie jaar met ingang vanaf 1 Julie 2024 vir die gebruik van spasie, ± 10 m² groot, op Erf 208, Yzerfontein, om kommunikasienetwerkdienste in Yzerfontein te verskaf;
- (b) Dat die maandelikse huurgeld vasgestel word op R1 745.00 (BTW uitgesluit), om jaarliks met 6% te eskaleer;
- (c) Dat die Direkteur: Korporatiewe Dienste met volmag bekleed word om die toepaslike terme en voorwaardes te bepaal vir doeleindes van die huurooreenkoms.

7.9 UITSTAANDE DEBITEURE: MAART 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 Maart 2024.

7.10/...

7.10 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 Maart 2024 soos met die sakelys gesirkuleer.

7.11 AFWYKING VAN VOORGESKREWE VERKRYGINGPROSEDURES: HERSTEL EN TOETSING VAN "CHERRY PICKER", CK 47512 (8/1/B/2)

Die Direkteur: Elektriese Ingenieursdienste noem dat dit 'n veiligheidvereiste is om jaarliks die "cherry pickers" na te sien en behels dit, onder andere, 'n inspeksie om enige olie lekkasies op te spoor en die uitvoering van 'n ladingtoets.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkryging-prosedures in terme van paragraaf 36 van die Voorsiening-kanaalbestuursbeleid;
- (b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om die herstel van die "Cherry Picker" CK 47512 deur Alpha Hydraulic Lifting ter waarde van R47 082.00 (BTW uitgesluit) goed te keur;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingprosedures aangeteken word as volg:
 - (i) Die behoefte vir jaarlikse inspeksie- en toetsverslae volgens die veiligheidsvereistes;
 - (ii) As gevolg van die oopmaak en kwotasie (strip and quote) basis is dit nie redelik om die normale verkrygingsproses te volg nie;
 - (iii) Die noodsaaklikheid om die toerusting weer in diens te stel om dienslewering te verseker;
- (d) Dat kennis geneem word dat die koste teen mSCOA pos 9/4-17-5 betaal is en dat daar genoeg fondse beskikbaar was om die koste van R47 082.00 (BTW uitgesluit) te dek;
- (e) Dat die Bestuurder Finansiële State versoek word om die bostaande redes as 'n nota tot die finansiële state by te voeg wanneer die state opgestel word.

7.12 AFWYKING VAN VOORGESKREWE VERKRYGINGSPOSSESE: HERSTEL EN TOETSING VAN "CHERRY PICKER", CK 14498 (8/1/B/2)

Die Direkteur: Elektriese Ingenieursdienste noem dat dit 'n veiligheidvereiste is om jaarliks die "cherry pickers" na te sien en behels dit, onder andere, 'n inspeksie om enige olie lekkasies op te spoor en die uitvoering van 'n ladingtoets.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkryging-prosedures in terme van paragraaf 36 van die Voorsiening-kanaalbestuursbeleid;
- (b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om die herstel van die "Cherry Picker" CK 14498 deur 600CT ter waarde van R39 420.00 (BTW uitgesluit) goed te keur;
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingprosedures aangeteken word as volg:
 - (i) Die behoefte vir jaarlikse inspeksie- en toetsverslae volgens die veiligheidsvereistes;

7.12(c)/...

- (ii) As gevolg van die oopmaak en kwotasie (strip and quote) basis is dit nie redelik om die normale verkrygingsproses te volg nie;
 - (iii) Die verskaffer, 600CT, is die oorspronklike vervaardiger en installeerder van die toerusting;
 - (iv) Die noodsaaklikheid om die toerusting weer in diens te stel om dienslewering te verseker;
- (d) Dat kennis geneem word dat die koste teen mSCOA pos 9/4-17-5 betaal is en dat daar genoeg fondse beskikbaar was om die koste van R39 420.00 (BTW uitgesluit) te dek;
- (e) Dat die Bestuurder Finansiële State versoek word om die bostaande redes as 'n nota tot die finansiële state by te voeg wanneer die state opgestel word.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Siviele Ingenieursdienste
2 Mei 2024

7/1/2/2-4

**ITEM 6.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024**

ONDERWERP: MAANDVERSLAG – MAART 2024: SIVIELE INGENIEURSDIENSTE SUBJECT: MONTHLY REPORT – MARCH 2024: CIVIL ENGINEERING SERVICES

Attached are the following reports relating to the functioning of the Civil Engineering Services directorate during **MARCH 2024**, in terms of Council's Strategic Management System:

- a) Report on Swartland Waste Water Treatment Works
- b) Operational Graphs
- c) Incident Report
- d) EPWP Report

(get) L D Zikmann

MUNICIPAL MANAGER
LDZ/ma

Zikmann/verslae/maandverslae /Mrt24

SWARTLAND WASTE WATER TREATMENT WORKS : FINAL EFFLUENT: MAR 2024

Treatment Works	Date	pH	E.Cond. mS/m (function of influent)	COD mg/ℓ	Ammonia mg/ℓ	Nitrate mg/ℓ	Total Sus. Solids mg/ℓ	Fosphate mg/ℓ	Faecal Coli org/100mℓ	Faecal Coli WDM Report org/100mℓ
	General Limits	5,5 - 9,55	150	75	(10) 6	(-) 15	25	(-) 10	1000	
Darling	13/3/2024	8,05	98	28,6	<0.10	4,5	5	<0.20	1	-
Malmesbury	13/3/2024	7,65	116	32,7	40	<0.20	<4	<0.20	<1	-
Moorreesburg	13/3/2024	7,02	102	10,8	<0.10	11	5	7,2	292	-
Koringberg	2024/12/03	6,69	215	335	88,6	<0.20	147	15,6	>2419	-
Riebeek Kasteel	13/3/2024	7,12	78,6	16,3	0,28	8,3	<4	<0.20	>2419	-
Chatsworth	2024/12/03	6,79	137	85,7	46,1	<0.20	10	16,8	>2419	-
Kalbaskraal	2024/12/03	6,4	127	547	41,7	<0.20	316	13,7	>2419	-
Determinant Passed	38	7	6	4	3	7	5	4	2	-
Determinant Failed	18	0	1	3	4	0	2	3	5	-
Total Tested	56	7	7	7	7	7	7	7	7	-
% Passed	68	100	86	57	43	100	71	57	29	-

**VERSLAG : SWARTLAND RIOOLWERKE
(MAART 2024)**

**REPORT: SWARTLAND WASTE WATER TREATMENT WORKS
(MARCH 2024)**

OPERATION OF ACTIVATED SLUDGE TREATMENT WORKS

Below is comments from the consulting chemists with regards to operational matters of the various waste water treatment works.

MALMESBURY (75%)

1. An average daily flow of 4 936 m³/d was recorded in February (49.4 capacity).
2. An organic load of 7 537 kg COD/d was imposed on the plant (75.3% capacity).
3. The sludge masses were slightly low at both AT's, establishing a sludge age of only 13 days. Maintain 800 – 900 ml/l solids, by judicious sludge wastage.
4. Plant performance was poor across both AT's relative to the nitrification of ammonia nitrogen and removal of organics, due to continued under-aeration. Expedite repairs of blower No.2. The slightly low sludge masses also contributed to poor plant performance.
5. The final effluent exceeded the General Limit relative to ammonia nitrogen, due to prolonged under-aeration.
6. Disinfection was excellent (<1 Faecal Coliforms per 100ml).

MOORREESBURG (77%)

1. An average daily flow of 1273 m³/d was recorded in February, (67.0 capacity).
2. An organic load of 1453 was imposed on the plant (76.5% capacity).
3. The sludge masses were excessive at the AT's. Maintain 400 – 500 ml/l solids (920 / 950 ml/l measured), by increasing sludge wastage.
4. Plant performance was nevertheless good at both AT's, the nitrification of ammonia nitrogen being extensive. Removal of organics was adequate across both units. Denitrification was incomplete at AT1.
5. ST2's effluent was of good chemical quality. The underflow sludge return rates were adequate.
6. The chlorine residuals were slightly high. Reduce chlorination and maintain 0.25 mg/l free chlorine. The bacteriological count complied after resampling was initiated (534 / 292 Faecal Coliforms per 100ml).
7. The final effluent complied with the General Limit free chlorine.

DARLING (104%)

1. The organic load was 104% of treatment capacity.
2. The organic load decreased to 1 626 kg COD/d, down from 4 467 kg COD/d.
3. The inflow meter readings appears to over-estimate flows to the plant, due to a faulty meter, caused by load shedding.
4. Both aerators serviceable and operating. Maintain 800 – 900ml/l solids (860 ml/l measured), Maintain present aeration programme.

5. Plant performance was good in the aeration basin. Nitrification of ammonia was complete and removal of organics was 95.1 % effective. The mixed liquor pH remained slightly high at 7.60. Maintain a pH of 6.80 – 7.20.
6. Phase separation was complete across the settling tank and the effluent was of good chemical quality.
7. The underflow sludge return rate was adequate. Surface was clear.
8. The final effluent complied with the General Limit, except for free chlorine. *FE2 (reed bed) complied with the Irrigation Limit up to 500 m³, relevant to parameters measured.
9. The chlorine residuals were slightly high in the Final effluent. Maintain 0.25 mg/free chlorine. Disinfection was excellent (1 Faecal Coliforms per 100 ml).
10. The Irrigation Limit up to 500 m³, which applies to FE2, does not specify compliance criteria for free chlorine. Disinfection was adequate at FE2 (reed bed) relative to the Irrigation Limit up to 500 m³.

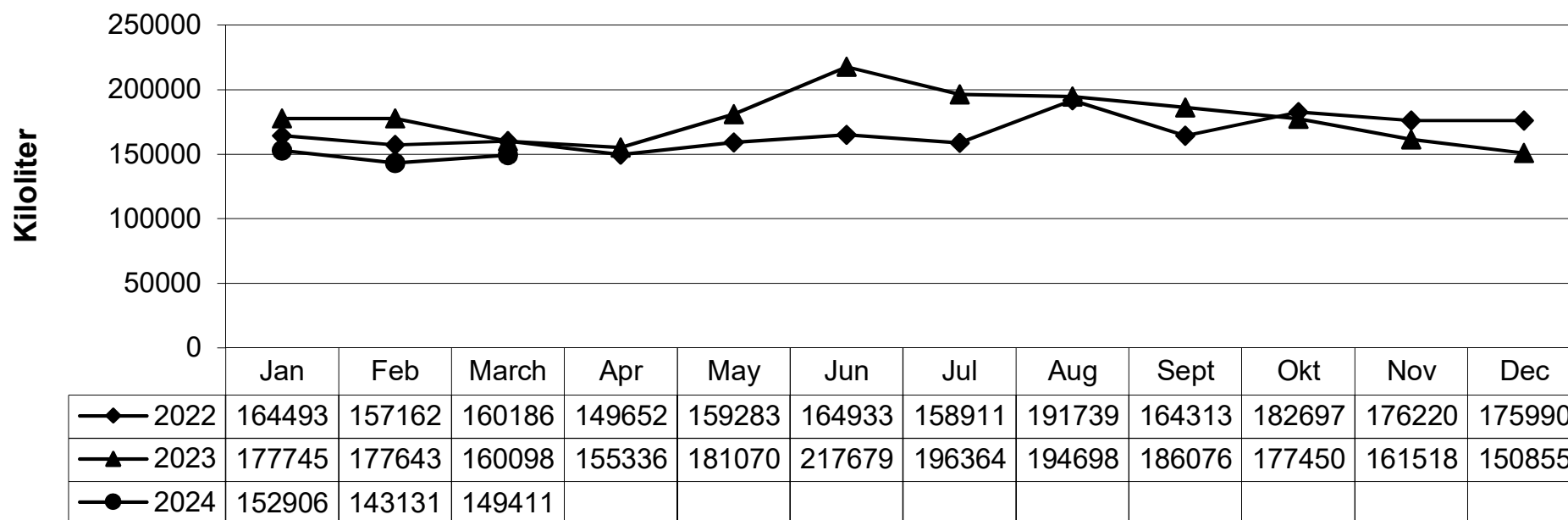
RIEBEEK VALLEI (59%)

1. An ADF of 853 m³/d was recorded in February (59.1% capacity).
2. The organic load of 661 kg COD/d was imposed on the plant (44.1% capacity).
3. The sludge mass was slightly high in absolute terms at the AT. Maintain 400 – 500 ml/l solids (970 ml/l measured), by increasing sludge wastage.
4. Plant performance was good in the aeration basin. Nitrification of ammonia nitrogen was extensive and removal of organics was sufficient relative to the General Limit.
5. Both settling tanks were in neat condition and the surfaces were clear. Both effluents were of good chemical quality. The underflow sludge return rates from both ST's were adequate.
6. The chlorine residuals were satisfactory. Disinfection was poor (>2419 Faecal Coliforms per 100 ml). The reason for this is not clear. Clean contact tank regularly and ensure a contact time of at least 30 minutes.
7. The final effluent exceeded the General Limit relative to Faecal Coliforms.

ooOOoo

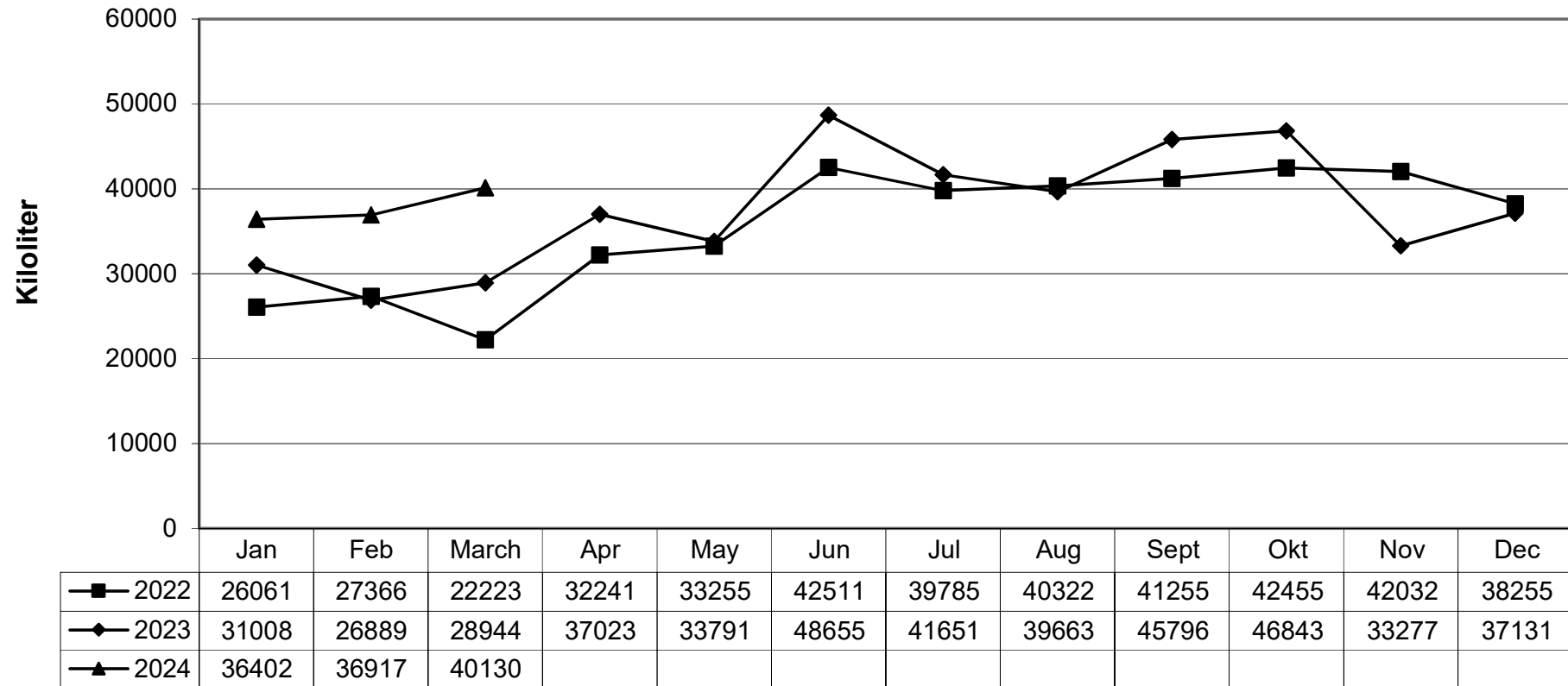
Malmesbury WWTW Effluent 2022 - 2024

Graph 1.1



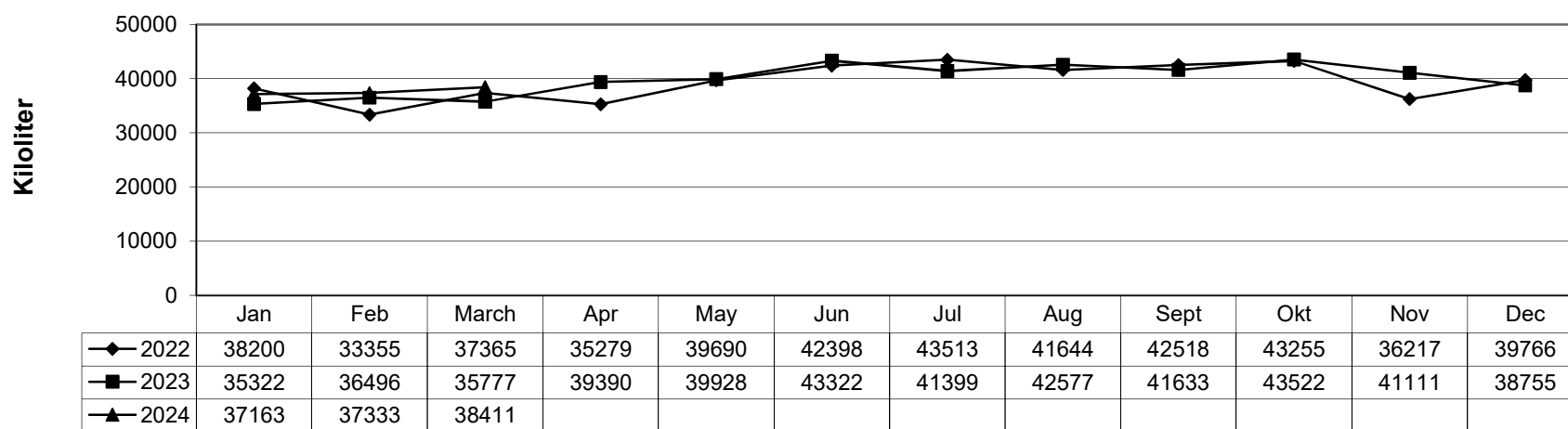
Moorreesburg WWTW Effluent 2022 - 2024

Graph 1.2



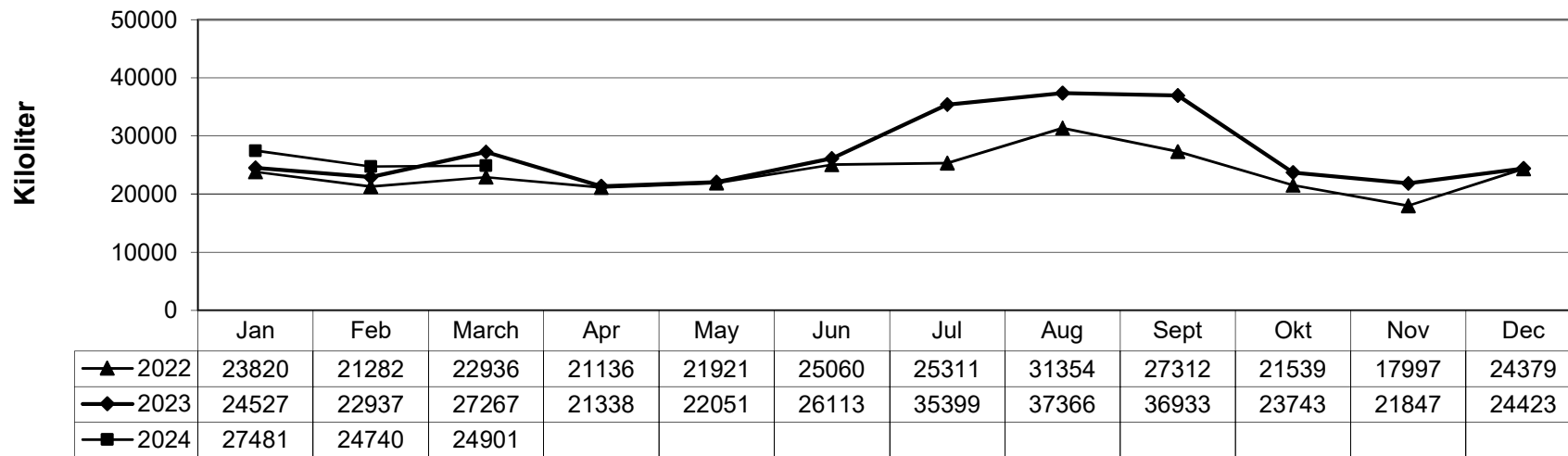
Darling WWTW Effluent 2022 - 2024

Graph 1.3



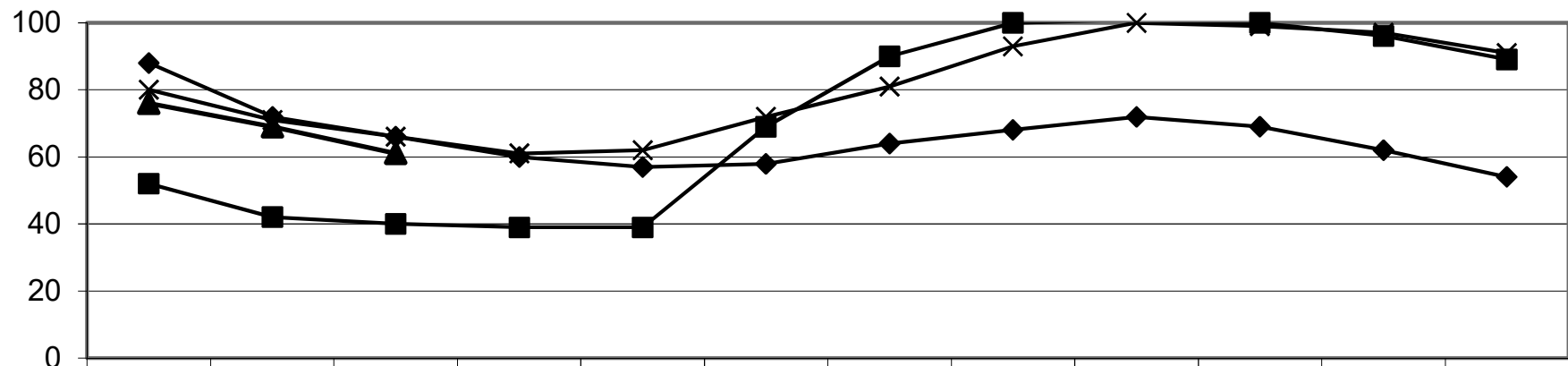
Riebeek Valley WWTW Effluent 2022 - 2024

Graph 1.4



Voëlvlei Dam Storage 2021 - 2024

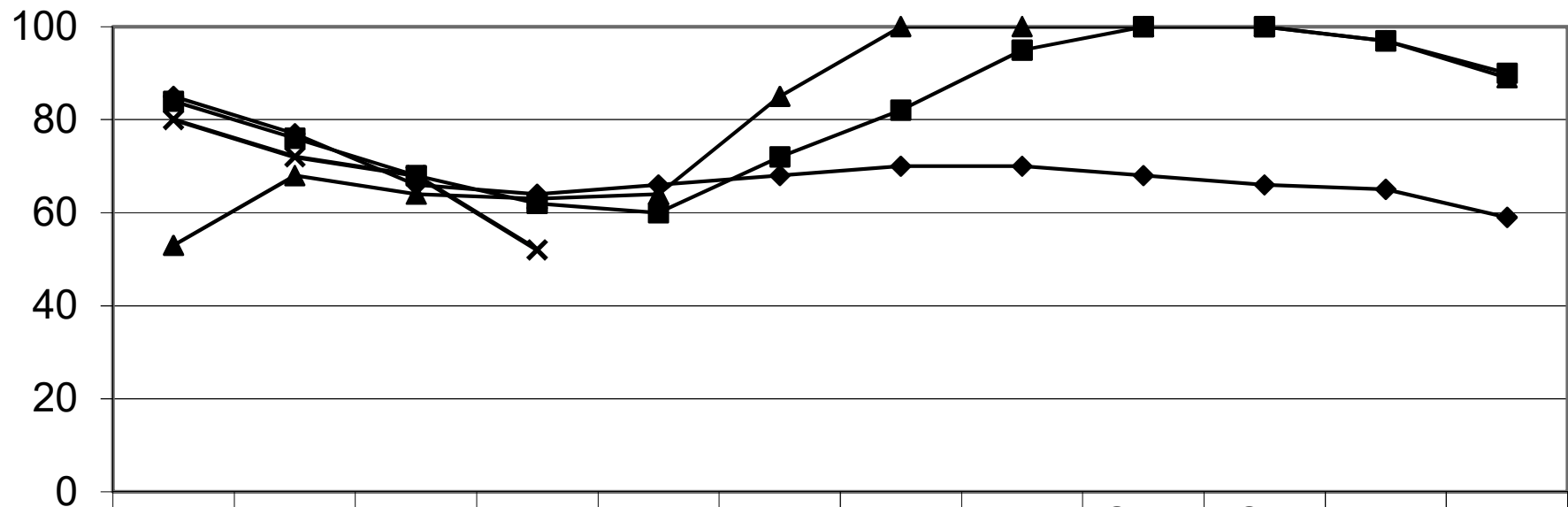
Graph 2



	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sept	Okt	Nov	Dec
—x— 2021	80	71	66	61	62	72	81	93	100	99	97	91
—◆— 2022	88	72	66	60	57	58	64	68	72	69	62	54
—■— 2023	52	42	40	39	39	69	90	100	101	100	96	89
—▲— 2023	76	69	61									

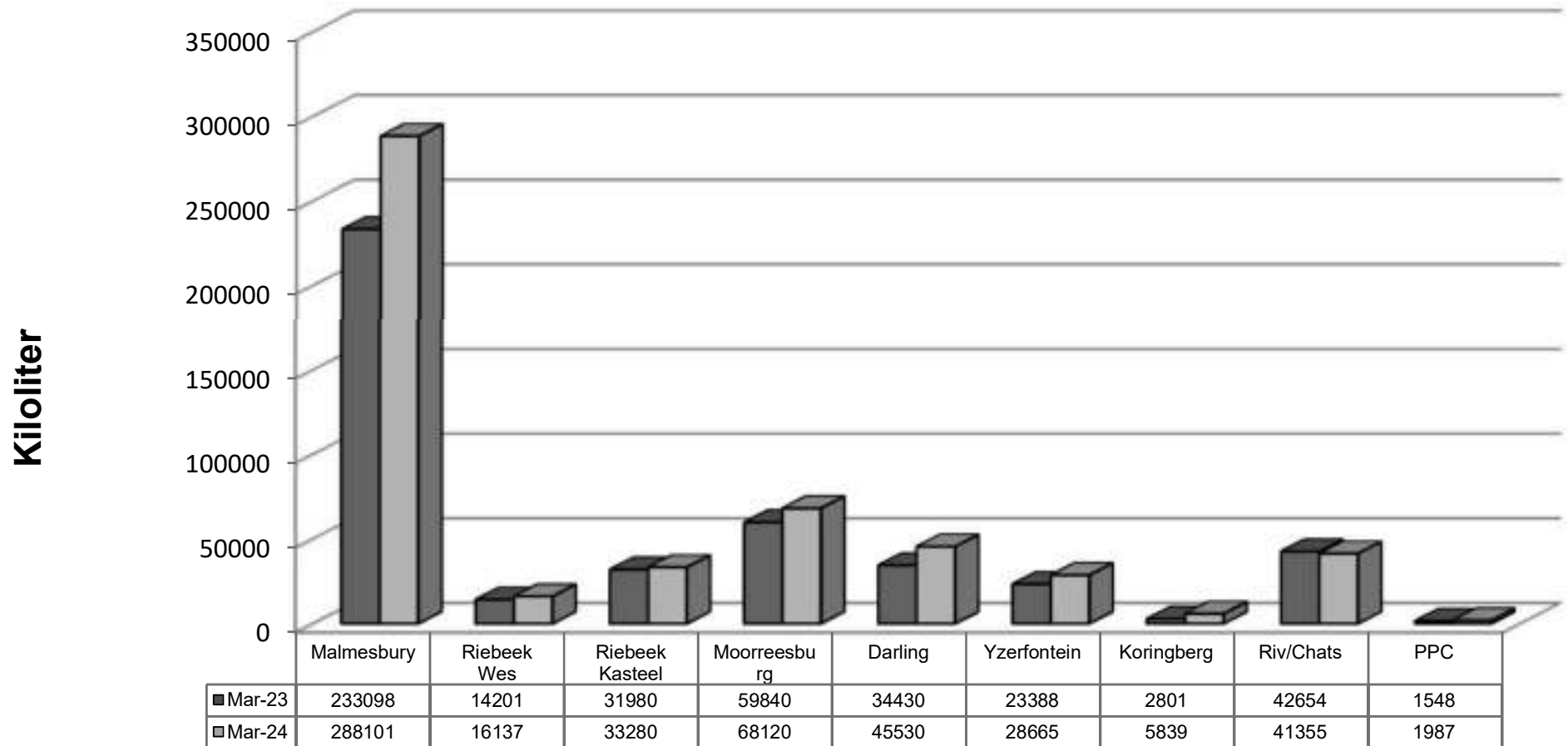
Paardenberg Dam Storage 2021 - 2024

Graph 3

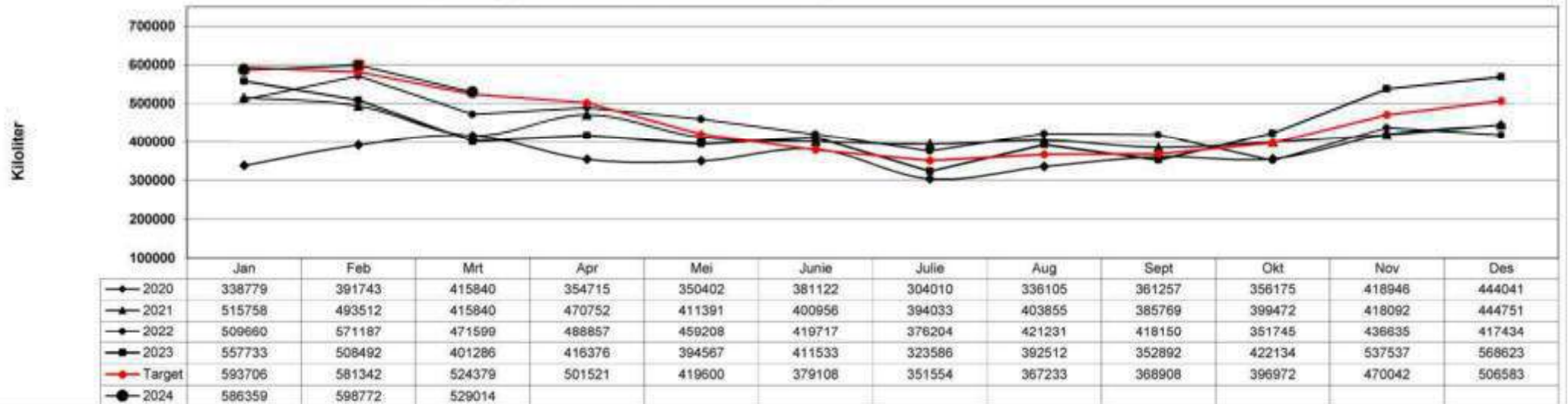


■ 2021	84	76	68	62	60	72	82	95	100	100	97	90
◆ 2022	85	77	66	64	66	68	70	70	68	66	65	59
▲ 2023	53	68	64	63	64	85	100	100	100	100	97	89
✕ 2024	80	72	68	52								

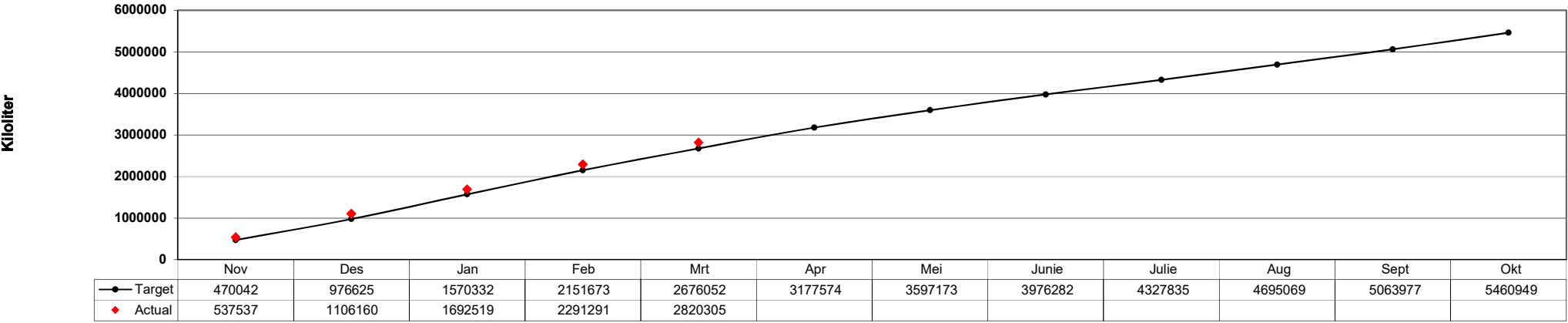
Water demand March Graph 4



Water Usage: Swartland 2019 - 2023 Graph 5.1

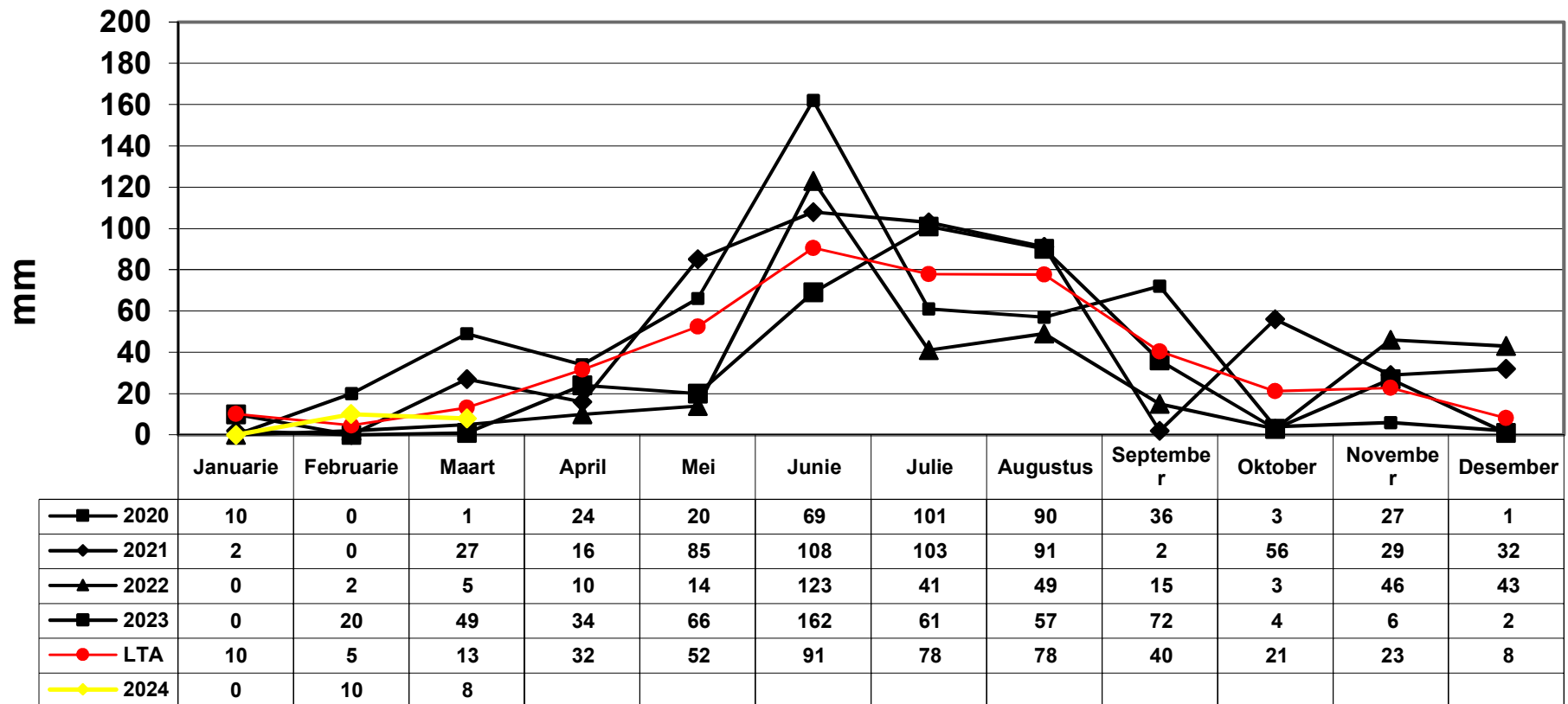


Water Usage: Target vs Actual Graph 5.2



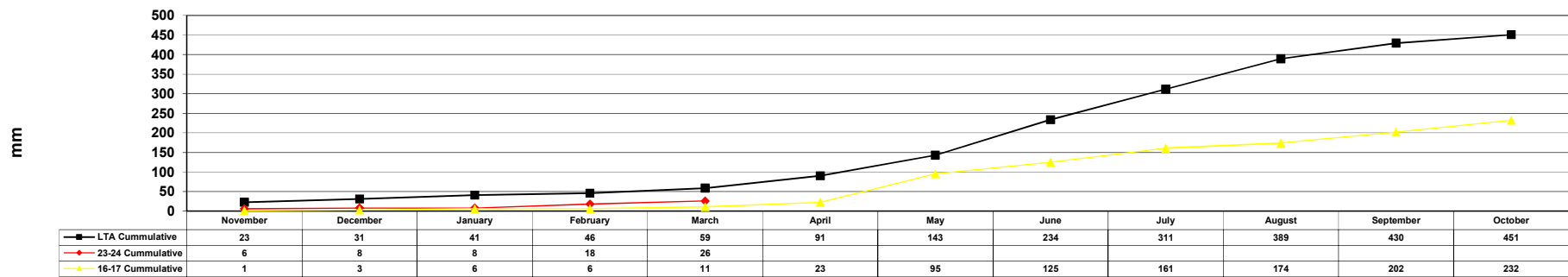
Rainfall 2020 - 2024

Graph 6.1

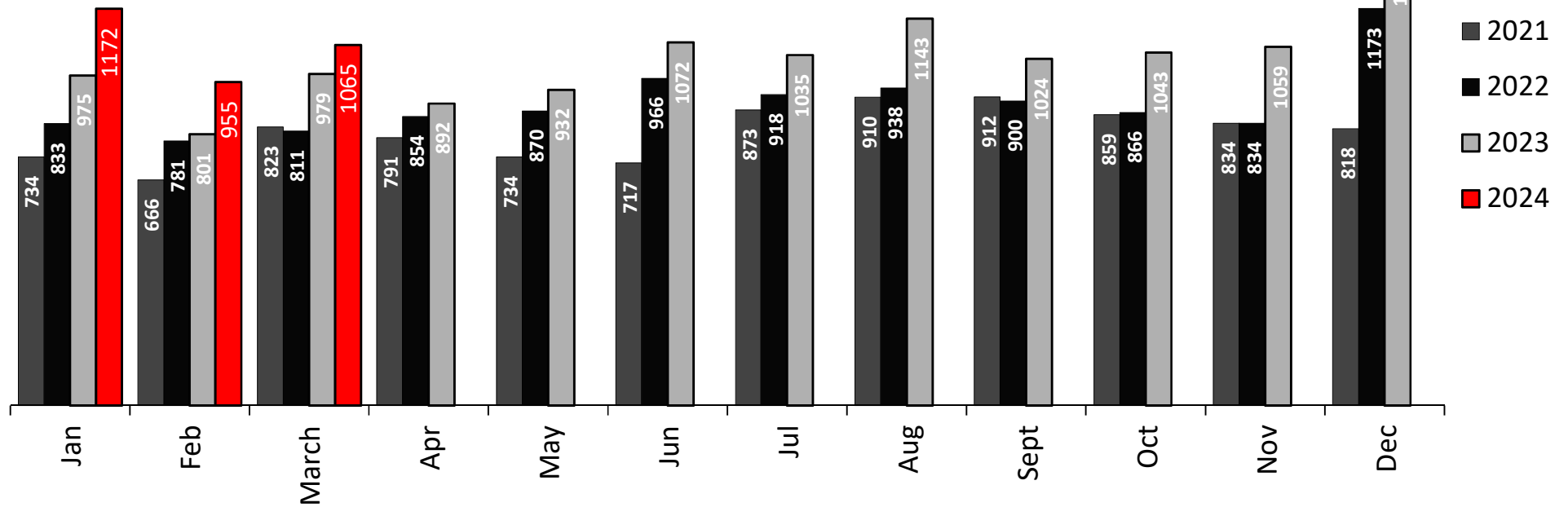


Cumulative Rainfall

Graph 6.2



MONTHLY SEWER INCIDENTS 2021 - 2024

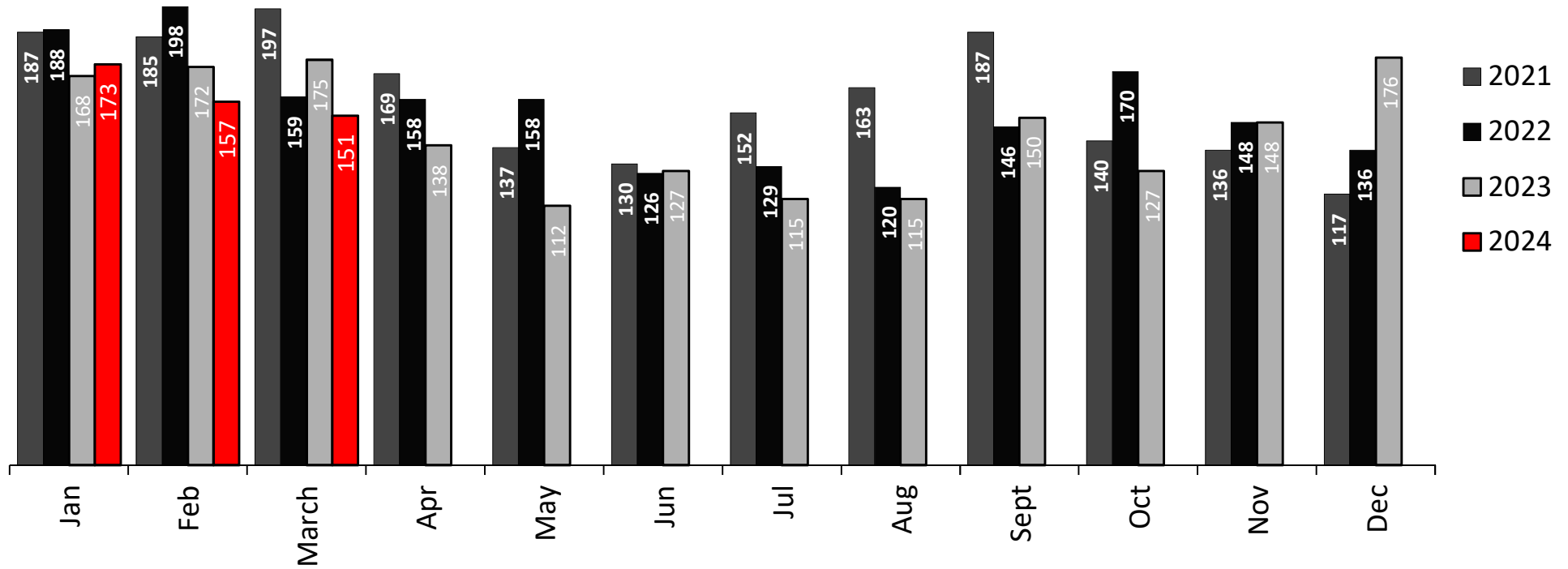


INCIDENT REPORT

SEWER - MAR 2024

TOWN	TOTAL	INCIDENTS NORMAL HOURS	INCIDENTS AFTER HOURS	% OVER TIME INCIDENTS	BLOCKAGE (mains)	BLOCKAGE (private)	PUMPING OF SEWER TANK
ABBOTSDALE	10	8	2	20%	6	1	3
CHATSWORTH	52	50	2	4%	5	0	47
DARLING	56	31	25	45%	28	16	12
KALBASKRAAL	56	55	1	2%	3	1	52
KORINGBERG	65	65	0	0%	1	0	64
MALMESBURY	97	54	43	44%	62	26	9
MOORREESBURG	70	57	13	19%	36	0	34
RIEBEEK - KASTEEL	49	38	11	22%	16	6	27
RIEBEEK - WES	102	100	2	2%	10	2	90
RIVERLANDS	3	2	1	33%	2	1	0
YZERFONTEIN	505	494	11	2%	0	1	504
	1065	954	111	10%	169	54	842

MONTHLY WATER INCIDENTS 2021 - 2024

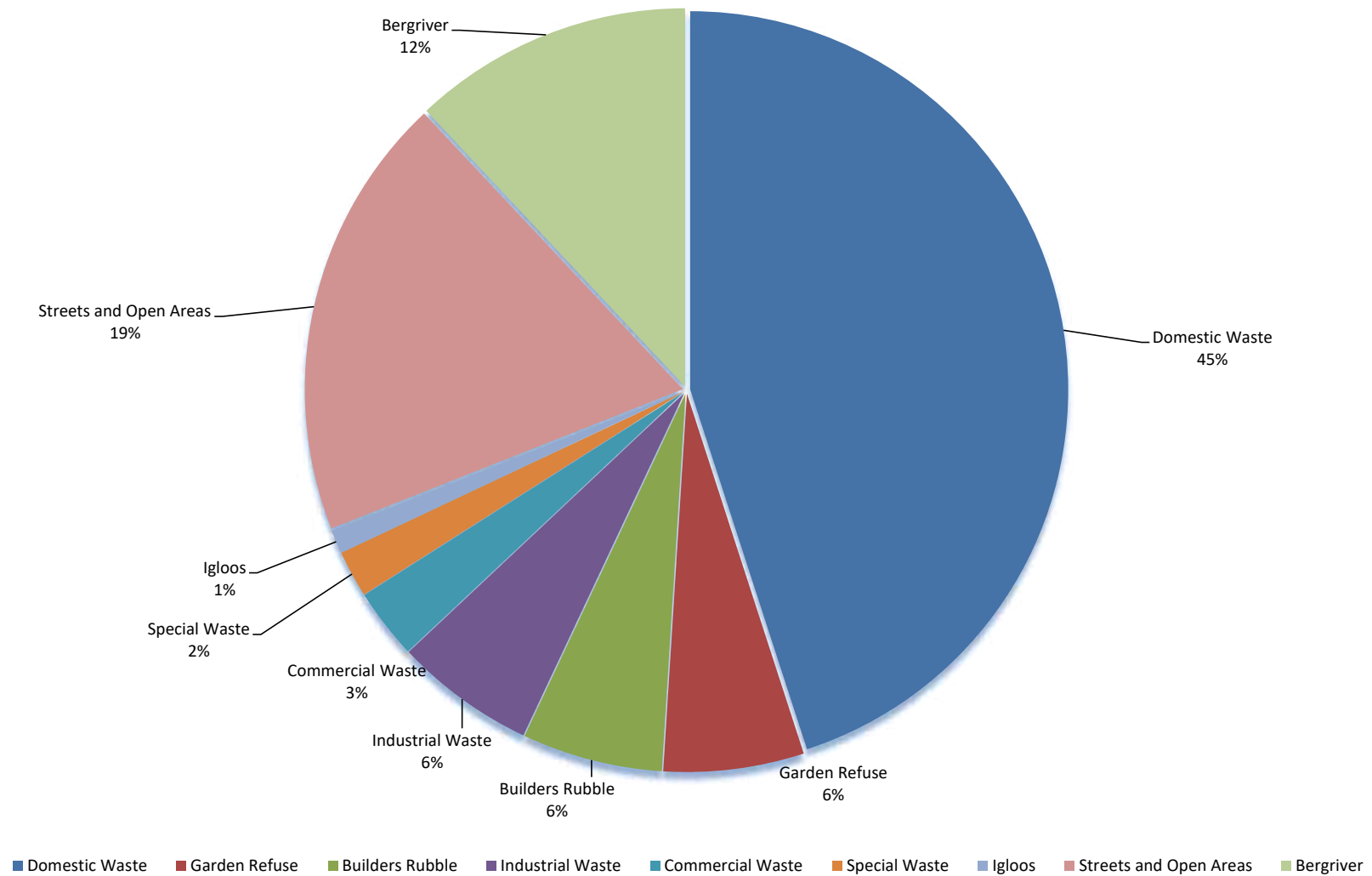


INCIDENT REPORT

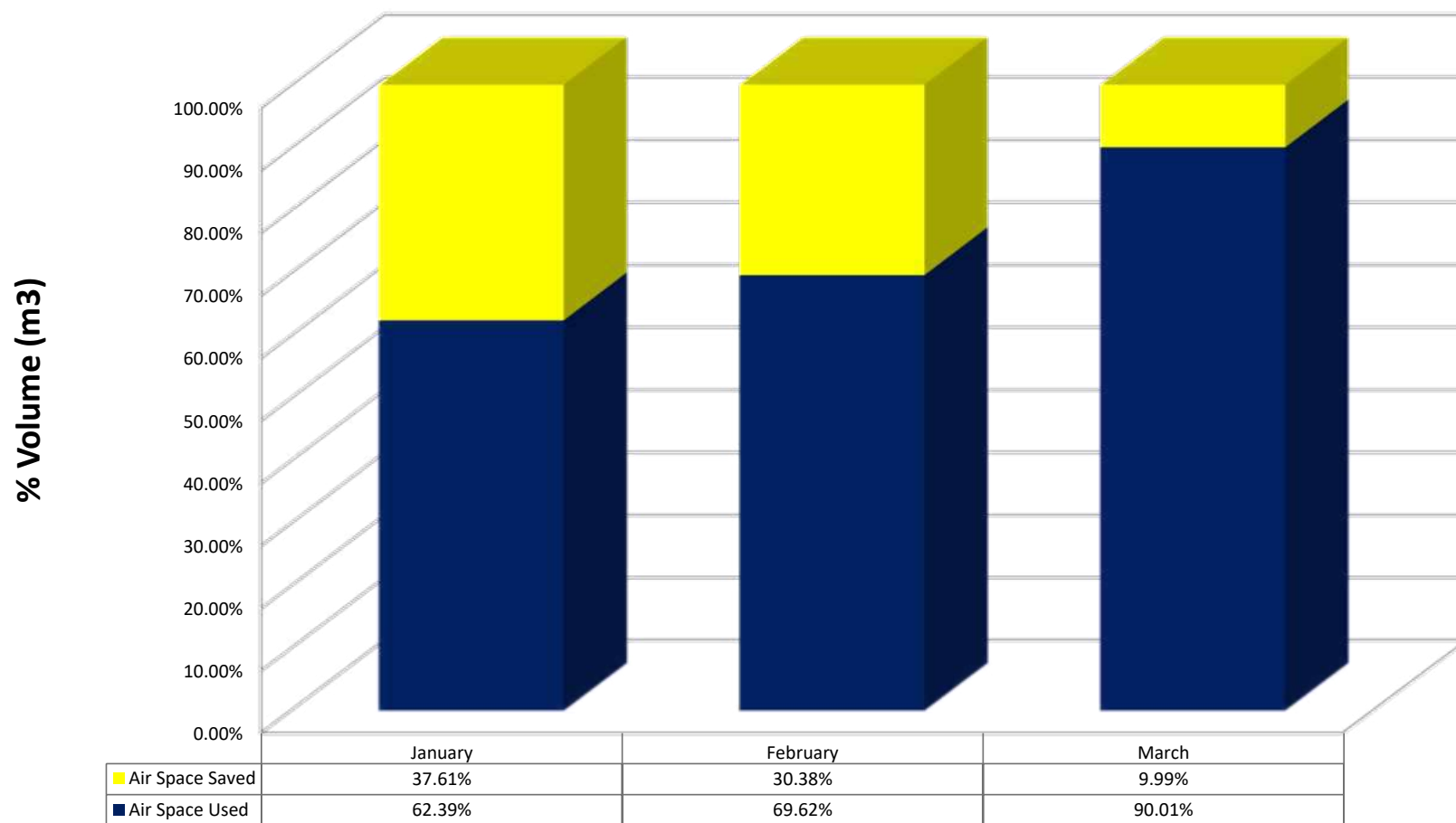
WATER - MAR 2024

TOWN	TOTAL	INCIDENTS NORMAL HOURS	INCIDENTS AFTER HOURS	% OVER TIME INCIDENTS	PIPE BUSRTS	LEAKAGES	METER INCIDENTS
ABBOTSDALE	5	3	2	40%	0	2	3
CHATSWORTH	33	11	22	67%	0	25	8
DARLING	11	8	3	27%	0	2	9
KALBASKRAAL	5	2	3	60%	0	5	0
KORINGBERG	3	0	3	100%	1	2	0
MALMESBURY	51	24	27	53%	3	32	16
MOORREESBURG	14	1	13	93%	3	8	3
RIEBEEK - KASTEEL	2	0	2	100%	1	1	0
RIEBEEK - WES	6	2	4	67%	1	3	2
RIVERLANDS	14	8	6	43%	0	10	4
YZERFONTEIN	7	2	5	71%	0	7	0
	151	61	90	60%	9	97	45

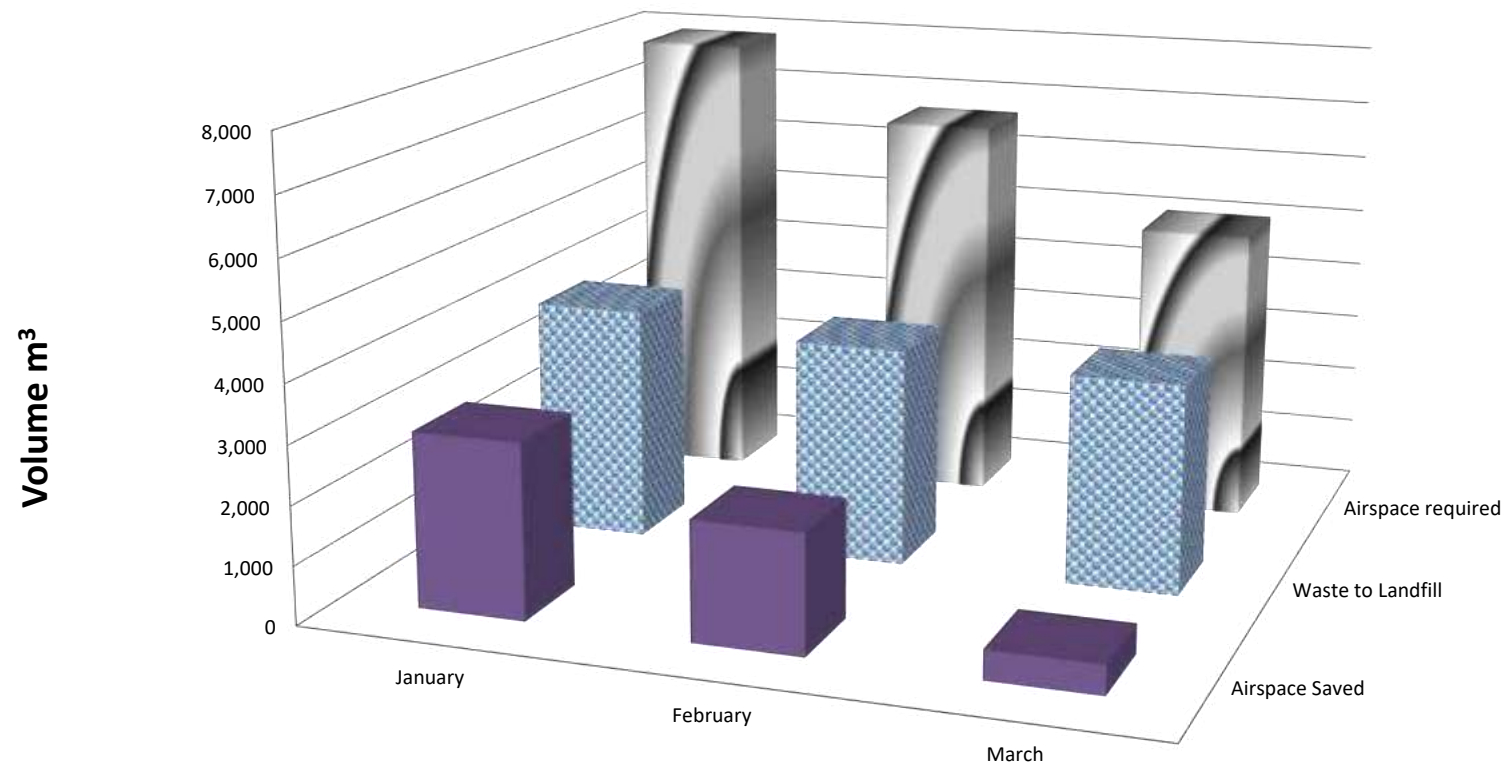
GRAPH 7
HIGHLANDS LANDFILL: COMPILATION OF REFUSE RECEIVED - MARCH 2024




GRAPH 8
HIGHLANDS LANDFILL: AIRSPACE STATISTICS
MARCH 2024



GRAPH 9
RECYCLING AND USED AIRSPACE VOLUMES
MARCH 2024
 (INCLUDES COVER MATERIAL)



	January	February	March
■ Airspace Saved	2,982	2,033	505
■ Waste to Landfill	4,006	3,738	3,591
■ Airspace required	7,928	6,691	5,056

<div><div></div><div>Performance Report March 2024</div></div>												
Sector		Name of projects		Department	Work opportunities	TOTAL WORK DAYS	TOTAL FTE's	Male	Female	Disabilities	Progress	Contact person
	Focus Area		Start and End Date									
Environmental and Cultural Sector	Parks and Beautification	Cleaning Cemeteries & Open Spaces	01/08/2023 - 30/06/2024	Civil	44	5,438	23.64	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Parks and Beautification	Maintenance of Sport Facilities and Parks	01/08/2023 - 30/06/2024	Civil	31	3,934	17.10	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Waste Management	Cleaning Rivers, Coastal Areas and Open Spaces	01/08/2023 - 30/03/2024	Civil	16	2,459	10.69	0	0	No	In Progress	Annaline Siebritz
Environmental and Cultural Sector	Waste Management	Sweeping of Streets in Swartland Area	15/03/2023 - 15/04/2024	Civil	0	0	0.00	0	0	No	0	Annaline Siebritz
Environmental and Cultural Sector	Parks and Beautification	Cleaning Swimming Pools	01/08/2023 - 29/02/2024	Civil	8	727	3.16	0	0	No	In Progress	Renate Du Plesis
Environmental and Cultural Sector	Parks and Beautification	Clearing Alien Plants	01/03/2024 - 31/05/2024	Civil	8	145	0.63	0	0	No	In Progress	Renate Du Plesis
Social Sector	Social Services	Control Room Operator - Telephone Services	01/08/2023 - 30/06/2024	Protection	0	165	0.72	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Fire Service Duties	03/07/2023 - 15/06/2024	Protection	6	1,248	5.43	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Cleaning Services - Cleaner	01/08/2023 - 30/06/2024	Coporate	4	527	2.29	0	0	No	In Progress	Ilse Look
Social Sector	Social Services	Administrative	01/08/2023 - 30/06/2024	Protection	1	5	0.02	0	0	No	In Progress	Royston Harris
Social Sector	Social Services	Data Capturer	01/07/2023 - 30/06/2024	Civil	0	198	0.86	0	0	No	In Progress	Jonhill Spies
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Cleaning Maintenance of Taps, Meters, Hydrants and Reservoirs	01/08/2023 - 29/02/2024	Civil	9	1,730	7.52	0	0	No	In Progress	Edwin Howburg
Infrastructure Sector	Road and Stormwater System Development and Maintenance	Cleaning of Side Walks and Stormwater Networks	01/08/2023 - 30/05/2024	Civil	25	2,815	12.24	0	0	No	In Progress	Jerome Smith
Infrastructure Sector	Development and Maintenance of Buildings	Maintenance of Municipal Buildings	01/08/2023 - 30/06/2024	Civil	2	350	1.52	0	0	No	In Progress	Clayton Jacobs
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Cleaning Oxidation Dams and Pumps	01/11/2023 - 29/02/2024	Civil	9	550	2.39	0	0	No	In Progress	Francios Malan
Social Services	Social Services	Housing Projects	01/08/2023 - 30/06/2024	Development	5	353	1.53	0	0	No	In Progress	Sylvester Arendse
Infrastructure Sector	Basic Infrastructure Services, including Water Sewer Reticulation Sanitation, Dams	Upgrading of Bulk Water Supply Malmesbury & R/Kasteel	05/07/2022 - 06/04/2023	Civil	0	116	0.50	0	0	No	In Progress	Pieter De La Rey
Infrastructure	Electrical Works	Electrification of Low Cost Housing	01/07/2023 - 14/06/2024	Electrical	7	1,015	4.41	0	0	No	In Progress	Johan van der Zandt
Social Sector	Social Services	Youth Ambassador	01/11/2023 - 29/05/2024	Development	3	646	2.81	0	0	No	In Progress	Hillary Balie
Social Sector	Financial Services	Asset Count and Financial Administration	01/03/2024 - 10/03/2024	Finance	0	0	0.00	0	0	No	0	Mary Speelman
Infrastructure Sector	Road and Stormwater System Development and Maintenance	Construction of Roads	19/01/2023 - 30/04/2023	Civil	25	1,965	8.54	0	0	No	In Progress	Jonhill Spies
Environmental and Cultural Sector	Waste Management	Sanitation of Garbage Bags	01/08/2023 - 15/07/2024	Civil	6	694	3.02	0	0	No	In Progress	Annaline Siebritz
Social Sector	Social Services	Sondeza Youth Workers	01/12/2023 - 10/12/2023	Development	9	90	0.39	0	0	No	In Progress	Ilse Look
Infrastructure Sector	Other Economic and Social Infrastructure	Construction of Side Walks and Play Parks in Malmesbury	01/10/2022 - 30/04/2023	Civil	0	756	3.29	0	0	No	In Progress	Jonhill Spies
Infrastructure Sector	Other Economic and Social Infrastructure	Ilingeletu Sports Field	01/09/2023 - 30/04/2024	Civil	5	461	2.00	0	0	No	In Progress	Jonhill Spies
Infrastructure Sector	Other Economic and Social Infrastructure	De Hoop & Darling Civil Engineering Service	24/01/2024 - 31/01/2025	Civil	43	965	4.20	0	0	No	In Progress	Jonhill Spies
TOTAL					266	27352	119					

	TARGETS FOR 2023/2024	TOTALS ACHIEVED FOR 2023/2024
Work opportunities	270	266.00
Full Time Equavalents	132	118.92

99%
90%



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Electrical Engineering Services
29 April 2024

All Wards

ITEM 6.2 OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 MAY 2024

ONDERWERP:	MAANDVERSLAG – MAART 2024: ELEKTRIESE INGENIEURSDIENSTE
SUBJECT:	MONTHLY REPORT – MARCH 2024: ELECTRICAL ENGINEERING SERVICES

Attached please find the Monthly report of the Electrical Engineering Services Directorate for the month of March 2024 covering the following aspects:

1. Electricity Purchases vs Revenue (Bulk Accounts)
2. Eskom Bulk Account Statistics
 - a. Maximum Demand Graphs
3. Projects
4. Energy Losses
5. New Connections and Meter Replacements
6. Maintenance Expenditure
7. Callouts for Repairs and Maintenance
8. Major Incidents
9. Load shedding
10. General

Recommendation: That the performance of Electricity Engineering Services for March 2024 be noted

(Sgd) Thys Möller: Director Electrical Engineering Services

1. Energy Purchases and Revenue (Bulk Accounts)

[illegible]

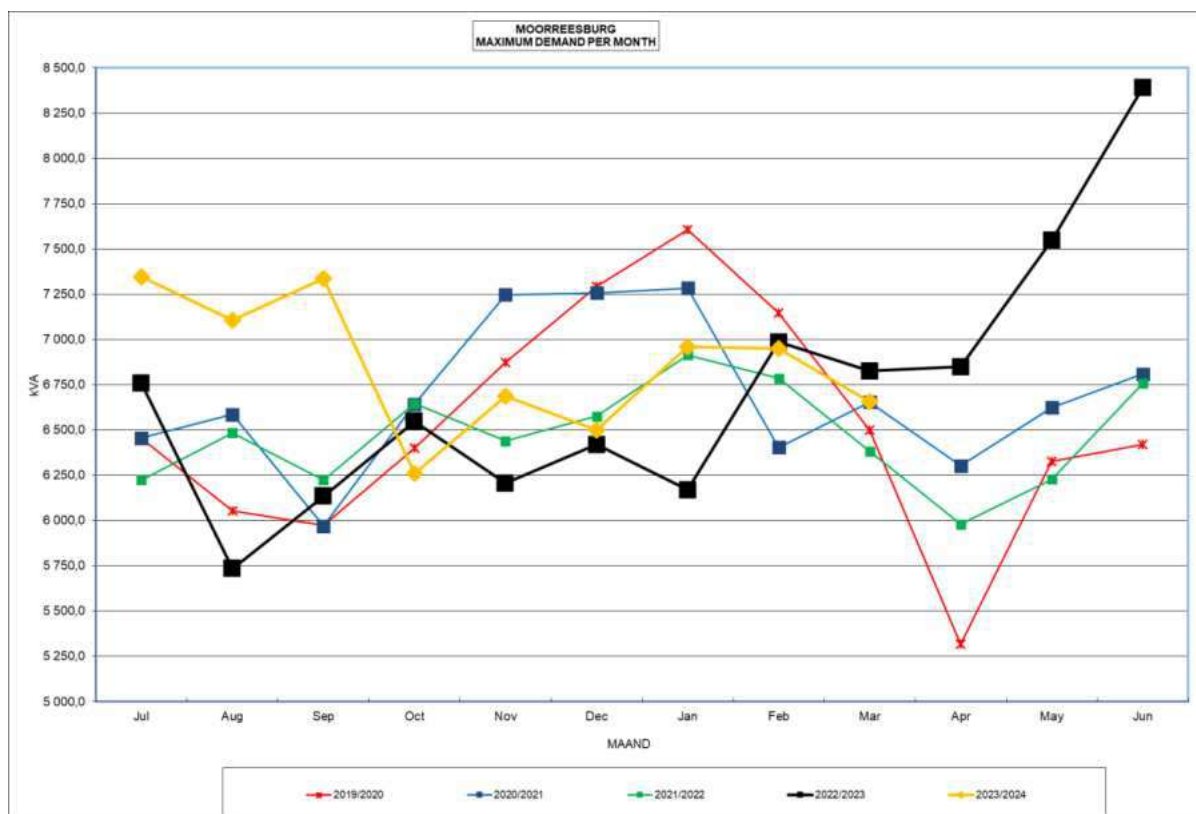
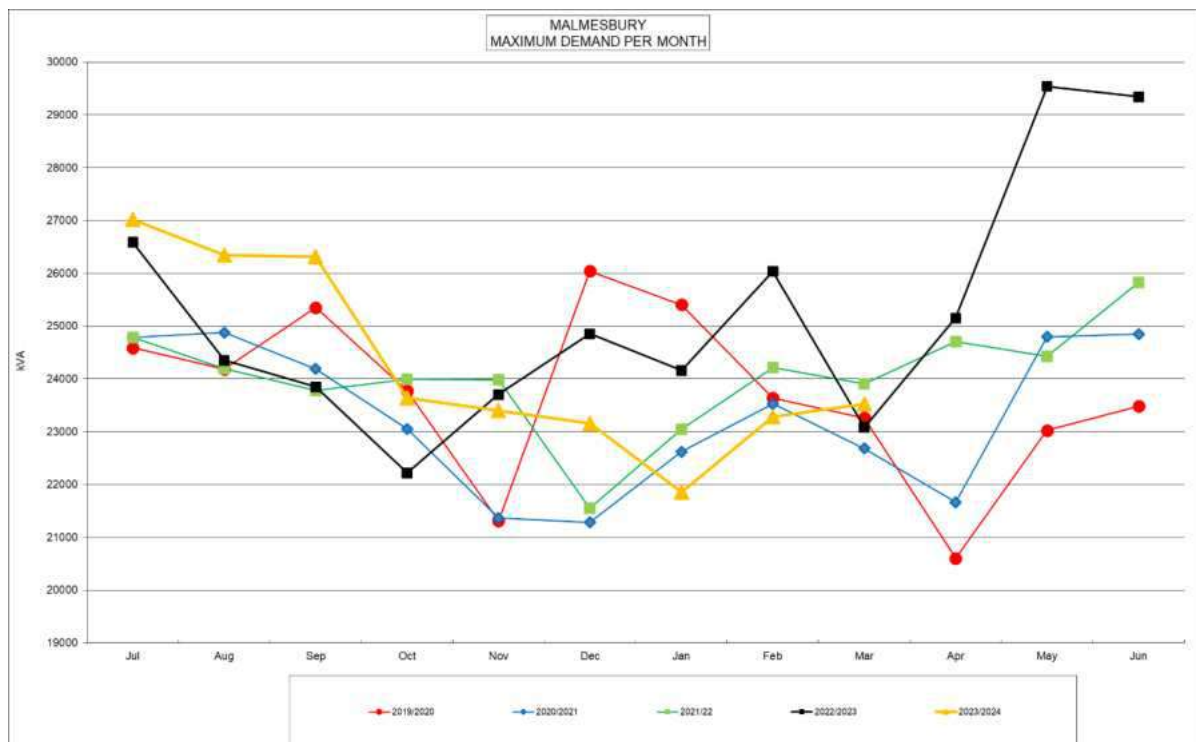
Note: The above Surplus is Gross Surplus (before deduction of any expenditure)

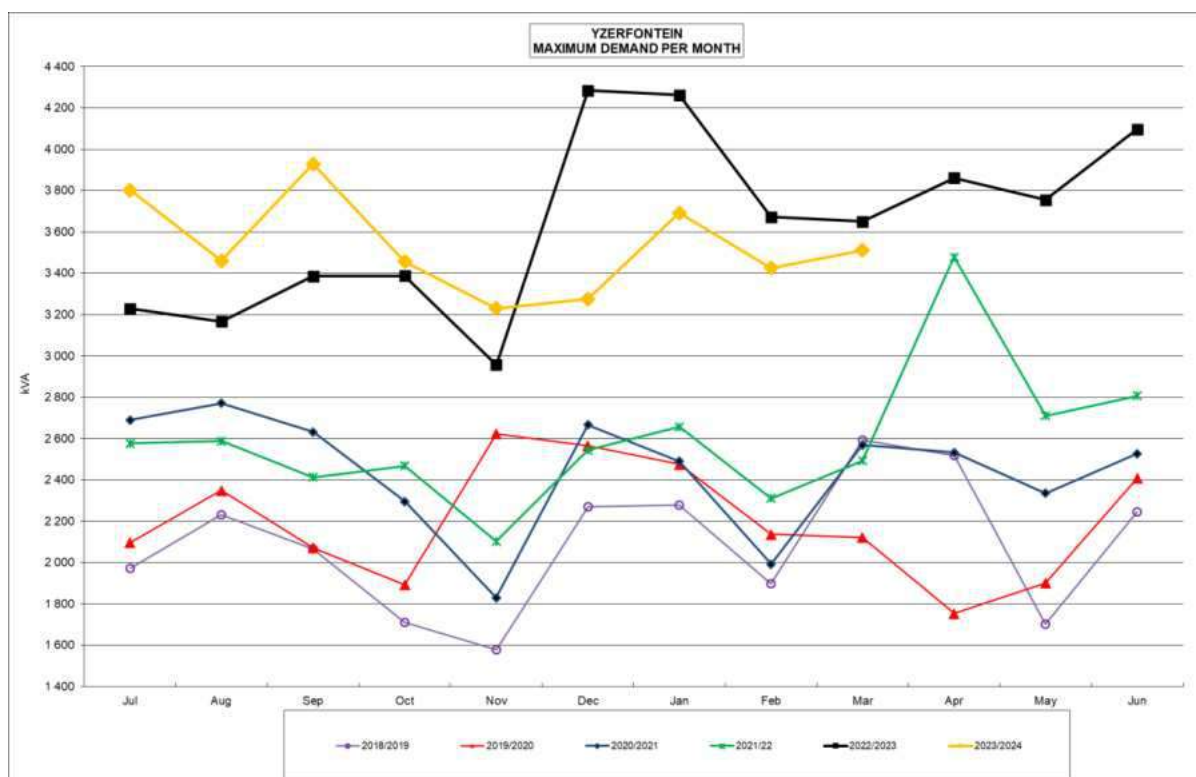
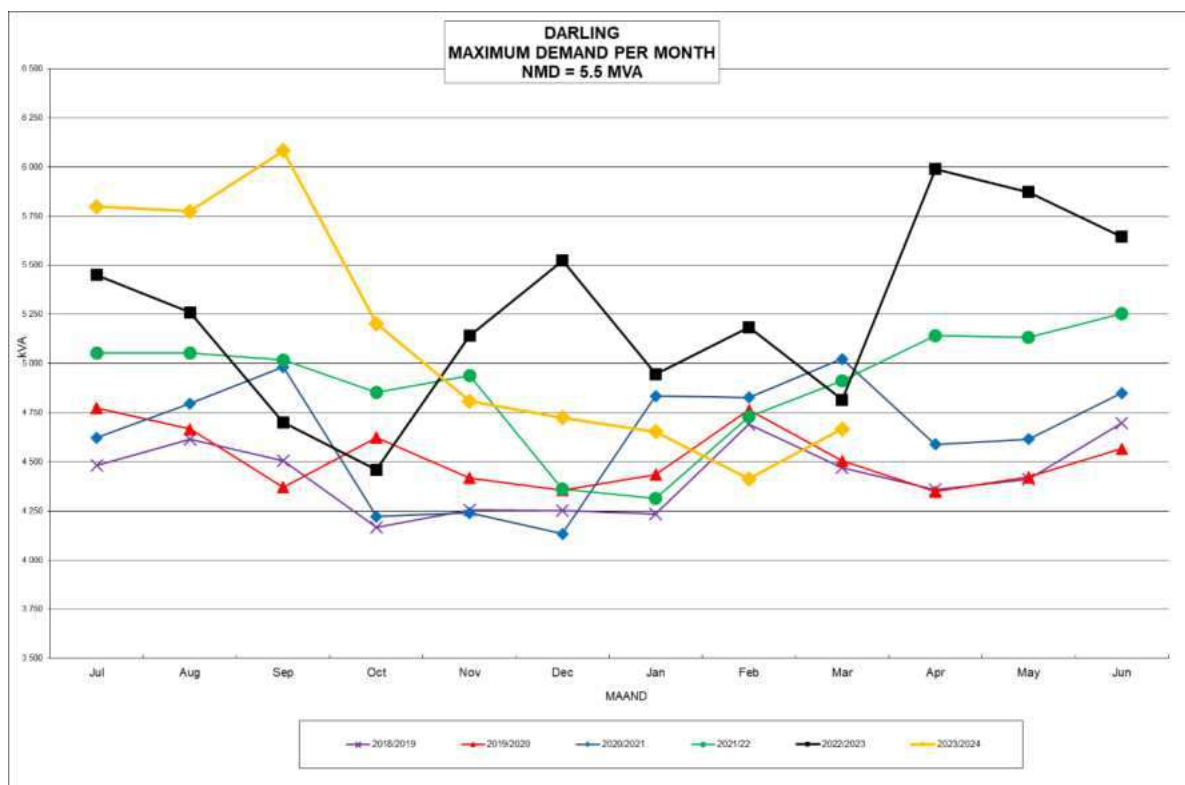
2. Eskom Bulk Account Statistics

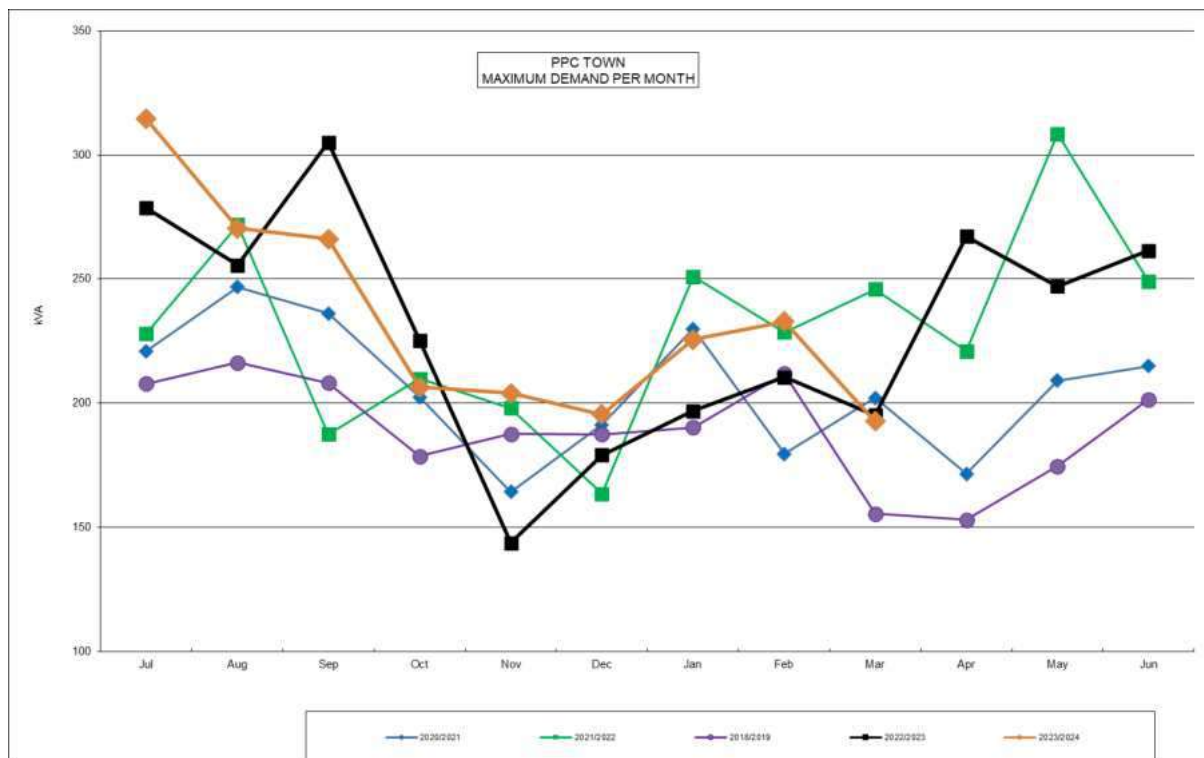
[illegible]

Once again lower levels of load shedding was experienced in March 2024 when compared to March 2023. We have seen a marked increase in energy sales in Moorreesburg and Yzerfontein, with moderate growth in Darling and Ongegund and almost none in Malmesbury.

2.1. Maximum Demand Graphs







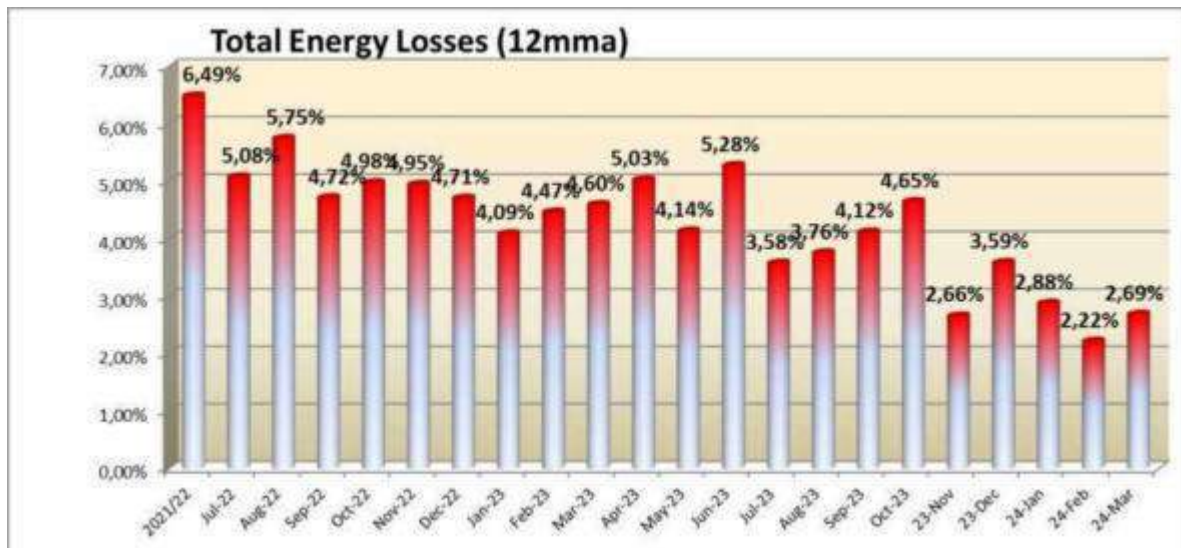
3. Projects

TID Project Progress:

Good Progress has been made with the TID Project. A total of 9384 meters have been converted as at the end of March 2024.

R Data has successfully made changes and tested the printing of the token by Cashiers and External Vendors and the Next Vend will be switched on within the next two weeks after a communication package (inclusive of a video explaining the process) has been distributed.

4. Energy Losses



Note: Energy Losses as per Finance Calculation based on 12 month moving average.

5. New Connections and Meter Replacements

METER RELATED REPORT				
Connections/Conversions/Replacements	MONTH		Mar-24	
	Malmesbury	Moorreesburg	Darling	Yzerfontein
New Prepaid Common Base				
New Conventional Connection	2	1		
New Prepaid PLC Connection				
New Prepaid RF Connection	1		4	2
New Temporary Builders Connection				5
Meter Replacement Prepaid Commonbase	5	7		
Meter Replacement Prepaid PLC	1	2		1
Meter Replacement RF	14		8	
Replacement Conventional	1			
Replacement Bulk	1			
Conversion Conventional to Prepaid			2	
Conversion Common Base to PLC				
Conversion Conventional to RF	4		1	1
Conversion Prepaid to Conventional				
Conversion Conventional to PLC				
Conversion Builders to Permanent				
Conversion 1 phase to 3 phase				
Total	29	10	15	9

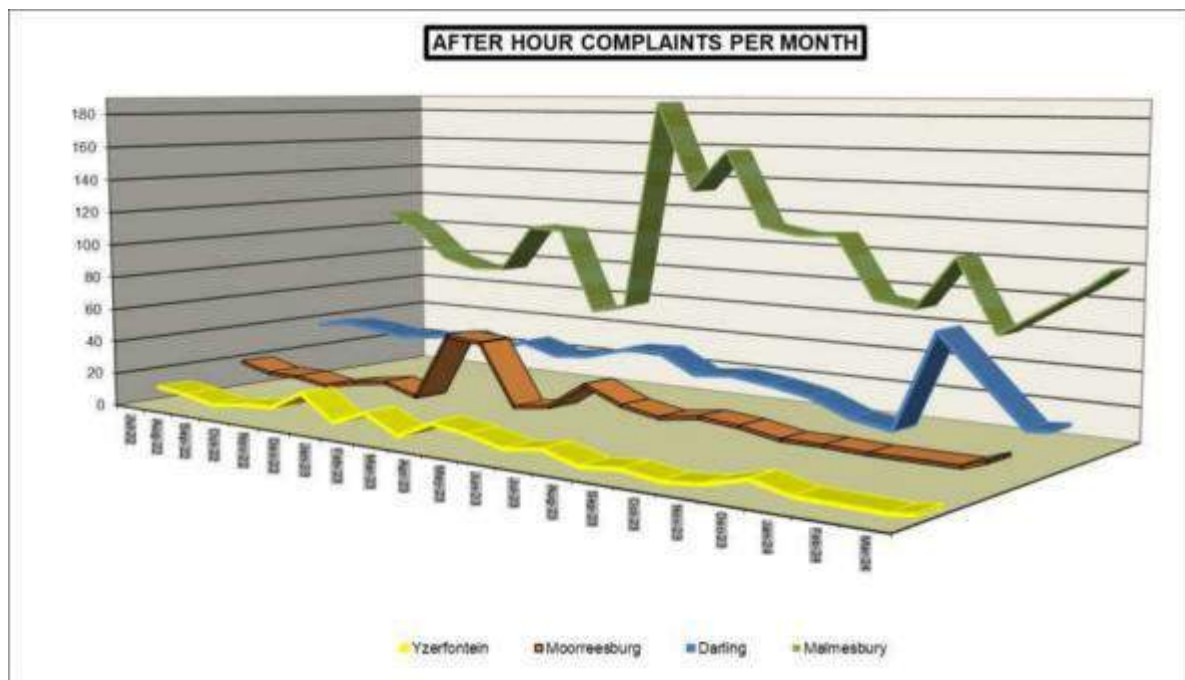
6. Maintenance Expenditure

Vote	Budget	Qtr 1	Qtr 2	Mar-23	Qtr 3	Total YtD	%	Commitments	Incl Commitments	%
Network Maintenance	1 383 239,00	R484 079,11	R526 164,84	54 273,03	R212 880,91	R1 223 124,86	88,42%	34 123,17	R1 257 248,03	90,89%
Streetlights	R800 000,00	R149 625,87	R39 535,60	309 520,03	R582 289,58	R771 451,05	96,43%	3 152,18	R774 603,23	96,83%
Meters	R84 731,00	R0,00	R13 588,54	R0,00	R32 008,42	R45 596,96	53,81%	337,15	R45 934,11	54,21%
Machinery*	R134 120,00	R6 065,04	R41 777,16	7 802,50	R42 365,86	R90 208,06	67,26%	14 302,07	R104 510,13	77,92%
Radio Networks	R68 330,00	R0,00	R13 853,00	16 001,64	R16 001,64	R29 854,64	43,69%	R8 860,00	R38 714,64	56,66%
Festive Lights#	R31 212,00	R0,00	R0,00	1 079,50	R1 079,50	R1 079,50	3,46%	23 425,46	R24 504,96	78,51%
Total	R 2 501 632,00	R 639 770,02	R 634 919,14	R 388 676,70	R 886 625,91	R 2 161 315,07	86,40%	R 84 200,03	R 2 245 515,10	89,76%
%		25,57%	25,38%	15,54%	35,44%	86,40%				

A further Virement was processed in March 2024 to make provision for planned expenditure in the maintenance environment. We are keeping an eye on this and will monitor to determine if further intervention is required.

7. Call outs for Maintenance

Mar-24	Total Complaints Logged	Complaints during office hours	Complaints during after hours	% After hour complaints
Darling	55	31	24	44%
Yzerfontein	17	11	6	35%
Moorreesburg	64	42	22	34%
Malmesbury	144	36	108	75%
Total Complaints	280	120	160	57%



8. Major Interruptions/Incidents (>2,5hrs)

On 04 March 2024 an insulator on the 11 kV line feeding Darling East was broken that caused a trip to the Smit Street RMU. Fortunately, power could be restored via the other end of the ring allowing repair work to continue.

On 27 March 2024 several houses burnt down in Darling impacting supply to 10 houses in total. Through effort and dedication supply to all customers were restored within 8 hrs of the fire being reported.

9. Load Shedding

Date	Stage
01-Mar	2
02-Mar	2
03-Mar	0
04-Mar	0,2
05-Mar	0,2
06-Mar	0,2
07-Mar	4,2
08-Mar	4,2
09-Mar	4,2
10-Mar	1,2
11-Mar	2
12-Mar	0,2
13-Mar	3,2
14-Mar	2,3
15-Mar	2,3
16-Mar	0,1
17-Mar	0,1
18-Mar	2
19-Mar	2
20-Mar	2
21-Mar	0,2,3
22-Mar	0,3
23-Mar	3,2
24-Mar	1,2
25-Mar	0,2
26-Mar	0
27-Mar	0
28-Mar	0
29-Mar	0
30-Mar	0
31-Mar	0

Significant lower levels and frequency of Load shedding were experienced in March 2024 compared to March 2023 where there were Stage 4 or 5 on at least 17 days of the month and not a single day without load shedding.

10. General

Nothing further to report



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
29 April 2024

7/1/2/2-2
WYK: n.v.t.

ITEM 6.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: SUBJECT:	MAANDVERSLAG (MAART 2024): ONTWIKKELINGSDIENSTE MONTHLY REPORT (MARCH 2024): DEVELOPMENT SERVICES
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Attached are the following reports relating the functioning of the Development Services directorate during March 2024, in terms of Council's Strategic Management System:

Annexure A : Additional Reports from Divisional Heads

(get) J S Krieger

MUNICIPAL MANAGER

Department: Human Settlements/ Housing Administration

MONTHLY REPORT – MARCH 2024

ABBREVIATIONS

DEPARTMENT OF HUMAN SETTLEMENTS (DHS)

INTEGRATED RESIDENTIAL DEVELOPMENT PROGRAMME (IRDP)

UPGRADING INFORMAL SETTLEMENTS PROGRAMME (UISP)

PROJECT INITIATION DOCUMENT (PID)

PROJECT FEASIBILITY REPORT (PFR)

PROJECT IMPLEMENTATION READINESS REPORT (PIRR)

NO.	NAME OF PROJECT	STATUS
1	De Hoop Catalytic Project Phase 1	The project will take place in a phased approach.
		The first phase of the project will comprise of 395 opportunities. The remaining units will be constructed over a period of 2 -6 financial years subject to the availability of funding received from DHS.
		The contractor, EXEO have been appointed for the installation of services and the project is 100% completed
		The tender for the construction of houses has been awarded to Simply Do Construction (PTY) Ltd.
		In terms of the National Housing Code On the 30 th of September 2020 National Department of Human Settlements informed the municipalities about the budget cuts and the new directive whereby only the following people will qualify for Top structures (houses) The Aged, Persons with Disabilities and Military Veterans in line with the date of application on the waiting list.
		395 houses have been handover to beneficiaries.
		385 title deeds have been registered.
		The project (395) has been completed end of April 2023
		3 Houses are vacant due to fact that the approved beneficiaries passed away before the houses could be handed over. These cases were referred to the Master of the High Court to make a decision in this regard.

		The vacant houses were temporarily handed over to family members due to vandalism pending outcome of the Masters of the High Court.
2	De Hoop Project Phase 2	The project makes provision for 1013 including a wet core of 31 shared opportunities.
		Services will be installed over two financial years based on funding received from DHS
		The units will be constructed in the 2025/26 financial year
		We will call for tenders in May 2023
		A Contractor ASLADEVCO has been appointed for the installation of the civil services.
		We received PIRR approval Work permit from the Department of Labour has been received and the contractor is on site.
		A Housing Committee have been established
		The contractor is on site and are busy with the installation of civil engineering services.
3	Chatsworth Service Site Project	The project makes provision for 130 serviced sites.
		Received PID approval from DHS
		Awaits POA from HDA
		Busy with negotiations between different stakeholders
		HDA (landowner) has indicated that they will implement the project
4	Darling Project (FLISP)	The project makes provision for 36 units/erven.
		Received land-use approval.
		Asla is busy with the township layout planning.
		Received PIRR approval from DHS.
		Asla Devco has commence with the installation of engineering services.
		The services (36) have been completed end of April 2023
		Asla is busy finalizing prizes for different housing typologies
		Asla engaged with beneficiaries in December and explained the different housing typologies & prizes.
		Asla is busy the screening process of potential beneficiaries.
5	Darling Housing Project Phase 1	The project makes provision for 186 opportunities., including a wet core of 45 shared services
		Funding has been approved for planning
		Services will be installed over two financial years based on funding received from DHS
		A Contractor ASLA/DEVCO has been appointed for the installation of the civil services
		The units will be constructed in the 2025/26 financial year
		Awaits PIRR approval
		Work permit from the Department of Labour has been received.

		A Housing Committee have been established
		The contractor is on site and is busy with the installation of civil engineering services.
6	Moorreesburg Housing Project	The project makes provision for 645 opportunities.
		Funding has been approved for planning
		Services will be installed over two financial years based on funding received from DHS
		The first units (320) will be constructed in the 2025/26 financial year
		Awaits PIRR approval
		A Housing Committee have been established
		We ask for tenders and the closing date is 12 April 2024.

MANAGER: HUMAN SETTLEMENTS

DEPARTMENT : COMMUNITY DEVELOPMENT



Monthly Council Report March 2024

EXECUTIVE SUMMARY: COMMUNITY DEVELOPMENT

• **Introduction**

As part of the Development Service Department: Community Development division strategic Key Performance Indicators (KPI's) were established as part the performance management system. The Community Development Division is reporting monthly on the Key Performance Indicators.

There is a link between the KPI's, IDP and the Swartland Municipal Social Development Policy and Strategy, which has six strategic focus areas. For reporting to the Portfolio Committee, feedback will be given in terms of the Key Performance Indicators as follows:

Key Performance Area: Community Development:

FOCUS AREA – EARLY CHILDHOOD DEVELOPMENT:

Legislation applicable: Children's Act of 2005, Constitution Schedule 4B and 5B

Ph-09-0114: Promote the development of child facilities

Key Performance Indicators (KPI's):

1. Number of capacity building sessions with ECD organisation in the Swartland Municipal Area:

- We have a target of 10 capacity-building sessions with ECD organisation for the year. For the month of March 2024 building sessions were held:
 - 14 March 2024: Koringberg Discipline starts at home (12 attendees)
 - 14 March 2024: SM engagement Discipline starts at home with Moorreesburg Sakekamer (5 attendees)
 - 20 March 2024: Wildschutsvlei Farm Discipline starts at home (56 attendees)

Our target for the year is to have of 10 capacity building sessions with ECD organisations.

2. Assistance with registration of ECD facilities: March 2024

Assistance with registration to the following facilities:

- Riebeeksrivier Vallei Creche (Goedgedacht)
- New Rest Valley Creche (Riebeek-Kasteel)
- Evita's Darlings (Darling)
- Jelly Tots CPM (Malmesbury)
- Wingerdlooitjies (Malmesbury)
- Jelly Toddlers (Chatsworth)

- Suiderkruis POP Centre (Riebeek-Kasteel)
- Riverlands POP Centre (Riverlands)
- Riebeek-West POP Centre (Riebeek-West)
- Chatsworth POP Centre (Chatsworth)
- Babbel & Krabbel Bewaarskool (Malmesbury)

Total ECD facilities assisted for March 2024 are eleven (11).

Key Performance Area: Community Development:

Focus: Youth Development:

Constitution of the RSA 1996 section 152 (1)c

Career Guidance and Support: January 2024

- JOB APPLICATION FORMS: 105
- CAREER GUIDANCE AND SUPPORT: 47
- OPPORTUNITIES AND TRAININGS: 39
- DISTRIBUTION OPPORTUNITY LIST: 1849
- DISTRIBUTION SMME INFORMATION SHARING LIST: 226

Training, Internships/Learnership Opportunities: January 2024

Catalyx: Jumpstart - Mr Price Group employed 11 youth from the Swartland area.

Number of youths from the Swartland Community who entered job opportunities March 2024:

None for March 2024

Key Performance Area: Community Development:

Focus: Vulnerable people:

Legislation applicable: Constitution of RSA 1996 section 153 (a) Schedule 4B & 5B

Ph-09-0116: Promote access to social development services for vulnerable people
Key Performance Indicators (KPI's):

1. Number of people reached through government services at the Ilingeletu Thusong Centre:

- The target for the Thusong Centre is to render services to people visiting the centre. The following services were rendered at the Thusong Centre for March 2024:
 SASSA (380), Cape Access (34 new members), Labour Dept. (90); Ilingeletu TSC Office services (762)

In total 1266 people were reached at the Ilingeletu Thusong Centre.

2. Number of Thusong Mobile Outreaches implemented in the Swartland Municipal area:

- The Thusong Mobile outreaches is a mechanism to take services to the people with anchor departments such as (SASSA, Home Affairs, DSD; DOL). In the include NGO's, other government departments, and businesses to collectively render services to communities.

For the month of March 2024, no Thusong Mobile Outreach was held. A Thusong Mobile is planned for Darling on 11 April 2024

Hold quarterly engagements with Small Medium and Micro Enterprises (LDAC/SSDF/GBVF/ECD)

GBVF COURAGEOUS CONVERSATION:

- 04 March 2024- Internal Social Development Committee Meeting (ISOC)
- 14 March 2024 Youth Dialogue Discussion with Moorreesburg High School (3 officials and 1 principal attended)
- 16 March 2024-Swartland Educational and Development Forum (ECD) engagement (74 attendees)
- 19 March 2024: Swartland LDAC Moorreesburg Substance Abuse Initiative (131 officials and parents attended)
- 20 March 2024- Darling GBVF Stakeholders Meeting
- 26 March 2024- Swartland Social Development Forum Meeting (18 attendees)

Referrals for March 2024:

- Referrals submitted to Government Institutions and NGOs for March 2024:
8 March 2024 – Referral to Department of Social Development (Child Protection- Fostercare Application Malmesbury).
14 March 2024 – Referral to Department Social Development (Child Protection – Sexual Assault – Koringberg).
Thusong Referral to the Civil Department: 2 drain block and toilet sewerage pipe broke); Electricity Department 20 Unit box faults; Department of Labour (3 bank form collections)

Lifeskills for February 2024

- Department of Labour – Advocacy Information Session held on 26 March 2024 (48 SMME's attended)

\

- **Economic Development:**

Hold quarterly SMME workshops:

1. Number of Medium and Micro Enterprises (SMME) workshops held:

- SMME meeting/workshop held with Micro SMME's on 18 March 2024 to discuss the way forward.

2. Report on the impact of training workshops, which caused an increase in income, and quality of life of participants submitted annually by August

- Monitoring and Evaluation are completed and submitted to the Executive Mayoral Council of the impact on the quality of life of participants. The impact report was submitted to the Executive Mayoral Council in August 2023 for the 2022/2023 financial year.

Legislation applicable: Systems Act 32 of 2000 Chapter 4 17 (1) c, (2) d; Constitution of the RSA 1996 section 41 (h)

Ph-13-0004: Number of meetings with Social Development Forum

Key Performance Indicators (KPI's):

1. Number of meetings with Social Development Forum

- The Department of Social Development has the mandate to drive social development needs, where the municipality has a co-ordination role in terms of social development. DSD is the chairperson of the Social Development Forum and the municipality the secretariat. We need to meet on a quarterly basis to strategically discuss the focus areas: Child Protection, Victim Empowerment, and Substance Abuse and School dropouts.

- Engagement with Department of Social Development: 9 February 2024
- SSDF Executive meeting held on 22 February 2024 (10 attendees)

Key Performance Area: Community Development:

Focus: Socio-Economic Assessments:

Ph-16-0001: Support the coordination of disaster management

Key Performance Indicators (KPI's):

- Socio-economic assessments are done when a disaster occurs. All households receive humanitarian assistance (food parcels, blankets) irrespective the nature of the

disaster. The incidents are captured on collaborator and submitted to the finance department to finalise their process.

The following Socio-Economic assessments were done in March 2024:

- 6 Watsonia Street (Riebeek-Kasteel)
- 7 Sirkel Street Moorreesburg
- 35 Zinnia Avenue (Wesbank, Malmesbury)
- 25 Kerk Street Abbotsdale

SASSA Service Points:

TOWN	April 2023	VENUE
Moorreesburg	3, 4,17,18	Rosenhof Community Hall
Darling	8, 22, 29	Community Hall
Riebeek-West	11, 24	Town Hall
Riebeek-Kasteel	7, 20	Community Hall
Malmesbury	5, 11, 12, 25, 26	Ilingeletu Thusong Centre

Community Development Planning for April 2024

DATE	ACTIVITY	WARD	VENUE	CONTACT PERSON
09/04/2024	Discipline starts at Home Moorreesburg High School (Children) at 13:00	1,2	Moorreesburg High School, Moorreesburg	Clerise Du Plessis
09/04/2024	Discipline starts at Home Moorreesburg High School (Parents) at 18:00	1,2	Moorreesburg High School, Moorreesburg	Clerise Du Plessis
10/04/2024	Chatsworth, Riverlands, Kalbaskraal: Occupational Health and Safety (OHS) at 08:00-16:00	4,7	Chatsworth Community Hall, Chatsworth	Elizma Louw
10/04/2024	Gender Based Violence Femicide (GBVF) Meeting 10:00-12:00	5,6	Darling outreach, Darling	Clerise Du Plessis
11/04/2024	Thusong Mobile Darling at 09:00-15:00	5,6	Darling Community Hall, Darling	Lindani Gweba
12/04/2024	Conference Discipline starts at home at 8:00-13:00	8	Swartland Municipality, Town Hall, Malmesbury	Clerise Du Plessis
15/04/2024	Department of Labour at 09:00- 16:00	4	Chatsworth Civic Centre, Chatsworth	Lindani Gweba
16/04/2024	Department of Labour at Wesbank Civic Centre 09:00-16:00	8,9,10,11	Wesbank Civic Centre, Malmesbury	Lindani Gweba
16/04/2024	Riebeek-West and Riebeek-Kasteel: Occupational Health School (OHS) at 08:00-16:00	3,12	Riebeek- Kasteel Community Hall, Riebeek Kasteel	Elizma Louw
30/04/2024	Swartland Local Drug Action Committee (LDAC) Monthly meeting at 10:00-12:00.	All	Swartland Municipality, Banquet Hall, Malmesbury	Elizma Louw
30/04/2024	Gender Base Violence Femicide (GBVF) Meeting 10:00-12:00.	8,9,10,11	Library Hall, Malmesbury	Clerise Du Plessis

Community Development

Conclusion

- The Community Development Division honour Swartland Municipality's Vision:

Swartland forward-thinking 2040 – where people can live their dreams!

MANAGER: COMMUNITY DEVELOPMENT

Department: Environmental Affairs

Monthly Report – March 2024

a) Occupational Health and Safety

Occupational Health and Safety – Regulated by the Occupational Health and Safety Act 85 of 1993

- ✚ Have established Health and Safety Committee – **Meeting held quarterly.**
- ✚ Workstations with Safety Reps – **In place.**
- ✚ Report on the numbers and detail of injuries on duty to the Compensation Commissioner – **Ongoing.**
- ✚ Injured workers reports injury on duty to our offices for assistance to see medical practitioner – **Ongoing: x5 injuries.**
- ✚ Serious injury report to Department of Labour – regarding death or loss of limbs – unconsciousness – 14 day IOD leave or more. **None.**
- ✚ Submit claims to Department of Labour – **Comp Easy, ongoing.**
- ✚ Health and Safety specifications on construction sites – drawn up and inspections take place by Health and Safety Agent.
- ✚ Safety inspections carried out – **Ongoing.**

b) Environmental Health

- Designated Air Quality Officer for Swartland Municipality as well as Noise Control Officer – **Generator noise complaint to be solved.**
- Keeping a database of Fuel Burning process (boilers) in Swartland Municipal area.
- Measure in respect of dust, noise and offensive odours – control of dust – noise and offensive odours – **Ongoing.**
- Pest Control as requested on municipal property – **x2 Requests.**
- 3 Months pest control program concentrating on Drains/Stormwater of the whole Swartland Municipal area – **Yearly during February, March and April – Ongoing, as needed.**
- Interaction with Western Cape Government Environmental Affairs and Development Planning regarding Air Quality and Noise Control – **No meeting held.**
- Licencing Authority for issuing Business Licence – under Business Act 1991 – **Business Licence issued – Ongoing: x7 Business Licences.**
- Inspection – Notices to overgrown erven in Swartland Municipal area – **Inspections ongoing. Notices sent out to erf owners. Handling of complaints as needed.**

c) Yzerfontein Caravan Park

- Chalets fully operational.
- All stands at the caravan park is operational.
- Started with new stands, cleared land and installed water and electricity for new sites.

Reporting of Covid 19 for Swartland Municipality

- No reporting on Covid 19 at this stage.

MANAGER: Environmental and Occupational Health Facilities

Department Development Management: Division Land Use & Town Planning

Monthly Report – March 2024

Decisions taken by Authorised Employee: March 2024

- ✚ Proposed rezoning, subdivision and departure of development parameters on Erf 11240, Malmesbury: Approved 22 March 2024
- ✚ Proposed exemption from approval for subdivision of Erf 7816, Riverlands (Greater Chatsworth): Approved 22 March 2024
- ✚ Correction of error: Proposed removal of restrictive title conditions and subdivision of Erf 1599, Malmesbury: Approved 14 March 2024
- ✚ Building plan Erf 9226, Malmesbury : Approved 12 March 2024
- ✚ Building plan Erf 559, Yzerfontein : Approved 12 March 2024
- ✚ Extension of the validity period of an existing approval regarding the proposed consent use on erf 944, Yzerfontein : Approved 11 March 2024
- ✚ Building plan Erf 12750, Malmesbury : Approved 5 March 2024
- ✚ Building plan Erf 837, Darling : Approved 5 March 2024
- ✚ Building plan Erf 1825, Yzerfontein : Approved 5 March 2024
- ✚ Building plan Erf 2243, Yzerfontein : Approved 5 March 2024
- ✚ Building plan Erf 4114, Darling : Approved 4 March 2024
- ✚ Amendment of conditions of approval : Proposed subdivision, removal and registration of a notarial tie and consolidation of Farms 1108, 890/2 and 890/3, division, Malmesbury : Approved 6 March 2024
- ✚ Correction of error: Proposed rezoning and subdivision on Erf 1237, Riebeek Kasteel : Approved 5 March 2024
- ✚ Temporary departure on portion 3 of Farm Goedgedacht nr. 1028, division Malmesbury : Approved 4 March 2024

Decisions taken by The Municipal Planning Tribunal: March 2024

- ✚ Rezoning of Erf 5662, Moorreesburg: Approved 20 March 2024
- ✚ Amendment of restrictive title conditions and permanent departures on Erf 1142, Yzerfontein: Refused 19 March 2024
- ✚ Proposed consent use on Erf 1919, Yzerfontein: Approved 19 March 2024
- ✚ Proposed subdivision of Erf 1809, Riebeek West: Approved 19 March 2024

Decisions taken by The Appeal Authority: March 2024

- ✚ None

Department Development Management: Division Property Valuation

Supplementary Valuations

- 2nd Supplementary Role has been received from our service provider, SKW and be processed accordingly.

General Valuations

- Advertising has taken place from early November 2023 with closing date 18 December 2023, which was extended to 15 January 2024.
- HCB has dealt with all objections received and new valuation notifications have been sent to property owners. Property owners have the opportunity to appeal the outcome by 19 April 2024.
- Internal verification of the role has been done by the Valuation Section and feedback for HCB has been received.

Department Development Management: Division Building Control

February 2024

- Building plans submitted : 77
- Building plans **approved** and **acted** on **within** 30 days **<500m2 (Within benchmark)** : 75
- (Article 7 of Act 103 of 1977)
- Building plans approved and acted on within 60 days **>500m2 (Within benchmark)** : 2
- **Action** on building applications (letters) **after** 30 days **(Out of benchmark)** : 0
- (Article 7 of Act 103 of 1977)
- Average time on reactions : 11
- Total building plans approved : **23 (31%)**

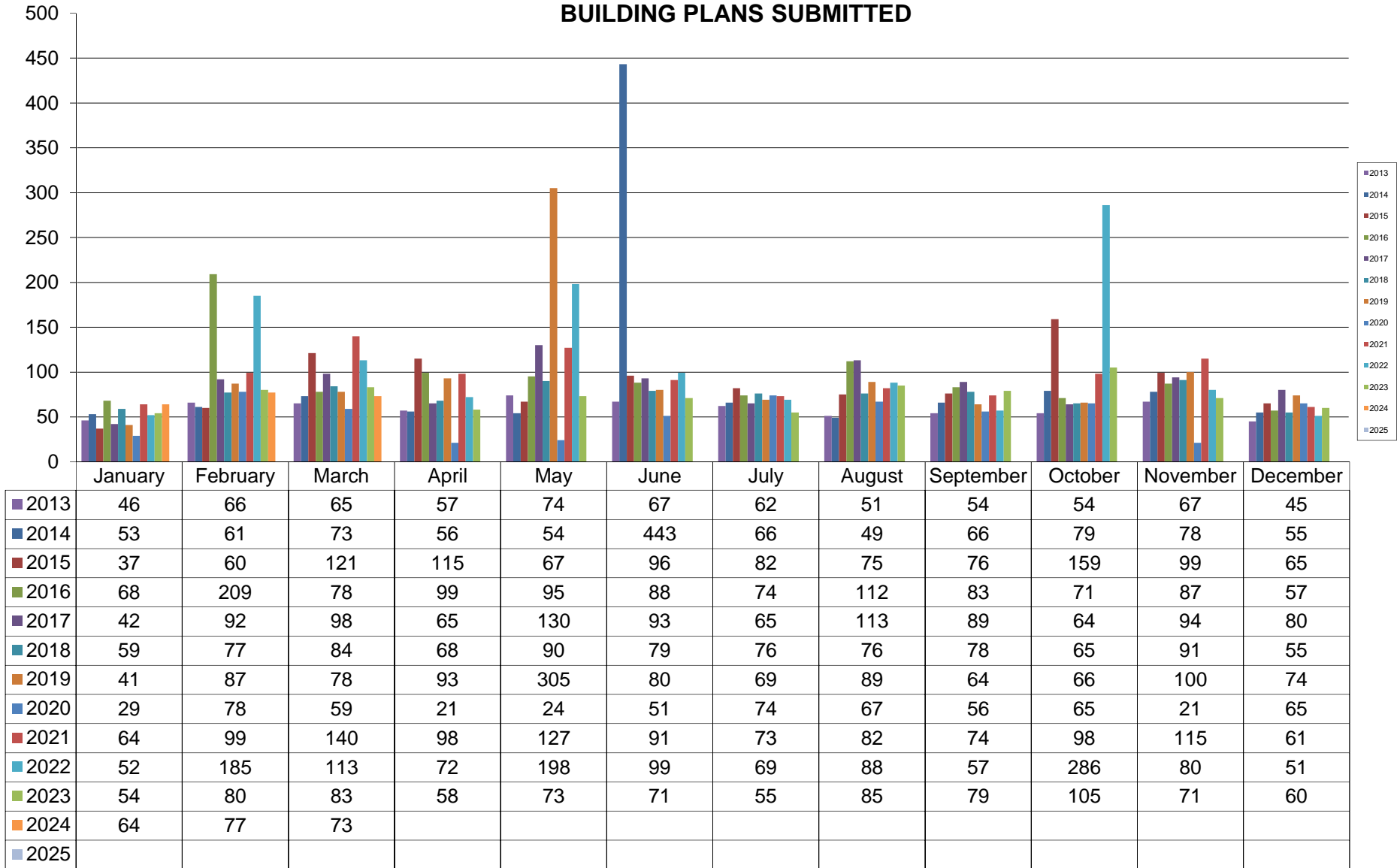
TOTAL PLANS	TOWN	NEW DWELLINGS	ADDITIONS	NEW COMMERCIAL	OTHER
7	Malmesbury wes van N7	0	3	0	4
23	Malmesbury	6	3	0	14
14	Yzerfontein	5	5	0	4
9	Moorreesburg	2	2	0	5
9	Darling	3	4	0	2
3	Riebeek Kasteel	2	0	0	1
2	Riebeek Wes	0	2	0	0
3	Grotto Bay	0	1	0	2
0	Jakkalsfontein	0	0	0	0
2	Koringberg	1	0	0	1
1	Abbotsdale	1	0	0	0
0	Kalbaskraal	0	0	0	0
2	Riverlands	0	2	0	0
2	Chatsworth	2	0	0	0
0	Rural	0	0	0	0
77		22	22	0	33

Other building work includes:

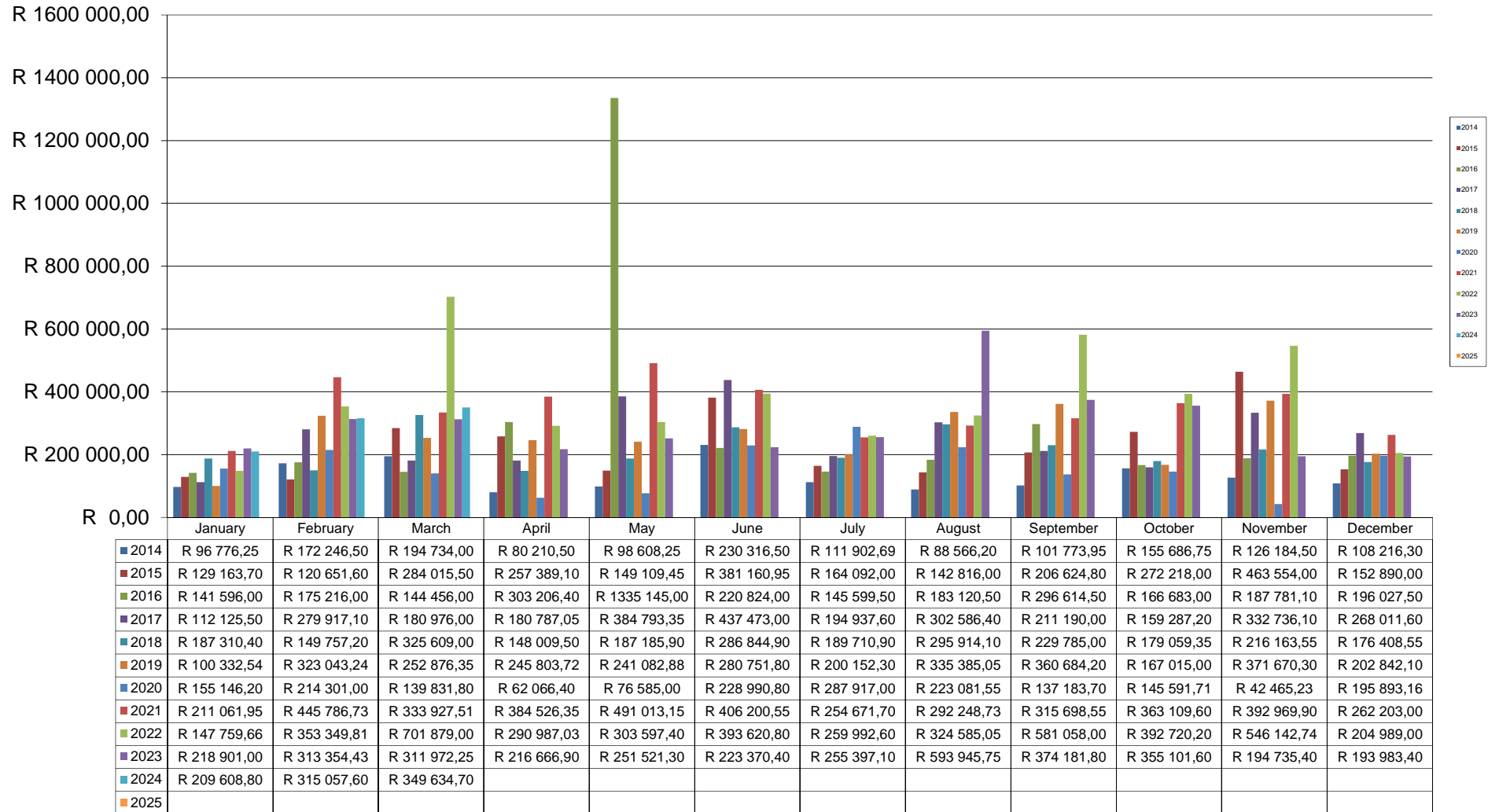
- Boundary walls/retaining walls
- Swimming pools
- Wendyhouse applications
- Caports/ Lean to
- Shadeports
- Internal/Renovations
- Rider Plans
- Renewal

PLEASE NOTE: CALCULATIONS WITHIN 30 CALENDER DAYS.

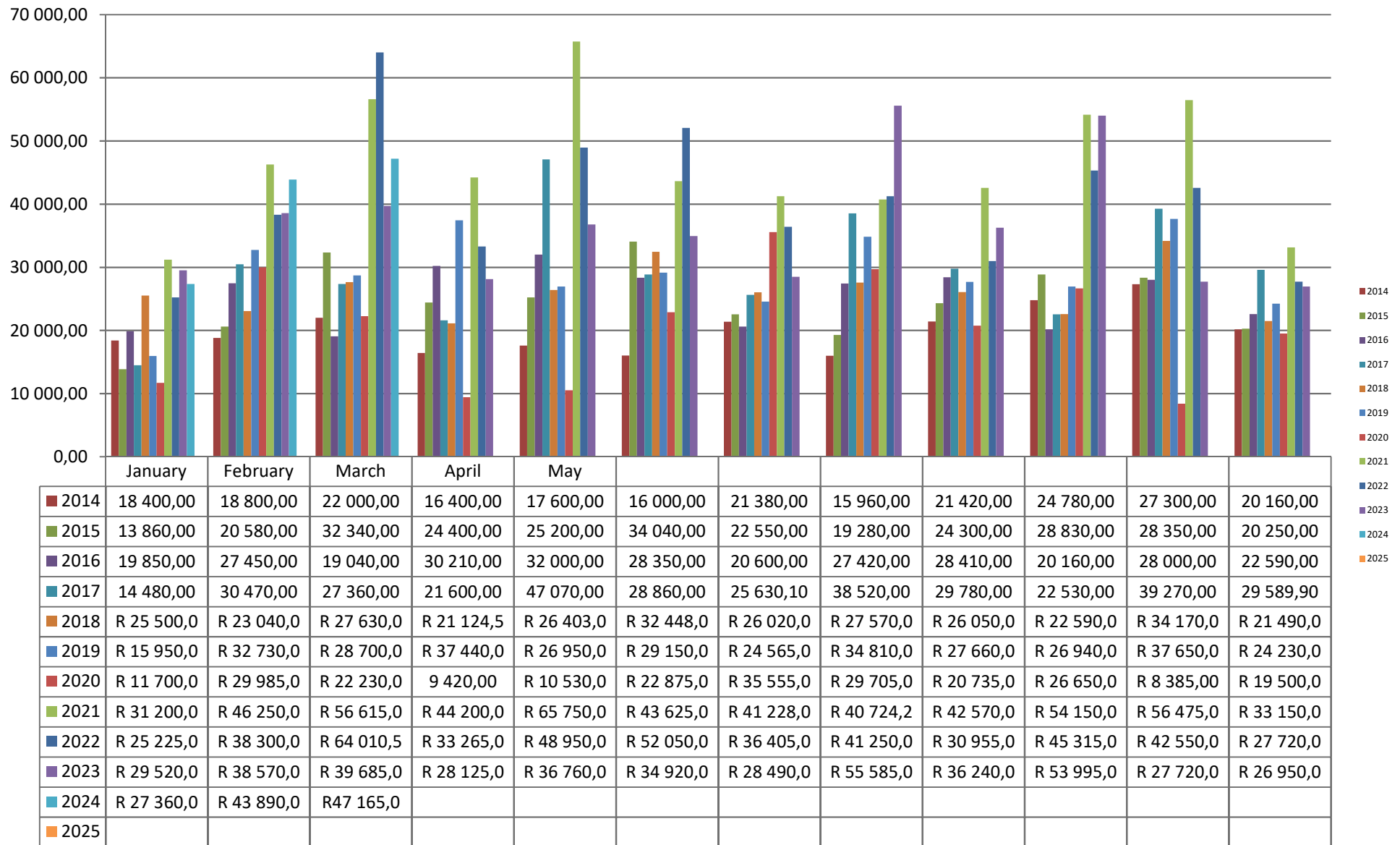
BUILDING PLANS SUBMITTED



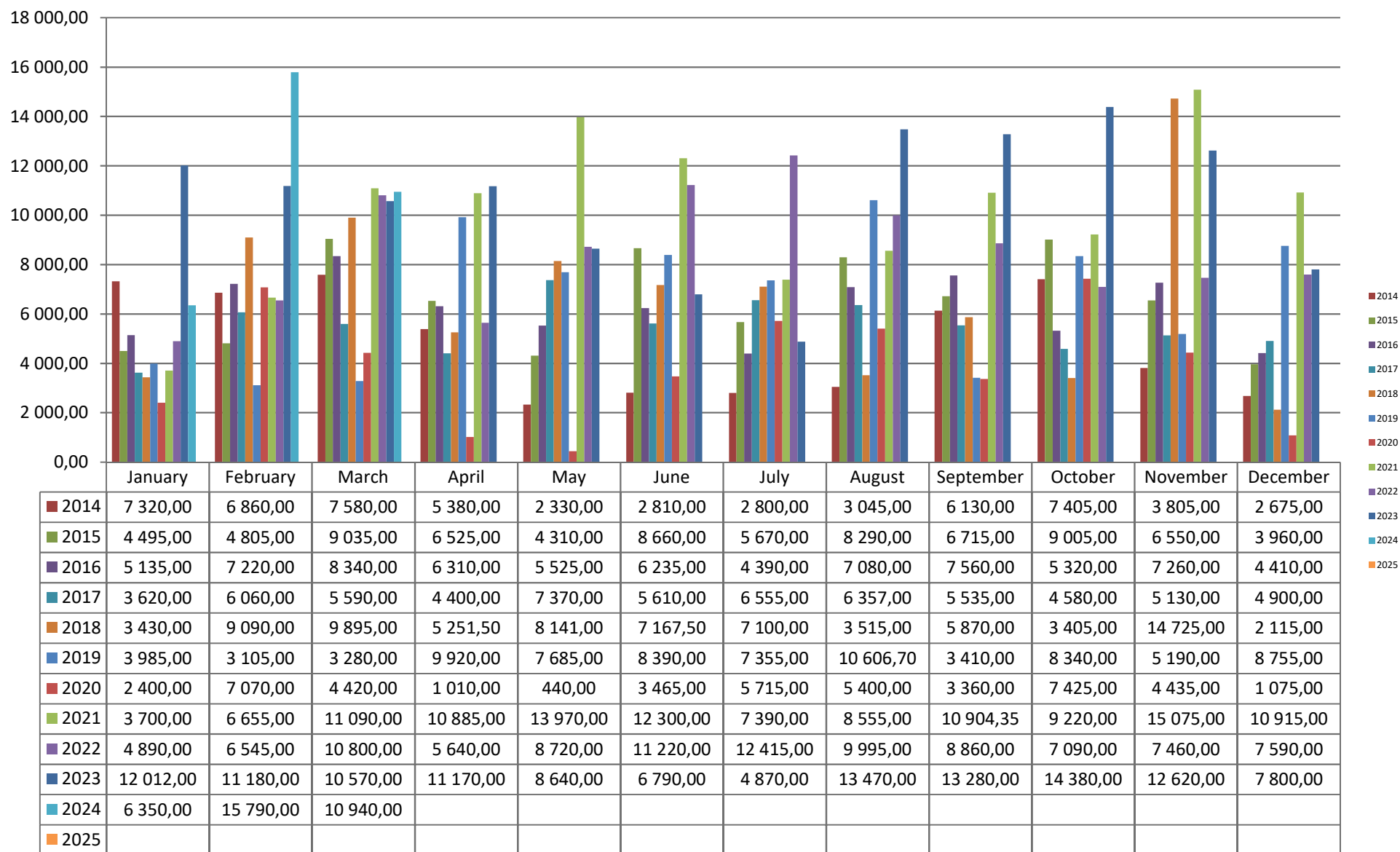
SCRUTINY FEES

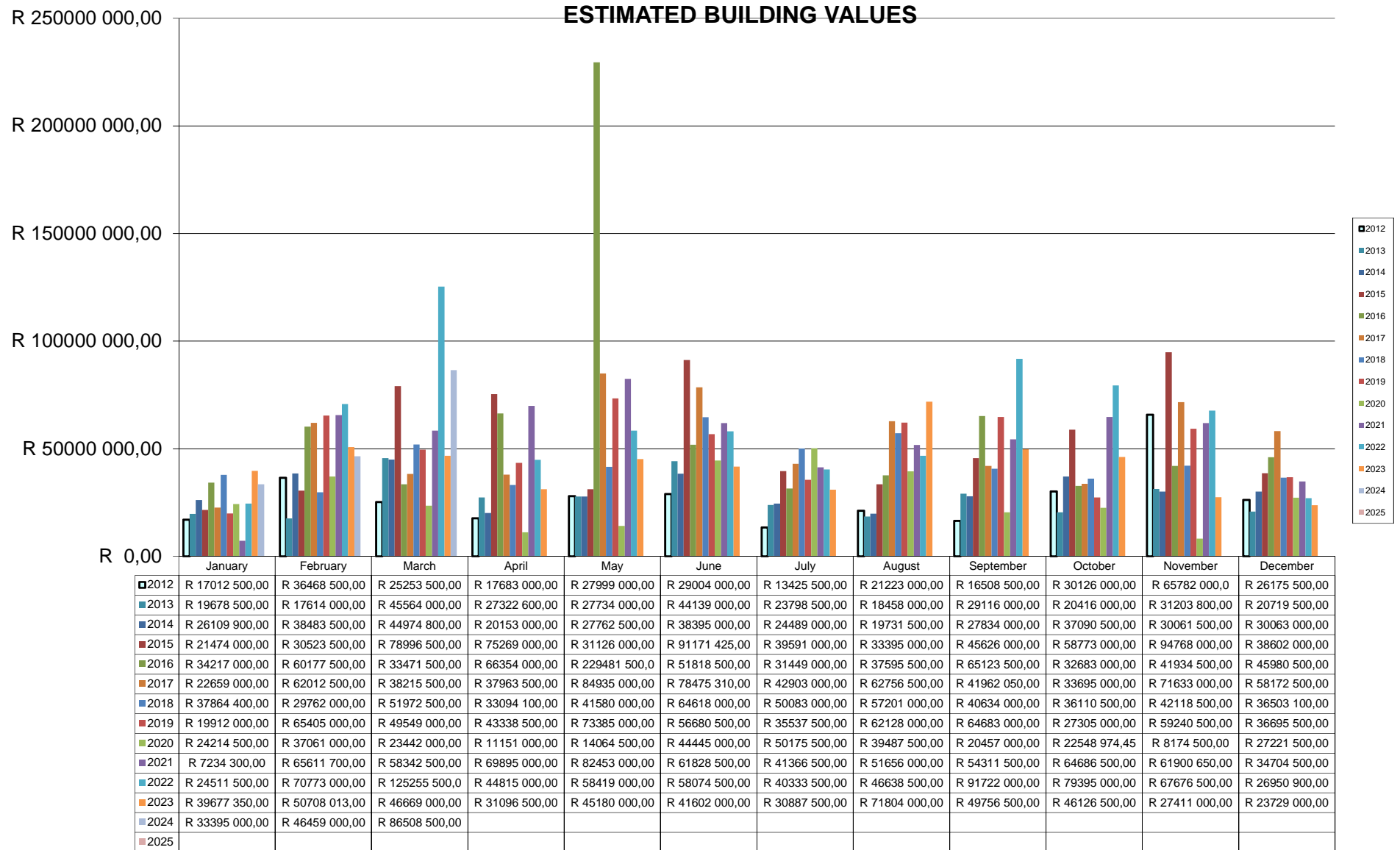


OCCUPATION FEES

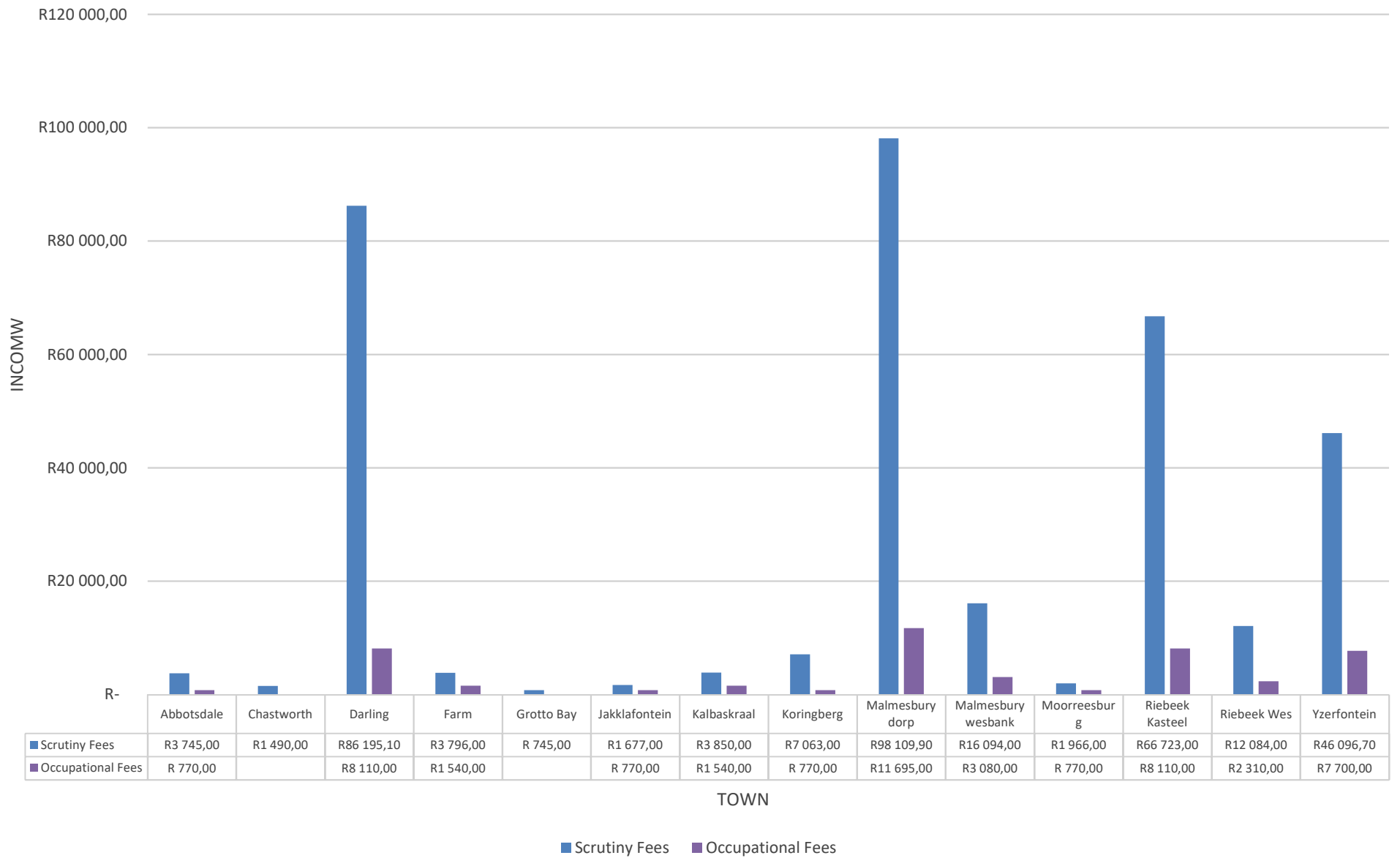


DEPARTURE FEES

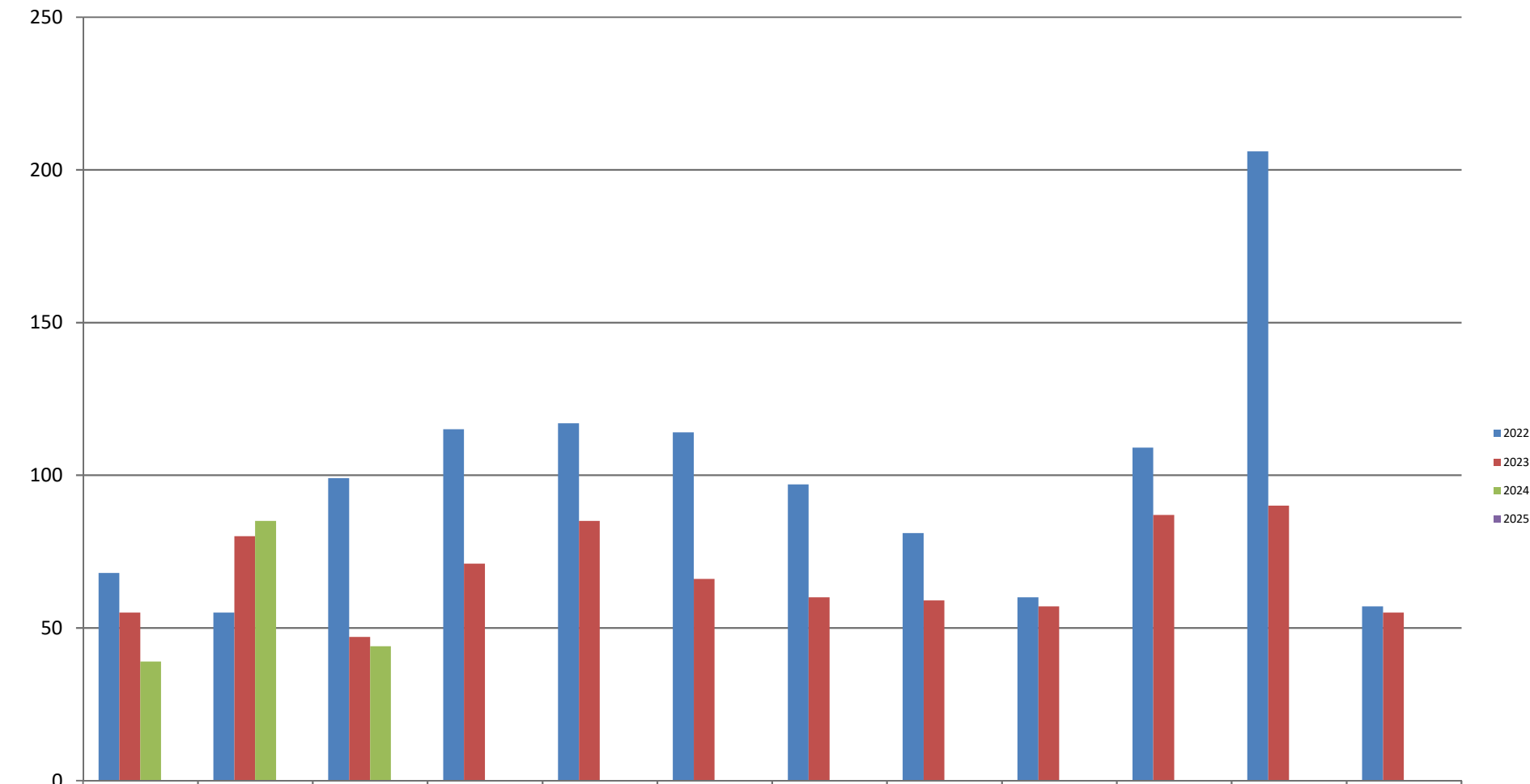




BUILDING DONTROL INCOME PER TOWN FOR MARCH 2024

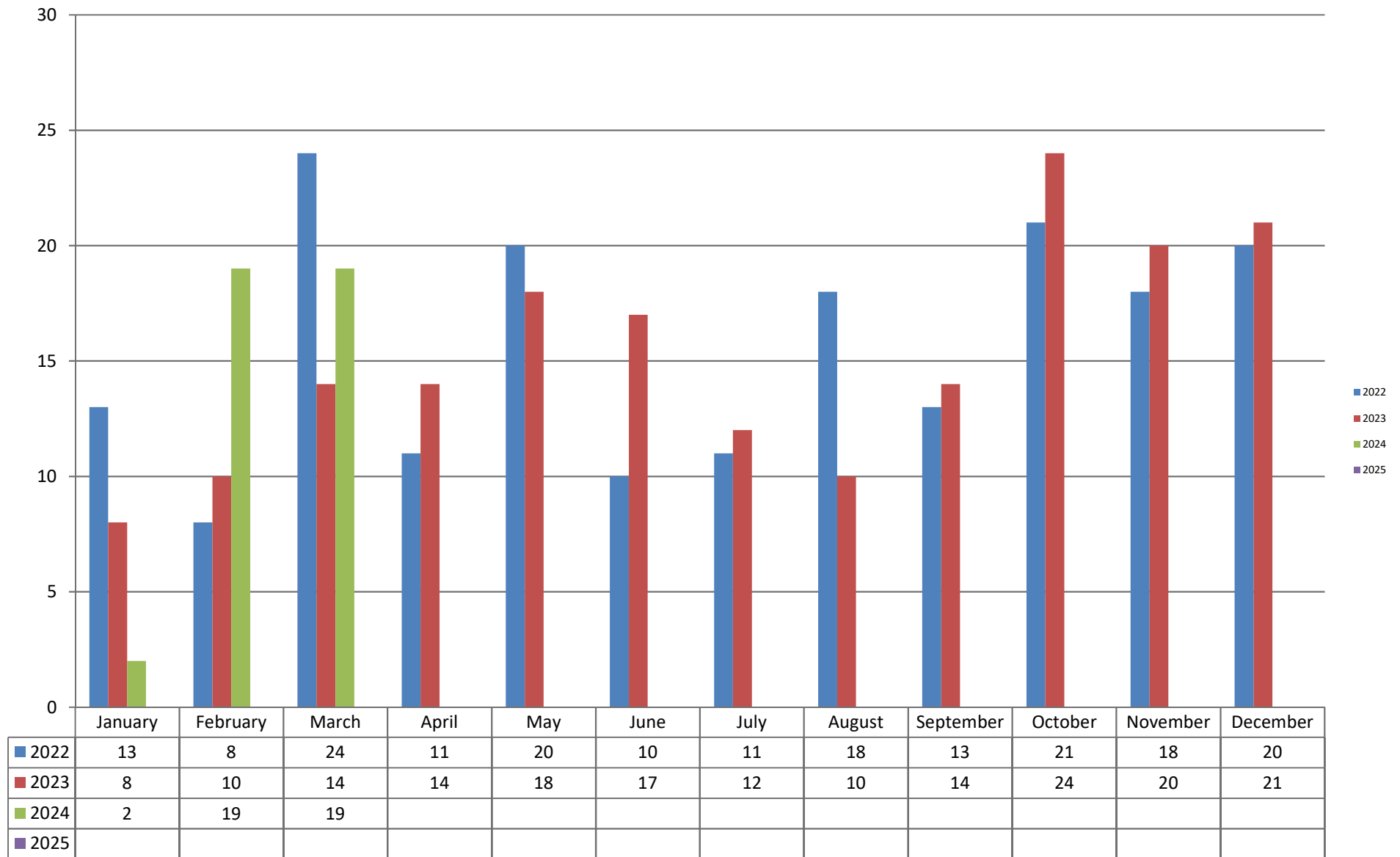


BUILDING PLANS APPROVED



	January	February	March	April	May	June	July	August	September	October	November	December
2022	68	55	99	115	117	114	97	81	60	109	206	57
2023	55	80	47	71	85	66	60	59	57	87	90	55
2024	39	85	44									
2025												

OCCUPATION ISSUED





Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste
Afdeling: Verkeer & Wetstoepassingsdiens

29 April 2024

7/1/2/2-3

ITEM 6.4.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024.

ONDERWERP:	VERSLAG: VERKEER & WETSTOEPASSINGSDIENS: MAART 2024
SUBJECT:	REPORT: TRAFFIC & LAW ENFORCEMENT SERVICES: MARCH 2024

1. **BACKGROUND / AGTERGROND**

Attached find the report of the Traffic & Law Enforcement Services for March 2024.

2. **AANBEVELING**

Vir bespreking deur die Raad.
For discussion by Council.

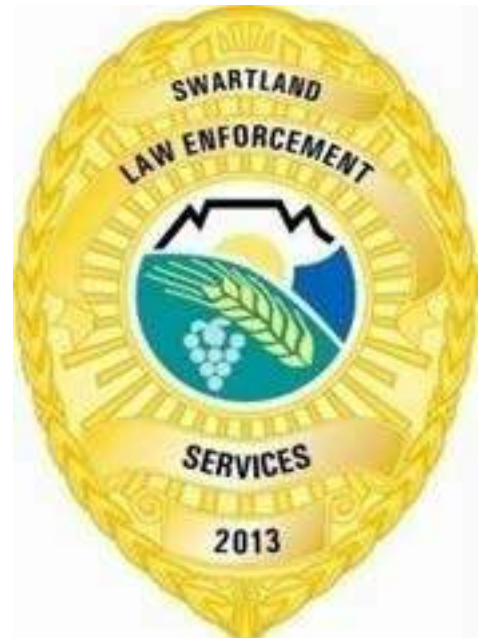
(get) P A C Humphreys

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER

TRAFFIC AND LAW ENFORCEMENT

March 2024

Monthly report to
Portfolio Committee



EXECUTIVE SUMMARY

1. INTRODUCTION

The Traffic and Law Enforcement Service of Swartland Municipality are executing our mandate and assisted SAPS to prevent and combat crime during the month of **March 2024**.

Our main purpose is to enhance service delivery and better quality of life through improving the safety of all people within the Swartland Municipal area.

2. LAW ENFORCEMENT

This division ensure bylaw compliance and education to all communities within the Swartland municipal area.

2.1. MONITORING OF INFORMAL SETTLEMENTS

The Traffic and Law Enforcement Division is mandated to monitor all informal settlements within the Swartland municipal area and to prevent and manage land invasion. Monitoring of Silvertown informal settlement, Phase 1/3/4 Ilinge Lethu, Phola Park, Chatsworth, Riverlands and Sibanye (Moorreesburg) is ongoing. Special efforts are in place to safeguard municipal land. We also monitor Kalbaskraal and all land of Cape Nature in our municipal area as per our MOU.

2.2. DOG UNIT (K9-UNIT)

The Dog-Unit works 8-hour shifts within a 40-hour week. Their shifts are adaptable to cover enforcement over weekends.

The Unit can report the following for the month:

- 12 x Crime Prevention operations
- 3 x assists at VCP point / K78 roadblocks
- 4 x By-Laws operations
- 2 x Foot patrols

229 Searches conducted in the form of VCPs, K78-Roadblocks and search and seizure in collaboration with SAPS for the month of **March 2024**. Details are available in the report.

The K9 unit made **24 arrests** for the month.

2.3 LEAP UNIT

The Unit work 8 hour shifts and adapt their shifts to ensure visibility within Swartland area, assisting SAPS with crime combatting and crime prevention.

- 3 x VCP's and K78 Roadblocks
- 6 x Bylaw Operations
- 10 x Foot patrols
- 21 x Crime Prevention operations

3. REGISTRATION AND LICENSING

3.1. DRIVING AND LEARNERS' LICENSES

Driving and learners' licenses create job opportunities and allow people to better their standard of living. The following can be reported for Malmesbury, Moorreesburg and Darling Driving License Testing Centres (DLTC's):

Malmesbury:

Driving licence Pass rate for the month = 46%

Learners Licence Pass rate for the month = 63%

Applicants absent for the month = 66 (Driving licenses 44=, Learners =22)

Moorreesburg:

Driving licence Pass rate for the month = 38%

Learners Licence Pass rate for the month = 48%

Applicants absent = 26 (Driving licenses 21=, Learners = 5)

Darling

Learners Licence Pass rate for the month = 53 %

Applicants absent = 0

3.2 VEHICLE TESTING STATIONS (VTS)

Malmesbury VTS had a total of **117** roadworthy tests, Moorreesburg VTS had a total of **31** roadworthy tests for the month of **March 2024**

4. TRAFFIC DIVISION

The traffic operational division can report the following for the month of **March 2024**.

- Roadblocks (K78) = **2**
- Vehicle Check Points (VCP's) = **20**
- Foot Patrols = 11

Total of **706 offences** recorded for **March 2024** (This includes the cases recorded by Law Enforcement and Traffic).

4.1 WARRANT SECTION

The warrant and speed section executes warrants daily. Special efforts to enhance the executing of warrants and to increase the payment rate are of the essence. **88** warrants finalized during this month to the value of **R 100 150.00**.

4.2. SPEEDING ENFORCEMENT

The two mobile cameras recorded **2585** cases, and the fixed sites recorded **1522** speeding cases. **2996 cases** were recorded by the ASOD on the R27 (West Coast Road).

The total speeding offences for the month of **March 2024** were **7103**. We enhanced our speeding enforcement efforts to reduce accidents.

4.3. AUTOMATED NUMBER PLATE RECOGNITION OPERATIONS (ANPR OPERATIONS)

Six (6) ANPR operations were executed for the month of **March 2024** and **R 79 440.00** of outstanding traffic fines were collected via this effort.

4.4 SAFETY AWARENESS

Five (5) Educational / Awareness programmes executed for the month of **March 2024**.

5. HIGHLIGHTS

- Successful execution of a protest march from Illinge Lethu.
- The regular safety discussions at district level and the successes thereof.
- We had a spaza shop operation in the Rosenhof, Moorreesburg area where a total of 28 shops were visited and 10 shops were found selling expired goods. Follow-up operations is planned.
- Continues monitoring of vacant land of Cape Nature because of a threat to invade land at Chatsworth.
- Our department launched a stray animal operation through-out the Swartland Municipal area with great successes which are recorded in the report.
- We have a good working relationship with Western Cape Liquor Authority (WCLA).
- Our K9 and LEAP units through hard work had successes in various crime prevention operations and recorded various successes w.r.t liquor and drugs.
- We continue with our meetings and planning with all safety structures to create safe environment for all within Swartland.
- Working with SAPS and other stakeholders brought successes and good integrated collaboration with crime prevention initiatives.
- We are monitoring the Highlands dumping site and removed unauthorised people.
- Successful interventions to address outstanding fines and warrants.

6. CHALLENGES

- Land invasion/land grabs is still a huge challenge in the Swartland and constant communication with residents around this issue is ongoing.
- The roadworks on the N7 (Direction Moorreesburg) and load shedding is still a challenge.
- The illegal dumping in Swartland communities.
- The illicit use of drugs and transporting thereof on our main routes (R27 and N7)
- Complaints regarding stray animals.
- Complaints regarding "pirate" taxis. No vehicle pound within the Swartland area

7. CONCLUSION

The department are committed to serve the Swartland community, reduce fatal crashes and be pro- active in our approach to road safety and by-law compliance.

.....
SENIOR MANAGER:

TRAFFIC/ LAW ENFORCEMENT OPERATIONS AND VEHICLE LICENSING ADMINISTRATION.

LAW ENFORCEMENT



Law Enforcement Officers per area											
Town/Area											
	Abbotsdale	Chatsworth Riverlands	Darling	Kalbaskraal	Koringberg	Malmesbury	Moorreesburg	Riebeek	Riebeek West	Yzerfontein	TOTAL
Manager: Law Enforcement	0	0	0	0	0	1	0	0	0	0	1
Regional Inspectors	0	0	1	0	0	1	1	0	0	1	4
Permanent Officers	0	0	2	0	0	5	3	0	0	0	10
TOTAL	0	0	3	0	0	7	4	0	0	1	15

LAW ENFORCEMENT STATISTICS MARCH 2024

Complaints received		
Area	Type of complaint	Total
Abbotsdale	Cows/Horses/ Dogs on public road- Keeping dogs	4
	Roads & Streets	2
	Illegal Structures	3
Chatsworth/ Riverlands	Roads & Streets	4
	Cows/ horses/dogs on public road-Keeping Dogs	6
	Illegal Structures	9
Kalbaskraal	Roads & Streets	2
	Nuisance-Swearing, Drinking & Urinating in public	4
	Cows/Horses/ Dogs on public road- Keeping dogs	5
	Fire Safety	1
	Illegal Structures	4
Malmesbury	Cows/Horses/ Dogs on public road- Keeping dogs	14
	Illegal Dumping	8
	Vagrants – Being a nuisance	6
	Nuisance-Swearing, Drinking & Urinating in public	13
	Illegal Structures	5
	Fire Safety	2
	By-laws relating to electricity	3
	Bylaw relates to land use	3
Moorreesburg/Koringberg	dogs on public road/ place-Keeping Dogs/Cattle	3
	Illegal Dumping	3
	Building Regulations	2
	Roads & Streets	3
	Nuisance- Noise	1
	Bylaw relating to municipal property	1
	Nuisance Animals	2
Riebeek Kasteel	Roads & Streets	1
	Illegal Dumping	2
	Bylaw relates to land use	2
Riebeek West	Roads and streets	2
	Illegal Dumping	1
	Ocupational health and safety	1
Darling	Horses/ Dogs/Goats on public road- Keeping dogs	6
	Vagrants - Been a nuisance	1
	Nuisance-Swearing, Drinking & Urinating in public	8
	Illegal Dumping	5
	By-laws relating to streets	5
	Occupational health and safety	1

	Bylaw relating to council property	2
	Fire Safety	1
	Illegal Structures	2
Yzerfontein	Ostriches/Horses/ Dogs on public road- Keeping dogs	2
	Illegal Dumping	1
	Vagrants - Been a nuisance	2
	Illegal Trading	1
	Building regulations	2
	Environmental	1
	Total complaints attended	162

Impounding/ Surrender of animals		
Type of animal	Area Impounded	Total
Dogs	Malmesbury	12
	Darling	2
	Riebeek West	3
	Moorreesburg	7
Cats	Malmesbury	3
	Chatsworth	1
	Darling	1
Cattle	Malmesbury	37
Goats	Malmesbury	1
TOTAL:		67

Law Enforcement: Foot patrols			
Date	Area	Description	Output
01 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	No Incidents
04 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	No Incidents
04 March 2024	Moorreesburg	Foot patrols targeting all by-laws and other offences	1 x Parking offence
05 March 2024	Yzerfontein	Foot patrols targeting all by-laws and parking offences	No incidents
05 March 2024	Malmesbury	Foot patrols targeting all by-laws and parking offences	No incidents
08 March 2024	Moorreesburg	Foot patrols targeting all by-laws and other offences	No Incidents
09 March 2024	Yzerfontein	Foot patrols targeting all by-laws and parking offences	No incidents
09 March 2024	Moorreesburg	Foot patrols targeting all by-laws and other offences	1 x Drink in public 1 x Illegal Trading 1 x Fail to control animal
09 March 2024	Darling	Foot patrols targeting all by-laws and parking offences	2 x Unlicensed Motor Vehicles
09 March 2024	Malmesbury	Foot patrols targeting all by-laws and parking offences	2 x Drink in public 2 x Urinate in public
11 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Urinate in public place/ street
11 March 2024	Riebeek Kasteel	Foot patrols targeting all by-laws and other offences	1 x Unlicensed Motor Vehicle
13 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Unlicensed Motor Vehicle
14 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Parked- Red line
14 March 2024	Riebeek Kasteel	Foot patrols targeting all by-laws and other offences	No incidents
15 March 2024	Riebeek West	Foot patrols targeting all by-laws and other offences	1 x Unlicensed Motor Vehicle
15 March 2024	Darling Area	Foot patrols targeting all by-laws and parking offences	1x Warning- Open Fire
18 March 2024	Yzerfontein	Foot patrols targeting all by-laws and parking offences	No incidents
18 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Illegal Advertising Vehicle for sale

19 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Parked- Red line 1x Parked Loading Zone
19 March 2024	Riebeek West	Foot patrols targeting all by-laws and other offences	1 x Unlicensed Motor Vehicle
22 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Fail to comply- lawful instruction
23 March 2024	Malmesbury	Foot patrols targeting all by-laws and parking offences	2 x Drink in public
23 March 2024	Darling	Foot patrols targeting all by-laws and parking offences	3x Unlicensed Motor Vehicles
24 March 2024	Yzerfontein	Foot patrols targeting all by-laws and parking offences	No incidents
25 March 2024	Malmesbury	Foot patrols targeting all by-laws and parking offences	1 x Parking offence 1 x Drink in public
25 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Warning- Fail to control dog
26 March 2024	Darling Area	Foot patrols targeting all by-laws and other offences	1x Warning- Fail to control horse
27 March 2024	Malmesbury	Foot patrols targeting all by-laws and parking offences	1 x Drink in public
27 March 2024	Moorreesburg	Foot patrols targeting all by-laws and other offences	No Incidents

Educational programs /Projects			
Date	Area	Description	Detail of educational program
12 March 2024 11:00-12:00	Darling East	Awareness Campaign- Illegal Dumping	18 Illegal Dumping Awareness pamphlets were distributed in Darling East making residents aware of illegal dumping and whom they can contact if they see any illegal dumping activities.
13 March 2024 12:00-13:00	Darling East	Awareness Campaign- Illegal Dumping	18 Illegal Dumping Awareness pamphlets were distributed in Darling East making the residents aware of illegal dumping and whom they can contact if they see any illegal dumping activities.
14 March 2024 09:00-10:00	Darling East	Awareness Campaign- Illegal Dumping	28 Illegal Dumping Awareness pamphlets were distributed in Darling East to making residents aware of illegal dumping and whom they can contact if they see any illegal dumping activities.

19 March 2024 08:00-11:00	Riebeek Kasteel	Awareness Campaign- Illegal Dumping	80 Illegal Dumping Awareness pamphlets were distributed in Esterhof to make shop owners and residents aware of illegal dumping and whom they can contact if they see any illegal dumping activities. Shop owners are also a big contributor of permitting illegal dumping. A total of 23 spaza shops visited.
26 March 2024 11:00-12:00	Darling North	Awareness Campaign- Keeping of Animal's Awareness Campaign.	Swartland Traffic and Law Enforcement Services held an animal's awareness campaign (Stray dogs) in Darling North. The community were informed about stray animals on a public road. Owners need to take ownership and responsibility for their animals, preventing them from being stray on a public road.

By- Law Operations			
Date	Area	Operation detail	Output
05 March 2024 10:00 – 14:00	Riebeek Valley	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 7 X STLE	3 x Divert electricity from supply mains 1 x Warning Keeping more than 2 dogs 1 x Warning – illegal recycling activities 3 x dogs surrendered 3 X Cases 2 X Warnings
05 March 2024 10:00 – 14:00	Malmesbury N7	Operation- By law Enforcement Enforcing- Stray Horses Members- 3x STLE 8x Other	37x Stray cattle impounded and transported to COCT pound 37x Impoundments
06 March 2024 10:00 – 14:00	Moorreesburg	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 7 X STLE 1 X LEAP	1 x Burning waste unlawfully 1 x Warning unsightly premises 2 x Warnings – illegal structures 8 x dogs surrendered 3 X Cases 4 X Warnings

07 March 2024 10:00 – 12:00	Moorreesburg Hooikraal	Operation- By law Enforcement Enforcing- Stray Animals Members- 7x STLE 1x SPCA	6x Inspections at Hooikraal area 1x Compliance Notice issued by SPCA 6x Inspections 1x Compliance Notice
09 March 2024 09:00 – 10:30	Darling	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 1 X STLE	2 X Drink in public 2 x Cases
10 March 2024 09:30 – 10:30	Yzerfontein	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 1 X STLE	All in order Enforcement done regarding Building regulations.
11 March 2024 12:00 – 13:00	Malmesbury	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 2 X STLE	1 X Urinate in public 3 X Drink in public 1 X Illegal dumping 5 x Cases
12 March 2024 10:00 – 12:00	Malmesbury	Operation-Land Invasion Enforcing- All Bylaws and other offences Members: 3 X STLE	2 X Illegal structures demolished 4 X Dogs impounded and taken to SPCA 2 X Structures demolished
12 March 2024 10:00 – 12:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Illegal Dumping 1x Case
13 March 2024 10:00 – 12:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	2x Illegal Dumping 2x Cases

13 March 2024 10:00 – 12:00	Moorreesburg	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 3 X STLE 1 X LEAP 2 X SAPS	Visit 8 Spaza shops in Esterhof. Various expired products removed due to expiry dates on products. SAPS checked the documents of 12 foreign nationals. 8 X Spaza shops visited
13 March 2024 10:00 – 13:00	Malmesbury	Operation-Land Invasion Enforcing- All Bylaws and other offences Members: 3 X STLE	1 X Illegal structure demolished 1 X Warning issued for Nuisance 1 X Warning
14 March 2024 11:00 – 12:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Drink in public place/ street 1x Trade without permit 2x Cases
14 March 2024 15:00 – 17:00	Darling Area	Operation- Crime Prevention Enforcing- Crime Members- 2x STLE	Arrests- x3 Theft of Motor Vehicle Location- R27 West Coast Road, Yzerfontein 3@ Suspects- Colored Males- SA Nationals Darling SAPS Cas- 23/03/2024 Exhibits- x1 Toyota Hilux Bakkie CAA178774 Comments- Theft of Black Chevrolet Spark CY 298879 3x Arrests
15 March 2024 10:00 – 11:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	2x Drink in public place/ street 1x illegal Advertising- Vehicle for sale 3x Cases
15 March 2024 14:00 – 15:00	Darling Area	Operation- By law Enforcement Enforcing- Stray Animals Members- 2x STLE	2x Dogs impounded at SPCA 1x Cat impounded at SPCA 3x Impoundments

18 March 2024 12:00 – 13:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Illegal Dumping 1x Case
18 March 2024 10:00 – 11:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Drink in public place/ street 1x Urinate in public place/ street 2x Cases
18 March 2024 10:00 – 12:00	Riebeek West	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 3 X STLE	Visit 10 Spaza shops checked if they comply with Town planning bylaw and verified the rezoning. 10 X Spaza shops visited
19 March 2024 11:00 – 12:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Drink in public place/ street 1x Urinate in public place/ street 2x Cases
20 March 2024 09:00 – 11:00	Malmesbury	Operation- By law Enforcement Enforcing- Bylaws Members- 3x STLE	2x Washing of clothes in public 2x Cases
20 March 2024 10:00 – 11:00	Riebeek West	Operation- By law Enforcement Enforcing- Bylaws Members- 3x STLE	1 x Warning for obstruction on sidewalk 1 x Warning for perform work that cause a nuisance (spray painting) 2 x Warnings
22 March 2024 11:00 – 13:00	Malmesbury	Operation-Land Invasion Enforcing- All Bylaws and other offences Members: 2 X STLE	4 X Illegal structures demolished 1 X Drink in public 1 X Parking offence 1 X Warning for building rubble 4 X Structures demolished 2 X Cases 1 X Warning

22 March 2024 15:00 – 16:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Urinate in public place/ street 1x Case
23 March 2024 09:00 – 10:30	Darling	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 1 X STLE	No Incidents
24 March 2024 09:00 – 10:00	Yzerfontein	Operation-Bylaws Enforcing- All Bylaws and other offences Members: 1 X STLE	All in order Enforcement done regarding Building regulations
26 March 2024 10:00 – 15:00	Malmesbury	Operation-Land Invasion Enforcing- All Bylaws and other offences Members: 3 X STLE	1 X Unlicensed vehicle 2 X Warnings repair of motor vehicle in street 1 x Case 2 x Warnings
26 March 2024 09:00 – 10:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	2x Drink in public place/ street 1x Illegal Dumping 3 x Cases
27 March 2024 10:00 – 12:00	Yzerfontein Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	1x Illegal Dumping 1x Case
27 March 2024 14:00 – 15:00	Darling Area	Operation- By law Enforcement Enforcing- Bylaws Members- 2x STLE	2x Illegal Dumping 2x Cases

DETAILS OF BY-LAW CASES	Cases	Warnings	Total
BUILDING REGULATIONS	0	3	3
BY-LAWS WHICH RELATES TO STREETS	1	0	1
BY-LAWS WHICH RELATES TO SUPPLY OF ELECTRICITY	3	0	3
DRINKING IN PUBLIC	21	0	21
DRINKING IN PUBLIC - ARREST	1	0	1
ILLEGAL DUMPING	2	2	4
KEEPING OF DOGS	1	3	4
KEEPING OF POULTRY	0	1	1
KEEPING OF ANIMALS	0	1	1
OTHER BY-LAWS NOT MENTIONED ELSEWHERE	1	2	3
OCCUPATIONAL HEALTH AND SAFETY	0	1	1
STREET VENDORS TO DOOR COLLECTIONS	2	0	2
TRAFFIC BY - LAWS	1	0	1
TOTAL CASES	33	13	46



K9 Unit Monthly Report

March 2024

Staff	Malmesbury	Moorreesburg	Darling	Total
Principal Inspectors	1	1	1	3
Dog handlers	2	2	2	6
TOTAL	3	3	3	9

Activities in Areas		
Area	Type of activity	Total
Abbotsdale	Houses searched	4
	Vehicles searched	7
	Open area searched	0
Chatsworth/ Riverlands	Houses searched	8
	Vehicles searched	3
	Open area searched	0
Darling / Yzerfontein	Houses searched	9
	Vehicles searched	6
	Open area searched	0
Kalbaskraal	Houses searched	4
	Vehicles searched	4
	Open area searched	0
Malmesbury	Houses searched	27
	Vehicles searched	22
	Open area searched	0
Moorreesburg/Koringberg	Houses searched	19
	Vehicles searched	8
	Open area searched	0
Riebeek Kasteel	Houses searched	6
	Vehicles searched	9
	Open area searched	0
Riebeek West	Houses searched	7
	Vehicles searched	4
	Open area searched	0
West Coast Road (R27)	Vehicles searched	49
N7 Road	Vehicles searched	33
	Total Searches	229

Operations Conducted			
Date	Area	Operation detail	Output
02 March 2024	Malmesbury	Crime Prevention	<p>One (1) Adult male arrested for Dealing in Drugs 210 Mandrax Tablets 8.13g Tik</p> <p>One (1) Adult Male arrested for Dealing in Drugs. 80 Mandrax Tablets</p>
	Moorreesburg	Crime Prevention	<p>One (1) adult male arrested for dealing in drugs.</p> <ul style="list-style-type: none"> • 9 Mandrax Tablets • 15 Half Mandrax Tablets • R158 in cash
05 March 2024	Malmesbury	Autonomous Operation	<p>Assist Law Enforcement <u>Deployment</u> K9 Unit LEAP Unit Law Enforcement Farm workers</p> <p><u>Outcome</u> Stray Cattle Impounded x37 Cattle were hand over to Atlantis City of Cape Town Pound.</p>
06 March 2024	Moorreesburg	By Law Operation	<p>Assist Law Enforcement <u>Deployment</u> Law Enforcement Swartland Traffic LEAP Unit</p> <p><u>Outcome</u> Warning Notice Issued x2 Warning Illegal Structures x2 Burning Waste Unlawfully x1 R300 Illegal structure- Demolished x1 Dogs surrendered by owners x6 Stray dog taken to SPCA x1</p>
07 March 2024	Moorreesburg	Joint Operation	<p><u>Deployment</u> Moorreesburg SAPS x2 Piketberg SAPS x2 K9 Unit x3 LEAP Unit x5</p>

			<u>Outcome</u> 2x Search Warrants Executed 1x Liquor Premises 1x Drug Premises 8x People searched 1x Arrest for Possession of Mandrax <u>Exhibits</u> 1x Crushed Mandrax Arrest x1
8 March 2024	Malmesbury	Protest Action	<u>Deployment</u> Traffic and Law Enforcement x14 K9 Unit x3 LEAP Unit x7 Western Cape POPS x30 Boland POPS x15 <u>Vehicles</u> Nyala x1 Vehicles x15 <u>Outcome</u> 800 Protesters marching from Illinge Lethu Clinic to Swartland Municipality Head Office. Memorandum was handed over at Illinge Lethu Clinic and Municipality about poor service delivery. No incidents to report.
	Chatsworth	Land Invasion	<u>Deployment</u> LEAP Unit x6 K9 Unit x 4 Land invasion Chatsworth area 60 People gathering on open land. No incidents to report. Case with SAPS has been opened by owner for trespassing- Malmesbury Cas 108/03/2024
09 March 2024	Moorreesburg	Joint Operation	<u>Deployment</u> K9 Unit x4 LEAP Unit x7 Moorreesburg x4

			<p>Piketberg x3</p> <p><u>Outcome</u> 2x Search Warrants Executed 1x Liquor Premises 1x Drug Premises 12 People Searched 1x Arrest for Possession of Mandrax 1x Arrest for Dealing in Liquor</p> <p><u>Exhibits</u> <u>Possession of Mandrax</u> <u>Moorreesburg Cas 73/03/2024</u> 3x Whole Mandrax Tablets 1x Half Mandrax Tablet 1x Quarter Mandrax Tablet</p> <p><u>Dealing in Liquor</u> <u>Moorreesburg Cas 72/03/2024</u> R127.00 in Cash Confiscated 80x 750ml Black Label Beer 74x 750ml Castle Lager Beer 16x 660ml Reds Cider Beer 1x 5Ltr Containing 1Ltr Red Wine</p> <p><u>Arrests x2</u></p>
09 March 2024	Chatsworth	Land Invasion	<p><u>Deployment</u> LEAP Unit x3</p> <p>Land invasion Chatsworth area. No incidents to report. No land grabs.</p>
10 March 2024	Chatsworth	Land Invasion	<p><u>Deployment</u> LEAP Unit x1 K9 Unit x1</p> <p>Land invasion Chatsworth area. No incidents to report. No land grabs</p>
11 March 2024	Malmesbury CBD	Foot Patrols	<p><u>Deployment</u> K9 Unit x2 LEAP Unit x4</p> <p><u>Traffic Fines</u> 1 X Taxi Parking- R 500 6 x Unlicensed Vehicle -R3000 9 x Time Parking- R2700</p>

12 March 2024	Malmesbury CBD Job Street	By Law Foot Patrols	<u>Deployment</u> K9 Unit x2 LEAP Unit x4 <u>Traffic Fines</u> 1 x Unlicensed Vehicle = R 500 1 x Disabled Parking = R 800 <u>By Law</u> 4 x Drinking in Public = R 600 1 x Urinate in Public = R 150
13 March 2024	Malmesbury	Joint Operation Undocumented Persons	<u>Deployment</u> Malmesbury SAPS x3 LEAP Unit x3 <u>Outcome</u> 4x Spaza Shops Visited. 5x Illegal Immigrants arrested for no documentation. Arrest x4
	Malmesbury Illinge Lethu	Autonomous Operation Illegal Structures	<u>Deployment</u> K9 Unit x4 LEAP Unit x1 Law Enforcement x3 Swartland Housing Department x3 <u>Outcome</u> 1x Illegal structure demolished
14 March 2024	Kalbaskraal	VCP Old Dassenberg Road	<u>Deployment</u> K9 Unit x2 LEAP Unit x2 <u>Traffic Fines</u> 5x Unlicensed Drivers = R5000 1x Expired drivers Licence Card = R500 1x Unlicensed Motor Vehicle = R500 25x Vehicles Stopped. 8x Vehicles Searched.

	Malmesbury	Malmesbury CBD Foot Patrols	<u>Deployment</u> K9 Unit x2 LEAP Unit x4 <u>Traffic Fines</u> 2x Disregard disabled bay = R1600 2x Unlicensed Motor Vehicles = R1000 1x Parking Obstruction= R1000 1x Disregard Taxi Bay = R500 1x Disregard no parking = R500 1x Parking on red line = R500
18 March 2024	Malmesbury	Crime Prevention	Four (4) premises searched. Fifteen (15) persons searched. One (1) arrest made. Possession of Drugs Adult Male Arrested One (1) medium size zipper bag containing Methamphetamine (Tik) Hotspot patrols in gang violence area.

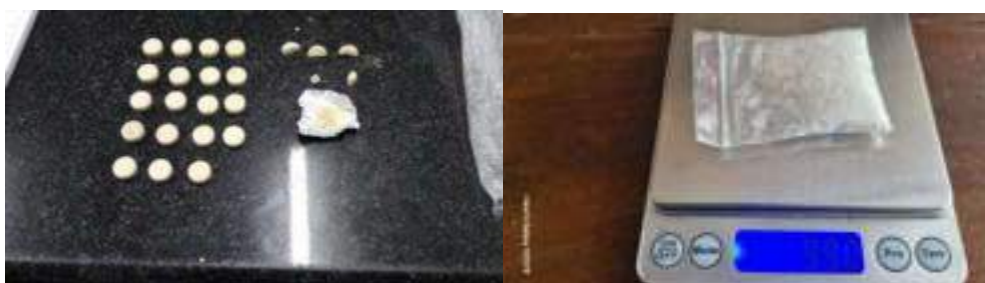
19 March 2024	Malmesbury	Crime Prevention	<p>Two (2) premises searched. Eighteen (18) persons searched. Five (5) arrests made.</p> <p><u>Dealing in Drugs</u> Adult Male arrested</p> <p><u>Exhibits:</u> 15 x small zipper bags containing Methamphetamine (Tik) 5 x Mandrax Tablets 8 x Half Mandrax Tablets</p> <p><u>Dealing in Dagga</u> Adult Female arrested</p> <p>Exhibits: 99 x small zipper bags containing Dagga</p> <p><u>Possession of Drugs</u> Adult Male arrested</p> <p>Exhibits: 1 x small zipper bag containing Methamphetamine (Tik)</p> <p><u>Possession of Drugs</u> Adult female arrested</p> <p>Exhibits: 1 x small zipper bag containing Methamphetamine (Tik)</p> <p><u>Possession of Drugs</u> Adult female arrested</p> <p>Exhibits: 1 x small zipper bag containing Methamphetamine (Tik)</p>
	Malmesbury	By-Law Operation	<p>Foot Patrol conducted Five (5) Notices Issued</p> <p>3 x Drinking in Public 1 x Parking on a sidewalk 1 x Parked in Loading Zone</p>
20 March 2024	Malmesbury	Crime Prevention	<p>Five (5) premises searched. Thirteen (13) persons searched. No arrests made.</p>

	Abbotsdale	Crime Prevention	<p>Three (3) premises searched. Eight (8) persons searched. Two (2) arrests made.</p> <p><u>Dealing in Liquor without a license</u> Adult male arrested</p> <p><u>Exhibits:</u> 172 x sealed 750ml Castle Lager beer. 16 x sealed 750ml Black Label beer. 1 x sealed 660ml Strongbow cider. 12 x sealed 275ml Brutal Fruit ciders. 4 x sealed 660ml Castle Lite beer. 3 x sealed 660ml Windhoek Lager beer. 3 x sealed 660ml Smirnoff Pine Twist ciders. 2 x sealed 660ml Smirnoff Storm ciders. 1 x sealed 5l White Wine. 1 x sealed 5l Red Wine.</p> <p><u>Dealing in Liquor without a license</u> Adult Male arrested</p> <p><u>Exhibits:</u> 91 x sealed 750ml Castle Lager beer 5 x sealed 5l White Wine</p>
	Malmesbury	ANPR – K78 Roadblock	<p>K9 and LEAP assisted Swartland Traffic Services with a K78 ANPR roadblock operation.</p>

22 March 2024	Riebeek West & Kasteel	Crime Prevention	<p>Twelve (12) premises searched Twenty-seven (27) persons searched. Two (2) arrests made.</p> <p><u>Dealing in Drugs</u> Adult Male arrested</p> <p><u>Exhibits:</u> 49 x Half mandrax tablets</p> <p><u>Dealing in Dagga</u> Adult Male arrested</p> <p><u>Exhibits:</u> 57 x Stoppe Dagga</p>
	Koringberg	Crime Prevention Liquor Control	<p>Sec. 252A Operation conducted. Trap successful - liquor purchase at illegal liquor outlet.</p> <p>Adult male arrested for Dealing in Liquor without a license.</p> <p><u>Exhibits:</u> 81 x sealed 750ml Black Label beer. 8 x sealed 1 litre Wines. 2 x sealed 5 litre Wines.</p>
	Moorreesburg	Crime Prevention	<p>Two (2) premises searched. Seven (7) persons searched.</p> <p>No arrest made</p>
25 March 2024	Malmesbury	Crime Prevention	<p>K9 and LEAP assisted Malmesbury SAPS.</p> <p>Three (3) Premises Searched Eight (8) Persons Searched</p> <p>One (1) Arrest Made Dealing in Drugs</p> <p><u>Exhibits:</u> 19 x Mandrax Tablets 3 x Half Mandrax Tablets 2 x Quarter Mandrax Tablets 1 x Crushed Mandrax powder</p>
26 March 2024	Malmesbury	Crime Prevention	<p>Seven (7) Premises Searched Nine (9) Persons Searched.</p> <p>Two (2) arrests made.</p>

			<p>Dealing in Drugs: 8 x Mandrax Tablets</p> <p>Possession of Drugs: 1 x small zipper bag containing Methamphetamine</p>
27 March 2024	Malmesbury	Vehicle Check Point (VCP)	K9 and LEAP assisted Swartland Traffic Services with VCP.
	Moorreesburg	Crime Prevention	<p>Sect.252A Operation conducted – adult male arrested for Dealing in Drugs on positive drug purchase.</p> <p>Search Warrant executed – adult male arrested for Dealing in Liquor</p> <p><u>Exhibits:</u> 48 x sealed 750ml Castle Lager Beer. 60 x sealed 750ml Black Label Beer. 48 x sealed 660ml Ciders.</p>

OPERATIONAL IMAGES





**Law Enforcement
Advanced Program
(LEAP) Unit
Monthly Report
MARCH 2024**

Staff	Shift A	Shift B	Total
Senior Inspectors	1	1	2
LEAP Unit Officers	9	9	18
TOTAL	10	10	20

Date	Area	Operation detail	Outcome
01 March 2024	Malmesbury Abbotsdale	High Visible patrols Point Duty at school (Liebenberg) High Visible Patrols Assisting L.E with Illegal structures	1 x Removed sand or clay without permission Fine =R300 All in Order
04 March 2024	Malmesbury Abbotsdale	Access control at HQ High visible patrols High visible patrols	All in order
05 March 2024	Malmesbury Abbotsdale Moorreesburg	High visible patrols in area High visible patrols in area By Law Operation VCP at Weighbridge	4 x Drinking in public- R600 2 x Disregard disabled parking = R1600 3xDrinking in public- R450 2xUsing drugs in public- R300 1xDisobey no parking- R500
06 March 2023	Moorreesburg Malmesbury	Assisting L.E with animal impound operation High visible patrols in Moorreesburg. High visible patrols in CBD By Law Operation	2 x Written warnings issued Illegal structures 1 x Unlicensed m/v = R500. 1 x Parked on loading Zone = R800 2xDrinking in public- R300 1xUrinating in public -R150

	Abbotsdale	High visible patrols	1xIllegal dumping- R1500. 1xDisregard disabled parking= R800
07 March 2023	Malmesbury	High visible patrols in area Footpatrol in CBD	2 x Parked on loading zone R1600. 4 x Drinking in public R600
	Chatsworth	High visible patrols	All in order
08 March 2024	Malmesbury	Monitor strike in Malmesbury	All in order
	Chatsworth	Monitor Illegal Land Grabs Patrols at Kyk-net outdoor Expo	AI in Order All in Order
09 March 2024	Malmesbury	High visible patrols in area	All in order
	Moorreesburg	Assisting MRB SAPS with Operation	Dealing in Liquor: CAS:72/03/2024 80x Black Labels beers 74x Castle lagers beers 16x Reds Berry 1x 5liter wine container containing 1liter wine = 127.06 litres Possession of Mandrax: CAS:73/03/2024 3x whole mandrax tablets 1x ½ mandrax tablets 1x ¼ mandrax tablets 8x Persons searched 2x Search Warrants 2x Arrests were made
11 March 2024	Malmesbury	Foot patrol Operation	1 X Taxi Parking = R 500 6 x Unlicensed m/v = R3000 9 x Time Parking = R2700
	Kalbaskraal	Search Warrants	All in Order
	Riverland's	Attend complaint in Riverland's	All in order

12 March 2024	Malmesbury	Visible Patrols and Foot patrol Operation	1 x Unlicensed M/v R 500 1 x Disabled Parking R 800 4 x Drinking in Public R 600 1 x Urinate in Public R 150
	Abbotsdale	VCP at Voortrekker Road Assist Law enforcement with homeless people, Visible Patrols	2x Facing oncoming traffic R1000 1xUnlicensed m/v, R500 Removed them and Cleansing Dept assisted to clean the area. All in Order
13 March 2024	Malmesbury	High Visibility Patrols Joint Ops SAPS. Undocumented person search at Spaza shops Foot Patrol	All in Order. 1 x illegal extension /shack removed. 4 x shops visited. 4 x Malawian males arrested. 1 x Tanzanian male arrested. 2xDrinking in public, R300 1xDouble Parking, R1000 1xUnlicensed m/v R500 1xPerson in charge allowing animals to be obstruction/danger to traffic on public road, R1000
	Darling	High Visible Patrols	All in Order
14 March 2024	Malmesbury	High Visible Patrols Foot Patrols Crime Prevention	2 x Disabled Parking, R1600 2 x Unlicensed M/v = R1 000. 1 x Causing Obstruction = R1 000. 1 x Taxi Parking = R500 1 x No Parking = R500 1 x Red Line = R500 55x Mandrax tablets. 35xSmall zipper bags (TikTik). 1xMedium size bag weight of 87.4gram Tik-Tik.
	Darling	Search Warrants	

15 March 2024	Malmesbury	High visibility Patrols Foot beat Patrols Assist LE with animal impound at Oranjefontein	4 x Unl. mv =R2000 13 x Time parking =R3900 3 x Disregard Disabled parking =R2400. 2 x Littered or dumping refuse = R600 1 x Parking on sidewalk = R500 1 x Drinking in public = R150
18 March 2024	Malmesbury Moorreesburg Riebeek-Wes	Monitoring gang activities Wesbank area with SAPS. Patrol CBD area High visibility patrols By Law Operation	All in order All in order 12xDrinking in public R1800 1xIllegal dumping R1500 3xUnlicensed m/v R1500 1xParked on loading zone R500 3xParked on a Red line R1500
19 March 2024	Malmesbury	High visibility patrols Foot beat patrols CBD Access control to municipal building. Assist on accident scene Bokomo road Search warrants	3 x Drinking in public = R450 1 x Side walk parking = R500 1 x Loading zone parking =R800. One (1) zipper bag of Tik-Tik
20 March 2024	Malmesbury Chatsworth	Assist ANPR operations Klipheuwel road. Attend Spaza shop complain selling expired products. Search Warrants Monitor gang violence Wesbank with SAPS Attend dog complaint	All in order All in order.

22 March 2024	Malmesbury Riebeeck Kasteel	High visible Patrols Special Joint Ops SAPS By Law Operation	All in Order 3 x Drug Outlets searched 9 x Shebeens searched 1 x arrest dealing in drugs 49 x half Mandrax tablets 1 x arrest dealing in dagga 57 x stops of dagga 5xDrinking in Public R750
23 March 2024	Malmesbury Koringberg Moorreesburg	Crime prevention Patrols Special Joint Ops SAPS Special Ops Saps	No incidents all in order 1 x Liquor premises searched 1 x arrest dealing in Liquor 81 x 750ml Black label 8 x 1litres of wine 2 x 5 litre of wine Cas 150/03/24 2 x Liquor search warrants executed No success
25 March 2024	Malmesbury Darling Abbotsdale Chatsworth	High Visibility Patrols High Visibility Patrols High Visibility Patrols Search Warrants	All in Order All in Order All in Order All in Order 1xIllegal Dumping, R1500
26 March 2024	Malmesbury Riebeeck West	Footbeat Operation and high Visibility Patrols Stop and Searches Assistance to Traffic	7 x Time Parking= R2 100 6 x Unlicensed m/v = R3 000 2 Park Facing oncome,R1 000 1 x Park on sidewalk = R 500 1 x Yellow line Parking ,R 500 Seven (7)x Mandrax Tablets All in Order

27 March 2024	Malmesbury	Footbeat Operation High visibility Patrols	6 x Unlicensed m/v = R3 000 1 x Parking sidewalk = R 500 1 x Red line = R 500 2 x Disabled Parking = R1600
		Crime Prevention Operation	All in Order
	Darling	High Visibility Patrols	All in Order
28 March 2024	Malmesbury	By Law Operation Waste management High Visibility Patrols Footbeat	7 x Litter /Dump refuse R 2100 8 x Unlicensed m/v R 4000 1 x red line parking R 500
		Assisting with ANPR roadblock	All in Order
	Darling	High Visible Patrols	All in Order
30 March 2024	Malmesbury	By Law Operation VCP	5xDrinking in Public, R750
	Moorreesburg	Crime Prevention Operation	All in Order

Operational Images



DETAILS OF BY-LAW CASES/WARNINGS	Cases	Warnings	TOTAL
BY-LAWS RELATED TO STREETS	8	0	8
DRINKING IN PUBLIC	38	0	38
URINATE IN PUBLIC	5	0	5
DRINKING IN PUBLIC-ARREST	2	0	2
ILLEGAL DUMPING	4	0	4
LITTERING	8	0	8
OTHER BY-LAWS MENTION ELSEWHERE	2	0	2
PUBLIC AMMENITIES	2	0	2
STREET VENDORS AND HAWKERS	2	0	2
TOTAL CASES	71	0	71



CCTV ROOM

MONTHLY REPORT

MARCH 2024

MARCH 2024

1. CCTV Room Staff

Staff	Shift A	Shift B	Shift C	Total
Supervisor	1	1	1	3
Control room officers	3	3	3	9
	4	4	4	12

2. Shifts

Shift Cycle 1						
MON	TUES	WED	THURS	FRI	SAT	SUN
06:00 –15:00	06:00 –15:00	06:00 –15:00	06:00 –15:00	06:00 –15:00	Day off	Day off
Shift Cycle 2						
13:00 –22:00	13:00 –22:00	Day off	Day off	13:00 –22:00	15:00 –00:00	13:00 –22:00
Shift Cycle 3						
Day off	Day off	13:00 –22:00	13:00 –22:00	09:00 -18:00	07:00 –15:00	07:00 15:00

3. Activities

Type of activity	AREA	Total
Complaints/Incidents		
• General	Swartland Area	9
• Accidents	Swartland Area	6
• Fire	Swartland Area	1
• Traffic	Swartland Area	17
• SAPS (Crime)	Swartland Area	7
• Law Enforcement	Swartland Area	17
CCTV (Incidents)	Swartland Area	5
By Law Cases		11
GRAND TOTAL		73

4. Challenges of CCTV –Unit

- Shortage of one shift to deliver a 24 - hour service.
- The Wi-Fi connection of the CCTV- Room is not stable causing cameras to log out for long periods with no visuals.
- Cameras of Wesbank sportsground is currently not working due to stolen parts. IT was informed.
- Due to load shedding, cameras loses connection to the server and cannot do any playbacks.
- Shifts to be adapted in order to be alerted for any incidents after hours.
- A camera to be installed in front of CCTV-Room for safety precautions.
- Garages camera is currently not in a working condition.
- LPR and Overview cameras of the exits of the area keep losing connection to the server.
- All cameras disconnect for approximately 5 min.

STAFF

3 Supervisors -T10

9 Members -T8

Each shift consists of 1 Supervisor and 3 members.

OPERATORS

Operators - 6

Screens - 6

Each operator has 3 programs that operate.

CCTV – MONITORS

Cameras -34 in total

Views- 47

Inside CCTV-Room -1 (which is not part of monitoring)

12 Cameras was installed, monitoring the new finance and Council Buildings.

4 Views

8 Cameras out of order – (Paarl Overview+LPR; Credit Control; Garages; 4xWesbank Sportsgrounds Cameras

Finance and Council Buildings

- Council Security -1 Camera 1 View
- Council Chambers -1 Camera 2 Views (Council Chambers 1 and 2)
- Council Passage- 1 Camera 1 View
- Cashiers -1 Camera 1 View
- Finance Building Security- 1 Camera 1 View
- Cashiers Foyer- 1 Camera 2 Views (Cashier Foyer 1 and 2)
- Finance Spare- 1 Camera 1 View
- Finance Building Passage -1 Camera 1 View
- Fire Exit Stairs- 1 Camera 1 View

LPR and Overviews

- Darling - 1 Camera 2 views (LPR and Overview)
- Klipheuwel -1 Camera 2 views (LPR and Overview)
- Paarl- 1 Camera 2 views (LPR and Overview)
- Alpha Street -1 Camera 2 views (LPR and Overview)
- Wesbanksportsgronde - 1 Camera 5 views

Municipality Building

Outside the building

- East parking - 3 Cameras and 3 Views.
- West Parking - 3 Cameras and 3 Views.
- Front - 2 Cameras and 2 Views.

- Management Parking -1 Camera and 1 View.
- Library - 1 Camera and 1 View.
- Garages - 1 Camera and 1 View.
- Credit Control - 1 Camera and 1 View.

Inside Municipal Building

- Banquet Hall - 1 Camera and 4 Views.
- Cashier- 2 Cameras and 2 Views.
- Development Services - 1 Camera and 1 View.
- Main Reception - 1 Camera and 1 View.
- Main Entrance - 1 Camera and 1 View.
- Server Room- 1 Camera and 1 View.

REGISTRATION & LICENCING



REPORT MARCH 2024

INCOME: REGISTRATION AND LICENCING MARCH 2024

		MALMESBURY		MOORREESBURG		DARLING	
		TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT
Driving license applications							
Motor cycles	@ R 135.00	5	R 675.00	3	R 405.00		
Light motor vehicles	@ R 135.00	65	R 8 775.00	27	R 3 645.00		
Heavy motor vehicles	@ R 200.00	173	R 34 600.00	92	R 18 400.00		
Total: driving license applications		243	R 44 050.00	122	R 22 450.00		
Temporary driving licence appl.	@ R 45.00	161	R 7 245.00	48	R 2 160.00	20	R 900.00
Driving licenses issued							
Income for Municipality	@ R 61.00	423	R 25 803.00	138	R 8 418.00	49	R 2 989.00
Driving licenses issued							
Amount due to Prodiba	@ R 79.00	423	R 33 417.00	138	R 10 902.00	49	R 3 871.00
Leaners licenses:							
Applications	@ R 68.00	273	R 18 564.00	85	R 5 780.00	26	R 1 768.00
Issued	@ R 33.00	152	R 5 016.00	35	R 1 155.00	16	R 528.00
Duplicate	@ R 33.00	5	R 165.00	3	R 99.00	1	R 33.00
Instructors certificates:							
Applications	@ R 165.00	1	R 165.00				
Issued	@ R 33.00						
Motor vehicles:							
Duplicate Registrations	@ R 165.00	80	R 13 200.00				
Duplicate Traffic Register certificates	@ R 33.00						
Temporaal Permits	@ R 90.00	180	R 16 200.00				
Special Permits	@ R 65.00	74	R 4 810.00				
Applications for roadworthy certificates							
Light motor vehicles	@ R165.00	64	R 10 560.00	21	R 3 465.00		
Heavy motor vehicles	@ R 195.00	23	R 4 485.00	5	R 975.00		
Motor cycles	@ R70.00	3	R 210.00	2	R 140.00		
Total		90	R 15 255.00	28	R 4 580.00		
Roadworthy certificates	@ R 55.00	70	R 3 850.00	19	R 1 045.00		
Professional Driving permits	@ R 80.00	121	R 9 680.00	39	R 3 120.00	8	R 640.00
Issue of information	@ R 22.00	1	R 22.00				
Registration of motor vehicles	@ R 270.00	853	R 230 310.00				
Motor trade numbers	@ R 102.00	1	R 102.0				
Licence fees			R 3 407 102.00				
Total							R 3 407 102.00
Commission: Licence fees			R 408 852.26				
Total							R 408 852.26

DRIVING LICENSE & ROADWORTHY SECTION MARCH 2024

WAITING PERIOD FOR DRIVING- AND LEARNERS LICENSE TESTS IN WEEKS

KEY INDICATORS	Malmesbury	Moorreesburg	Darling	Average
Waiting period: Driving Licenses Light motor vehicles	1.0	4.5	N/a	2.75
Waiting period: Driving Licenses Heavy motor vehicles	0.5	5.0	N/a	2.75
Waiting period: Learners Licenses	1.5	0.5	1.0	1.0

LEARNERS LICENSE STATISTICS

MALMESBURY

CODES	01	02	03	TOTAL	
Absent	0	3	19	22	63%
Postponed	0	0	0	0	
Passed	9	38	105	152	
Failed	6	17	65	88	
Oral Test	0	0	0	0	
TOTAL	15	58	189	262	

Codes: 01 – Motorcycle
 02 – Light motor vehicles
 03 – Heavy motor vehicles

MOORREESBURG

CODES	01	02	03	TOTAL	
Absent	1	0	4	5	48%
Postponed	0	0	0	0	
Passed	2	3	30	35	
Failed	0	1	35	36	
Oral Test	0	0	1	1	
TOTAL	3	4	70	77	

Codes: 01 – Motorcycle
 02 – Light motor vehicles
 03 – Heavy motor vehicles

LEARNERS LICENSE STATISTICS

DARLING

CODES	01	02	03	TOTAL	
Absent	0	0	0	0	53%
Postponed	0	0	0	0	
Passed	1	7	7	15	
Failed	0	5	7	12	
Oral Test	0	0	1	1	
TOTAL	1	12	15	28	

Codes: 01 – Motorcycle
 02 – Light motor vehicles
 03 – Heavy motor vehicles

DRIVING LICENSE STATISTICS

MALMESBURY DRIVING LICENSE TEST CENTRE

CATEGORIES	Motorcycle		Light motor vehicle		Heavy motor vehicle				TOTALS	
Codes	A	A1	B	EB	C	C1	EC1	EC		
Absent	1	1	9	0	0	26	0	7	44	46%
Postponed	3	0	0	0	0	0	0	0	3	
Passed	3	1	21	0	0	50	0	8	83	
Failed	1	0	22	1	0	60	0	13	97	
TOTAL	8	2	52	1	0	136	0	28	227	

MOORREESBURG DRIVING LICENSE TEST CENTRE

CATEGORIES	Motorcycle		Light motor vehicle		Heavy motor vehicle				TOTALS	
Codes	A	A1	B	EB	C	C1	EC1	EC		
Absent	0	0	6	0	0	9	0	6	21	38%
Postponed	0	0	1	0	1	0	0	1	3	
Passed	0	0	10	1	0	8	0	19	38	
Failed	0	0	15	0	0	36	0	9	60	
TOTAL	0	0	32	1	1	53	0	35	122	

ROADWORTHY STATISTICS

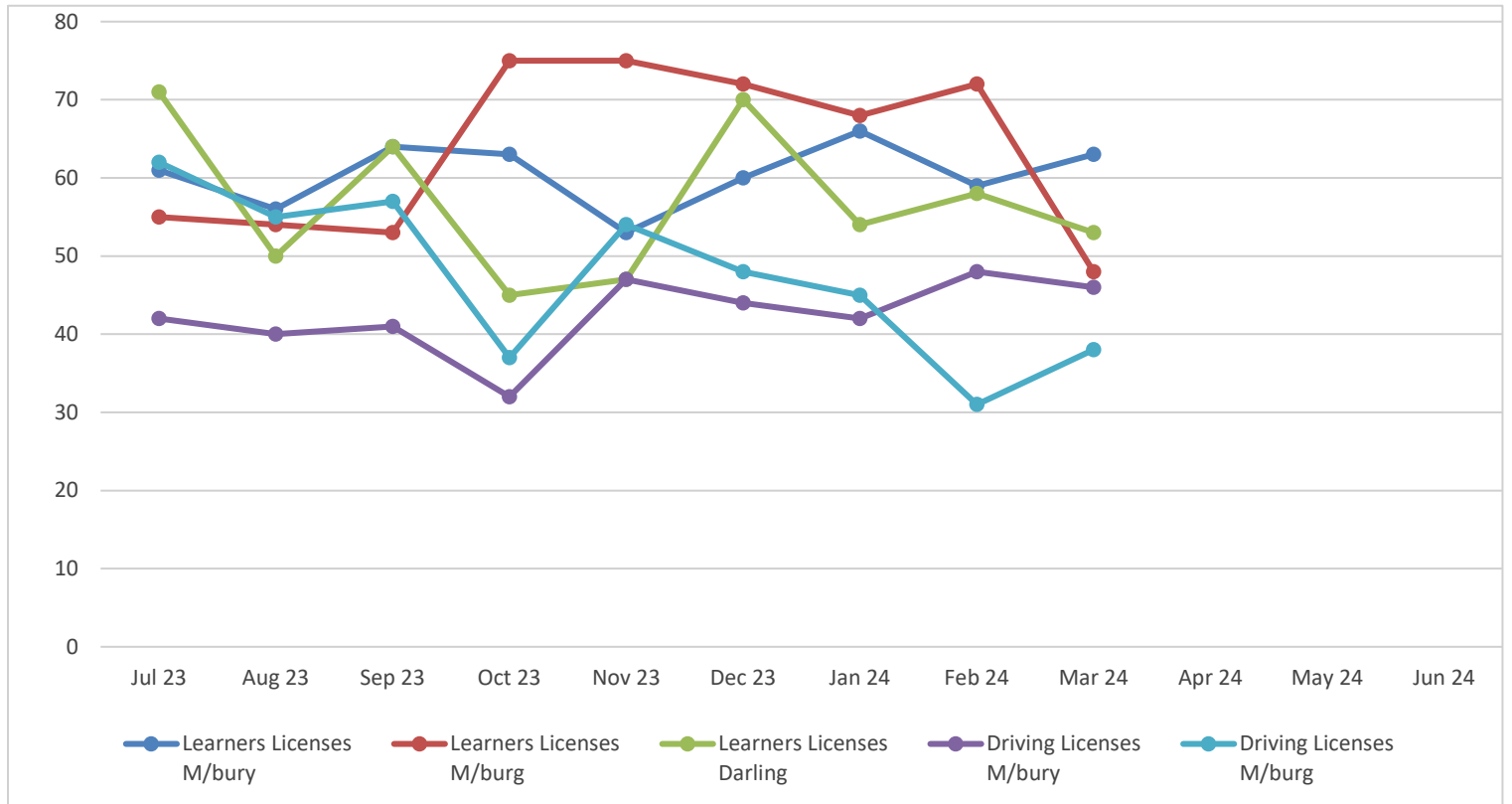
MOORREESBURG VEHICLE TESTING STATION

TYPE OF TEST AND RESULT	Motor cycle	Bus	Heavy motor vehicle	Trailer	Other	TOTAL
First test:Passed	1	1	2	1	8	13
Failed	0	0	0	0	0	0
Retest	1	0	0	0	11	12
Retest: Passed	1	0	0	0	5	6
Failed	0	0	0	0	0	0
TOTAL	3	1	2	1	24	31

MALMESBURY VEHICLE TESTING STATION

TYPE OF TEST AND RESULT	Motor cycle	Bus	Heavy motor vehicle	Trailer	Other	TOTAL
First test:Passed	3	3	7	7	25	45
Failed	0	0	0	0	0	0
Retest	1	4	6	4	24	39
Retest: Passed	0	3	5	4	21	33
Failed	0	0	0	0	0	0
TOTAL	4	10	18	15	70	117

PASS RATE SWARTLAND



TRAFFIC OPERATIONS



TRAFFIC STATISTICS –MARCH 2024

Total Traffic Officers	
Designation	Swartland Area
Manager: Traffic Services	1 officer
Shift A	4 officers
Shift B	4 officers
Speed enforcement	2 officers
Warrant section	4 officers
Educational programs	1 officer
Admin & Logistics	2 officers
Traffic Wardens	2 officers
Control Room officers	12 officers
TOTAL	32

DETAIL OF TRAFFIC CASES –MARCH 2024		
Offence description	Total	Comments
Licensing of drivers		
Unlicensed Driver	136	Include drivers not having their driving licences on them.
Unlicensed Driver- Permit Vehicles	1	
Learner Driver offences	5	
Other offences regarding driving licenses	13	
Operator Offences	2	
PRDP Offences	13	
Roadworthy Certificate offences	0	
Other Offences Regarding RTQS	3	
Discontinue Notice	4	
Unlicensed/Unregistered Motor Vehicles	141	
Number Plate Offences	7	
Other offences regarding registration / licensing	2	
Moving violations		
Inconsiderate driving	3	
Traffic Signal Disobey	0	
Disobey Stop Sign	33	
Disobey No U-Turn	17	
Disobey Other Road Signs	29	
Disobey Other Road -No Hitch Hing	0	

Offences Regarding the Duties of Drivers	1	
Seat Belt or Crash Helmet	16	
Turning in the Face of Oncoming Traffic	5	
Turning Without Signalling	0	
Enter When Unsafe	1	
Exceeding Projection limits	0	
Excessive Noice by Willful Act	0	
Illegal overtaking	1	
Cell Phone	19	
Other Offences Regarding Rules of The Road	2	
Stopping and parking		
Stopping where Prohibited	3	
Stopping Causing Danger or Obstruction	2	
Parking Where Prohibited	111	
Vehicle defects		
Defective Brakes	10	
Defective Steering	0	
Defective Tyres	12	
Deposit Oil Or Fuel	1	
Defective Lamps	39	Focus area especially during night times and winter.
Other Defects	5	
Public Motor Vehicle/Taxi Offences		
Overload – Passengers	9	
No operating license	7	
Operating contrary to operating license	6	
Sundry		
Caution Notice / Confiscation	1	
Arrests - Driving whilst under the influence	0	
Arrest – Reckless & Negligent Driving	0	
Arrests – Other	0	
Arrests – Warrants	0	
Other offences not mentioned elsewhere	0	
TOTAL	660	

MONTHLY CAMERA SUMMARY – MARCH 2024

MOBILES

1. 2020- HOURS: 134 CASES LOGGED: 1276
2. 2094- HOURS: 215 CASES LOGGED: 1309

TOTAL CAPTURE: 2585

TOTAL HOURS: 349

TOTAL PAID TICKETS: 1657

MONETARY VALUE: R 852,240.00

FIXED SITES

1. MB076- DARLING : 733
2. MB075- MOORREESBURG : 379
3. MB061- VOORTREKKER RD : 266
4. MB062- RIEBEEK WES : 144

TOTAL CAPTURED: 1522

AVERAGE SPEED OVER DISTANCE (ASOD'S):

LOCATION CODE	CAM SERIAL NUMBER	DESCRIPTION	TOTAL LOGGED
403	YF02	R27 SOUTHBOUND BETWEEN BUFFELSFONTEIN KM 88 AND YZERFONTEIN KM 73	661
402	BF01	R27 NORTHBOUND BETWEEN YZERFONTEIN KM 73 AND BUFFELSFONTEIN KM 88	362
400	YF01	R27 NORTHBOUND BETWEEN GANZEKRAAL KM 51 AND YZERFONTEIN KM 73	912
401	GK02	R27 SOUTHBOUND BETWEEN YZERFONTEIN KM 73 AND GANZEKRAAL KM 51	1061
TOTALS			2996

WARRANT OF ARREST PAID	88	R100 150.00
EXPIRED WARRANTS- MARCH 2024	378	R 576 000
ADMIN MARKS FOR MARCH 2024	213	
INFRINGEMENT AUDIT PRINT REPORT	654	

TRAFFIC FINES: PAID CASES – MARCH 2024															
Summonses, 341 Notices & Speeding Offences															
Service Provider					Total cases paid					Monetary value of paid cases					
TMT					1657					R852 240.00					
Total Warrants Served					Total Warrants withdrawn by Court					Monetary value of paid Warrants					
88					0					R 100 150.00					
Expired warrants for March 2024										Monetary value					
378										R 576 000.00					
Warrants of arrests															
	Total warrants finalized (Paid; withdrawn; older than 2 years)														
	Nov 2023	Dec 2023	Jan 2024	Mar 2024											
TMT	78	132	109	88											

WEIGH BRIDGE

	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Vehicles weighed	4832	5002	5372	5076	4820	5075	4073	4089	5280	5527	4110
Vehicles Overload Charged	62	49	51	67	62	52	35	27	40	55	42
Monetary Value	R108 200	R 73 750	R 78 500	R 93 800	R 80 600	R 80 600	R47 700	R 21 750	R 60150	R 95 100	R 67750

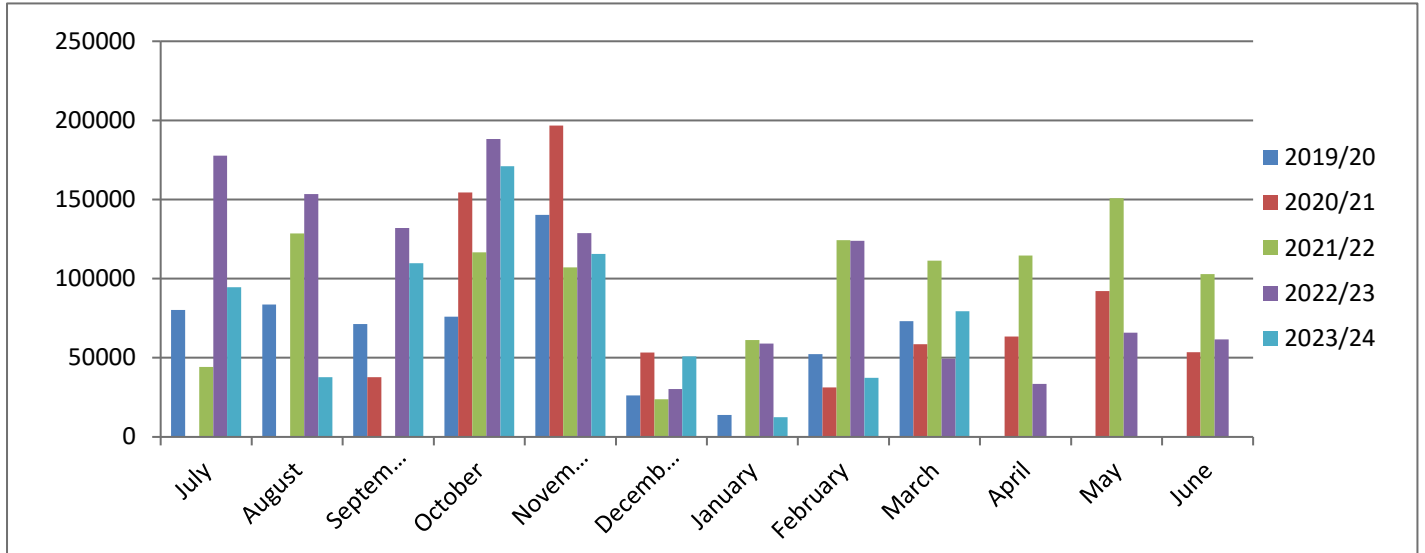
VEHICLE CHECK POINTS (VCP's)				
Date	Area	Description	Vehicles Stopped/ Count	Traffic Cases issued
04/03/2024	Voortrekker Rd Spar Malmesbury	No U-Turn Observation	0	0 x Cases
05/03/2024	C/o Dr. Euvrard & St Thomas Street, Malmesbury	Stop sign Enforcement	2	2 x Cases
05/03/2024	Voortrekker Street, Malmesbury	VCP	13	7 x Cases
05/03/2024	Voortrekker Rd Spar Malmesbury	No U-Turn Observation	3	3x Cases
06/03/2024	C/o Lang and Arcadia Street Malmesbury	Stop sign Enforcement	6	6x Cases
07/03/2024	Voortrekker Rd Spar Malmesbury	No U-Turn Observation	4	5 x Cases
08/03/2024	N7 On-Ramp Malmesbury	VCP	25	8 x Cases
08/03/2024	Voortrekker Rd Spar Malmesbury	No U-Turn Observation	0	2x Cases
09/03/2024	Voortrekker Rd Mercedes Malmesbury	VCP	21	12 x Cases
10/03/2024	Groenrivier, Chatsworth	VCP	27	17 x Cases
11/03/2024	Darling Rd, Malmesbury	VCP	46	8 x Cases
11/03/2024	Voortrekker Rd VW Garage Malmesbury	VCP	13	3 x Cases
11/03/2024	C/o Piet Retief and Rainier Street Malmesbury	Stop sign Enforcement	2	2 x Cases
12/03/2024	C/o Denne & Jacaranda Street, Malmesbury	Stop sign Enforcement	6	8 x Cases
12/03/2024	C/o Piet Retief and Rainier Street Malmesbury	Stop sign Enforcement	5	5 x Cases
13/03/2024	Rainier Street Malmesbury	VCP	5	2 x Cases
14/03/2024	Voortrekker Rd Maresa Malmesbury	VCP	21	7 x Cases
15/03/2024	Moorreesburg	VCP	27	5 x Cases
15/03/2024	Loedolf Street, Malmesbury	No Entry observation	3	3 x Cases
15/03/2024	Groenrivier, Chatsworth	VCP	19	6 x Cases
16/03/2024	Voortrekker Road, Malmesbury	VCP	2	2 x Cases

18/03/2024	C/o Dr. Euvrard & St Thomas Street, Malmesbury	Stop sign Enforcement	5	6 x Cases
18/03/2024	Voortrekker Road (Spar), Malmesbury	No U-Turn Observation	0	0 x Cases
19/03/2024	C/o Loedolf & Church Street, Malmesbury	Stop sign Enforcement	4	4 x Cases
20/03/2024	Klein Dassenberg Rd, Kalbaskraal	VCP	25	17 x Cases
20/03/2024	Voortrekker Road (spar Malmesbury	No U-Turn Observation	2	2 x Cases
22/03/2024	Voortrekker Road (Finn bond), Malmesbury	VCP	14	9 x Cases
23/03/2024	Main Road, Kalbaskraal	VCP	4	2 x Cases
23/03/2024	Klein Dassenberg Rd, Kalbaskraal	VCP	74	55 x Cases
24/03/2024	Schoonspruit Weg, Malmesbury	VCP	15	9 x Cases
24/03/2024	Groenrivier, Chatsworth	VCP	19	11 x Cases
24/03/2024	Klein Dassenberg Rd, Kalbaskraal	VCP	24	14 x Cases
26/03/2024	Allesverloren Riebeek West	VCP	101	19 x Cases
26/03/2023	Hugenote and Sarel Cilliers street, Malmesbury	VCP	5	5 x Cases
			541	266 x Cases

Foot Patrols			
Date	Area	Description	Output/Outcome
07/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	1 x Cases
11/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	1 x Cases
11/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	33 x Cases
12/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	2 x Cases
15/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	5x Cases
15/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	21x Cases
23/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	5 x Cases
25/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	7 x Cases
26/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	15 x Cases
26/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	0 x Cases
26/03/2023	Malmesbury	Check for all Traffic related offences and Bylaws	5 x Cases
			95 X Cases

K78 ROADBLOCKS				
Date	Area	Description	Vehicles Stopped/ Counted	Traffic Cases issued/Other
20 March 2024	R302 Klipheuwel Road, Malmesbury	K78	171	12 x Cases
28 March 2024	R 27 west Coast Road Km 71 Khwattu	K78	265	25 x Cases
			436	37 X cases

ANPR OPERATIONS.



Date	Location	Total Payments	Amount
01 March 2024	Malmesbury (Court)	31	R 11 690.00
09 March 2024	Klipheuwel Road, Malmesbury	36	R 13 800.00
10 March 2024	Piketberg Road, Malmesbury	31	R 19 700.00
15 March 2024	Malmesbury (Court)	36	R 27 850.00
20 March 2024	Klipheuwel Road, Malmesbury)	17	R 4 450.00
28 March 2024	Yzerfontein R27, Malmesbury	7	R 1 950.00
Total Payment Value		158	R 79 440.00



Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Beskermingsdienste
Afdeling: Brandweerdienste

29 April 2024

7/1/2/2-3

ITEM 6.4.2 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024.

ONDERWERP:	VERSLAG: BRANDWEER DIENSTE: MAART 2024
SUBJECT:	<i>REPORT: FIRE BRIGADE SERVICES: MARCH 2024</i>

1. **BACKGROUND / AGTERGROND**

Attached find the report of the Fire Brigade Services for March 2024

2. **AANBEVELING**

Vir bespreking deur die Raad.
For discussion by Council.

(get) P A C Humphreys

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER



- MEMORANDUM -

Kantoor van die Direkteur Beskermingsdienste
Afdeling: Brandweer
11 April 2024

7/1/2/2-3

BRANDWEER – MAANDVERSLAG: MAART 2024
FIRE BRIGADE – MONTHLY REPORT: MARCH 2024

FIRE DEPARTMENT: PERSONNEL PER AREA										
Town/Area										
	Abbotsdale	Chatsworth/ Riverlands	Darling	Kalbaskraal	Koringberg	Malmesbury	Moorreesburg	Riebeek Vallei	Yzerfontein	TOTAL
Chief Fire Officer	0	0	0	0	0	1	0	0	0	1
Platoon Commander	0	0	0	0	0	1	0	0	0	1
Fire Fighter	0	0	2	0	0	0	2	0	0	4
*Temporary Fire Reservists	0	0	3 per standby week	1	0	5 per standby week	2 per standby week	2	0	13 per week
Minimum Required Trained personnel per shift			8	4		8	8	4	4	36

*13 Temporary Fire Reservists on standby weekly.

*Temporary Fire Reservists on standby from 17:00 – 08:00 daily and from 08:00 – 08:00 on weekends.

*Please note that the temporary Fire Reservists have limited capacity due to no formal firefighting training.

DATE	TIME	MARCH MONTHLY REPORT MALMESBURY TEAM	WCDM Assisted SM	Swartland Assisted WCDM
01.03.2024	03:12 12:00 12:54 16:40	Veld fire – Chatsworth Motor Vehicle Accident – De Hoop, Wesbank Veld fire – Fonteine Village, Malmesbury Motor Vehicle Accident – N7, Astron Garage, Malmesbury		
02.03.2024	13:50	Motor Vehicle Accident – N7, Saamstaan		
03.03.2024	05:14	House on fire – 79 Valk Street, Wesbank		
05.03.2024	10:04	Motor Vehicle Accident – N7, Cheese Mouse		
06.03.2024	07:58	Motor Vehicle Accident – Main Street, Kalbaskraal		
08.03.2024	17:50	Motor Vehicle Accident – Palmboom & Darling Road, Wesbank		
09.03.2024	09:18	Cleaning of road (riots – tyres) – Jan Fiskaal- & Kiewiet Street, Wesbank		

	11:08	Rubbish alight – Illinge Lethu		
11.03.2024	00:51 05:37 06:40 18:55 19:00 21:39 22:15	Veld fire – Oranjerfontein Farm, Abbotsdale Motor Vehicle Accident – R302 Rubbish alight – Leeubekkie Street, Wesbank Motor Vehicle Accident – De Grendel Plaas, R45 Motor Vehicle Accident – Paarl Road House on fire – 96 Valk Street, Wesbank Rubbish alight – dumping site, Chatworth		
12.03.2024	12:55 15:55	Veld fire – Waterkloof Farm Refuse bin alight – Chatsworth entrance		
13.03.2024	05:37	Veld fire – Highlands dumping site, Malmesbury		
14.03.2024	14:15 22:54	Veld fire – near cemetery, Riverlands Veld fire – Riverlands		
15.03.2024	17:48	Motor Vehicle Accident – N7, near Ruststasie		
16.03.2024	16:33 18:10 20:57	Motor Vehicle Accident – N7, Darling Road Motor Vehicle Accident – JB's Nissan, Bokomo Road Rubbish alight – Valk Street, Wesbank		
17.03.2024	02:36 03:48 06:15 13:12 14:00 15:05	Caravan alight – 35 Zinnia Avenue, Wesbank Motor Vehicle Accident – Riebeeck turn off Veld fire – Ford Garage, Schoonspruit Road House on fire – 25 Church Street, Abbotsdale Rubbish alight – Alfa Street, Wesbank Structure on fire – 34 Alfa Street, Wesbank		
18.03.2024	09:00 19:26	Refuse bin alight – Alfa Street, Phase 3 Veld fire – Radnor Street, Chatsworth		
19.03.2024	18:01	Motor Vehicle Accident – N7, near Build It		
20.03.2024	12:44	Motor Vehicle Accident – Klipheuwel Road, Wintervogel Farm		
22.03.2024	20:09	Heavy Motor Vehicle alight – N7, Tierfontein turn-off		
24.03.2024	22:18	Veld fire – Bonekruid Street, Wesbank		
25.03.2024	14:50	Motor Vehicle Accident – Bokomo Road, near Isuzu garage		
26.03.2024	10:49 13:47	Veld fire – Kiepersol Street, Wesbank Veld fire – Klipkoppie area		
27.03.2024	05:00 07:20 13:30	Motor Vehicle Accident – N7, Abbotsdale Motor Vehicle Accident – R46 (Riebeeck road) Motor Vehicle Accident – Bokomo Road, near The Courier Guy		
28.03.2024	13:28	Refuse bin alight – Sarah Baartman Street, Illinge Lethu		
29.03.2024	12:32	Veld fire – Fonteine Village		
30.03.2024	09:58 12:30 13:47 15:48 19:55	Refuse bin alight – Alfa Street, Phase 3 Veld fire – opposite dumping site, Abbotsdale Veld fire – School Street, Kalbaskraal Veld fire – Piketberg Road, Malmesbury Veld fire – Radnor Street, Chatsworth		
31.03.2024	05:42 16:51 20:47	Veld fire – Essenhout Street, Wesbank Veld fire – Tulp Street, Wesbank Motor Vehicle Accident – cnr Magnolia & Wilgerstreet, Wesbank		

DATE	TIME	MARCH MONTHLY REPORT MOORREESBURG TEAM	WCDM Assisted SM	Swartland Assisted WCDM
03.03.2024	10:47	Refuse bin alight – cnr Palmboom- & Olyf Street, Moorreesburg		
05.03.2024	15:32	Trailer alight – Pampoen Farm, Moorreesburg		

09.03.2024	18:28	Veld fire – behind municipal swimming pool		
13.03.2024	14:15	Veld fire – Gouda Road, direction Riebeek Wes		
14.03.2024	12:04 14:23	Veld fire – N7, weigh bridge Motor Vehicle Accident – N7, Bossiesvlei Fram		
15.03.2024	17:31 20:03	Veld fire – Hooikraal area Veld fire – railway station		
29.03.2024	08:40 12:21	Veld fire – N7, Bottelfontein Farm Rubbish alight – Patrys Street, Moorreesburg		
31.03.2024	10:40	Veld fire - Sibanye		

DATE.	TIME	MARCH MONTHLY REPORT RIEBEEK KASTEEL/WEST TEAM	WCDM Assisted SM	Swartland Assisted WCDM
01.03.2024	18:55	Rubbish alight – Merindol Street, Riebeek West		
02.03.2024	12:00 23:35	Vineyard alight – Allesverloren farm, Riebeek West Veld fire – Piet Retief Street, Riebeek Kasteel		
03.03.2024	10:56 15:05	Electric box alight – Lelie Street, Riebeek Kasteel House on fire – 6 Watsonia Street, Riebeek Kasteel		
04.03.2024	01:50	Veld fire – Januarie Street, Riebeek West		
06.03.2024	19:00	Veld fire – Aandblom Street, Riebeek Kasteel		
09.03.2024	12:18	Veld fire – Kloof Steet, Riebeek Kasteel		
12.03.2024	10:55 18:18	Refuse bin alight – Madeliefie Street, Riebeek Kasteel Refuse bin alight – dumping site, Riebeek Kasteel		
16.03.2024	00:38 00:41	Veld fire – cnr Waterkant- & Voortrekker Road, Riebeek West Voortrekker Road, Riebeek West		
21.03.2024	08:06 14:09	Refuse bin alight – Kloof Street, Riebeek Kasteel Electric cables alight – Madeliefie Street, Riebeek Kasteel		
22.03.2024	08:45	Veld fire – Lelie Street, Riebeek Kasteel		
25.03.2024	02:39 13:52 02:38	Rubbish alight – Aandblom Street, Riebeek Kasteel Veld fire – near Watsonia Street, Riebeek Kasteel Veld fire – Aandblom Street, Riebeek Kasteel		
27.03.2024	18:15	Medical assistance – Helderberg Farm, Riebeek West		
30.03.2024	01:19 07:31	Veld fire – R311, Moddersvlei Farm, Riebeek West Veld fire – near Correctional services, Riebeek West		

DATE	TIME	MARCH MONTHLY REPORT DARLING / YZERFONTEIN TEAM	WCDM Assisted SM	Swartland Assisted WCDM
01.03.2024	19:32	Motor Vehicle alight – R27		
05.03.2024	07:48	Motor Vehicle Accident – Koranrug School, Darling		
06.03.2024	10:40	Medical assistance – 2km outside Darling, direction Yzerfontein		
07.03.2024	14:00	Medical assistance – 37 Pastorie Street, Darling		

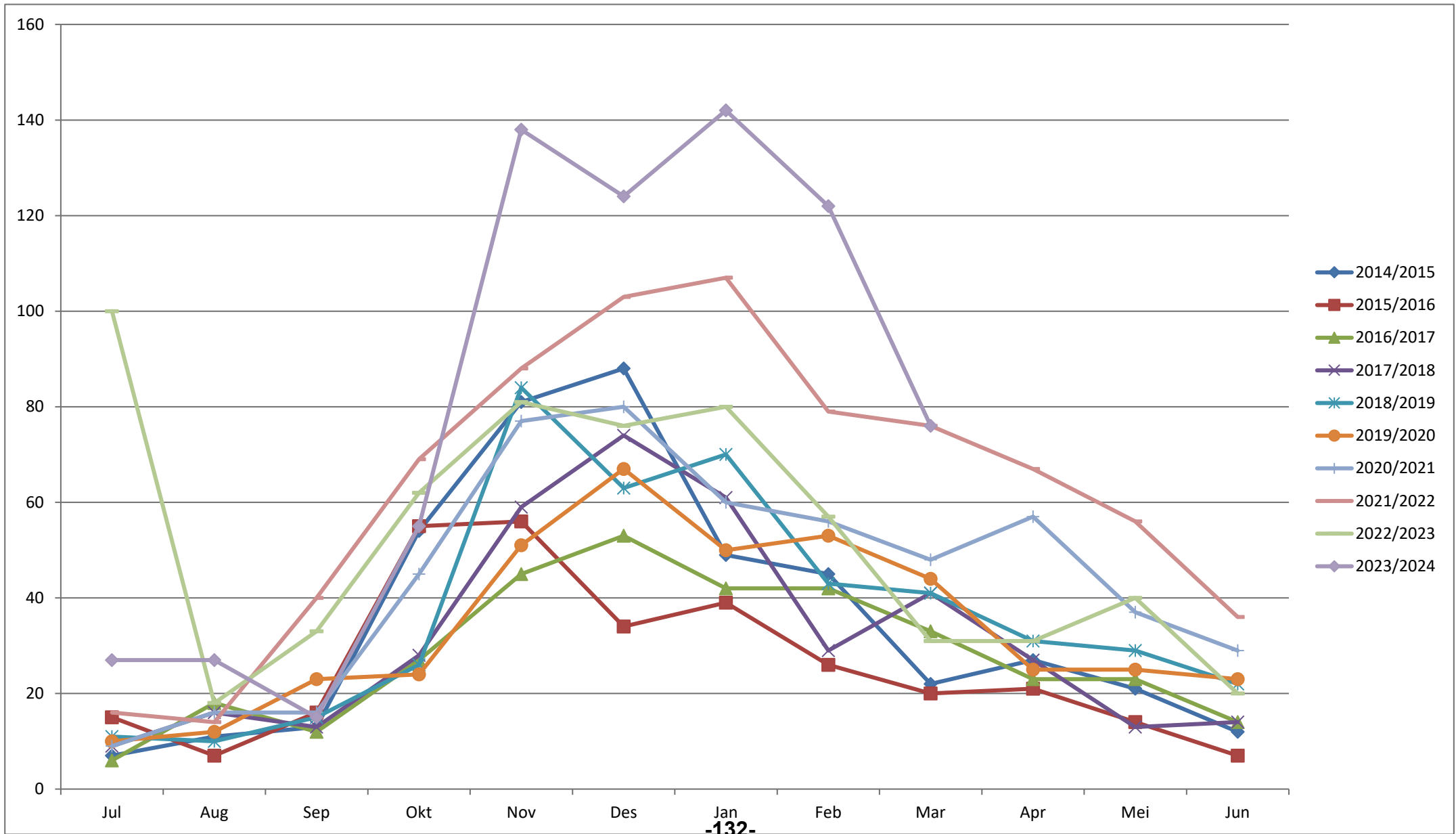
08.03.2024	09:26	Electric cables alight – 9 th Avenue, Darling		
12.03.2024	12:50 14:37	Veld fire – Waterkloof Farm, Darling Veld fire – Municipal dumping site, Darling		
17.03.2024	06:33	Motor Vehicle Accident – Mamre Road, 10km outside Darling		
18.03.2024	10:50	Veld fire – cnr Claredon Street & 9 th Avenue, Darling		
19.03.2024	08:58 11:40 12:28	Veld fire – Alexander Fontein Farm, Darling Refuse bin alight – cnr Claredon Street & 10 th Avenue, Darling Refuse bin alight – R27, Yzerfontein entrance		
20.03.2024	16:53	Medical assistance – 32B Fontein Street, Darling		
21.03.2024	20:21	Motor Vehicle Accident – Evita Bezuidenhout Boulevard, Darling		
22.03.2024	15:45 20:18	Veld fire – Mimosa Street, Darling Motor Vehicle alight – R315, direction Malmesbury		
24.03.2024	02:05 05:36	Rubbish alight – Moravian Church, Darling Veld fire – Municipal swimming pool		
27.03.2024	01:38	Structures on fire – 7 Dahlia Street, Darling		
29.03.2024	17:27	Medical assistance, cnr Bloekom- & Kareeboom Street, Darling		

GENERAL

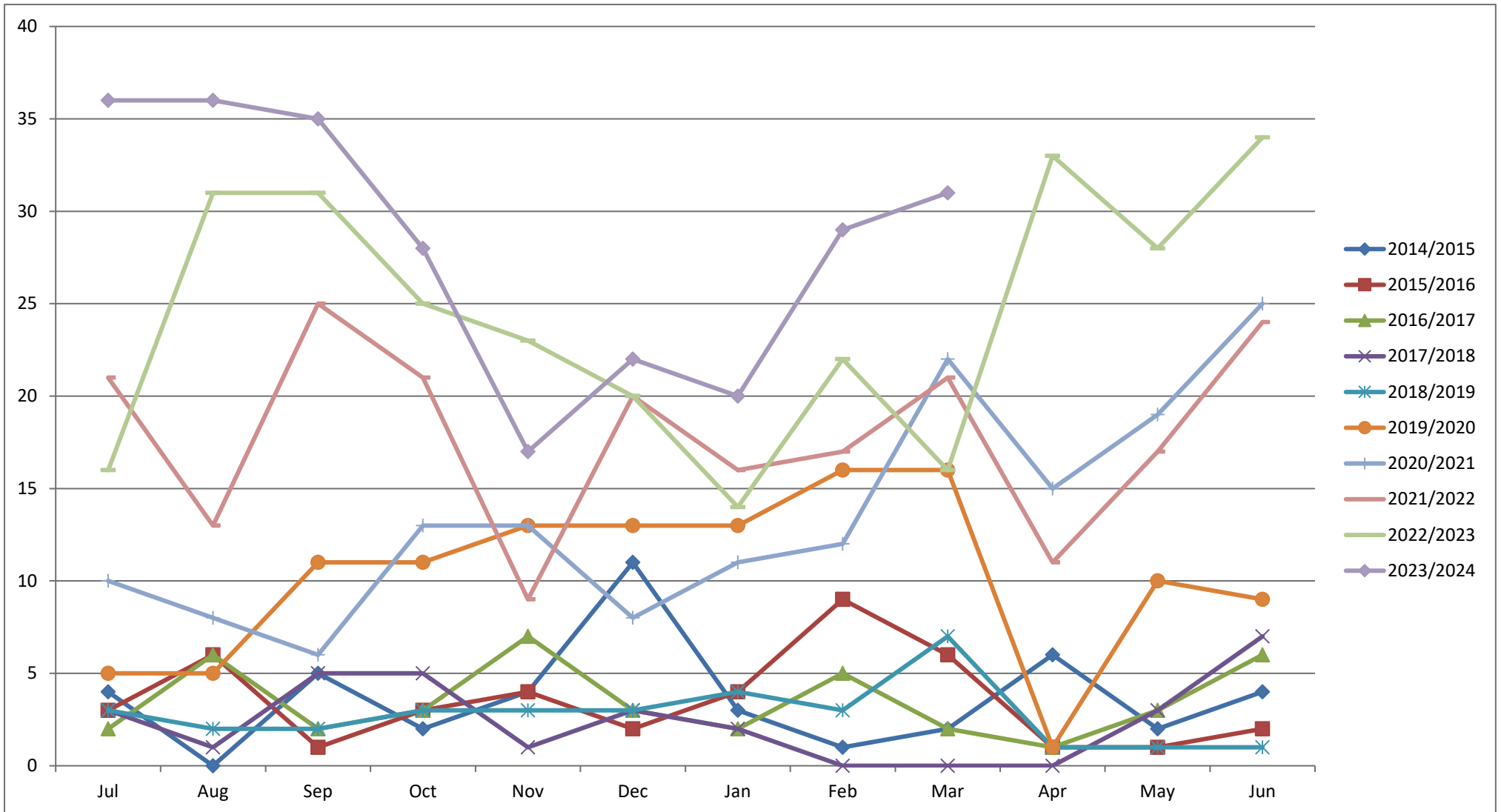
1. All operational firefighting vehicles and equipment inspected on a weekly basis.

CHIEF FIRE OFFICER: R HARRIS

AMOUNT OF FIRES



AMOUNT OF OTHER INCIDENTS



	Fire Brigade Service: SWARTLAND MUNICIPAL Fire & Rescue Services									Contact Person: ROYSTEN HARRIS			
	(Municipality/Location) MALMESBURY									Contact Details: 022 487 9400			
	March 2024												
OCCUPANCY OR PROPERTY		Probable causes / moontlike oorsake											Number of fires
		1 smoking	2 elec. faults	3 open flames	4 cooking	5 heating	6 welding & cutting	7 lightning	8 arson	9 undetermined	10 other (specify)		
											False Alarm good intent	False Alarm malicious	
RESIDENTIAL	FORMAL									4			4
	INFORMAL									2			2
	FLATS												
	HOTELS AND BOARDING HOUSES												
INSTITUTIONAL	HOSPITALS & NURSING HOMES												
	EDUCATIONAL ESTABLISHMENTS												
PUBLIC ASSEMBLY	CHURCHES AND HALLS												
	CINEMAS AND THEATRES												
	MUSEUMS, LIBRARIES, ART GALLERIES												
	NIGHT CLUBS AND DANCE HALLS												
COMMERCIAL	RESTAURANTS AND CAFES												
	OFFICES												
	SHOPS												
	DEPARTMENT STORES												
	GARAGES AND WORKSHOPS												
STORAGE	WAREHOUSES												
	OUTSIDE STORAGE												

INDUSTRY	FURNITURE												
	PLASTIC AND RUBBER												
	TEXTILE												
	PRINTING												
	MILLING												
	PETROLEUM												
	FOOD AND DRINK												
	PAPER AND PACKAGING												
	CHEMICAL												
	METAL												
	ELECTRONICS								3				3
	MINES (SURFACE)												
	UTILITIES												
TRANSPORT	CARS, MOTORCYCLES								4				4
	BUSES												
	HEAVY VEHICLES								1				1
	SHIPS												
	TRAINS												
	AIRCRAFT												
OTHER	RUBBISH, GRASS AND BUSH								62				62
	PLANTATIONS AND FOREST												
	AGRICULTURAL												
	MISCELANEOUS FIRES												
	RIOTS												
	TOTALS												

**AMOUNT OF OTHER INCIDENTS
(SPECIAL SERVICES RENDERED FOR THE MONTH)**

(This exclude where fires are involved)

TYPE INCIDENT	Number of incidents
Aircraft Accidents	
Trench Rescue	
High Angle Rescue	
Motor vehicle accidents	25
Diving	
Boats and Sailing craft	
Water Supplies	
Fast Water Flow Rescue	
Mountain Search and Rescue	
Humanitarian Services	6
Hazardous Materials:- Radiation; Nuclear; Chlorine; Acid	
TOTALS	31



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2024-05-21

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

ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 MAY 2024

SUBJECT: 2024 AMENDED INTEGRATED DEVELOPMENT PLAN

1. BACKGROUND

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 the new DCoG revised IPD guidelines (2020) the IDP needs to be amended to cater for changes in strategy or policy.

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;

It was necessary to follow an IDP amendment process because of the new statistics from STATSSA and the updated budget figures that was added to the IDP.

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 -
 - all the members of the council have been given reasonable notice;
 - 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;
 - 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.

(The memorandum referred to in the second bullet above is attached as ANNEXURE 1

3. 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 2024/25 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 2021/22.

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 4 to the IDP

4. 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 2023:

- 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 5 the following information is updated:
 - The capital and operating budget figures
 - The DORA and provincial allocations
 - 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

5. PUBLIC INPUTS AND COMMENTS

After the tabling of the IDP amendments and area plans to council on 28 March 2024 it was advertised for public inputs and comments during April 2024. Comments were received from the Mr. Ewe (23 April 2024), Mr. Friedlander (30 April 2024) and Prof Rainer Haldenwang (29 April 2024). The comments as well as the Municipality's response are attached as **Annexure 2**.

6. THE AREA PLANS FOR 2024/2025

Five area plans were compiled in collaboration with ward councillors and ward committees as part of the IDP process. The area plans must be seen as a component of this IDP and contain information that supports and helps to define the Municipality's long term strategy. The information in the area plans is by the nature of things very detailed and geographically bound and is as such not repeated in the IDP. It is an initiative that compliments the IDP process by focusing on the specific issues and needs of the different wards. The following five area plans were compiled:

- North Moorreesburg and Koringberg (wards 1 and 2)
- East Riebeek West and Riebeek Kasteel (wards 3 and 12)
- West Darling and Yzerfontein (wards 5 and 6)
- South Abbotsdale, Chatsworth, Riverlands and Kalbaskraal (wards 4 and 7)
- Central Malmesbury (wards 8, 9, 10 and 11)

7. LEGISLATION

The following legislation is applicable:

- Municipal Systems Act, No 32 of 2000, Sections 34
- Municipal Finance Management Act, No 56 of 2003, Sections 21, 24 and 53
- Municipal Planning and Performance Management Regulations, 2001

8. STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENT (SIME)

This engagement between the Western Cape Government (WCG) and the Municipality took place on 14 May 2024. The comments from the WCG on the IDP as well as our response are attached as **ANNEXURE 3**.

9. AANBEVELING / RECOMMENDATION

- (a) Dat die 2024 Gewysigde Geïntegreerde Ontwikkelingsplan (GOP) vir die Swartland munisipale gebied, sowel as die vyf Areaplanne vir 2024/2025, vir goedkeuring deur die Raad aanbeveel word in terme van Hoofstuk 5 van die Wet op Munisipale Stelsels Nr 32 van 2000;
 - (b) dat die kommentaar en insette wat tydens April 2024 ontvang is (insluitende die SIME kommentaar), hanteer word ooreenkomstig **AANHANGSELS 2 en 3**; en
 - (c) dat die wetlike proses, soos voorgeskryf in die Wet op Munisipale Stelsels Nr 32 van 2000, die Wet op Munisipale Finansiële Bestuur Nr 56 van 2003 en die Munisipale Begroting en Verslagdoening Regulasies, 2009, afgehandel word na goedkeuring van die GOP deur die Raad.
- (a) *That the 2024 Amended Integrated Development Plan (IDP) for the Swartland municipal area, as well as the five Area Plans for 2024/2025, be recommended for approval by Council in terms of Chapter 5 of the Municipal Systems Act No 32 of 2000;*
 - (b) *that the comments and inputs received during April 2024 (including the SIME comments) be dealt with in accordance with **ANNEXURES 2 and 3**; and*
 - (c) *that the legal process, as prescribed in the Municipal Systems Act No 32 of 2000, Municipal Finance Management Act No 56 of 2003 and the Municipal Budget and Reporting Regulations, 2009, be completed after approval of the IDP by Council.*

MUNICIPAL MANAGER

DATE: 21 May 2024

ANNEXURE 1

MEMORANDUM IN TERMS OF REGULATION 3(2) (A) OF THE MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001

Reasons for amending the Municipality's Integrated Development Plan

In terms of Section 25(1) of the Municipal Systems Act 32 of 2000 (MSA) each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality (integrated development plan).

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 the new DCoG revised IPD guidelines (2020) the IDP needs to be amended to cater for changes in strategy or policy.

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;

It was necessary to follow an IDP amendment process because of the new statistics from STATSSA and the updated budget figures that was added to the IDP.

ANNEXURE 2

MUNICIPALITY'S COMMENTS ON REPRESENTATIONS REGARDING THE DRAFT INTEGRATED DEVELOPMENT PLAN (IDP) AS RECEIVED BY 30 APRIL 2024 FOR TABLING IN COUNCIL FOR CONSIDERATION

FROM	REPRESENTATIONS ON: (the complete letters are attached)	COMMENTS / CONSIDERATION AND COUNCIL RESOLVE
Petition by residents of Abbotsdale – Mr Ewerd (Letter dated 23 April 2024)	Upgrading of – (1) Sport fields (rugby, football, cricket and netball) (2) Facilities (dressing rooms, kitchens and other facilities)	The provision of basic service's infrastructure and housing were identified as priorities by Council. An application for funding to the amount of R17 628 584 was submitted to the Department of Sport in 2023 for the upgrading of the said facilities. Approval of the application is still awaited.
	Upgrading of Abbotsdale Station – request SM to fulfill a facilitation role	Swartland Municipality will play a facilitating role in this regard.
	<u>Streetlights</u> – request SM to fulfill a facilitation role to: (1) Repair of existing streetlights; (2) Additional lightning in dark sports to prevent crime/enhance safety	Streetlight maintenance receives priority in Council's budget.
	<u>Roads</u> – upgrading of all the remaining gravel roads	The Executive Mayor prioritized R97,6  for the upgrading of gravel roads in the municipal area and some of the remaining gravel roads in Abbotsdale will also be included.
	<u>Incomplete houses in Bloekom Street</u> – request that houses be completed	There are 9 houses currently being built. Progress in completing the houses is subject to bond approvals, which is linked to the outcomes of the individual applications. This request is not budget related.

FROM	REPRESENTATIONS ON: (the complete letters are attached)	COMMENTS / CONSIDERATION AND COUNCIL RESOLVE
	<u>Recreational facilities</u> – Residents must travel by bicycle/vehicle/taxi to town for groceries, medical needs, recreational needs and other services. Recreational facilities are requested for senior citizens and youth	The provision of basic service's infrastructure and housing were identified as priorities by Council. An application for funding to the amounts of R17 628 584 (Abbotsdale) and R10 117 783.71 (Kalbaskraal) was submitted to the Department of Sport in 2023 for the upgrading of the said facilities. Approval of the application is still awaited.
Mr B Friedlander (received on 30 April 2024 @ 11:58)	<u>IDP – no development proposals for Riebeek Valley</u>	Development proposals must be provided through public participation process when the SDF is amended. The SDF was amended during the 2022/2023 financial year, and the private developments proposals for Riebeek Valley, is indeed possible due to the provision in the SDF. Any new proposals can be submitted when the SDF is amended again..
	<u>10 Largest Capital projects</u> 7 out of 10 in Malmesbury – seems disproportionate when minor projects in other area are not possible due to budget constraints	The largest projects in the IDP are mostly grant funding projects. Most of the projects is housing related projects, and these projects emanates from a housing pipeline which makes Malmesbury the next in line for such projects. These projects are also multi-year projects which cannot be done in one financial year. Recently the WWTW (Wastewater Treatment Works) for the Riebeek valley was developed (almost R75 mil) and commissioned to enable growth in the area. This type of investment is indeed investment in "economic infrastructure", and the latter unlock development potential. There are various private developments
	<u>No detail in budget on geographic distribution of funds</u>	The municipal budget is submitted in the format prescribed by the National Treasury.

FROM	REPRESENTATIONS ON: (the complete letters are attached)	COMMENTS / CONSIDERATION AND COUNCIL RESOLVE
	<u>Capital needs in Riebeek West</u> (1) Fencing of Town Hall (2) Repair of floor of Town Hall Repair of tar in car park, Town Hall <u>Other needs</u> (1) Labour to clean around Town Hall and garden (2) Policing (3) Traffic calming (speed bumps) (4) Closing of open storm water drains (5) Repair street kerbing and street gutters Electrical cables and DB boards to be put underground	<p>The provision of basic service's infrastructure and housing were identified as priorities by Council. Refer to inputs on IDP</p> <p>(1) to (5) Most of the needs is operational functions. These will be brought under the applicable municipal department's attention. Policing is a function of SAPS. The Municipality provide law enforcement, and this is a high priority in all towns in the Swartland area and will receive the necessary attention, as far as financially viable. (6) The mentioned area falls within the Eskom area of supply and it is thus not upon Swartland to deal with the cables and DB Boards as requested.</p>
Prof R Haldenwang (received on 29 April 2024)	<u>Law Enforcement in Riebeek West</u> Policing of large trucks speeding, exceeds weight limit Putting up signs prohibiting large trucks to overnight in town Drinking, littering and loitering in CBD	The input is not budget related, but operational in nature.
	<u>Upgrading of Town Hall for events</u>	The provision of basic service's infrastructure and housing were identified as priorities by Council.
	<u>Beautifying of main road</u>	The request will receive consideration under the allocation of the ward projects.
	<u>No facilities, e.g. tennis courts or bowling greens</u> Especially for senior citizens There are areas that can be use for such a purpose	The provision of basic service's infrastructure and housing were identified as priorities by Council. An application for funding to the amount of R19 876 476 was submitted to

FROM	REPRESENTATIONS ON: (the complete letters are attached)	COMMENTS / CONSIDERATION AND COUNCIL RESOLVE
		the Department of Sport in 2023. Approval of the application is still awaited.
	<u>Replacing of re-cycling bins at the back of library</u> People do not want to drive to the municipal solid waste facility	The three recycling igloos will be replaced in the 2024/2025 financial year.

ANNEXURE 3

WCG recommendations	Municipal response
It is not evident whether the Municipality consulted the WCDM on the proposed IDP amendments, or is still planning to do so	SM did consult with WCDM via email on 3 April 2024.
The Municipality is reminded that in terms of section 34(a)(1) and 41(1)(c) of the MSA, a performance review of the IDP and MSDF must be undertaken, at least annually, moving forward.	Does not agree. The MSA only indicate that a review of the IDP must be undertaken. Performance review of developmental priorities are revised through the IDP because the SDF is aligned with the IDP. The SDF will be amended during the next cycle because the CEF has been fully updated.
Swartland appear to be acutely aware of the concerns around climate change, especially the impacts on agriculture. However, the concerns and possible opportunities to be capitalized on, need to be operationalized.	Climate change is subject to funding
Is the Water Services Development Plan up to date?	WSDP that complies with the 2022-2027 WSDP requirements has been drafted. Now in public participation process. Council adoption anticipated towards July.
Does the Municipality have a Storm Water Master Plan?	Funding required to develop a Storm water master plan.
Has the invasive species monitoring, control and eradication plan been submitted to the Department of Environment, Forestry and Fisheries?	Invasive alien plant monitoring, control and eradication plan was drafted in 2018. The plan needs to be updated and budget allowance for implementation is required.
The Municipality is reminded of the imminent risk posed by the STS TID prepaid meter reset process. The Municipality is reminded that the reset process cannot be done remotely and that each meter must be reset individually.	SM is Aware of this and are almost done with the conversion process
The latest data at PT's disposal indicates that as at the end of March 2024, the Swartland Municipality has reset 76.9 per cent of an approximate 12 085 meters within its jurisdiction. The Municipality is advised to take urgent steps to ensure that the process is completed before the deadline.	SM Aims to be done by 30 June 2024. Any outstanding meters will then be done by own staff



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
17 Mei 2024

5/1/1/1 – 2024/25

5/1/1/2 – 2024/25

5/1/4

ITEM 7.2 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: A: BEGROTINGSBEHEERKOMITEE TEGNIESE AANBEVELINGS VIR DIE MEERJARIGE KAPITAAL EN BEDRYFSBEGROTINGS, FINALE BEGROTINGS EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIEWE EN ANDER HEFFINGS VIR 2024/2025; 2025/2026 EN 2026/2027

SUBJECT: A: BUDGET STEERING COMMITTEE TECHNICAL RECOMMENDATIONS FOR THE MULTI YEAR CAPITAL AND OPERATING BUDGETS, FINAL BUDGET AND RELATED POLICIES, PROPERTY RATES, TARIFFS AND OTHER CHARGES FOR 2024/2025; 2025/2026 AND 2026/2027

1. BACKGROUND

Prior to the tabling of the Draft budget, comprehensive workshops and engagements took place with the various directorates to ensure that effect is given to organisation wide quality sustainable service delivery in a bid to ensure value for money to all of Swartland Municipality's citizens. The objective in the main was to ensure efficiencies in directorates and to more importantly give effect to sound expenditure management and cost containment. This proved very challenging given the limitations placed on tariff increases (to still keep the basket of goods and services affordable) compared to the MTREF's operational expenditure requirements and the fact that very little scope exists for additional savings given the municipality's proven corporate culture in respect of cost containment. It is becoming increasingly challenging to fund community and other services by way of the municipality's basket of basic services and revenue generated through municipal property taxes. Our historical approach to budgets required serious re-invention and consideration given the prevailing economic conditions.

The budget steering committee had an engagement on 16 May 2024 to consolidate and consider all the public and provincial input, insofar that it necessitates the Executive Mayor to consider amendments to the budget and to provide an opportunity for the Chief Financial Officer to discuss the Final 2024/2025 MTREF. The Budget Steering Committee recommends this final 2024-2025 MTREF budget to the Executive Mayor for consideration at the mayoral committee meeting to be held on 21 May 2024.

The following were highlighted in National Treasury Budget Circulars 126 and 128 (dated 7 December 2023 and 8 March 2024) to inform the Final 2024-2025 MTREF

The South African economy and inflation targets

"The National Treasury estimates real economic growth of 0.6 per cent in 2023. This is a decrease from growth of 0.8 per cent projected in the 2023 MTBPS due to weaker than expected outcomes in the third quarter of 2023, resulting in downward revisions to household spending growth and spending on gross fixed investment. GDP growth is projected to average 1.6 per cent from 2024 to 2026 as the frequency of power cuts declines, lower inflation supports household consumption, and employment and credit extensions recover gradually. New energy projects will improve fixed investments and business sentiment.

In the context of weaker global growth and risks to the domestic outlook, government is working to position the economy for sustained growth and resilience to shocks. A combination of a stable macroeconomic framework, the rapid implementation of economic and structural reforms, and improvements in state capability remains central to achieving higher growth, employment, and

competitiveness. Employment growth continues to lag South Africa's post-COVID-19 economic recovery, with 74 000 fewer people in employment in the second quarter of 2023 than in the fourth quarter of 2019. Improving employment growth sustainably over the long term requires faster GDP growth and improved education and skills development.

Headline inflation is projected to moderate from 6 per cent in 2023 to 4.9 per cent in 2024 and 4.6 per cent in 2025 and 2026 as food and fuel inflation continue to decline. In 2023 food inflation slowed less than expected due to power cuts and rand depreciation, keeping imported food costs high. An avian influenza outbreak also increased the costs for poultry and eggs. These factors are expected to dissipate over the medium term."

NT recommends the following macro-economic forecasts to be considered when preparing the 2024/25 MTREF municipal budgets:

Table 1: Macroeconomic performance and projections, 2022 – 2027					
Fiscal year	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Estimate	Forecast		
CPI Inflation	6.9%	6.0%	4.9%	4.6%	4.6%

NB: Inflation for 2024 is expected to average around 5.7%, all things remaining equal, given the actual results published by STATS SA for the last 2 years.

Key focus areas for the 2024/25 budget process

- **Conditional grants and unconditional grants allocations** - Net reductions of R80.6 billion to main budget non-interest expenditure are identified across the three spheres of government over the MTEF in comparison to the 2023 budget estimates. Among these 2024 MTEF fiscal consolidation reductions, local government has the smallest contribution. **Over the 2024 MTEF, the local government equitable share and direct conditional grants will be reduced by a total of R15.5 billion**, made up of R9.6 billion in the local government equitable share and R5.9 billion in direct conditional grants. Despite reduction, local government equitable share growth remains high with transfers to local government significantly increasing by 5.2 per cent annually, driven mainly by the strong growth of local government equitable share by 6.1 per cent. National revenue share increases by 2.6 per cent annually, while transfers to provinces grow by 3.8 per cent annually, with the equitable share growing faster than conditional grants. There were no proposed reductions on the sharing of the general fuel levy to the metropolitan municipalities.
- **The weak economic growth continues to impact municipal finances** and as communicated in MFMA Circular No. 89 this has strained consumers' ability to pay for services. Coupled with this conundrum is the marginal growth in national transfers as compared to the past. These two critical factors necessitate municipalities to function optimally suggesting that municipal operations, processes and procedures must be efficient. Inefficiencies in this space are guaranteed to manifest on municipal finances. Although some municipalities have managed these challenges well, others have fallen into financial distress and face liquidity challenges. Subsequently, municipalities are unable to meet their payment obligations to Eskom, water boards and other creditors. **Therefore, municipalities must maximise their revenue generating potential and collect what is due to them and concurrently, eliminate wasteful and non-core spending. Municipal budgets will be scrutinised to ensure that municipalities adequately provide for their core mandate and to service their debt obligations.** Municipalities must ensure that expenditure is limited to the maximum revenue collected and not spend on money that they do not have.

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation is forecasted to be within the 4 to 6 per cent target band; therefore, municipalities are required to justify all increases in excess of the projected inflation target for 2024/25 in their budget narratives and pay careful attention to the differential incidence of tariff increases across all consumer groups. In addition, municipalities should include details of their revenue growth assumptions for the different service charges in the budget narrative.

- **Setting the Cost reflective tariffs** - Municipalities must ensure that the capital repayment of loans are included in the cost when determining the tariff. In addition, they must ensure that the consumption charges for services are only based on consumption and all other variable costs. Therefore, fixed costs such as salary and wages, etc. should be covered by a fixed charge.
- **Indigent Management** - It is critical to progressively manage the restriction of free basic services to national policy limits. **Therefore, free basic services to indigent households must be restricted.** Where any unlimited supply or supply above national policy limits is provided, the budget narrative must explicitly articulate how this is funded also in a context of facilitating adequate asset management and adequate provision for related debt impairment and ability to maintain payment of Eskom, bulk water and other creditors.
- **Pro-actively managing collection of municipal revenue in Eskom supplied areas** - NT notes that in the context of the Electricity Regulation Act, 2006 (ERA) existing section 21(5) prohibiting Eskom to cut supply in their areas to assist municipalities to collect on rates, water, wastewater and refuse removal – municipalities have no other tool but the restriction of water to collect in Eskom supply areas. **Until ERA is amended it is critical that municipalities update their By-laws and policies to facilitate and legally allow the restriction of water as part of proper credit control for municipal revenue collection in Eskom supplied areas.** The process before the supply of water is restricted/ limited, must honour the water supply rights of the indigent as well as the administrative processes and procedures, as contained in the municipal by-laws and policies read with section 4(3)(a) of the Water Services Act.
- **Maximising the revenue generation of the municipal revenue base Revenue on Property rates** - It is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2024. Furthermore, it must as a best practice compare the current consolidated roll to the new valuation roll. This can identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.
- **Setting the Cost reflective tariffs** - Municipalities must ensure that when tariffs are designed, the capital repayment of loans are also included in the cost to determine the tariff. Municipalities must ensure that when tariffs are designed that consumption charges for services are only based on consumption and all other variable costs. Fixed costs e.g. salary and wages, etc. should be covered by a fixed charge. The municipality must ensure its budgeting process address the requirement to maintain its infrastructure. New developments in/ a municipality should mandatorily make provision for alternative energy such as solar or wind or any other energy option available.
- **Eskom Bulk Tariff increases** - The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2023/24, bulk electricity costs increased significantly at 15.1 per cent, compared to 8.61 per cent in the 2022/23 municipal financial year. There has been no change to the second year of the Multi-Year Price Determination (MYPD 5), **as such bulk electricity costs are to be calculated using an increase of 12.7 per cent** as per MYPD-5 in the 2024/25 financial year.

Given the absence of an approved tariff increase for the outer year of the MTEF, the increase is projected to be 15.7 per cent in 2025/26. This is the average of the approved increases for the two years of the MYPD-5 period. Municipalities in arrears with Eskom should ensure that their payment arrangements are included in the 2024/25 MTREF budget. **The final increase for bulk purchases is 12.7% and an increase of 12.81% for electricity reselling to municipal customers.**

- **Employee related costs** - The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 has come to an end and **a new agreement is under consultation, which is anticipated to consider the current fiscal constraints faced by government.** Therefore, in the absence of any information in this regard from the South African Local Government Bargaining Council (SALGBC), **municipalities are advised to consider their financial sustainability when considering salary increases.** It has been observed over the previous years that salary increases were above inflation and has posed challenges to most

municipalities' sustainability. In addition, municipalities that could not afford such increases did not apply for exemption as provided by SALGBC.

Therefore, municipalities are urged to consider projecting salary and wage increases that would reflect their affordability given the current economic challenges. The 2022 State of Local Government Finance Report revealed that 157 municipalities are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

- **Remuneration of Councillors** - Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also consider the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councillors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councillor(s) concerned.
- **Governance, performance, and investment matters** - South Africa has reached a stage where all of government including municipalities need to play a pivotal role in igniting the economy of the country. There is a need for a concerted effort to put initiatives that will attract the investments which will stimulate the economy. The investments take place in the local government and municipalities in particular as the custodian of the spatial planning and enabling infrastructure.

Funding choices and management issues

Given the current economic crisis the country faces, Municipalities are under pressure to generate revenue. The ability of customers to pay for services is declining and this means that less revenue will be collected, therefore municipal own revenue generation gets affected. Municipalities are advised to consider all the advice provided in the MFMA Circulars No 126 and 128 to **ensure the adoption of surplus and funded budgets**. Therefore, municipalities must consider the following when compiling their 2024/25 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services;
- Curbing the consumption of water and electricity by indigent consumers to ensure that they do not exceed their allocation;
- Efficient provision of essential services is crucial for attracting private investment, fostering economic growth, and promoting a conducive environment for businesses to thrive; and
- Ensuring sustainable capital infrastructure investment with emphasis on the impact on the operating account.

2. LEGISLATIVE RESPONSIBILITIES

2.1 Section 16(2) : MFMA

"... the Mayor of the municipality must table the annual budget at a **Council meeting** at least 90 days before the start of the financial year."

Artikel 16(2) : MFMA

"... die Burgemeester van die munisipaliteit moet die jaarlikse begroting ten minste **90 dae** voor die aanvang van die begrotingsjaar by 'n **raadsvergadering** ter tafel lê.

- 2.2 Section 24(1) : MFMA
 "The municipal Council must at least **30 days** before the start of the budget year consider approval of the annual budget."
- Artikel 24(1) : MFMA
 "Die raad van 'n munisipaliteit moet ten minste **30 dae** voor die aanvang van die begrotingsjaar goedkeuring van die jaarlikse begroting oorweeg."
- 2.3 Section 160(2)(b) (c): Constitution
 "The following functions may not be delegated by a Municipal Council:
 ... the approval of budgets and tariffs."
- Artikel 160(2)(b)(c): Grondwet
 "Die volgende funksies mag nie deur die Munisipale Raad gedelegeer word nie:
 ... die goedkeuring van begrotings en tariewe."
- 2.4 Section 160(3)(a) Constitution
 "A majority of the members of a Municipal Council must be present before a vote may be taken on any matter."
- Artikel 160(3)(a) Grondwet
 "Dat die meerderheid Munisipale Raadslede teenwoordig moet wees voordat stemming geneem word oor enige saak."
- 2.5 Section 19: MFMA
 "A municipality may spend money on a capital project only if the money for the project, excluding the cost of feasibility studies conducted by or on behalf of the municipality has been appropriated in the capital budget; section 33 has been complied with and the sources of funding are available and have not been committed"
- Artikel 19: MFMA
 "'n Munisipaliteit kan geld aan 'n kapitaalprojek bestee, slegs indien die geld vir die projek, uitgesonderd die koste van uitvoerbaarheidstudies deur of namens die munisipaliteit gedoen in die kapitaalbegroting is; artikel 33 aan voldoen is en die befondsingsbronne beskikbaar is en nie vir ander doeleindes geormerk is nie"
- 2.6 Section 33: MFMA
 "A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year, it may do so only if....."
- Artikel 33: MFMA
 "'n Munisipaliteit kan 'n kontrak sluit wat die finansiële verpligtinge op die munisipaliteit sal lê na die einde van 'n finansiële jaar, maar indien die kontrak finansiële verpligtinge op die munisipaliteit sal lê na die einde van die drie jaar wat die jaarlikse begroting vir daardie finansiële jaar gedek word, kan die munisipaliteit so kontrak sluit deur die slegs indien....."

3. DOCUMENTATION

- 3.1 Attached hereto (**Annexure A: 2024/25 – 2026/27 Final Budget and Tariff File**) find the **Final** Capital and Operating budgets for 2024/2025 as prepared by the Chief Financial Officer, and the multi-year operating and capital budgets for 2025/2026 and 2026/2027.
- 3.2 Attached hereto (**Annexure B: 2024/25 – 2026/27 Capital Projects i.t.o Sec 19**) find the **Final** individual capital projects over the threshold envisaged i.t.o Sec 19 having cognisance of Sec 33 of the MFMA.
- 3.3 **BUDGETS AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2024/2025 REFORMS**

Attached hereto (**Annexure C: Budget Report and A-Schedules 2024/25 – 2026/27**), find the prescribed budget reforms as per MFMA Circulars No.126 and No.128 in accordance with the regulations.

3.4 **OUTSTANDING DEBTORS**

(Annexure A: 2024/25 – 2026/27 Final Budget and Tariff File) contains the outstanding debtors as at 31 March 2024.

3.5 **INVESTMENTS & EXTERNAL LOAN REGISTER**

(Annexure A: 2024/25 – 2026/27 Final Budget and Tariff File) contains the Investments and External loan register as at 30 April 2024.

3.6 **BUDGET RELATED POLICIES**

Also attached hereto (Annexure D: Final Amended Budget & Related Policies 2024/2025), find the final amended budget and related policies for 2024/25.

Below is the list of the budget and related policies for approval by Council:

No.	Policy/Plan Name	Reviewed (Yes / No)	Amended (Yes / No)
1.	Tariff Policy	Yes	Yes
2.	Property Rates Policy (only property tax rates revised)	Yes	No
3	Credit Control and Debt Collection Policy	New	
4.	Indigent Policy	Yes	Yes
5.	Cash Management and Investment Policy	Yes	Yes
6.	Asset Management Policy	Yes	Yes
7.	Fleet Management Policy	Yes	Yes
8.	Supply Chain Management Policy	Yes	Yes
9.	Budget Implementation Policy	Yes	Yes
10.	Funding and Reserves Policy	Yes	Yes
11.	Debt and Borrowing Policy	Yes	Yes
12.	Virement Policy	Yes	No
13.	Travel and Subsistence Policy	Yes	Yes
14.	Cost Containment Policy	Yes	No
15.	Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy	Yes	Yes
16.	Insurance Management Policy	Yes	Yes

4. **AREAS COVERED DURING THE BUDGET STEERING COMMITTEE MEETINGS:**

- Struggling South African Economy (Local and international economy – recessions)
- **Conservative budgeting w.r.t the revenue budget and therefore the amounts in years 2 and 3 of the MTREF are indicative only and not fixed, mainly for the municipality to be able to review the global and local poor economic conditions, impacting the budget. In this regard expenditure will have to be curbed with careful monitoring of budget performance and payment rates**
- Key focus risk areas for the 2024/25 Budget process
- Extensive revenue modelling informing tariff increases to ensure services are delivered **sustainably and cost reflective** over the longer term with emphasis on the impact of increases on disposable income levels given the dire state of the economy
- Electricity supply constraints leading to diminishing Electricity demand
- Expenditure and Revenue Consolidation and audited basis informing growth from 2023-24 to 2024-25
- Not having a grip on cost drivers

- National risks impacting financial sustainability-CPI
- Revenue streams from trading and economic services insufficient, given the impact of Capital budget programs and Indigents on the Operating account
- Fluid policy environment allowing for rapid changing economic circumstances
- Future operational cost as a result of expedited housing opportunities, Landfill sites cost of compliance and Rehabilitation, ± R43.4mil capital & R26.9mil operating
- Limiting future CAPEX to a maximum of 17% of OPEX to relieve pressure on tariffs
- DORA allocations reduced by R39 Million over the MTREF.
- Whether any public input necessitates council to revise the draft budget/s

To ensure compliance with the Budget and Reporting Regulations, the Budget Steering Committee gave effect to their technical advisory role in strengthening local government finances at a meeting that was held on the 16th of May 2024.

5. HIGH-LEVEL DISCUSSION / MOTIVATION

That the Executive Mayoral Committee recommends the approval of the final capital, operating and balance sheet budgets, amendments to the budget and related policies, property tax rates, tariffs and other charges for the 2024/2025; 2025/2026 and 2026/2027 financial years ***to council for final approval.***

5.1 CAPITAL BUDGET

The total final Capital budget for 2024/2025 amounts to **R 376 478** million with around **R 93 535** million invested from Council's own funds in year 1 and the total application of capital investment over the three fiscal years amounting to **R 791 102** million. An increase of **R 108 580** million from the previous approved adjusted MTREF of **R 682 522** million. The ongoing investment in revenue generating and other bulk infrastructure is becoming more critical to ensure sustainable service delivery as an economic stimulant, given the multiplier effect that investment in the right infrastructure has on the local economy and more-over now than ever before. The leveraging of these investments in creating jobs remains a key consideration bearing in mind the impact the capital budget have on the operating account, especially in the context of larger investment in non-income generating infrastructure as a result of the need for housing opportunities for the poor.

HOUSING PROJECTS

Note: The allocations in the provincial gazette for housing projects in year 2 and 3 are indicative at this stage, given the fiscal challenges experienced at national level, which saw reductions in the municipality's DORA allocations of around R39.267 million over the MTREF.

CAPITAL PROJECTS ABOVE THE THRESHOLD AS ENVISAGED BY SECTION 19 OF THE MFMA

SECTION 19 (1) requires that council consider the operational costs over the MTREF and beyond prior to approving these capital projects:

- (1) "A municipality may spend money on a capital project only if-
 - (a) the money for the project, excluding the cost of feasibility studies conducted by or on behalf of the municipality, has been appropriated in the capital budget referred to in section 17 (2);
 - (b) the project, including the total cost, has been approved by the council;
 - (c) section 33 has been complied with, to the extent that this section may be applicable to the project; and
 - (d) the sources of funding have been considered, are available and have not been committed for other purposes."

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

SECTION 19 (2) requires the following:

- (2) “Before approving a capital project in terms of subsection (1) (b), the council of a municipality must consider-
- (a) the projected cost covering all financial years until the project is operational; and
 - (e) the future operational costs and revenue on the project, including municipal tax and tariff implications.”

SECTION 19 (3) requires the following:

- (3) “A municipal council may in terms of subsection (1) (b) approve capital projects below a prescribed value either individually or as part of a consolidated capital programme.”

5.2 OPERATING BUDGET

The operating expenditure budget will increase from **R 1 071 352** million to **R 1 189 046** million resulting in approximate growth of **11%**. The operating revenue budget will increase from **R 1 252 423** million to **R 1 458 997** million (including operating and capital grant allocations) resulting in year on year growth of **16.5% (7.1% excluding capital grant income)**. The relationship between the growth in realistically generated revenue compared to the growth in expenditure is however becoming increasingly more problematic over the medium to longer term and much will have to be done to curb expenditure and grow other revenue sources to ensure longer term financial sustainability. The extent of capital investment has a huge impact on the operating account over the medium to long term.

The total salary budget is envisaged to increase from **R 330 660** million to **R 354 754** million (7.3% increase) to make provision for nationally determined annual adjustments in salaries, other benefits such as medical aid and pension contributions. No provision for critical posts were possible, given the tight resource envelope.

TRAINING BUDGET

A concerted effort was again made to limit this expenditure in an attempt to keep tariffs within the limits of the reduced realistically anticipated revenue streams, with an amount of R1 707 407 budgeted for training in the 2024/25 operating budget, which constitutes 0.50% of the Municipality’s salary budget (excluding councillor remuneration) and will be limited to around 0.50% for the outer MTREF financial years. This budget is considered more than sufficient to provide for training needs within the Municipality given the historic and ongoing training programmes already covered, **but more-over the necessitated curbing of expenditure given worsening disposable income levels of the paying public during this severe economic downturn.**

SALARY BUDGET

That Council takes note of the increases of the directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:

- In respect of all personnel, an increase of **5.2%** for 2024/2025; **5%** for 2025/2026 and **5%** for the 2026/2027 financial years, excluding the increase in other benefits that are applicable and the annual 2.415% notch increase where applicable;
- All salary adjustments are adequately budgeted for;
- Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).

It further be noted that due to a lack of sufficiently generated internal funds, no provision could be made for the redemption shortage in respect of the overlapping of the redemption of loans to external banks and the life span of assets.

PROPERTY TAXES AND TARIFFS FOR TRADING/ ECONOMIC SERVICES

The average final increases in property taxes and tariffs for the 2024/2025 financial year are as follows:

Property Tax Rates -	reduced to R0.005360 for residential properties (detail of main property categories per recommendation (I) for the property tax rate)
	0% All other properties (excluding agricultural properties used for bona fide agricultural activities)
Electricity -	12.81% (based on the NERSA required COS exercise undertaken by the municipality - please refer to the detailed electricity tariffs found in the 2024/25 Tariff listing)
Refuse Removal -	11% due to the service being rendered at a shortfall, compounded by the INCREASED running cost of fuel
Sewerage -	5.9%
Water -	Average of 5.9% for the first 25kls – thereafter 5.9% for residential consumers. 5.9% increase for all businesses, government institutions and sport clubs, please consult the tariff listing for the detail.

5.3 PROPERTY RATES AND SERVICE CHARGES ASSUMPTIONS

The objective with the exercise of tariff determination was to ensure that trade and economic services generate surpluses over the next three to five years in order to sustain quality service delivery to which our consumers in the Swartland area have become accustomed to, but more importantly to finance other community services and the refurbishment/ renewal of council's bulk infrastructure. The objective alluded to above was however not possible with refuse removal which is currently rendered at a shortfall.

It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is credible. Every effort was made during the extensive revenue modelling exercise to apply the principles of zero based budgeting where appropriate. Items such as fuel, tyres, and bulk purchases inclusive of post-retirement benefits were analysed against past performance and the implementation of improved practices in a bid to realise potential further reductions and savings especially with the increasing fuel prices. Cost of providing services increased exponentially, especially those that is fuel and energy dependent.

Property Rates

The new general valuation envisaged for the 2024/25 financial year resulted in an increase in Valuations on average. Although the final property tax rate was reduced, in real terms the increase in certain property valuations will have the result of an increased municipal account in this regard. The final property rates for the 2024/2025 are as follows:

Residential properties	Reduced by 10%
Business properties	Rate not increased
Government properties	Rate not increased
Agricultural properties	Reduced by 10%

Revenue growth is forecasted with the new GV envisaged for the 2024/25 financial year. Increases over the remaining MTREF period, will be kept at **5.9%** for both residential properties, business and state owned properties.

Electricity Tariffs

At this stage, the final increase for the purchase of electricity is based on **12.7%** and the increase for selling of electricity is around **12.81% based on the cost of supply study undertaken by the municipality. Please consult the detailed tariff listing for the final increases for 2024-2025 read together with the COS public participation process in respect of potential restructuring of tariffs for the 2025-2026 year.**

The municipality will need to take-up an external loan to partly finance the 132/11kV Eskom Schoonspruit Substation capital project to the amount R29 million. This substantial investment will create capacity, which in the main is needed to support the delivery of affordable housing opportunities in the Swartland area.

Water Tariffs

The final tariff increases are :- **average increase of 5.9%** for the first 25kls thereafter a **5.9%** increase for the higher residential consumptive blocks, a **5.9%** increase for all businesses, government institutions and sport clubs. The final tariff increases which are above the estimated headline inflation rate, are needed given the extent of water infrastructure investment required over the MTREF compounded by illegal connections.

Bulk water purchases from the WCDM increase to around R 7.18 from 1 July 2024 due to higher operational costs, increases from the Department of Water Affairs and the compounding cost of water provision occasioned by load shedding. Usage from 0 – 25KL will increase on average by 5.9% for domestic consumers.

Refuse Removal

The final tariff increase of **11%**, which is above the headline inflation rate and is needed to deliver the service effectively and to eventually phase out the deficit over the longer term due to the current economic conditions. The additional percentage of 5.1% above headline inflation is equal to R8.39 per month and needed to ensure that the cost of providing the service is fully funded over the longer term as the service is **currently rendered at a shortfall**. Over the remaining MTREF period, the tariff increase will remain at 11% to phase out the deficit over the longer term as a result of the Landfill sites cost of compliance and Rehabilitation amounting to R43.4 million from 2023/24 to 2025/26 which will require the taking up of an external loan of around R11 million.

The public must also note that the costs associated with cleaning public open spaces due to illegal dumping and littering place a huge financial burden on the municipality and therefore the public are requested to please report illegal dumping.

Sewerage

The final tariff increase of **5.9%** that is aligned to estimated headline inflation rate is needed to deliver the service effectively and to prevent that the service does not operate at a deficit beyond the new 2024/2025 MTREF. This will further support future critical upgrades of the wastewater treatment works in the Swartland Municipal Area. The sewerage service consist of various charges for which the tariff listing must be consulted.

6. **POTENTIAL AND REAL RISKS IMPACTING FINANCIAL PLANNING OVER THE MTREF AND ULTIMATELY THE REVENUE MODELLING EXERCISE FORMING THE BASIS FOR THE MTREF:**

- Pressure on supply and demand as a result of ongoing geopolitical conflict, compounding local inflation in the form of Food and Fuel increases which could potential see the SARB delaying reducing the repo rate or pausing rates for longer in the 2024 cycle;
- Unstable national grid and Eskom's woes impacting municipal service delivery;
- Load shedding leading to diminishing electricity demand;
- Diversified funding mix given electricity challenges;
- Fuel price increases and its impact on disposable income levels;
- Not having a grip on cost drivers;
- National risks impacting financial sustainability-CPI;
- Cost of fuel on the municipal operations;
- Slower recovery of the economy;
- Ability to collect revenue in challenging environments;
- The upward pressure and multiplier effect of increases in staff salaries.

RECOMMENDATIONS

1. **The following recommendations by the Budget Steering Committee (BSC) held on 16 May 2024, for consideration by the Executive Mayoral Committee on 21 May 2024. Final approval shall take place on 31 May 2024.**
 - (a) That consideration be given to the inputs received from the public with due regard to the technical considerations amplified at the Budget Steering Committee meeting of 16 May 2024, which dealt with the fact that both the operational and capital budgets are stretched to the limit as the Municipality placed emphasis on meeting urgent needs like basic services and housing and thereby demonstrating the Executive Mayor's dedication to enhancing the well-being of disadvantaged communities, without placing an additional burden on the paying public **(Annexure E, Inputs received on Draft Budget)**;
 - (b) That cognisance be taken of the inputs received from Provincial Treasury (SIME report) **(Annexure E, Inputs received on Draft Budget)**;
 - (c) That council takes note that the costs as envisaged by Section 19 (2)(a)(b) were derived after consultation with the respective director(s), who has confirmed the costs as per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** and consider same;
 - (d) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2024/2025 – 2026/2027 Capital Projects ito Sec 19)**, first consider the projected operational cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications;
 - (e) That council deemed it appropriate to consider the entire capital program excluding the 4 contractually combined projects above R50 million as the aforementioned capital program's operational cost, inclusive of future costs will be covered by the rates regime and the normal cost centres found in the operational budget;
 - (f) That the future capital budgets from year 3 be limited to 17% of the operating budget (based on NT's norm for *Capital Expenditure to Total Expenditure* that is between 10% to 20%) because of the upward pressure it has on the operating budget and the affordability of tariffs;
 - (g) That council considers the funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

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

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

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

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

Category of property	Rate ratio	Rate determined for the relevant property category
Residential properties	1: 1	R0,005360
Business and Commercial properties	1: 1,6360	R0,008769
Industrial properties	1: 1,6360	R0,008769
Agricultural properties	1: 0,25	R0,001340
Mining properties	1: 1,6360	R0,008769

Public Service Infrastructure	1: 0,25	R0,001340
Properties owned by an organ of state and used for public service purposes	1: 1,6360	R0,008769
Public Benefit Organizations	1: 0	R0
Vacant properties	1: 1,4966	R0,008022
Municipal properties	1: 0	R0
Conservation Areas	1: 0	R0
Protected Areas	1: 0	R0
National Monuments	1: 0	R0
Informal Settlements	1: 0	R0

Exemptions and Reductions

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

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

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

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

- (l) That council approve the final tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)**;
- (m) That council approve the electricity tariffs for the 2024/2025 financial year, based on the revenue requirement supported in the cost of supply study;
- (n) That the annual budget tables as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)**;
- (o) That the **amendments** to the budget and related policies as set out in **(Annexure D: Final Amendments to Budget & Related Policies 2024/2025)** hereto, be approved as final;
- (p) That Council takes note that the municipality's DORA allocations was reduced by R39.267 million over the new MTREF;
- (q) That the expansion of the fleet by means of adding a new 8-10 Seater Bus for the Reaction/LEAP unit, be restricted for usage only within the Swartland municipal boundary (WC015) due to council already financing R14 million of the operating cost over and above the grant allocation from 2022/2023;
- (r) That the training budget limited to **0,50%** of the salary budget for the 2024/2025 financial year be approved as final;
- (s) That Council takes note of the increases of the directors that are contractually linked to the other personnel, which is negotiated and determined at a national level:
 - In respect of all personnel, an increase of **5.2%** for 2024/2025; **5%** for 2025/2026 and **5%** for the 2026/2027 financial years, excluding the increase in other benefits that are applicable and the annual 2.415% notch increase where applicable;

- All salary adjustments are adequately budgeted for;
 - Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB).
- (t) That Council takes note of the budgeted operating surpluses and that the budget is “cash-funded” as a result of cash reserves in table A8, the total expenditure growth of **11%** from the current to the new financial year and the revenue streams with growth in revenue of **16.5% (7.1% excluding capital grant income)** for the MTREF period as well as the cash flow statement as per **(A-schedule A7)** for the next three financial years;
- the budgeted risk factor for cash coverage for operating expenses are **6.3 months** for 2024/25, **5.3 months** for 2025/26 and **8.4 months** for the 2026/27 financial year (this can materially be impacted but not possible to determine scientifically at this stage);
 - over the next three financial years the planning is such that net operating surpluses are envisaged for 2024/25 to an amount of **R 23 888 902**, for 2025/26 an amount of **R 3 436 053** and for 2026/27 an amount of **R 1 083 465 (excluding capital grant income)**, which is well below the NT guideline of at least a surplus of 7.5%.
- (u) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (v) That Council take note that the budget was prepared in the new mSCOA Version 6.8 as required by National Treasury.

for purposes of completeness and implementation the English version of the recommendations will be relied upon.

AANBEVELINGS

1. **Die volgende aanbevelings deur die Begrotingsbeheerkomitee gehou op 16 Mei 2024, vir oorweging deur die Uitvoerende Burgemeesterskomitee op 21 Mei 2024. Finale goedkeuring sal plaasvind op 31 Mei 2024.**
 - (a) Dat oorweging verleen word aan die insette ontvang vanaf die publiek met in ag neming van die tegniese oorwegings deur die Begrotingsbeheerkomitee tydens die vergadering van 16 Mei 2024 wat gehandel het met die feit dat beide die bedryfs- en kapitaalbegrotings tot die uiterste gerek is en dat die Munisipaliteit klem plaas om die dringende basiese dienste en behuisingbehoefte aan te spreek. Hierdeur word die Uitvoerende Burgemeester se verbintenis om na die welstand van benadeelde gemeenskappe om te sien beklemtoon, sonder om addisionele druk te plaas op die betalende publiek **(Annexure E, Inputs received on Draft Budget)**;
 - (b) Dat kennis geneem word van die insette wat ontvang is vanaf die Provinsiale Tesourier (SIME-verslag) **(Annexure E, Inputs received on Draft Budget)**;
 - (c) Dat die Raad kennis neem dat die koste soos beoog deur Artikel 19 (2)(a)(b) verkry is na konsultasie met die onderskeie direkteur(e) wie die koste bevestig het soos per **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** en oorweeg dieselfde;
 - (d) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2024/2025 – 2026/2027 Capital Projects ito Sec 19)**, eers die geprojekteerde koste wat alle finansiële jare dek totdat die projek in werking is; en die toekomstige bedryfskoste en inkomste op die projek, met inbegrip van belasting- en tarief-implikasies oorweeg;

- (e) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 4 individuele projekte bo R50 miljoen aangesien die voorgenoemde kapitaalprogram se operasionele koste, insluitend die toekomstige koste wat gedek sal word deur belasting en die normale kostesentrums soos in die bedryfsbegroting;
- (f) Dat die toekomstige kapitaalebegrotings vanaf jaar 3 beperk word tot 17% van die bedryfsbegroting (gebaseer op NT se norm van tussen 10% en 20% vir Kapitaalbesteding tot Totale Bedryfsbesteding) as gevolg van die opwaartse druk wat dit het op die bedryfsbegroting en die bekostigbaarheid van tariewe;
- (g) Dat die Raad die befondsingsbronne oorweeg wat verband hou met die raad se kapitaalprogram en daarop let dat die befondsingsbronne beskikbaar is en nie vir ander doeleindes geoormerk is nie;

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

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

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

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

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

Exemptions and Reductions

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

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

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

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

- (l) Dat die Raad die tariefstrukture en heffings vir water, vullisverwydering, riool en ander diverse heffings soos uiteengesit in **(Annexure A: 2024/2025 – 2026/2027 Final Budget and Tariff File)** goedkeur as finaal;
- (m) Dat die Raad die elektrisiteitstariewe vir die 2024/2025 finansiële jaar goedkeur, gebaseer op die inkomstevereiste soos ondersteun in die koste van voorsieningstudie;
- (n) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2024/2025 – 2026/2027)** goedgekeur word;
- (o) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Final Amendments to Budget & Related Policies 2024/2025)**, goedgekeur word as finaal;

- (p) Dat die vloot uitgebrei word met 'n addisionele nuwe 8-10 sitplek Bus vir die Reaksie/LEAP-eenheid, maar dat die aanwending daarvan beperk word tot binne die Swartland munisipale gebied (WC015), aangesien die Raad reeds R14 miljoen vanaf 2022/2023 in bedryfskoste finansier bo en behalwe die provinsiale toekenning;
- (q) Dat die Raad kennis dra dat die munisipaliteit se DORA allokasies verminder was met R39.267 miljoen oor die nuwe MTREF;
- (r) Dat die opleidingsbegroting beperk tot **0,50%** van die salarisbegroting vir die 2024/2025 finansiële jaar, goedgekeur word as finaal;
- (s) Dat die Raad kennis neem dat die verhogings vir die Direkteure kontraktueel gekoppel is aan die ander personeel wat op nasionale vlak onderhandel en bepaal word:
 - Ten opsigte van alle personeel, 'n verhoging van **5.2%** vir 2024/2025; **5%** vir die 2025/2026 en **5%** vir 2026/2027 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,415% kerfverhoging waar van toepassing;
 - Daar is voldoende begroot vir alle salarisaanpassings;
 - Voorsiening is gemaak vir 'n **3%** verhoging vir politieke ampsbekleërs wat val binne die middelband van die inflasietekens soos bepaal deur die Suid-Afrikaanse Reserwebank (SARB).
- (t) Dat die Raad kennis neem van die begrote bedryfssurplusse en dat die begroting "kontant gefinansier" word as gevolg van die kontantreserwes in tabel A8, die totale groei in uitgawes van **11%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **16.5% (7.1% kapitale toekennings uitgesluit)** vir die MTREF periode, sowel as die kontantvloei-staat soos per **(A-schedule: A7)** vir die volgende drie finansiële jare;
 - die risikofaktor vir kontantdekking vir bedryfsuitgawes is **6.3 maande** vir 2024/25, **5.3 maande** vir 2025/26 en **8.4 maande** vir die 2026/27 finansiële jaar (dit kan wesenlik beïnvloed word, maar op hierdie stadium is dit nie moontlik om wetenskaplik te bepaal nie);
 - oor die volgende drie finansiële jare is die beplanning van so 'n aard dat netto bedryfsurplusse verwag word vir 2024/25, 'n bedrag van **R 23 888 902**, vir 2025/26 'n bedrag van **R 3 436 053** en vir 2026/27 'n bedrag van **R 1 083 465 (kapitale toekennings uitgesluit)**, wat ver onder die NT riglyn is van minstens 'n 7.5% surplus.
- (u) Dat die Direkteur: Finansiële Dienste voldoen aan die vereistes van die Begrotingsomsendbriewe en –formate in die konteks van die verslagdoeningsvereistes aan Provinsiale en Nasionale Tesourie;
- (v) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.8 soos vereis deur Nasionale Tesourie.

vir die volledigheid en implementering sal op die Engelse weergawe van die aanbevelings staat gemaak word.

(get) M Bolton

DIREKTEUR: FINANSIËLE DIENSTE



Verslag ♦ Ingxelo ♦ Report

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

15/1/B
WYK: 1-12

ITEM 7.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: SWARTLAND MUNISIPALITEIT : ONTWIKKELINGSBYDRAE BELEID
SUBJECT : SWARTLAND MUNICIPALITY : DEVELOPMENT CHARGE POLICY

1. AGTERGROND/BEREDENERING

Swartland Municipality is conscious of the positive economic and social benefits associated with urban development and is therefore eager to accommodate new development.

Development associated with economic growth however has an impact on the demand for engineering services (water, sewer, stormwater, roads, solid waste and electricity), as well as social services such as clinics, schools and other public amenities. Infrastructure is required to support the provision of engineering and social services. It is the responsibility of Swartland Municipality to provide engineering services and the infrastructure required to support the provision of the services. The cost of providing the infrastructure, however, is high. Funding to cover these costs is obtained from three sources:

- (a) **Grants** are provided by national or provincial government and are generally targeted towards social infrastructure, particularly in support of low-income housing developments.
- (b) **Municipal funds** may be loans or surplus capital funds and are recovered through municipal tariffs paid by all consumers to the Municipality.
- (c) **Development charges** are a more targeted and more equitable way of ensuring that the main beneficiaries of infrastructure make an appropriate and fair contribution to the establishment of infrastructure without unduly burdening other municipal ratepayers. Development Charges are the most important form of contribution charged by the Municipality to pay for the infrastructure requirements of private developments.

Local government is empowered to provide municipal services in terms of Section 156(1) of the Constitution, and Section 8 of the Municipal Systems Act. This obligation is discharged through, among others, the provision and operation of infrastructure, including external infrastructure. Section 73(2)(c) of the Municipal Systems Act also requires that these services must be provided in a financially sustainable manner and Section 74 of the same Act empowers a municipality to impose, *inter alia*, charges to pay for services.

2. WETGEWING/LEGISLATION

Development Charges are an integral part of the broader legal framework for land use and development, and municipal finance. The legal framework at national, provincial and municipal spheres is set out below as a summary of the applicable legislation:

Local Government Municipal Systems Act (MSA)

The MSA provides the legislative basis for the Municipality to levy a Development Charge. Section

74 provides that a “municipality may ...levy and recover fees, charges or tariffs in respect of any function or service of the municipality”. Section 76 allows the Municipality to provide services through an “external mechanism”, which is defined “any institution, entity or person legally competent to operate a business activity” This enables the municipality to enter into an agreement with an owner/developer that requires the owner/developer to install infrastructure in lieu of having to pay a Development Charge. (South Africa. Municipal Systems Act, 2000: 71).

Spatial Planning and Land Use Management Act (SPLUMA)



The SPLUMA provides the overarching framework under which provincial legislation and local by-laws must be developed. Section 49(i) determines that “An applicant is responsible for the provision and installation of internal engineering services” and section 49(ii) that “A municipality is responsible for the provision of external engineering services” Section 49 (iii) requires the applicant to “satisfy the municipality that adequate arrangements have been made with the relevant service provider for the provision of that service” if the municipality is not the provider of an engineering service. Section 49 (iv) allows an applicant in agreement with the municipality to “install any external engineering services instead of payment of the applicable development charges, and the fair and reasonable cost of such external services may be set off against Development Charges payable”

Land Use Planning Act (LUPA)

The Municipality may in accordance with section 40 of the LUPA impose conditions when approving a land use application. The conditions must be 40(1) “...reasonable and must arise from the approval of the proposed utilisation of land” The conditions may include 40(2)(a) “the provision of engineering services and infrastructure” and 40(2)(b) “...the payment of money” The Municipality may require in accordance with section 40(3) “...a proportional contribution to the municipal public expenditure according to the normal need therefor arising from the approval, as determined by the municipality in accordance with norms and standards...” The contribution may be for 40(4)(a) “...municipal service infrastructure and amenities relating to engineering services”. It is required that when conditions relating to engineering services are imposed 40(8) “...an engineering service agreement must be concluded between the municipality and the owner of the land concerned before the installation of infrastructure commences...”

Swartland Municipality: Municipal Land Use Planning By-Law

The Municipality developed and adopted a By-law on Municipal Land Use Planning which regulates aspects of land and building development management, including the provision of engineering services for land use and development, and the raising of development charges. The By-law was promulgated in the Provincial Gazette No 8226 on 25 March 2020. Section 92(1) determines that “An applicant is responsible for the provision and installation of internal engineering services” and section 92(2) that “The municipality is responsible for the provision and installation of external engineering services” Section 93(1) requires that the applicant must “...pay development charges to the Municipality in respect of the provision and installation of external engineering services”.

3. FINANSIËLE IMPLIKASIE

Geen

Die voorgestelde beleid is intern ontwikkel tussen die Direkorate van Ontwikkelingsdienste, Infrastruktuur/Siviele Ingenieursdienste asook Elektrotegniesedienste.

4. KOPPELING AAN GOP / ALIGNMENT TO THE IDP

Strategic Goal 3 : Quality and reliable aervices

Strategic Goal 4 : A healthy and sustainable environment

5. **AANBEVELING/RECOMMENDATION**

Dat die voorgestelde Ontwikkelingsbydrae Beleid gemerk "A" in terme van artikel 93(2) van Swartland Munisipaliteit : Verordening insake Grondgebruikbeplanning – 2020, goedgekeur word vir die totale regsgebied van Swartland Munisipaliteit en tree inwerking op 1 Julie 2024.

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

(get) J S Krieger

MUNISIPALE BESTUURDER

AMZ/ds



SWARTLAND MUNICIPALITY

DEVELOPMENT CHARGE POLICY

May 2024

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1. Definitions

“bed and breakfast establishment” means a dwelling or second dwelling unit in which the occupant of the dwelling unit provides lodging and meals for compensation to transient guests who have permanent residence elsewhere, provided that:

- (a) the dominant use of the dwelling unit concerned shall remain for the living accommodation of a single family, and
- (b) the land unit complies with the provisions pertaining to a bed and breakfast establishment;

“boarding house” means a building, where lodging is provided with or without meals, together with the outbuildings as are normally used therewith, and includes an old age home, a building in which rooms are rented for residential purposes and a residential club, but does not include a dwelling, group housing, a double dwelling, an institution, a place of education, a hotel, a bed and breakfast establishment or flats;

“By-Law” means the Swartland Municipality: Municipal Land Use Planning By-Law (PG 8226 of 25 March 2020)

“Condition of approval” means a condition imposed by the Municipality with regards to the approval of a land use and land development application in terms of land use planning legislation;

“Consent use” means a land use permitted in terms of a particular zoning with the approval of a municipality;

“Council” means the Municipal Council of Swartland Municipality and includes any committee or official carrying out any duty or function, or exercising any power in terms of an applicable By-law or delegated authority;

“Coverage” means the total area of a land unit that may be covered by buildings, expressed as a percentage of the net area of such land unit, and shall include:

- (a) walls and buildings;
- (b) solid roofs;
- (c) stairs, steps, landings (except entrance landings and steps), galleries, passages and similar features, whether internal or external; and
- (d) canopies, verandas, porches, balconies, terraces and similar features, provided that the following portions of buildings shall be disregarded in the calculation of coverage:
 - (i) stoeps, entrance steps and landings;
 - (ii) cornices, chimney breasts, pergolas, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 mm from the wall of the building;
 - (iii) eaves not projecting more than 1 m from the wall of a building; and
 - (iv) a basement, provided that the basement ceiling does not project above the finished ground level;

“CRT” means a certificate of registered title;

“Day Care Centre” means the use of a portion of a dwelling or outbuildings by the occupant to provide day care, pre-school, play group or after school care services for children provided that:

- (a) the service be primarily day care or educational in nature and not medical;

- (b) the dominant use of the dwelling shall remain for the living accommodation purposes of a single family; provided that a child care service for 5 or less children may be regarded as an occupational practice, and a child care service for more than 20 children shall be regarded as a crèche or place of education;

“Development” means the changing of use and/or of cadastral boundaries in order to intensify the utilisation of land;

“Development Charge” means a once-off charge imposed by the Municipality on a developer as a condition of approval of a land use and development application in order to cover the cost of municipal engineering services required as a result of an intensification of land use;

“Double dwelling” means a building erected for residential purposes that is designed as a single architectural entity containing two dwelling units on one land unit;

“Economic infrastructure” means the basic facilities and services which directly benefit the process of production and distribution of an economy. Those basic activities and services which, in addition to achieving certain social objectives, indirectly help various economic activities.

“Engineering services” means infrastructure for the provision of water and electricity, sewerage infrastructure, storm water disposal infrastructure, streets, roads, pedestrian walkways, solid waste collection and removal, including all related services and equipment;

“External engineering services” means municipal engineering services infrastructure external to the development site boundary and includes both:

- (a) bulk engineering services, which means municipal services infrastructure external to the development, including land, required to provide engineering services to users within the boundaries of the municipality; and
- (b) link engineering services, which means municipal services infrastructure external to the development site boundary, including land, required to connect internal engineering services within the proposed development to existing or proposed bulk engineering services.

“Floor space” in relation to a building, means the area of a floor which is covered by a concrete slab, roof or projection, provided that:

- (a) any area, including a basement, which is reserved solely for parking or loading of vehicles, shall be excluded;
- (b) external entrance steps and landings, any stoep and any area required for external fire escapes, shall be excluded;
- (c) a projection including a projection of eaves, and a projection which acts as a sunscreen or an architectural feature, whose projection does not exceed 1m beyond the exterior wall or similar support, shall be excluded;
- (d) any uncovered internal courtyard, lightwell or other uncovered shaft which has an area in excess of 10m², shall be excluded;
- (e) any arcade, with a minimum width of 2m, which provides access through the building

concerned from public parking, a public street or open space, to a separate public parking area, public street or open space, and which at all times is open to the public, as well as any covered walkway, the roof of which allows light to pass through, shall be excluded;

- (f) any covered paved area outside and immediately adjoining a building at or below the ground floor level, where such paved area is part of a forecourt, yard, external courtyard, pedestrian walkway, parking area or vehicular access, shall be excluded;
- (g) any balconies, terraces, stairs, stairwells, verandas, common entrances and common passages covered by a roof shall be excluded; and
- (h) any stairwells, lift wells or other entrance areas or atriums, in the case of multi-storey buildings, shall only be counted once;

provided further that floor space shall be measured from the outer face of the exterior walls or similar supports of such buildings. Where the buildings consist of more than one storey, the total floor space shall be the sum of the floor space of all the storeys, including that of basements;

“Gross Leasable Area (GLA)” means the total floor space designed for, or capable of, occupancy and control by tenants, measured from the centre line of the joint partitions to the inside finished surface of the outside walls, and shall exclude:

- (a) toilets;
- (b) lift shafts, service ducts and vertical penetrations of floors; and
- (c) interior parking and loading bays.

“Guest house” means a dwelling that is used for the purpose of letting individual rooms for residential accommodation, with or without meals, and which exceeds the restrictions of a bed and breakfast establishment, provided that:

- (a) the dwelling is retained in a form which can easily be re-used by a family as a single dwelling; and
- (b) all amenities and provision of meals shall be for the sole benefit of bona fide lodgers;

“Home occupation” means the practicing of an occupation or trade, or the conducting of an enterprise from a dwelling unit by one or more occupants of the dwelling unit and his or their assistants, provided that the dominant use of the dwelling unit concerned shall remain for the living accommodation of a single family, and the provisions pertaining to home occupation in the Development Management Scheme are adhered to;

“House shop” means premises for the conducting of retail trade from a dwelling or outbuilding by one or more occupants of the dwelling concerned, provided that the dominant use of the dwelling shall remain for the living accommodation of a single family;

“Infrastructure backlog” means a lack of capacity in the existing infrastructure networks which results in a service being provided below the minimum acceptable standard;

“Internal engineering services” means infrastructure within the boundary of the development to service that development;

“Land” means land with or without improvements in terms of land development and includes land covered with water such as marsh or wetlands;

“Land development” means the erection of buildings or structures on land, or the change of use of land, including township establishment, the subdivision or consolidation of land or any deviation from the land use or uses permitted in terms of an applicable land use scheme;

“Land development application” means an application to the Head of Department contemplated in Chapter V of LUPA;

“Land unit” means a portion of land registered or capable of being registered in a deeds registry, and includes a servitude right or lease;

“Land use” means the purpose for which land is or may be used lawfully in terms of a land use scheme, existing scheme or in terms of any other authorisation, permit or consent issued by a competent authority, and includes any conditions related to such land use purposes;

“Land use application” means any application to the Municipality for permission to develop or change the use of land in terms of the By-Law;

“Lodge” means premises used as a temporary residence for transient guests, where lodging and meals are provided, and may include associated conference and entertainment facilities that are subservient and ancillary to the dominant use of the premises as a lodge. ‘Lodge’ also implies that there are premises on site which are licensed to sell liquor to be consumed on that same land unit, however does not include an off-sales facility;

“LUPA” means the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);

“Municipality” means the Swartland Municipality, a municipality established by the Swartland Municipality Establishment Notice No. 485 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, or any structure or employee of the Municipality acting in terms of delegated authority;

“Owner/Developer” means the person, including an organ of state, which may or may not be the owner of the land, applying for permission to develop or change the use of land;

“Second dwelling” means another dwelling unit which may, in terms of the Development Management Scheme, be erected on a land unit where a dwelling is also permitted; and such second dwelling may be a separate structure or attached to an outbuilding or may be contained in the same structure as the dwelling; provided that:

- (a) the second dwelling shall remain on the same land unit as the dwelling; and
- (b) the second dwelling shall comply with the requirements specified in this Development Management Scheme;

“Service master plans” means high level plans prepared by the Municipality to provide engineering services for future development.

“Services Agreement” means a written agreement which is concluded between an owner/developer of land and the municipality, in terms of which the respective responsibilities of the two parties for the planning, design, provision, installation, financing and maintenance of internal and external engineering services and the standard of such services are determined;

“Social infrastructure” means infrastructure serving low-income and social housing households and institutions.

“Social housing” means housing development projects where residential land can be zoned either Residential Zone 1 or General Residential Zone 3 or a combination thereof and where the household income levels of recipients are between R3 500 and R15 000 per month;

“SPLUMA” means the Spatial Planning and Land Use Planning Act, 2013 (Act 16 of 2013); and

“Systems Act” means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

2. Introduction

Swartland Municipality is conscious of the positive economic and social benefits associated with urban development and is therefore eager to accommodate new development.

Development associated with economic growth however has an impact on the demand for engineering services (water, sewer, stormwater, roads, solid waste and electricity), as well as social services such as clinics, schools and other public amenities. Infrastructure is required to support the provision of engineering and social services. It is the responsibility of Swartland Municipality to provide engineering services and the infrastructure required to support the provision of the services. The cost of providing the infrastructure, however, is high. Funding to cover these costs is obtained from three sources:

- (a) **Grants** are provided by national or provincial government and are generally targeted towards social infrastructure, particularly in support of low-income housing developments.
- (b) **Municipal funds** may be loans or surplus capital funds and are recovered through municipal tariffs paid by all consumers to the Municipality.
- (c) **Development charges** are a more targeted and more equitable way of ensuring that the main beneficiaries of infrastructure make an appropriate and fair contribution to the establishment of infrastructure without unduly burdening other municipal ratepayers. Development Charges are the most important form of contribution charged by the Municipality to pay for the infrastructure requirements of private developments.

Local government is empowered to provide municipal services in terms of Section 156(1) of the Constitution, and Section 8 of the Municipal Systems Act. This obligation is discharged through, among others, the provision and operation of infrastructure, including external infrastructure. Section 73(2)(c) of the Municipal Systems Act also requires that these services must be provided in a financially sustainable manner and Section 74 of the same Act empowers a municipality to impose, *inter alia*, charges to pay for services.

3. Objectives of the Development Charges Policy

The Development Charges Policy aims to:

- (a) recover the portion of the capital cost of bulk infrastructure that is attributable to particular developments; and
- (b) enable the provision of economic infrastructure in a timely and sufficient way to support land use and development.

This policy provides details of the Municipality's Development Charge. These are, firstly, a once-off capital amount paid to cover the costs of infrastructure required to provide bulk engineering services.

Secondly, the trigger for determining whether or not a Development Charge must be paid is a land use and development application.

Thirdly, the basis on which the amount of a Development Charge is calculated is the increased impact that new or changed land uses will have on the existing infrastructure.

The policy identifies the conditions under which such a charge becomes payable, the way in which the amount is calculated and the administrative procedures for making the payment.

The Development Charge is calculated over and above any other obligations that an owner/developer may incur in terms of applicable legislation.

This policy covers the following engineering services: roads, stormwater, water, sewerage, electricity, public transport, street lighting and solid waste.

4. Legislative Framework

Development Charges are an integral part of the broader legal framework for urban land use and development, and municipal finance. This legal framework has recently undergone changes at national, provincial and municipal levels. Set out below is a summary of the applicable legislation:

Local Government Municipal Systems Act (MSA)

The MSA provides the legislative basis for the Municipality to levy a Development Charge. Section 74 provides that a *“municipality may ...levy and recover fees, charges or tariffs in respect of any function or service of the municipality”*. Section 76 allows the Municipality to provide services through an *“external mechanism”*, which is defined *“any institution, entity or person legally competent to operate a business activity”*. This enables the municipality to enter into an agreement with an owner/developer that requires the owner/developer to install infrastructure in lieu of having to pay a Development Charge. (South Africa. Municipal Systems Act, 2000: 71).

Spatial Planning and Land Use Management Act (SPLUMA)

The SPLUMA provides the overarching framework under which provincial legislation and local by-laws must be developed. Section 49(i) determines that *“An applicant is responsible for the provision and installation of internal engineering services”* and section 49(ii) that *“A municipality is responsible for the provision of external engineering services”*. Section 49 (iii) requires the applicant to *“satisfy the municipality that adequate arrangements have been made with the relevant service provider for the provision of that service”* if the municipality is not the provider of an engineering service. Section 49 (iv) allows an applicant in agreement with the municipality to *“install any external engineering services instead of payment of the applicable development charges, and the fair and reasonable cost of such external services may be set off against Development Charges payable”*

Land Use Planning Act (LUPA)

The Municipality may in accordance with section 40 of the LUPA impose conditions when approving a land use application. The conditions must be 40(1) *“...reasonable and must arise from the approval of the proposed utilisation of land”*. The conditions may include 40(2)(a) *“the provision of engineering services and infrastructure”* and 40(2)(b) *“...the payment of money”*. The Municipality may require in accordance with section 40(3) *“...a proportional contribution to the municipal public expenditure according to the normal need therefor arising from the approval, as determined by the municipality in accordance with norms and standards...”*. The contribution may be for 40(4)(a)

“...municipal service infrastructure and amenities relating to engineering services”. It is required that when conditions relating to engineering services are imposed 40(8) “...an engineering service agreement must be concluded between the municipality and the owner of the land concerned before the installation of infrastructure commences...”

Swartland Municipality: Municipal Land Use Planning By-Law

The Municipality developed and adopted a By-law on Municipal Land Use Planning which regulates aspects of land and building development management, including the provision of engineering services for land use and development, and the raising of development charges. This By-law was promulgated in the Provincial Gazette no. 8226 of 25 March 2020. Section 92(1) determines that “*An applicant is responsible for the provision and installation of internal engineering services*” and section 92(2) that “*The municipality is responsible for the provision and installation of external engineering services*” Section 93(1) requires that the applicant must “*...pay development charges to the Municipality in respect of the provision and installation of external engineering services*”.

5. Definition of Development Charge cost components

- 5.1 External engineering services include both *bulk* and *link* engineering services. Both are covered by the Development Charge, but different principles apply to the two categories of external engineering services. Owners/Developers are required to pay a Development Charge comprising both these two components:
 - (a) the direct or pro rata share of the cost of *bulk* engineering services to the development; and
 - (b) the direct or pro rata share of the costs of any *link* engineering services required for the specific development.
- 5.2 The owner/developer shall be responsible for both of the above, unless bulk engineering services are provided *in lieu* of Development Charges.
- 5.3 The Development Charge is only applicable to the provision of engineering infrastructure owned and managed by the Swartland Municipality. It does not include costs associated with engineering infrastructure owned and managed by other Municipalities, Provincial and National Government Departments and other entities such as ESKOM and SANRAL.
- 5.4 Notwithstanding 5.3, the Development Charge is applicable to certain Provincial Main Roads owned by the Provincial Government of the Western Cape as determined by the Municipality as well as the pro rata costs paid by the Municipality for capacity to bulk suppliers e.g. ESKOM and the WCDM.
- 5.5 The provision and installation of internal engineering services are excluded from the Development Charge and is the responsibility of the owner/developer.
- 5.6 Where a development is established prior to planned infrastructure provision, as allowed for in engineering service master plans and capital budget, or where a development is established outside the planning area of engineering service master plans, link engineering services may be required to link the internal infrastructure of the development to external infrastructure and the link infrastructure is excluded from the Development Charge;

- 5.7 The Municipality is responsible in terms of section 92(2) of the By-law for the provision all bulk engineering services. However, the Municipality is not obliged to provide infrastructure where it is inconsistent with the applicable engineering service master planning and capital budgets.
- 5.8 Where a development requires infrastructure inconsistent with the applicable master planning and capital budgets and the Municipality nevertheless approves the development application, the Municipality may require the owner/developer to install the required bulk and link engineering services or any portion thereof.
- 5.9 Where the Municipality and the owner/developer agree that the owner/developer will install bulk engineering services, the cost of that installation can be set off against the total Development Charge. Should the offset value described here be less than the total Development Charge for bulk engineering services for all phases of a development, the owner/developer shall be responsible for the additional cost.
- 5.10 Unless otherwise agreed between the Municipality and the owner/developer, the installation of link engineering services is the responsibility of the owner/developer.
- 5.11 It may be required from an owner/developer to install link engineering services with a greater capacity than that is required for the specific development in order to maintain functionality of engineering services master plan and infrastructure networks. Where the Municipality determines that the link engineering services installed by the owner/developer must be of a greater capacity than that is required for the specific development, the cost of the additional link engineering services can be set off against the overall Development Charge liability.

6. Land use and development applications that affect Development Charges

Development Charges are applicable where a change in land use or zoning resulted in an increased load on engineering services. Development Charges will be imposed on all such applications where the Municipality approves a development application in terms of the By-Law.

6.1 Development Charges apply

Development Charges apply to the following applications:

- (a) Rezoning applications:
 - (i) Rezoning to a sub divisional area which enables the rezoning and subdivision of land;
 - (ii) Rezoning of land from one zone to another in order to change the permitted land use/uses;
 - (iii) Rezoning from one zone to another in order to increase the allowable floor space or GLA.
- (b) Subdivision applications where the number of units, businesses, industries or consumer units increases as a result of the subdivision, or where the subdivision increases the allowable floor space or GLA.

- (c) Departure applications:
 - (i) Application to depart from the development parameters of a specific zoning; and
 - (ii) Temporary departure applications which result in additional impact on engineering services.
- (d) Consent use applications where the change in land use is deemed by the Municipality to result in increased use of engineering services.
- (e) Any application for the amendment of conditions of a previous approval where the condition limited the land use, floor space, GLA or coverage.

6.2 Development Charges do not apply

Development Charges will not apply to the following land use and development applications, which are deemed to have no significant impact on external infrastructure:

- (a) Rezoning applications from one zone to another with a similar or lesser impact on all engineering services.
- (b) Subdivision applications which do not result in additional impact on engineering services.
- (c) Permanent departure applications for building lines or height or other similar parameters, which do not result in additional impact on engineering services.
- (d) Temporary departure applications which do not result in additional impact on engineering services.
- (e) Consolidation applications that are not accompanied by an application for rezoning.
- (f) Consent use applications which have a similar or lesser impact on engineering infrastructure than the previous rights applicable to the property.
- (g) Applications to change land use to one of the following land uses, up to the extent indicated:
 - (i) day-care centre up to 20 children per erf;
 - (ii) home occupation up to 50m² per erf;
 - (iv) house shop up to 25m² per erf;
 - (v) second dwelling equal to or smaller than 60m² per erf;
 - (vi) bed and breakfast establishment, guest house, lodge and boarding house up to the first three bedrooms of an existing dwelling.
 - (vii) rezoning or consent use applications where the footprint area of the proposed business development is equal to or smaller than 100m² and where the approval of the application does not establish additional consumer units.
- (h) Notwithstanding the above the Municipality may impose a Development Charge should it be determined upon the consideration of a land use application that the development or change in land use will impact on bulk services.

7. Methodology for determining unit costs for use in Development Charges calculations

7.1 A Development Charge is calculated to determine as closely as practical possible the pro rata share of the actual capital costs of related bulk and link infrastructure required to provide a particular development with engineering services. The costs determination is based on estimated unit costs for each service, which are calculated as follow:

- (a) A long term growth model is developed for the Municipality which projects future land use.
- (b) The growth model is used to develop service models for transport, water, sewerage, stormwater, electricity and solid waste to correspond to the future land use.
- (c) The demand for engineering services derived from the growth model is calculated by applying average unit demands for each land use category, based on demand factors from the *Guidelines Human Settlement Planning and Design (CSIR and Construction Technology, 2000)*, the *South African Road Trip Generation Manual (Department of Transport, 1995)*, and professional engineering expertise.
- (d) Master Plans are developed to determine the infrastructure requirements in order to meet future demand.
- (e) Standards for Engineering Infrastructure are obtained from the *Guidelines Human Settlement Planning and Design (CSIR and Construction Technology, 2000)*., various design manuals and accepted engineering practice.
- (f) The total capital cost of bulk and link infrastructure is the sum of the current replacement cost of existing bulk and link infrastructure and the cost of additional bulk and link infrastructure required to meet future demand calculated in current day prices. The cost calculation should include all land costs, professional fees, materials, labour, preliminary and general items. The capital cost to address infrastructure backlogs are excluded from the total cost.
- (g) The total capital cost is reduced to a marginal unit capital cost by dividing the total capital cost by the total demand units for each service.
- (h) Outstanding loans and grants in respect of each service is divided by the total capacity of the existing service infrastructure and subtracted from the unit capital cost. This correction is made to avoid double payment for infrastructure capacity that is funded through loans and recovered through tariffs.

The above process can be summarised in the following conceptual formula:

$$W = n/E_1 * (K - L * (n / (E_2 + n)))$$

Where:

W = the contribution payable by the owner/developer for that particular type of bulk engineering service;

n = the total number of units of consumption, flow or usage regarding the specific new development with respect to that particular type of engineering service (e.g. kl/day, trips/day, etc);

K = the present year value of the existing bulk engineering service plus the additional required bulk service for the new development minus any subsidy with respect to that particular type of engineering service;

E_1 = the total number of potential units of consumption, flow or usage that can be provided by that particular of engineering service (e.g. kl/day, trips/day, etc);

L = total outstanding loans and grants with respect to that particular type of engineering service;

E_2 = the total number of existing units of consumption, flow or usage for that particular type of engineering service (e.g. kl/day, trips/day, etc);

- (i) Unit cost estimates for each infrastructure category will be determined annually by the Municipality as part of the budgeting process.
- (j) Where possible, unit costs should be re-calculated every five years using current replacement costs to accurately reflect the infrastructure cost.
- (k) In the case of a full re-calculation the annual inflation will not apply for that year.

7.2 The owner/developer shall be required to pay the applicable unit cost rate on the date at which the Development Charge becomes payable and stipulated in the conditions of approval of the land use application.

7.3 Notwithstanding 7.1, unit cost may be determined based on a generic cost calculation by a professional engineer.

8. Calculation of Development Charges

8.1 Standard units for the measurement of impact for each municipal service are provided, below:

Service	Factor (s)	Measure	Unit of impact
Electricity	Additional demand per distribution zone	After diversity maximum demand	kVA
Roads	Additional municipal road capacity required	Vehicle trip generation	Vehicle trips/day
Sewerage	Additional sewage treatment capacity required	Average Annual Dry Weather Flow	kℓ/day
Solid waste	Increase in landfill airspace required and transfer station capacity	Solid waste generation rate	kg/day
Storm water	Increase in overall volume and peak flow rate of surface runoff	Runoff coefficient	C factor
		Area of the development	Ha
Water	Additional consumption per distribution or reservoir zone	Average Annual Daily Demand (AADD)	kℓ/day

- 8.2 The unit cost for each of the units of impact above will be derived from the modelling exercise described in **Section 7**, which will allocate the increased demand to the appropriate modelling impact zone for calculation of the actual cost. The actual costs will be used to derive an average unit cost for each unit of impact for the modelling zones.
- 8.3 The modelling impact zone used for the purposes of the calculation of Development Charges is a zone determined by the Municipality in which all the components of a services infrastructure system, network or networks that are impacted on by a particular development. The zone may be defined differently for different services, and will be based on modelling work undertaken for each of the services as part of the determination of the average unit costs to be applied in the Development Charge calculation.
- 8.4 The unit costs for each affected services is multiplied by the future impact of the development on the specific service and the total for all the affected services are summated in order to determine the total Development Charge.
- 8.5 Future impact is determined according to standard impacts (per service) that have been calculated for each Development Charge category of land use (see **Annexure A**), which in turn are related to the By-law.
- 8.6 Should an application for rezoning not specify the particular land use or extent, the highest possible development impact for that zone shall be applied to determine the Development Charge.

9. Administrative process

The following procedures apply:

9.1 Information required from the Owner/Developer

Applicable legislation enables the Municipality to obtain from the owner/developer any information necessary to evaluate an application. This includes information required for the calculation of the Development Charge. The information as well as the format will be prescribed by the Municipality from time to time. The information and format may differ according to type and extent of the application.

9.2 Application procedure

- 9.2.1 Land use and development applications must be submitted to the Division: Development Management.
- 9.2.2 A new application must be submitted in accordance with the By-Law and Development Charges must be recalculated in the event that an owner/developer wishes to obtain additional development rights over and above those already approved.
- 9.2.3 The Development Charges and payment terms must be included in the conditions of approval and/or the Engineering Services Agreement pertaining to the approval of a land use application or development proposal.
- 9.2.4 The final approval of the conditions will be binding in terms of section 70 of the By-law and an appeal procedure may be followed in accordance with section 89(2) of the By-law.

9.3 Payment of Development Charges

- 9.3.1 The conditions of approval for a land use change or development must set out the payment requirements and specifically indicate:
 - (a) the amount to be paid, including provisions for escalation over time; and
 - (b) the stage the Development Charge payment is due, which may in the case of phased developments be at more than one stage.
- 9.3.2 Payment shall be made as follows:
 - (a) subdivision of land - prior to the issuing of a clearance certificate which would allow transfer of the first unit, or registration of a CRT, unless the conditions of approval indicate otherwise;
 - (b) where no clearance certificate is required - prior to the approval of building plans unless the conditions of approval indicate otherwise;
 - (c) where no clearance certificate and no building plan approval is required - prior to commencement of any activity on site pursuant to the application.
- 9.3.3 The Municipality may withhold any approval or clearance in terms of planning or building control legislation where the owner/developer has not complied with the Development Charge liability.
- 9.3.4 The Municipality may approve a development in phases thereby allowing Development Charges to be paid in accordance with the development conditions of approval.
- 9.3.5 The Municipality may agree to the postponed payment of a Development Charge where external engineering services are provided *in lieu* of the payment of development charges by the owner/developer, provided that an Agreement in accordance with section 10.4 is signed between the owner/developer and the Municipality.

9.4. Infrastructure in lieu of Development Charges

9.4.1 An owner/developer may install bulk engineering services *in lieu* of Development Charges upon agreement with the Municipality.

9.4.2 The owner/developer may deduct the cost of bulk engineering services to be installed in accordance with 9.4.1 from the Development Charges for the specific development provided that:

- (a) the infrastructure to be installed conforms to the requirements of the Municipality;
- (b) a written Services Agreement is entered into with the Municipality which specifies the infrastructure to be provided *in lieu* of Development Charges, the standards and quality requirements, the cost of the infrastructure and the assets to be transferred to the Municipality;
- (c) the Services Agreement is signed by the Municipality and the owner/developer prior to the commencement of the installation of the infrastructure to be provided *in lieu* of Development Charges;
- (d) the costs of drafting of the Services Agreement shall be for the owner/developer's account;
- (e) an implementation programme and anticipated completion date is recorded;
- (f) the Municipality may not issue any clearance certificates or approve any building plans in relation to the development prior to the successful fulfilment of the agreement;
- (g) the following requirements apply when an owner/developer procures a service provider/s for the installation of infrastructure in accordance with the Services Agreement:
 - (i) a fair, equitable, transparent and competitive process for calling of bids for the provision of the infrastructure must be followed and the bidder offering the most cost effective bid must be appointed;
 - (ii) the Municipality reserves the right to participate as an observer in the bidding process in order to ensure that selection process is sensible and fair;
 - (iii) the Municipality may appoint an independent Engineer to assess the bid process and whether the costs claimed are fair and reasonable and the Municipality reserves the right to rule the findings binding;
 - (iv) the Municipality reserves the right to prohibit the owner/developer of appointing any service provider that has failed to perform under a municipal contract within a period of five years prior to the proposed appointment;

- (v) the value of the infrastructure to be installed *in lieu* of Development Charges must be determined by a registered Consulting Engineer appointed by the owner/developer;
- (vi) the Municipality may appoint an independent Engineer to verify the value of the infrastructure determined in accordance with paragraph v above and the Municipality reserves the right to rule the findings binding;
- (vii) the owner/developer shall keep accurate records of all payments in order for the Municipality to verify the final payment certificates.

9.4.3 The final value of the assets transferred must be reconciled with the original Development Charge liability and any balance due by the owner/developer must be paid in full.

9.4.4 Where the owner/developer installs external infrastructure of a higher value than the Development Charge liability in accordance with paragraph 5.10 above, the additional amount may be offset against the Development Charges incurred for subsequent phases of the same development.

10. Appropriation of Development Charge Funds

10.1 Development Charges may only be used for the construction of new engineering infrastructure or the upgrading of existing engineering infrastructure.

10.2 Development Charges may not be used to reduce or eliminate any existing infrastructure backlogs, for operational and maintenance expenditure or for any other purpose than described in 10.1.

11. Responsibilities

The Director: Electrical Engineering Services and Director: Infrastructure/Civil Engineering Services are responsible for the determination of Development Charges and the Director: Corporate Services is responsible for concluding Services Agreements. The Director Development Services is responsible for coordinating and monitoring the payment of Development Charges. The Director: Financial Services is responsible for recording the payment of Development Charges and for reporting on the collection as well as the allocation of Development Charges according to standard accounting procedures in the annual financial statements, in terms of section 83(6) of the By-law.

The Director: Development Services is responsible for the annual review of the Development Charges Policy, via the office of the Senior Manager: Development Management. The Director: Electrical Engineering Services and Director: Infrastructure/Civil Engineering Services are responsible for reviewing the Development Charges for each service annually and to calculate the updated values. The calculations are then reported back to the Director Development services who is responsible for amendment of the policy, concurrent with the budget process.

The Director: Development Services is responsible for reviewing the policy when the need to do so arises and to present the amended policy to the Swartland Council for adoption.

ooOOoo

Annexure A: Development Charge Categories

Development Charge Categories	
Land Use	Demand Unit
Residential	
Single Residential >1000m ²	Erf
Single Residential >650m ²	Erf
Single Residential >350m ²	Erf
Single Residential <350m ²	Erf
General Residential >650m ²	Erf
General Residential >200m ²	Erf
General Residential <200m ²	Erf
General Residential: Unit	Dwelling
Second/Double/Additional Dwelling	Dwelling
Accommodation Establishments	
Guest House	Room
Business	
General Business	m ² GLA
Local Business	m ² GLA
Service Station	m ² GLA
Industrial	
General Industrial	m ² GLA
Light Industrial	m ² GLA
Noxious & Risk Industrial	m ² GLA
Community Facilities	
Education	Learner
Place of assembly	m ² GLA
Institution/Authority use	Bed



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
Departement : Ontwikkelingsbestuur

6 Mei 2024

15/1/B

WYKE 1-12

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSVERGADERING WAT GEHOUSAL WORD OP 21 MEI 2023

ONDERWERP:	VASSTELLING VAN ONTWIKKELINGSBYDRAES VIR 2024/2025
SUBJECT:	DETERMINATION OF DEVELOPMENT CHARGE FOR 2024/2025

1. AGTERGROND / BACKGROUND

Tydens 'n Uitvoerende Burgemeesterskomitee Vergadering van 17 Mei 2023, is die volgende ontwikkelingsbydraes goedgekeur:

- *"Greenfields" Development Charges for bulk electricity*
- *"Brownfields" Development Charges for electricity – Swartland Municipal Area*
- *Development Charges for water*
- *Development Charges for sewerage*
- *Development Charges for roads*

2. BESPREKING/DISCUSSION

A Development Charge is calculated to determine as closely as practical possible the pro rata share of the actual capital costs of related bulk and link infrastructure required to provide a particular development with engineering services. The costs determination is based on estimated unit costs for each service, which are calculated as follow:

- a) A long term growth model is developed for the Municipality which projects future land use.
- b) The growth model is used to develop service models for transport, water, sewerage, stormwater, electricity and solid waste to correspond to the future land use.
- c) The demand for engineering services derived from the growth model is calculated by applying average unit demands for each land use category, based on demand factors from the *Guidelines Human Settlement Planning and Design (CSIR and Construction Technology, 2000)*, the *South African Road Trip Generation Manual (Department of Transport, 1995)*, and professional engineering expertise.
- d) Master Plans are developed to determine the infrastructure requirements in order to meet future demand.
- e) Full detail of the methodology for determining unit costs for use in development charge calculations is set out in Swartland Municipality : Development Charge Policy.
- f) *A rebate ____ % be considered regarding development charges in respect of the 2024/2025 financial year as incentive to promote development and attract investment.*

3. KOPPELING AAN GOP / ALIGNMENT TO THE IDP

Strategic Goal 3 : Quality and reliable services
Strategic Goal 4 : A healthy and sustainable environment

4. **RECOMMENDATION**

(a) *The attached Development Charges for the 2024/2025 financial year be approved:*

- *“Greenfields” Development Charges for bulk electricity – (Annexure “A”).*
- *“Brownfields” Development Charges for electricity – Swartland Municipal Area (Annexure “B”).*
- *Development Charges for water – (Annexure “C”).*
- *Development Charges for sewerage - (Annexure “D”).*
- *Development Charges for roads - (Annexure “E”).*

(b) *A rebate of ____% be considered regarding development charges in respect of the 2024/2025 financial year as an incentive to promote development and attract investors.*

(c) *Developers have to enter into an agreement with the Municipality regarding the payment of charges in terms of the existing policies;*

(d) *Actual Cost of Development Charges will apply to all developments, as determined and calculated by the Directors of Infrastructure/Civil Engineering Services and Electrical Engineering Services;*

AANBEVELING

(a) Die aangehegte ontwikkelingbydraes vir die 2024/2025 finansiële jaar goedgekeur word:

- Greenfields"-ontwikkelingbydraes vir grootmaat elektrisiteit - (Bylae "A");
- "Brownfields"-ontwikkelingbydraes vir elektrisiteit (Bylae "B");
- Ontwikkelingbydraes water (Bylae "C");
- Ontwikkelingsbydraes vir riool (Bylae "D");
- Ontwikkelingsbydraes vir paaie – (Bylae "E")

(b) 'n Korting van ____% op genoemde ontwikkelingbydraes ten opsigte van die 2024/2025 finansiële jaar toegestaan word as aanspooring om ontwikkeling te bevorder en beleggers te lok.

(c) Ontwikkelaars 'n ooreenkoms met die Munisipaliteit aangaan m.b.t. die betaling van ontwikkelingbydraes ingevolge die bestaande beleide.

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

(get) J S Krieger

MUNISIPALE BESTUURDER

AMZ/ds

2024/2025 "GREEN FIELDS" Development Charges for Bulk Electricity

Annexure A

PROPOSED GREENFIELDS DEVELOPMENT CHARGES(DC'S) FOR BULK ELECTRICITY

Land-use	Cost per	Malmesbury *	Moorreesburg **	Darling ***	Yzerfontein ****	Ongegund	Total for Electricity
Residential: Low (4 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 14 000,00	R 7 000,00	R 12 319,92	R 30 511,54	R 8 635,10	R 65 380,88
15%	Vat	R 2 100,00	R 1 050,00	R 1 847,99	R 4 576,73	R 1 295,26	R 9 807,13
	Total	R 16 100,00	R 8 050,00	R 14 167,91	R 35 088,27	R 9 930,36	R 75 188,01
Residential: Single (15 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 10 500,00	R 5 250,00	R 9 239,94	R 22 883,66	R 7 145,80	R 49 705,13
15%	Vat	R 1 575,00	R 787,50	R 1 385,99	R 3 432,55	R 1 071,87	R 7 455,77
	Total	R 12 075,00	R 6 037,50	R 10 625,93	R 26 316,20	R 8 217,67	R 57 160,90
Residential: Medium (20-25 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 8 750,00	R 4 375,00	R 7 699,95	R 19 069,71	R 6 401,15	R 41 867,26
15%	Vat	R 1 312,50	R 656,25	R 1 154,99	R 2 860,46	R 960,17	R 6 280,09
	Total	R 10 062,50	R 5 031,25	R 8 854,94	R 21 930,17	R 7 361,32	R 48 147,35
Residential: High (30-60 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 8 750,00	R 4 375,00	R 7 699,95	R 19 069,71	R 6 401,15	R 41 867,26
15%	Vat	R 1 312,50	R 656,25	R 1 154,99	R 2 860,46	R 960,17	R 6 280,09
	Total	R 10 062,50	R 5 031,25	R 8 854,94	R 21 930,17	R 7 361,32	R 48 147,35
Affordable Housing (30-40 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 5 250,00	R 2 625,00	R 4 619,97	R 11 441,83	R 3 572,90	R 24 852,57
15%	Vat	R 787,50	R 393,75	R 693,00	R 1 716,27	R 535,93	R 3 727,89
	Total	R 6 037,50	R 3 018,75	R 5 312,97	R 13 158,10	R 4 108,83	R 28 580,45
Subsidized Housing (30-40 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 3 500,00	R 1 750,00	R 3 079,98	R 6 521,74	R 1 489,30	R 15 675,75
15%	Vat	R 525,00	R 262,50	R 462,00	R 978,26	R 223,40	R 2 351,36
	Total	R 4 025,00	R 2 012,50	R 3 541,98	R 7 500,00	R 1 712,70	R 18 027,11
Commercial: Retail		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA

	KVA	R 3 500,00	R 1 750,00	R 3 079,98	R 7 627,89	R 539,70	R 14 726,14
15%	Vat	R 525,00	R 262,50	R 462,00	R 1 144,18	R 80,95	R 2 208,92
	Total	R 4 025,00	R 2 012,50	R 3 541,98	R 8 772,07	R 620,65	R 16 935,07
Commercial: Offices		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA
	KVA	R 3 400,00	R 1 750,00	R 3 079,98	R 7 627,89	R 539,70	R 14 726,14
15%	Vat	R 510,00	R 262,50	R 462,00	R 1 144,18	R 80,95	R 2 208,92
	Total	R 3 910,00	R 2 012,50	R 3 541,98	R 8 772,07	R 620,65	R 16 935,07
Industrial		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA
	KVA	R 3 400,00	R 1 750,00	R 3 079,98	R 7 627,89	R 539,70	R 14 726,14
15%	Vat	R 510,00	R 262,50	R 462,00	R 1 144,18	R 80,95	R 2 208,92
	Total	R 3 910,00	R 2 012,50	R 3 541,98	R 8 772,07	R 620,65	R 16 935,07

* Bulk cost for De Hoop Substation used

** Bulk Cost for upgrades of 2nd line to Moorreesburg Substation used

*** Bulk Cost for Eskom upgrades at Darling based on estimates

**** Bulk Cost for Eskom upgrades at Yzerfontein Substation based on estimates

2024/2025 "Brownfields" Delopment Charges for Electricity

Annexure B

PROPOSED BROWNFIELDS DEVELOPMENT CHARGES (DC'S) FOR ELECTRICITY

Land-use	Cost per	Malmesbury	Moorreesburg	Darling	Yzerforntein	Ongegund	Total for Electricity
Residential: Low (4 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 2 851,96	R 25 915,39
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 427,79	R 3 887,31
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 3 279,76	R 29 802,70
Residential: Single (15 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 2 851,96	R 25 915,39
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 427,79	R 3 887,31
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 3 279,76	R 29 802,70
Residential: Medium (20-25 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 2 851,96	R 25 915,39
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 427,79	R 3 887,31
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 3 279,76	R 29 802,70
Residential: High (30-60 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 2 851,96	R 25 915,39
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 427,79	R 3 887,31
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 3 279,76	R 29 802,70
Affordable Housing (30-40 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 1 425,98	R 24 489,41
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 213,90	R 3 673,41
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 1 639,88	R 28 162,82
Subsidized Housing (30-40 units/ha)		Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit
	Unit	R 4 278,53	R 4 278,53	R 4 278,53	R 10 227,83	R 1 425,98	R 24 489,41
15%	Vat	R 641,78	R 641,78	R 641,78	R 1 534,18	R 213,90	R 3 673,41
	Total	R 4 920,31	R 4 920,31	R 4 920,31	R 11 762,01	R 1 639,88	R 28 162,82

Commercial: Retail		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA
	KVA	R 862,34	R 862,34	R 862,34	R 862,34	R 574,78	R 4 024,16
	15% Vat	R 129,35	R 129,35	R 129,35	R 129,35	R 86,22	R 603,62
	Total	R 991,70	R 991,70	R 991,70	R 991,70	R 661,00	R 4 627,78
Commercial: Offices		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA
	KVA	R 862,34	R 862,34	R 862,34	R 862,34	R 574,78	R 4 024,16
	15% Vat	R 129,35	R 129,35	R 129,35	R 129,35	R 86,22	R 603,62
	Total	R 991,70	R 991,70	R 991,70	R 991,70	R 661,00	R 4 627,78
Industrial		Per KVA	Per KVA	Per KVA	Per KVA	Per KVA	Per KVA
	KVA	R 862,34	R 862,34	R 862,34	R 862,34	R 574,78	R 4 024,16
	15% Vat	R 129,35	R 129,35	R 129,35	R 129,35	R 86,22	R 603,62
	Total	R 991,70	R 991,70	R 991,70	R 991,70	R 661,00	R 4 627,78

DEVELOPMENT CHARGES FOR WATER
(ANNEXURE C)

Development Charges Catagories		Water Demand	Malm, Abb, Riv, Chats, Kalb	Darling	Moor, Koringb	R-Kast, R-Wes, Ongegund	Yzerf	Swartland average	Swartland Bulk
Land Use	Demand Unit								
Residential									
Base unit water demand of 1 000ℓ/d		1000 ℓ/d	R 14 062	R 16 804	R 9 294	R 23 619	R 2 274	R 13 850	R 25 033
Single Residential >1000m ²	Dwelling	1250 ℓ/d	R 17 577	R 21 005	R 11 618	R 29 524	R 2 842	R 17 312	R 31 291
Single Residential >650m ²	Dwelling	800 ℓ/d	R 11 250	R 13 443	R 7 435	R 18 895	R 1 819	R 11 080	R 20 026
Single Residential >350m ²	Dwelling	600 ℓ/d	R 8 437	R 10 083	R 5 576	R 14 171	R 1 364	R 8 310	R 15 020
Single Residential <350m ²	Dwelling	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
General Residential >650m ²	Dwelling	800 ℓ/d	R 11 250	R 13 443	R 7 435	R 18 895	R 1 819	R 11 080	R 20 026
General Residential >200m ²	Dwelling	600 ℓ/d	R 8 437	R 10 083	R 5 576	R 14 171	R 1 364	R 8 310	R 15 020
General Residential <200m ²	Dwelling	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
General Residential: Flat	Unit	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Second/Additional Dwelling	Dwelling	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Accomodation Astablishments									
Guest House	Room	250 ℓ/d	R 3 515	R 4 201	R 2 324	R 5 905	R 568	R 3 462	R 6 258
Boarding	Learner	100 ℓ/d	R 1 406	R 1 680	R 929	R 2 362	R 227	R 1 385	R 2 503
Business									
Commercial: Retail	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Commercial: Offices	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Commercial: Business	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Industrial									
General Industrial	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Light Industrial	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Community Facilities									
Education	Learner	20 ℓ/d	R 281	R 336	R 186	R 472	R 45	R 277	R 501
Care/medical facility	Bed	60 ℓ/d	R 844	R 1 008	R 558	R 1 417	R 136	R 831	R 1 502
Institutional/Authority	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013
Place of assembly	100m ² GLA	400 ℓ/d	R 5 625	R 6 722	R 3 718	R 9 448	R 909	R 5 540	R 10 013

DEVELOPMENT CHARGES FOR SEWER

(ANNEXURE D)

Development Charges Catagories		Water Demand	Factor	Sewer Flow	Malm, Abb, Riv, Chats, Kalb		Darling		Moor, Koringb		R-Kast, R-Wes, Ongegund		Yzerfontein		Swartland average	Swartland average
Land Use	Demand Unit				Retic	WWTW	Retic	WWTW	Retic	WWTW	Retic	WWTW	Retic	WWTW	Retic	WWTW
Residential																
Base unit sewer flow of 1 000l/d		1000 ℓ/d	1	1000 ℓ/d	R 10 931	R 11 850	R 14 441	R 31 320	R 9 294	R 27 911	R 24 593	R 33 071	R 14 247	R 34 572	<i>R 14 701</i>	<i>R 27 745</i>
Single Residential >1000m ²	Dwelling	1250 ℓ/d	0,55	687,5 ℓ/d	R 7 515	R 8 147	R 9 928	R 21 532	R 6 390	R 19 189	R 16 908	R 22 736	R 9 795	R 23 768	<i>R 10 107</i>	<i>R 19 074</i>
Single Residential >650m ²	Dwelling	800 ℓ/d	0,55	440 ℓ/d	R 4 810	R 5 214	R 6 354	R 13 781	R 4 089	R 12 281	R 10 821	R 14 551	R 6 269	R 15 212	<i>R 6 469</i>	<i>R 12 208</i>
Single Residential >350m ²	Dwelling	600 ℓ/d	0,7	420 ℓ/d	R 4 591	R 4 977	R 6 065	R 13 154	R 3 904	R 11 723	R 10 329	R 13 890	R 5 984	R 14 520	<i>R 6 175</i>	<i>R 11 653</i>
Single Residential <350m ²	Dwelling	400 ℓ/d	0,7	280 ℓ/d	R 3 061	R 3 318	R 4 044	R 8 770	R 2 602	R 7 815	R 6 886	R 9 260	R 3 989	R 9 680	<i>R 4 116</i>	<i>R 7 769</i>
General Residential >650m ²	Dwelling	800 ℓ/d	0,7	560 ℓ/d	R 6 121	R 6 636	R 8 087	R 17 539	R 5 205	R 15 630	R 13 772	R 18 520	R 7 979	R 19 360	<i>R 8 233</i>	<i>R 15 537</i>
General Residential >200m ²	Dwelling	600 ℓ/d	0,7	420 ℓ/d	R 4 591	R 4 977	R 6 065	R 13 154	R 3 904	R 11 723	R 10 329	R 13 890	R 5 984	R 14 520	<i>R 6 175</i>	<i>R 11 653</i>
General Residential <200m ²	Dwelling	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>
General Residential: Flat	Unit	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>
Second/Additional Dwelling	Dwelling	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>
Accomodation Astablishments																
Guest House	Room	250 ℓ/d	0,8	200 ℓ/d	R 2 186	R 2 370	R 2 888	R 6 264	R 1 859	R 5 582	R 4 919	R 6 614	R 2 849	R 6 914	<i>R 2 940</i>	<i>R 5 549</i>
Boarding	Learner	100 ℓ/d	0,8	80 ℓ/d	R 874	R 948	R 1 155	R 2 506	R 744	R 2 233	R 1 967	R 2 646	R 1 140	R 2 766	<i>R 1 176</i>	<i>R 2 220</i>
Business																
Commercial: Retail	100m ² GLA	400 ℓ/d	0,7	280 ℓ/d	R 3 061	R 3 318	R 4 044	R 8 770	R 2 602	R 7 815	R 6 886	R 9 260	R 3 989	R 9 680	<i>R 4 116</i>	<i>R 7 769</i>
Commercial: Offices	100m ² GLA	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>
Commercial: Business	100m ² GLA	400 ℓ/d	0,7	280 ℓ/d	R 3 061	R 3 318	R 4 044	R 8 770	R 2 602	R 7 815	R 6 886	R 9 260	R 3 989	R 9 680	<i>R 4 116</i>	<i>R 7 769</i>
Industrial																
General Industrial	100m ² GLA	400 ℓ/d	0,6	240 ℓ/d	R 2 623	R 2 844	R 3 466	R 7 517	R 2 231	R 6 699	R 5 902	R 7 937	R 3 419	R 8 297	<i>R 3 528</i>	<i>R 6 659</i>
Light Industrial	100m ² GLA	400 ℓ/d	0,6	240 ℓ/d	R 2 623	R 2 844	R 3 466	R 7 517	R 2 231	R 6 699	R 5 902	R 7 937	R 3 419	R 8 297	<i>R 3 528</i>	<i>R 6 659</i>
Community Facilities																
Education	Learner	20 ℓ/d	0,7	14 ℓ/d	R 153	R 166	R 202	R 438	R 130	R 391	R 344	R 463	R 199	R 484	<i>R 206</i>	<i>R 388</i>
Care/medical facility	Bed	60 ℓ/d	0,8	48 ℓ/d	R 525	R 569	R 693	R 1 503	R 446	R 1 340	R 1 180	R 1 587	R 684	R 1 659	<i>R 706</i>	<i>R 1 332</i>
Institutional/Authority	100m ² GLA	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>
Place of assembly	100m ² GLA	400 ℓ/d	0,8	320 ℓ/d	R 3 498	R 3 792	R 4 621	R 10 022	R 2 974	R 8 931	R 7 870	R 10 583	R 4 559	R 11 063	<i>R 4 704</i>	<i>R 8 878</i>

DEVELOPMENT CHARGES FOR ROADS

(ANNEXURE E)

Development Charges		Mam, Abb, Riv, Chats, Kell	Darling	Moor, Koringb	R-Kasteel	R-Wes	Yzerf	Swartland average
Land Use	Demand Unit	R/unit						
Residential								
Single Residential >1000m ²	Dwelling	R 21 208	R 15 108	R 14 941	R 16 394	R 15 837	R 12 552	R 16 007
Single Residential >650m ²	Dwelling	R 20 008	R 14 253	R 14 095	R 15 466	R 14 941	R 11 841	R 15 101
Single Residential >350m ²	Dwelling	R 18 006	R 12 827	R 12 685	R 13 920	R 13 446	R 10 656	R 13 590
Single Residential <350m ²	Dwelling	R 18 006	R 12 827	R 12 685	R 13 920	R 13 446	R 10 656	R 13 590
General Residential >650m ²	Dwelling	R 16 907	R 12 626	R 11 911	R 13 071	R 12 626	R 10 006	R 12 858
General Residential >200m ²	Dwelling	R 15 956	R 11 914	R 11 240	R 12 335	R 11 914	R 9 444	R 12 134
General Residential <200m ²	Dwelling	R 10 054	R 9 338	R 8 810	R 9 667	R 9 338	R 7 401	R 9 101
General Residential: Flat	Unit	R 11 004	R 7 538	R 7 454	R 8 180	R 7 901	R 6 261	R 8 056
Second/Additional Dwelling	Dwelling	R 11 004	R 7 538	R 7 454	R 8 180	R 7 901	R 6 261	R 8 056
Accommodation Establishments								
Quest House	Room	R 5 324	R 4 165	R 4 177	R 5 315	R 3 986	R 1 927	R 4 149
Boarding	Learner	R 2 545	R 1 813	R 1 793	R 1 967	R 1 900	R 1 506	R 1 921
Business								
Retail	100m ² GLA	R 40 386	R 29 574	R 29 680	R 37 736	R 20 246	R 13 674	R 28 549
Offices	100m ² GLA	R 27 348	R 17 172	R 17 172	R 17 490	R 13 144	R 7 950	R 16 713
General Business	100m ² GLA	R 22 684	R 17 702	R 17 808	R 22 684	R 12 084	R 8 162	R 16 854
Service Station	100m ² GLA	R 118 296	R 92 538	R 92 856	R 118 084	R 88 616	R 42 824	R 92 202
Industrial								
General Industrial	100m ² GLA	R 3 816	R 2 968	R 2 968	R 3 816	R 2 862	R 1 378	R 2 968
Light Industrial	100m ² GLA	R 14 204	R 8 904	R 8 904	R 11 342	R 8 480	R 4 134	R 9 328
Community Facilities								
Education	Learner	R 2 545	R 1 813	R 1 793	R 1 967	R 1 900	R 1 506	R 1 921
Care/medical facility	Bed	R 14 894	R 5 825	R 6 491	R 7 434	R 5 575	R 2 696	R 7 152



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Finansiële Dienste
16 Mei 2024

1/1; 1/1/3/16

WYK: Alle wyke

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	AANBEVELING VIR DIE AANVAARDING VAN DIE VERORDENING INSAKE KREDIETBEHEER- EN SKULDINVORDERING
SUBJECT:	RECOMMENDATION FOR THE ADOPTION OF THE CREDIT CONTROL AND DEBT COLLECTION BY-LAW

1. BACKGROUND

- 1.1 The Swarthland Municipality: Draft Credit Control and Debt Collection By-law was introduced in Council on 28 March 2024 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.
- 1.2 The draft by-law was published on the municipal website and in the local newspapers in both Afrikaans and English for comments/inputs by Wednesday, 15 May 2024 (see attached notice 68/23/24). No comments and/or objections were received.

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 20 March 2024, 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 28 March 2024. Period of comment 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 31 May 2024, via Executive Mayoral Committee (meeting on 21 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 31 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.	Effective, 1 July 2024

2.2/...

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).

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) and a recommendation (see paragraph 3).

2.4 **Executive Summary of the draft by-law** (as was submitted in Council on 28 March 2024)

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.

The amendments further involve 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.

3. **RECOMMENDATION**

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

AANBEVELING

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

(get) M Bolton

DIREKTEUR: FINANSIËLE DIENSTE

SWARTLAND MUNICIPALITY

DRAFT CREDIT CONTROL AND DEBT COLLECTION BY-LAW

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:-

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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;

beskikbaarheidsgelde beteken gelde wat gehef 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 Maatskappywet 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) openbaredienste-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 buitegrense 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) leningspaaierement,
- (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 -lisensiering, 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 rekeninge), 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, verbruiker 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 verbruiker vir 'n nuwe diens-aansluiting aansoek te doen binne 14 (veertien) dae vanaf die dood van die eienaar of vorige verbruiker.
- 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 verbruiker aangegaan is vir die betaling van die bedrae in subartikel (a) hier bo bedoel; en
 - (c) die verbruiker alle heffings betaal het wat in die Munisipaliteit se Tariefbeleid bepaal word as strafmaatreël 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 aanbidding 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 peustering 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.

SWARTLAND MUNICIPALITY

NOTICE NR 68/2023/2024

OPPORTUNITY TO SUBMIT REPRESENTATIONS: DRAFT CREDIT CONTROL AND DEBT COLLECTION BY-LAW

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 adopt and implement the following draft by-law:

- Swartland Municipality: Credit Control and Debt Collection By-law

Said by-law aims to amend and repeal the Swartland Municipality: Credit Control and Debt Collection By-law as promulgated in Provincial Gazette, PG 8246 dated 10 June 2020.

The draft by-law is available in terms of the aforesaid legislation for public inspection during normal office hours at the municipal offices and/or libraries in Malmesbury, Moorreesburg, Abbotsdale, Darling, Chatsworth, Riebeek West, Riebeek Kasteel and Yzerfontein. The draft by-law is also available on the municipal website at www.swartland.org.za.

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 Wednesday, 15 May 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 Preston Sheldon at tel. (022) 487 9400.

J J SCHOLTZ
MUNICIPAL MANAGER

MUNICIPAL OFFICES
PRIVATE BAG X52
MALMESBURY

28 March 2024



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
6 May 2024

8/1/B/1
WYK: Alle Wyke

ITEM 7.6 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD
ON 21 MAY 2024

SUBJECT: AMENDMENTS TO PREFERENTIAL PROCUREMENT POLICY

1. **BACKGROUND/DISCUSSION**

On 4 November 2022 new *Preferential Procurement Regulations, 2022* has been promulgated in the Government Gazette which took effect on 16 January 2023.

Upon reviewing of the municipality's Preferential Procurement Policy, the need arose to make minor changes to the policy.

2. **LEGISLATION**

Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations.
Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. **ALIGNMENT TO THE IDP**

Strategic Outcome 1: A Financially Sustainable Municipality With Well Maintained Assets. The execution of the SCM Policy is linked to various outputs.

4. **FINANCIAL IMPLICATION**

None

5. **PROPOSED AMENDMENTS**

Attached as Appendix B, find the proposed amendments to the municipality's Preferential Procurement Policy (Paragraph 9.2, page 8).

6. **RECOMMENDATION/AANBEVELING**

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

(a) *Dat die voorgestelde wysigings aan die munisipaliteit se Voorkeurverkrygingsbeleid, soos uiteengesit in Bylaag B, met onmiddellike effek deur die Raad goedgekeur word.*

(get) M Bolton

.....
DIRECTOR: Financial Services

SWARTLAND MUNICIPALITY

PREFERENTIAL PROCUREMENT POLICY

Adopted: 16 January 2023 (replacing the Preferential Procurement Policy adopted on 23 March 2017)
Amended: May 2024

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1. Definitions

In this Policy, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned—

"Acceptable Tender" mean any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9 (1) of the BBEEA.

"Black people" has the meaning assigned to it in section 1 of the BBEEA.

"Designated group" means black designated groups, black people, women, people with disabilities; or small enterprises which are enterprises, owned, managed, and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

"Disability" means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

"EME" means

(1) exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the BBEEA.

(2) an entity with an annual turnover of R10 000 00.000 (ten million Rand) or less

"Large Enterprises" is a company with an annual turnover in excess of R50 million.

"highest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

"Locality" means the local suppliers and/or service providers that reside within the Municipal area

"lowest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

"National Treasury" has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

"price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

"Proof of B-BBEE status level of contributor" means the B-BBEE status level certificate issued by an authorised body or person

1) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

2) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

"Proof of locality" means a –

1) municipal account in the name of the tenderer not older than 90 days;

2) lease agreement where the tenderer is the lessee; or

3) an official letter from the bank confirming the registered business address of the tenderer;

"Qualifying Small Enterprise (QSE)" is a company with a turnover between R10 million and R50 million

"Rand value" means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

"SMME" means small, medium and micro enterprises namely Exempted Micro Enterprises and Qualifying Small Enterprises

"specific goals" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;

"tender" means a written offer in the form determined by the municipality in response to an invitation to provide goods or services through price quotations (transactions with a value above R10,000.00 up to R200,000.00, VAT inclusive), competitive tendering process or any other method envisaged in legislation;

“tender for income-generating contracts” means a written offer in the form determined by the municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the municipality and a third party that produces revenue for the municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

“the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

“the municipality” refer to Swartland Municipality

2. Introduction

- 2.1 The Constitution of the Republic of South Africa, 1996, provides in sections 152(1)(c) and 152(2) that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).
- 2.2 The Constitution provides in Section 217 that an organ of state must contract for goods or services in accordance with a procurement system which is fair, equitable, transparent, competitive, and cost effective and to implement a policy to grant preferences within a framework prescribed by National Legislation.
- 2.3 The Broad-Based Black Economic Empowerment Act, 2003 provides in section 10 (b) that every organ of state and public entity must apply any relevant code of good practice issued in terms of the Act in developing and implementing a preferential procurement policy.
- 2.4 The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)-[PPPFA] was promulgated by the Minister in response to the Constitutional provision and allow for a Municipality to develop a preferential procurement policy and to implement such policy within the PPPFA framework.
- 2.4.1 Section 2 (1) (d) (i) and (ii) of the Preferential Procurement Policy Framework Act, 2000 refers to specific goals which may include:
 - (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (ii) implementing the programmes of the Reconstruction and Development Programme (RDP) as published in *Government Gazette* 16085 dated 23 November 1994.
- 2.4.2 The RDP (1994), as basis for development in South Africa, was meant to provide a holistic, integrated, coherent socio-economic policy that is aimed at mobilising people and resources to work towards the upliftment of the material and social conditions of local communities to build sustainable livelihoods for these communities.
- 2.4.3 In terms of Section 2 (1)(d)(ii), the following activities may be regarded as a contribution towards achieving the goals of the RDP, in addition to the awarding of preference points in favour of HDIs (published in *Government Gazette* No. 16085 dated 23 November 1994):
 - (i) The promotion of South African owned enterprises;
 - (ii) The promotion of export orientated production to create jobs;
 - (iii) The promotion of SMMEs;
 - (iv) The creation of new jobs or the intensification of labour absorption;
 - (v) The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;
 - (vi) The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;
 - (vii) The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area;
 - (viii) The promotion of enterprises located in rural areas;
 - (ix) The empowerment of the work force by standardising the level of skill and knowledge of workers;

- (x) The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and
- (xi) The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations.

2.5 The Minister of Finance gazetted the new Preferential Procurement Regulations, 2022 dated 4 November 2022 in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (PPPFA).

3. Purpose and Objectives

3.1 (a) The purpose of this policy is to:

- (i) Provide for categories of preference in awarding of bids;
- (ii) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
- (iii) Clarify the mechanisms how the above items in paragraph 3.1 (a) (i) and (ii) will be implemented.

3.2 (b) The objectives to be achieved through this policy is to:

- (i) Promote Black-Based Black Economic Empowerment (B-BBEE) - enterprises providing services and goods.
- (ii) Promote local labour and/ or promotion of enterprises located in the municipal area.
- (iii) Promote Small Medium and Micro Enterprises (SMME's), Joint Ventures, Consortiums, and partnerships.
- (iv) Implement recognised best procurement practises through effective planning, strategic purchasing, and contract management.

The policy rests upon certain core principles of behaviour as set out in the Constitution and ratified by the Constitutional Certification Judgements. In this context, the policy will be applied in accordance with a system, which is fair, equitable, transparent, competitive, and cost-effective in terms of Section 217 of the Constitution.

This policy strives to ensure that the objectives for uniformity in the supply chain management systems between Municipalities/Municipal entities, is not undermined and consistency with the SCM policies in line with sections 152(1)(c) and 152(2) of the Constitution.

4. Application of Preference Point System

4.1 The Municipality will, in the tender documents, stipulate —

- (a) the preference point system applicable; and
- (b) any specific goal as envisaged in section 2(1)(d) and (e) of the Preferential Procurement Act.

4.2 If it is unclear whether the 80/20 or 90/10 preference point system applies—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. 80/20 preference point system for acquisition of goods or services with a Rand value above R10,000.00 up to a Rand value equal to R50 million

5.1 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value above R10,000.00 up to a Rand value equal to R50 million,

inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- 5.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- 5.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 5.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 5.5 A tenderer failing to submit proof of B-BBEE status level of contributor with his quotation/tender or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 5.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 5.7 A tenderer failing to submit proof of locality with his quotation/tender may not be disqualified, but will only score 0 points for locality.
- 5.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 5.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

6. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million

- 6.1 The following formula must be used to calculate the points out 90 for price in respect of an invitation for tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

- 6.2 A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.
- 6.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 6.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 6.5 A tenderer failing to submit proof of B-BBEE status level of contributor with his quotation/tender or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 6.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 6.7 A tenderer failing to submit proof of locality with his quotation/tender may not be disqualified, but will only score 0 points for locality.
- 6.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 6.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest

points.

7. 80/20 preference points system for tenders for income-generating contracts with a Rand value above R10,000.00 up to a Rand value equal to R50 million

- 7.1 The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value above R10,000.00 up to a Rand value equal to R50 million, inclusive of all applicable taxes:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

- Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

- 7.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- 7.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 7.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 7.5 A tenderer failing to submit proof of B-BBEE status level of contributor with his quotation/tender or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 7.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 7.7 A tenderer failing to submit proof of locality with his quotation/tender may not be disqualified, but will only score 0 points for locality.
- 7.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 7.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 90/10 preference point system for tenders for income-generating contracts with Rand value above R50 million

- 8.1 The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

- Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

- 8.2 A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.
- 8.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

- 8.4 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 8.5 A tenderer failing to submit proof of B-BBEE status level of contributor with his quotation/tender or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- 8.6 A tenderer must submit proof of locality in order to claiming point(s) for locality.
- 8.7 A tenderer failing to submit proof of locality with his quotation/tender, may not be disqualified, but will only score 0 points for locality.
- 8.8 A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price in addition to points for B-BBEE or locality, as the case may be.
- 8.9 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. Specified Contract Participation Goals

- 9.1 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, to be attained.
- 9.2 Tenders for income-generating contracts points will be allocated in terms of the BBBEE scorecard as follows:

(a) Residential Properties and Promotion of local SMME's

Locality of bidder	Number of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of the town where the subject property is located	10	5
Within the boundaries of the Swartland Municipality	10	5

(b) All other income-generating contracts

Locality of bidder	Number of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of South Africa	20	10

- 9.3 For any other tenders a maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), will be allocated for specific goals. These goals are:
- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (b) local labour and/ or promotion of enterprises located in the municipal area.
- 9.4 Regarding paragraph 9.3 (a) 50% of the 20/10 points will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	8	4
4	5	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
Non-compliant contributor	0	0

- 9.5 A tenderer must submit proof of its BBBEE status level contributor [scorecard].
- 9.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 9.6.1 may only score in terms of the 80/90-point formula for price; and
- 9.6.2 scores 0 points for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 9.7 Regarding paragraph 9.3 (b) 50% of the 20/10 points will be allocated to promote this goal. Points will be allocated as follows.

Locality of supplier	Number of Points for Locality (80/20)	Number of Points for Locality (90/10)
Within the boundaries of the Western Cape	4	2
Within the boundaries of Swartland Municipality	6	3

- 9.8 The policy should not include Pre-qualification goals.
- 9.9 Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.
- 9.10 A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.
- (i) may only score in terms of the 80/90-point formula for price; and
- (ii) scores 0 points for the relevant specific goals where the supplier or service provider did not stipulate locality.
- 9.11 The preference points scored by a tenderer must be added to the points scored for price.
- 9.12 The points scored must be rounded off to the nearest two decimal places.
- 9.13 The contract must be awarded to the tenderer scoring the highest preference points.

10. Criteria for breaking deadlock in scoring

- 10.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 10.2 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Remedies

- 11.1 If the municipality is of the view that a tenderer submitted false information regarding a specific goal, it must—
- (a) inform the tenderer accordingly; and
- (b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.
- 11.2 After considering the representations referred to in subregulation (1)(b), the municipality may, if it concludes that such information is false—
- (a) disqualify the tenderer or terminate the contract in whole or in part; and
- (b) if applicable, claim damages from the tenderer.

12. Short title

This policy is called the Preferential Procurement Policy of the Swartland Municipality.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Munisipale Bestuurder
26 April 2024

3/4/4/B

ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	ADOPTION OF WARD ALLOCATION POLICY AANVAARDING VAN WYKSTOEKENINGSBELEID
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1. AGTERGROND

- 1.1 Die konsep Wykstoekeningsbeleid is op 15 November 2023 aan die Uitvoerende Burgemeesterskomitee voorgelê ten einde geleentheid te gee om insette/kommentaar op die beleid te ontvang.
- 1.2 Die beleid is ook aan wyksraadslede gesirkuleer vir hulle insette/kommentaar.
- 1.3 Die implementering van die Wykstoekeningsbeleid sal toesien dat die jaarlikse wyksgelde, wat deur elke wyk ontvang word, op 'n geordende wyse toegeken en spandeer word.

Die doelstellings van die beleid is om –

- (1) Aan die mandaat van Plaaslike Regering te voldoen;
- (2) Aan raadsbeleide te voldoen;
- (3) Die doelwitte van die GOP te ondersteun;
- (4) Te verseker dat die geïdentifiseerde projekte tot voordeel van die gemeenskap sal wees.

- 1.4 Die kommentaar/insette is bygewerk tot die konsep beleid – sien aangeheg.

2. ALIGNMENT WITH THE IDP

Strategic Outcome 1

Financially sustainable municipality with well maintained assets.

Strategic Goal 3

Quality and sustainable living environment.

3. AANBEVELING

- (a) Dat die Wykstoekeningsbeleid aanvaar word vir implementering met ingang van 1 Julie 2024 – m.a.w. vir identifisering van projekte vir die 2025/2026 finansiële jaar.

RECOMMENDATION

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

(get) J J Scholtz
MUNISIPALE BESTUURDER



WARD COMMITTEE ALLOCATION POLICY

~~FIRST DRAFT: NOVEMBER 2023~~

~~(3rd draft): April May 2024~~

Process followed

1. Submitted as a draft to Mayco on 15 November 2023.
2. Circulated to ward councillors for comments.
3. Submitted to Mayco on 13 December 2023, referred back for further comments
4. Submitted to Mayco on 22 May 2024

For implementation 1 July 2024.

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1. DEFINITIONS AND ABBREVIATIONS

“capital items” refers to expenditure relating to the purchase/upgrade/refurbishment of a municipal asset (property, plant and equipment).

“IDP” - Integrated Development Plan.

“operational requirements” refers to expenditure (other than capital) in respect of municipal activities and include repairs and maintenance of municipal assets.

“relevant directorate” is the directorate whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project.

“ward committee” means a committee that has been established for each ward in terms of Section 73 of the Local Government: Municipal Structures Act (Act No. 117 of 1998).

“user department” is the municipal department that is responsible for executing the project.

“ward project” a project identified by the Ward Councillor **in line** with the identified IDP needs, in consultation with the ward committee and financed by the ward allocation.

2. PROBLEM STATEMENT

The ward allocations process has been delayed periodically due to late identification and submission of proposed projects. Sufficient time is then not allowed to evaluate and cost the proposed projects. Proposed ward allocation projects do not always fall within the mandate of the municipality and in certain instances the incorrect criteria and processes are used to spend the funding in time.

3. POLICY OBJECTIVES

The objectives of the ~~Ward Committee~~ Allocations Policy are to enable the municipality to expedite certain projects in the wards, which have been identified by Ward Councillors, supported by Ward Committees and authorised by the municipality, and which comply with the following:

- 3.1 Local Government's mandate and objectives.
- 3.2 Council policies;
- 3.3 Support the objectives of the IDP;
- 3.4 Directly benefit the community.

4. REGULATORY FRAMEWORK

This policy draws its legal mandate from the following laws and relevant policies, as amended from time to time:

- 4.1 The Constitution of the Republic of South Africa, 1996;
- 4.2 The Swartland Municipality Integrated Development Plan (IDP);
- 4.3 Local Government Municipal Systems Act, 2000 (Act 32 of 2000);
- 4.4 The Asset Management Policy;
- 4.5 The Virement Policy;
- 4.6 The Supply Chain Management Policy; and
- 4.7 The Municipal Budget Reporting Regulations.

5. POLICY PARAMETERS

- 5.1 The provision of this policy applies to the spending of municipal funds by the ~~Ward Committees~~ Ward Councillor, with the assistance and support of the user department
- 5.2 The policy applies to all programmes and projects within the Swartland Municipal area, funded by ward allocations and authorised by the municipality after the approval of this policy.

6. SELECTION OF PROJECTS

The following projects are selected to benefit from ~~Ward Committee~~ Allocations:

- 6.1 Equipment and fencing for parks in the wards;

- 6.2 CCTV camera equipment, technology, equipment to mount and install the camera and provision of electricity, (usage of electricity to be accommodated in operating budget) and facilities and equipment
Neighbourhood watches.
- 6.3 Sporting Equipment for Clubs/ Schools.
- 6.4 Equipment for registered crèches.
- 6.5 Equipment for an organisation serving Disabled or Elderly persons.
- 6.6 Fencing off, of municipal property and walkways.
- 6.7 Speed bumps, (inclusive of signage and road marks) subject to an assessment in terms of the Traffic Calming Policy
- 6.8 Planting of trees, provided that the community take ownership.
- 6.9 X-mas decorations (maintenance and installation)
- 6.10 Signage of street names (inclusive of poles and installation)
- 6.11 Establishment of economic activities for SMME's
- 6.12 Upgrade and construction of walkways, sidewalks, streets, and pedestrian and cycle pathways.
- 6.13 Preparation and cleaning of walls to allow "wall art", subject to prior approval by the municipality.
- 6.14 Paint for the "wall art".
- 6.15 Procurement of containers, inclusive of connection of services, for the purposes mentioned in this policy.
- 6.16 Provision of additional refuse bags to ward committee members to assist in clean up campaigns.

7. CRITERIA FOR THE SELECTION OF PROJECTS

Ward committee funds must be used for expenditure to improve the lives and safety of the community within a ward. Projects that are to be implemented under the Ward Committee Allocations Policy shall comply with the following criteria:

- 7.1 Shall be within Local Government mandate as defined in legislation.
- 7.2 Shall be aligned with the objectives and pillars of the IDP.
- 7.3 Shall comply with all the other policies of Council.
- 7.4 Shall be in line with the budget timelines approved by Council in each financial year.
- 7.5 Adequate supervisory control of all projects be provided by a Senior Manager in the relevant directorate.
- 7.6 All projects shall take place on municipal property, accept the projects mentioned in paragraphs 6.3; 6.4; 6.5, 6.8, 6.9; 7.11; 7.12

- 7.7 Projects shall, as far as possible, be completed within the financial year in respect of which they are approved.
- 7.8 Projects may cross ward boundaries provided the relevant Ward Councillors and Ward Committees are in agreement.
- 7.9 Projects must be technically evaluated and costed by the Senior Manager in the relevant department, to ensure that they are technically feasible, cost effective and compliant with budget prior to being considered by the Ward Councillor Committees.
- 7.10 Labour intensive approaches shall be developed to maximise EPWP opportunities wherever possible for all projects.
- 7.11 Crèches must be registered with the Provincial Department of Social Development to qualify for funding.
- 7.12 Old age homes must be registered with the Provincial Department of Social Services.
- 7.13 Funds may only be transferred to a registered NGO/NPO or an organisation that meets the following criteria:
- (a) Organisation is properly constituted and is apolitical.
 - (b) It has a constitution with verifiable active membership.
 - (c) Has held an annual general meeting within the previous 12 months.
- 7.14 Organisations must be able to provide audited financial statements, except for organisations defined in terms of Section 67(4) of the MFMA, who do not have audited financial statements and who serve the poor.
- 7.15 Audited outcomes must reflect an unqualified audit.
- 7.16 Funds may only be transferred to an organisation or body outside any sphere of government, after the accounting officer and/or Director: Financial Services is satisfied that such recipient is able to comply with the requirements of Section 67(1) or Section 67(4) of the MFMA.
- 7.17 No Councillors or their families may serve on the committee of the NGO/NPO, accept where a Councillor declare the interest upfront, for consideration by the Speaker, for approval or not.
- 7.18 Funding will not be for operational requirements.
- 7.19 All applications must be received by 30 September each financial year. Should no applications be received from a ward councillor for the full allocation for that financial year, then the Municipality will utilise the funds to benefit other community projects as identified by the Executive Mayor.



- 7.20 All documentation required for applications must be complete and must be submitted within 30 (thirty) days of being requested.
- 7.21 All assets should be placed on the Asset Register of the relevant directorate.
- 7.22 All purchases to be made by the municipality must comply with the Swartland Municipality's Supply Chain Management Policy.

7.23 PROCESS PLAN

ACTION	RESPONSIBLE	TIME LINE
STAGE 1: STRATEGIC INTENT		
Determine and announce strategic intent of all ward projects for the ensuing financial year	Mayor to appoint an MMC member(s), or a Councillor(s).	July June
STAGE 2: INTRODUCTION		
Report submitted at all Ward Committee Meetings containing: 1. Clear strategic intent 2. Timeframes 3. Roles and responsibilities 4. Process 5. Updated ward priorities and ward plans	Ward Councillor supported by the Ward official (information provided by Strategic office)	June and July
Documentation required for this stage: 1. Minutes of meeting 2. Attendance register 3. Ward Committee Allocation Policy 4. Updated IDP ward priorities	Ward Councillors and Ward official	June and July
STAGE 3: WORKSHOP AND CONSULTATION PHASE		
Arrange series of workshops with Ward Councillors to: 1. Discuss strategic intent, ward priorities, process, timelines and costing of proposed projects. 2. Explain the project prioritisation and provide technical information regarding projects.	Ward Councillors and Ward officials	July – August
Documentation of meetings containing the following: 1. Minutes 2. Attendance Registers 3. Completed Forms	Ward Councillors and Ward officials (Oversight by the Speaker)	During August End of July
STAGE 4: PROJECT IDENTIFICATION, COSTING AND TECHNICAL REVIEW		
Completed project priority list submitted to user department. This list provides clear indication of projects ward councillors would like to have implemented in order of priority. It will minimize time	Ward Councillors and Ward officials – after decisions taken at Ward Committee meeting.	September 10 August

Documentation required for this stage include: 1. Completed and signed Ward Project Plans per ward. 2. Minutes of meetings.	Manager Strategic Services and Manager Council Support and Secretariat	May
---	--	-----

8. PROJECTS THAT ARE EXPLICITLY EXCLUDED

Projects that are explicitly excluded are those that directly benefit private property and would include:

- 8.1 Bursaries: Proposals and applications in this regard shall follow Council's Policy;
- 8.2 Grant-in-Aid: Proposals and applications in this regard shall follow Council's Policy.
- 8.3 Repairs and maintenance of property not owned by the Swartland Municipality.
- 8.4 Funding to any particular political party.
- 8.5 Funding to be used for municipal rates or tariffs.
- 8.6 Funding to businesses to start up their business or to businesses that operate for profit or private gain.
- 8.7 Funding to any private individual, or indirectly be the sole beneficiary of funding.

9. OWNERSHIP AND ACCOUNTABILITY

The Ward Councillors, relevant - and user departments and Ward Committees are collectively responsible that all ward allocation projects within their respective wards are completed during the financial year in respect of which the projects were approved by them. A Performance indicator will be developed for every Ward Councillor.

10. REVIEW

- 10.1 After every financial year there shall be a review of the projects undertaken by the Ward Committees Allocations. This review will be undertaken by Senior Manager in the relevant departments and reported to the Ward

Councillors. Once adopted by the Ward Councillors the review shall be reported to the relevant Section 79 Committee.

10.2 The review shall cover the following for all the projects undertaken in the Ward area:

10.2.1 Name of project and ward.

10.2.2 Relevant directorate wherein the project resort.

10.2.3 Cost against budget.

10.2.4 Whether the project was completed within the planned time.

10.2.5 Assessment of project in terms of quality.

10.2.6 Assessment of project as to whether the original objectives of the project were achieved.

10.2.7 Assessment of the sustainability of the project in terms of maintenance and operating costs.

10.2.8 Check list for Asset Register and insurance.

11. DEVIATION FROM POLICY

11.1 Deviation from the criteria for the selection of projects as listed in Clause 7 above will be a written request from the Ward Councillor ~~and the Ward Committee~~ detailing the motivation for such a deviation.

11.2 A report shall be submitted by the Municipal Manager (or as per delegation) and to the relevant Section 79 Committee for recommendation, to be resolved by the Executive Mayor.

11.3 The basis of the Executive Mayor's consideration of a deviation shall be whether the deviation would further the Policy Objective as set out in Clause 3 of the Policy.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Siviele Dienste
2 Mei 2024

16/1/1/8
WYK: N.v.t

ITEM 7.8 DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

**ONDERWERP: KENNISNAME VAN PUBLIEKE DEELNAME PROSES VIR DIE SAAMSTEL VAN
DIE 2022-2027 WATERDIENSTE ONTWIKKELINGSPLAN**
**SUBJECT: NOTICE OF PUBLIC PARTICIPATION PROCESS FOR THE DRAFTING OF THE
2022-2027 WATER SERVICES DEVELOPMENT PLAN**

1. AGTERGROND

Waterdienste Owerhede het 'n verpligting om effektiewe, bekostigbare, ekonomiese en volhoubare waterdienste aan verbruikers te lewer. Die Waterdienste Ontwikkelingsplan (WDOP) funksioneer as 'n meganisme vir die beplanning van die lewering waterdienste. Dit handel met die sosio-ekonomiese, tegniese, finansiële, institusionele en omgewingsfaktore met betrekking tot die lewering van water dienste.

Ten einde relevant te bly word die voorskrifte vir die WDOP deur die Departement van Water en Sanitasie hersien en opdateer. IX Raadgewende Ingenieurs was aangestel ten einde 'n nuwe WDOP vir Swartland Munisipaliteit volgens die voorskrifte van die 2022-2027 siklus op te stel. Die konsepplan is voltooi en toepaslik vir die 2022-2027 siklus. Daar is 'n aanvang geneem met 'n openbare deelname proses om die konsepverslag beskikbaar te stel aan die Departement van Water en Sanitasie, omliggende munisipaliteite, die publiek en belanghebbendes om nodige insette te lewer waarna die finale verslag met insette aan die Uitvoerende Burgemeesterskomitee voorgelê sal word.

Die konsep WDOP is beskikbaar ter insae by die kantoor van die Uitvoerende Burgemeester, die kantoor van die Direkteur: Siviele Ingenieursdienste asook op die webblad van Swartland Munisipaliteit.

2. WETGEWING/LEGISLATION

Sections 11 and 12 of the Water Services Act, Act no. 108 of 1997, respectively deals with the duty of a Water Services Authority and the Water Services Development Plan (WSDP).

Section 11 of the act determines:

(1) Every water services authority has a duty to all consumers or potential consumers in its area of jurisdiction to progressively ensure efficient, affordable, economical and sustainable access to water services.

Section 12 of the act determines:

(1) every water services authority must, within one year of the commencement of this Act -
(a) as part of the process of preparing any integrated development plan in terms of the Local Government Transition Act, 1193 (Act no. 209 of 1193); or
(b) separately, if no process contemplated in paragraph (a) has been initiated prepare -

(i) a draft water services development plan for its area of jurisdiction: and

(ii) a summary of that plan.

Section 13 of the Water Services Act, Act no. 108 of 1997, deals the WSDP itself and stipulates the following:

*Every draft water services development plan must contain details -
(c) of a time frame for the plan, including the implementation programme for the following five years.*

3. **LINKING WITH THE IDP**

The drafting and the WSDP links with the Strategic Goal 3 - Quality and Reliable Services of the 2023 IDP.

4. **RECOMMENDATION**

- 4.1 *That cognisance be taken of the concept 2022–2027 Water Services Development Plan;*
- 4.2 *That cognisance be further taken that the concept Water Services Development Plan was made available to the public, The Department of Water and Sanitation and neighboring municipalities for comments in accordance with legislative requirements;*
- 4.3 *That the document is available in soft copy on the website of the Municipality and in hard copy at the office of the Executive Mayor and the office of the Director: Civil Engineering Services.*

AANBEVELING

- 4.1 Dat kennis geneem word van die konsep 2022-2027 Waterdienste Ontwikkelingsplan;
- 4.2 Dat verder kennis geneem word dat die konsep Waterdienste Ontwikkelingsplan beskikbaar gestel is aan die publiek, die Departement van Water en Sanitasie en omliggende munisipaliteite vir kommentaar ingevolge die wetlike voorskrifte;
- 4.3 Dat die dokument in elektroniese formaat beskikbaar is op die Munisipaliteit se webtuiste en in harde kopie by die kantoor van die Uitvoerende Burgermeester en die kantoor van die Direkteur: Siviele Ingenieursdienste.

(get) L D Zikmann

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2024-05-21

2/1/4/5
WARDS: All wards

ITEM 7.9 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 MAY 2024

ONDERWERP: SWARTLAND EKONOMIESE ONTWIKKELINGSPLAN

SUBJECT: SWARTLAND ECONOMIC DEVELOPMENT PLAN

1. BACKGROUND AND DISCUSSION

During May 2015 a Local Economic Development Strategy was adopted by Council. The strategy's most recent revision was approved by Council on 18th of May, 2018.

In 2020 the Economic Development and Recovery Plan was drafted to first evaluate and update the old LED Strategy, and then to merge the EMC-approved Economic Recovery Plan into the new plan that was adopted on November 23, 2020. The plan was later revised in May 2021.

In order to establish a post-Covid 19 strategy, the Economic Development and Recovery Plan was revised and the name changed to Economic Development Plan. This revision follows the new Integrated Development Plan (IDP) which will be submitted to Council on 25 May 2023. The Economic Development Plan has been developed in accordance with the new goals, Key Performance Indicators (KPI) and targets in the IDP. The plan has information that requires frequent updating, such as the economic performance of the municipality, economic initiatives and successes, hence the revision in 2024.

Towards the end of the plan is a summary of the national, provincial and other initiatives that provides a framework within which Swartland Municipality can develop its own implementation commitments, i.e. how and where the Municipality can become involved in or provide support to economic development and recovery initiatives.

2. LEGISLATION

Not applicable

3. LINK TO THE IDP

The strategy links to Chapter 4 - Goal 2 (Economic transformation).

4. FINANCIAL IMPLICATION

None

5. AANBEVELING / RECOMMENDATION

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

*That the Swartland Economic Development Plan that is attached as **Annexure A**, be approved.*

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER

DATUM / DATE: 21 May 2024



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
14 Mei 2024

12/1/3/1-1/1

ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP : SWARTLAND MUNISIPALE KLEINBESIGHEIDS BELEID

SUBJECT : SWARTLAND MUNICIPAL SMALL MEDIUM & MICRO ENTERPRISE (SMME) POLICY

1. AGTERGROND / BACKGROUND

- 1.1 Swartland Munisipaliteit het sedert 2023 'n gefokusde benadering tot Kleinbesigheid ontwikkeling (SMME's) bestaande uit verskeie inisiatiewe, werksinkels en opleidings wat geïmplimenter was om entrepreneurs te bemagtig.

Swartland Municipality has a focused approach towards SMME development where a variety of initiatives, workshops and trainings was implemented to empower entrepreneurs.

- 1.2 Die kernfunksie van Kleinbesigheids Ontwikkeling is / *The key function of SMME development is:*

- Om 'n bemagtigende omgewing vir kleinbesighede te skep / To create an enabling environment for SMME's.*
- Om entrepreneurs met kwaliteit besigheid ondersteuningsdienste te voorsien, wat hul toelaat om te registreer en 'n suksesvolle besigheid op die been te bring / To provide entrepreneurs with quality business support services, allowing them to register and successfully set up their business.*
- Om toegang te verkry tot geleenthede en hulpbronne wat hul mededingendheid sal verbeter en hul volhoubaarheid sal verseker / To access opportunities and resources that will enhance their competitiveness and ensure their sustainability.*

- 1.3 Die Departement van Ekonomiese Ontwikkeling en Toerisme (DEDAT) het in 2023 na munisipaliteite uitgereik om ons te ondersteun in die ontwikkeling van 'n Kleinbesigheidsbeleid wat die munisipaliteit se rol, funksie en verantwoordelikheid teenoor kleinbesighede aandui. (Vind aangeheg die beleid as Aanhangsel "A")

The Department of Economic Development and Tourism (DEDAT) reached out to municipalities to support them in the development of a SMME policy that indicates the role, function and responsibilities of the municipality towards SMME's. (Find Attached policy as Annexure "A")

2. WETGEWING

This policy is aligned with National and Provincial strategic imperatives, policies, and regulations. This policy is aligned and informed by the following National legislation:

- Constitution of the Republic of South Africa, 1996.*
- National Small Enterprise Act, 1996 (Act No. 102 of 1996).*
- Businesses Act, 1991 (Act No. 71 of 1991).*
- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).*

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

- Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan direk aansluiting by:
 - *Strategic Goal 2: Economic Transformation*

4. FINANSIËLE IMPLIKASIE

- Geen lopende uitgawes vir Munisipaliteit, maar daar is begroot vir opleidings, ondersteuningsprogramme en 'n jaarlikse SMME Indaba wat gepaard gaan met uitgawes wat in die Kleinbesigheid (SMME) begroting van Gemeenskapsontwikkeling vervat is.
- Once-off connection fees to connect economic hubs to water, sewerage and electricity will be done through our Civil Engineering Directorate where economic hubs were funded through a joint venture by means of a Memorandum Of Understanding or Service Level of Agreement between the Municipality and a government department or the private sector

5. RECOMMENDATION

- *That the attached SMME Policy be approved.*

6. AANBEVELING

- Dat die aangehegte Kleinbesigheids Beleid goedgekeur word.

(get) J S Krieger

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER



SWARTLAND MUNICIPALITY

SMME SUPPORT POLICY

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Foreword

Swartland Municipality's focus for **ECONOMIC TRANSFORMATION**:

We dream of a Swartland where the economy has grown and attracted private and global investment. Where everyone has a job and where economic growth is sustained through education, skills development, and entrepreneurial opportunities. We see an abundance of vendors and entrepreneurs. No loitering and beggars on the streets. Small, medium, and micro enterprises (SMME's) are mentored to be sustainable. We see skills transfer centres in all our areas and on-line.

The role of the municipality in support of the National Development Plan and the five strategic goals ("PSGs") of the Western Cape Government, the Swartland municipality aims to stimulate sustained growth in the Swartland jurisdiction by promoting and implementing a set of mutually supportive economic -, spatial - and social development initiatives. In determining which initiatives will be most beneficial, neither the public sector nor the private sector on their own has all the insights and answers. However, by combining insights, power of influence and resources, much more is possible.

Executive Summary

Small, Medium and Micro Enterprises (SMME's) has an essential role in the development of Swartland Municipality's economic transformation. SMME's is the backbone of the economy by contributing to sustainable and inclusive growth and have huge potential in job creation. They provide income to unemployed citizens and households.

The SMME's in the Swartland Municipal Area operate in different sectors such as catering, construction, hospitality, electrical maintenance, beauty, and recycling and are expanding at a fast growing rate. When the SMME sector is strengthened and sustainably developed, they can significantly contribute to economic growth by creating an entrepreneurial culture and innovation.

Swartland Municipality realized the significance of local sustainable municipal interventions by supporting SMME's and ensuring an enabling environment for small businesses to grow and flourish that contributes to the comprehensive economic growth of the area.

The purpose of the Swartland SMME policy is:

- To create an enabling environment for SMME's to become sustainable and contribute towards job creation.
- To provide well informed understanding of the challenges and opportunities of the SMME sector.
- To promote a business environment that encourages SMME development and entrepreneurship.
- To clarify the role of the municipality in the support of SMME's

This policy will shape the platform for the development, design and implementation of projects, programmes and initiatives to ensure that SMME's become a more sustainable sector.

1. Introduction

- 1.1 An effective policy environment is key to enabling and strengthening SMME development at a local government level, with entrepreneurship being the underlying driver.
- 1.2 The Municipality, as the sphere of government closest to the people and owner of local infrastructure and resources, is ideally placed to support SMME development.
- 1.3 A prosperous SMME sector is vital in developing economies, balancing supply and demand in the job market and bringing competition among businesses.
- 1.4 This policy is aligned with the constitutional mandate and powers of Municipalities within the framework of developmental local government.

2. Definitions, Acronyms and Abbreviations

In this policy, the English text prevails in the event of a conflict in meaning with other texts unless the context indicates otherwise.

2.1 Acronyms and Abbreviations

B-BBEE	The Broad-Based Black Economic Empowerment
ISPESE	Integrated Strategy for the Promotion of Entrepreneurship and Small Enterprises
LED	Local Economic Development
MEC	Member of the Executive Council
NDP	National Development Plan
NISED	National integrated Small Enterprise Development
SMME	Small, Medium and Micro Enterprise
VAT	Value Added Tax
YEDS	National Youth Enterprise Development Strategy

2.2 Definitions

This section includes definitions relevant to the content of this policy.

Co-operative	An autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations through a jointly owned and democratically controlled enterprise organised and operated on cooperative principles.
Ease of doing business	Ease of doing business measures how easy or difficult it is to start or operate a business in a country or region. This measure can be in the form of an index measured and/or provided by organisations such as the World Bank and World Economic Forum. The Western Cape government defines "ease of doing business" as addressing (1) the binding and systemic constraints and (2) the red tape of the Government and its agencies that inhibit economic growth and job creation.

Ecosystem	An economic ecosystem is a dynamically stable network of interconnected firms and institutions within a bounded geographical space.
Entrepreneurship	Entrepreneurship is setting up a business to create or extract economic value.
Formal Business	A formal business in South Africa is any organised business whose income is captured in the national accounts, i.e., it is registered for tax and complies with the relevant statutory and regulatory requirements.
Informal Business	Informal businesses are businesses whose income is not declared and thus not captured in the national accounts and is often unregulated.
Informal Sector	The informal sector is the part of any economy that consists of activities that have market value but are neither taxed nor monitored by any form of government.
Informal Trade	Carrying on a business as a street vendor, hawker, or trading in a public place, including an employee of such trader. This definition expressly excludes criminal and/or unlawful activities.
Integrated Development Plan (IDP)	An Integrated Development Plan is the overarching plan for an area that provides an overall framework for development. It aims to coordinate the work of all local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area.
Market Access	The ability of an SMME to access and engage with buyers in new and existing markets.
Partnership (or unincorporated joint venture)	The relationship between two or more parties conducting a trade, a business, or a profession.
Public Place	Includes a public road, parking area, square, park, recreation ground, sports ground, sanitary lane, open space, shopping centre on municipal land, unused or vacant municipal land or cemetery provided, reserved or set apart for use by or dedicated to the public and public transportation operated by service providers for the municipality, but does not include public land that has been leased by the municipality.
Public Procurement	The acquisition of goods, services or infrastructure by purchasing, renting, leasing or other means by governments and state-owned enterprises.
Red tape reduction	Red tape is defined as non-essential procedures, forms, licenses and regulations that add to the cost of dealing with government. Red tape reduction in local government comprises efforts to remove anything obsolete, redundant, wasteful or confusing that diminishes the competitiveness of the municipality and stands in the way of economic growth and job creation.
Small Enterprise	A formal or informal enterprise of any entity type with less than 50 employees and an annual turnover between R 3 million and R 32 million (varies by sector).

SMME	SMME means small, medium, and micro enterprises as defined in the National Small Business Act, Act No. 102 of 1996. The Act classifies small businesses according to size and in descending order as medium, small, very small or micro enterprises.
Sole Trader/Proprietorship	A business that is owned and operated by a natural person. It is not a separate legal entity. The business has no existence separate from the owner, who is called the proprietor.
Spatial Development Framework (SDF)	A SDF is a framework that seeks to guide the overall spatial distribution of current and desirable land uses within a municipality to give effect to the vision, goals and objectives of the municipal IDP.
Sub-contract	The practice of assigning part of the obligations and tasks under a contract to another party, known as a subcontractor.
Trading area	A consolidated trading area that is demarcated and designated as such by the municipality and managed in a coordinated manner.
Zoning	"Zoning" means a category of directives regulating the use and development of land and setting out –

3. Background

- 3.1 SMMEs and entrepreneurs are the backbone of many economies globally, and higher levels of entrepreneurial activity are associated with increased competitiveness.
- 3.2 The SMME sector is vital in developing economies, providing a balance between supply and demand in the job market, bringing competition among businesses that leads to the more efficient utilisation of resources, the development of skills and technology, and thus the overall development of the economy.
- 3.3 SMMEs create employment for local residents, provide families with livelihoods, contribute to sustainable economic growth, equitable distribution of income, and ignite local economic development.
- 3.4 SMMEs are both a beneficiary and driving force for economic growth. Strong economic growth allows businesses to expand and grow, thereby increasing their economic contribution and facilitating economic growth, creating a virtuous cycle.
- 3.5 A low start-up rate and an increased level of business discontinuance characterise the South African SMME ecosystem, with access to markets, finance, information, and appropriate infrastructure amongst the many challenges confronting SMMEs.
- 3.6 There is a need for a robust intervention to restructure and stimulate the local economy, with entrepreneurship being the underlying driver to turn around the economic fortunes of Western Cape regional economies.
- 3.7 As the authorities exercising powers and functions at a local level, Municipalities need to facilitate the ease of doing business and ensure businesses have the necessary support in collaboration with other spheres of government.
- 3.8 The municipality wants to maximise the impact of economic development, meeting the needs of the poor and ensuring the growth of the local economy.

4. Problem statement

- 4.1 The need to accelerate local economic development, job creation and investment has driven the Municipality toward establishing the necessary municipal framework to provide SMMEs with the necessary support to create an enabling environment in which to do business.
- 4.2 Through the implementation of this Policy, the Municipality can perform its constitutionally determined role to facilitate and regulate economic development initiatives within its jurisdictional area, which includes providing key services to businesses.

5. Regulatory Context and Strategic Alignment

- 5.1 This policy is aligned with national and provincial strategic imperatives, policies and regulations. This policy must also align with other municipal strategies and plans.
- 5.2 This policy is aligned and informed by the following national legislation:
 - 5.2.1 Constitution of the Republic of South Africa, 1996;
 - 5.2.2 Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - 5.2.3 Broad-Based Black Economic Empowerment Regulations, 2016 (Gazette no. 40053), 6 June 2016;
 - 5.2.4 National Small Enterprise Act, 1996 (Act No.102 of 1996);
 - 5.2.5 The Companies Act, 2008 (Act No. 71 of 2008);
 - 5.2.6 Businesses Act, 1991 (Act No. 71 of 1991);
 - 5.2.7 Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
 - 5.2.8 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
 - 5.2.9 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
 - 5.2.10 Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).
 - 5.2.11 Swartland Municipality: Municipal Land Use Planning By-Law, 2020 (PG 8226 of 25 March 2020).
 - 5.2.12 National Building Regulation and Building Standards, 1977 (Act No.103 of 1977)

5.3 National Strategies

5.3.1 Integrated Strategy for the Promotion of Entrepreneurship and Small Enterprises 2005 (ISPESE)

- 5.3.1.1 The strategy is based on three strategic pillars:
 - i. increasing the supply of financial and non-financial support services;
 - ii. creating demand for small enterprise products and services; and
 - iii. reducing small enterprise regulatory constraints.
- 5.3.1.2 This Policy aligns with the strategic pillars of the Integrated Strategy for the Promotion of Entrepreneurship and Small Enterprises (ISPESE).

5.3.2 The National Development Plan, Vision 2030 (2012)

5.3.2.1 The National Development Plan (NDP) envisions an economy that provides full employment by 2030 and serves the needs of all South Africans from different racial, social, and economic backgrounds.

5.3.2.2 This policy aligns with the vision of the NDP.

5.3.3 The Medium-Term Strategic Framework (2019 – 2024)

5.3.3.1 The Medium-Term Strategic Framework (MTSF) combines an NDP Five Year Implementation Plan for the Priorities outlined in the Election Mandate and an Integrated Monitoring Framework.

5.3.3.2 This Policy is aligned with priority 2 of the MTSF, which focuses on economic transformation and job creation and their related sub-outcomes and interventions.

5.3.4 National Integrated Small Enterprise Development Master Plan (2022)

5.3.4.1 The objective of the National Integrated Small Enterprise Development Masterplan is to contribute to raising the real value of economic output and labour absorption by SMMEs.

5.3.4.2 This policy is aligned with the series of programmes and actions of the NISED.

5.3.5 National Youth Enterprise Development Strategy (YEDS)

The Youth Enterprise Development Strategy guides government, non-government development agencies and the private sector in South Africa to promote enterprises owned and managed by young entrepreneurs while also building and strengthening a culture of entrepreneurship amongst young people.

5.4 Regulatory challenges and red tape

5.4.1 In South Africa, the three spheres of government are distinctive, interrelated, and interdependent. Legislation and policies at all three levels will guide and form the Municipality's mandates and duties.

5.4.2 The Municipality's efforts to support and strengthen the SMME regulatory environment will, accordingly, consider the challenges facing specific categories of SMMEs, which may vary across the formal and informal sectors, as well as between SMMEs of different size categories within each sector. Accordingly, the Municipality will:

5.4.2.1 establish the necessary systems and procedures to implement their policies effectively;

5.4.2.2 Develop a suitable regulatory framework to facilitate the ease of doing business within the Municipality is unduly burdensome on SMMEs;

5.4.2.3 Increase the low SMME uptake of government programmes is low due to the quality and accessibility of these initiatives.

5.4.3 To limit regulatory red tape and create an enabling environment for businesses to thrive, the Municipality will periodically review the time, complexity, and cost of compliance associated with, inter alia:

5.4.3.1 Registration and reporting requirements;

5.4.3.2 Electricity connection permits;

5.4.3.3 Construction permits;

5.4.3.4 Rates clearance certificates;

- 5.4.3.5 Business license registration;
- 5.4.3.6 Contract enforcement;
- 5.4.3.7 Supply chain processes;
- 5.4.3.8 Procurement processes;
- 5.4.3.9 Broad-Based Black Economic Empowerment (B-BBEE) compliance.

5.4.4 Due to the importance of public procurement, the burden of doing business with government must be substantially reduced for businesses to remain competitive and participate effectively in the local economy. The Municipality will, accordingly, reduce the delays in payments to within a maximum period of 30 days after invoicing.

5.4.5 The Municipality will implement the proposals contained within the NISED Masterplan to review administrative procedures for business compliance, reducing red tape and overall compliance costs by implementing e-governance practices. A detailed periodic review of regulations and business processes affecting SMMEs, will be undertaken.

6. Policy Goals and Objectives

6.1 This Policy informs and guides the Municipality's approach to enable, support, and strengthen SMME growth and development within its locality.

6.2 This Policy aims to provide clear mechanisms by which the Municipality can improve the enabling environment for SMME development and reduce the administrative constraints impacting the growth of small businesses, addressing challenges through policy and legislation to enable SMME growth and development and efficient governance.

7. Scope and Application of the Policy

This Policy applies to all forms of SMMEs within the Municipality's jurisdictional area, including formal and informal businesses.

8. Principles Underpinning the Policy

The key principles that will guide the Municipality's approach to SMME support are economic, social and spatial principles:

8.1 Economic Principles

8.1.1 The Municipality will facilitate productive growth in the SMME sector through:

- (a) Building relationships along the supply chain to increase efficiencies in the sector.
- (b) Promoting the deepening of SMMEs along the supply chain - for example, in the areas of manufacturing goods and of value added to goods to strengthen the reach and sustainability of the SMMEs.
- (c) Linking SMMEs to training programmes available through the state.
- (d) The optimal utilisation of Municipal resources by balancing good economic return in the use of municipal fixed assets and consolidating its social value in terms of contributing to reducing unemployment and fostering trader households' livelihoods.

8.1.2 The Integrated Development Plan shall guide SMMEs and how it relates to other departments and functions within the Municipality.

8.2 Social Principles

The Municipality will promote equity within the municipal area to create a dignified SMME sector by:

- 8.2.1 Reducing inequity through the provision of services and active programmes to support vulnerable populations to access opportunity and dignity through business.
- 8.2.2 Advancing inclusivity, which is critical to ensuring that underserved communities are targeted with tailored support and services (both financial and non-financial) for their inclusion in the mainstream of the economy. This principle will apply specifically for youth, women, people with disabilities and historically disadvantaged groups both in the formal and informal economy.
- 8.2.3 Ensuring equity within the Municipality to create and promote a vibrant SMME sector through the equitable distribution of public spending throughout the area, with emphasis on the underserved parts of the Municipality, increasing investment, maintenance, and management of infrastructure.

8.3 Spatial Principles

The Municipality will have a developmental approach to SMMEs by integrating spatial and economic planning. SMME's infrastructural needs will be included as part of the Municipality's service and product offering in every Municipal plan – from its IDP and SDF to detailed area-based plans. Therefore:

- 8.3.1 Opportunities for SMMEs shall be proactively accommodated in spatial and development plans. The infrastructural needs, the sustainable development of the sector, and the relationship between trade and other uses and users of space will be included in strategic and area-based plans and the annual and medium-term budgeting cycle.
- 8.3.2 The Municipality's SDF shall guide specifics about various kinds of business zoning and what space may be set aside for this function.
- 8.3.3 The Regional SDFs and Precinct Plans shall offer guidelines for where various business activities may be allowed.
- 8.3.4 Spatial planning requirements for the business hubs will also apply to plans developed by private property developers, especially if a new development affects informal traders.
- 8.3.5 The Department responsible for development planning within the Municipality will develop instruments for ensuring that future spatial development does not displace existing SMMEs and includes provision for SMME infrastructure as a contribution to an inclusive Municipality.
- 8.3.6 The Municipality's spatial planning and development approach will encourage the allocation of prominent, well-located space for informal trade and micro business in previously neglected economic nodes.
- 8.3.7 The Municipality will provide business support in the form of adequate infrastructure and services to dense trading areas and by linking traders to a range of capacity building and business support services that cater for the varying types and levels of SMMEs.
- 8.3.8 In establishing new residential areas, the Municipality will seek to ensure that there is adequate zoning to accommodate the commercial activities of SMMEs.

9. The Role of the Municipality

9.1 As set out in Chapter 7 of the Constitution and section 3 of the Municipal Systems Act, the Municipality will exercise its planning, executive and legislative authority within the constitutional system of cooperative government.

9.2 To promote social and economic development, the Municipality will:

9.2.1 establish the necessary structures to ensure effective cooperation and communication with the local community; and

9.2.2 undertake development-oriented planning to actively support the development and growth of SMMEs within its locality.

9.3 In addition to those functions assigned by national or provincial legislation, the Municipality will ensure the efficient and effective delivery of its constitutional mandate in respect of the following areas impacting the regulation of business:

9.3.1 building regulations;

9.3.2 electricity and gas reticulation;

9.3.3 local tourism;

9.3.4 municipal planning;

9.3.5 municipal public transport;

9.3.6 (regulation of) pontoons, ferries, jetties, piers, and harbours (excluding international and national shipping and matters related thereto);

9.3.7 storm-water management in built-up areas;

9.3.8 trading regulations;

9.3.9 water and sanitation services (limited to potable water supply systems and domestic waste-water and sewage disposal systems);

9.3.10 billboards and advertisements in public places;

9.3.11 control of public nuisances;

9.3.12 control of undertakings that sell liquor to the public;

9.3.13 licensing and control of undertakings that sell food to the public;

9.3.14 markets;

9.3.15 municipal roads;

9.3.16 public places;

9.3.17 refuse removal, refuse dumps and solid waste disposal; and

9.3.18 street trading.

9.4 The Municipality will, within its financial and administrative capacity, use such existing or establish new mechanisms, processes, and procedures to implement suitable approaches to supporting SMMEs as relevant needs are identified within the community.

9.5 Skills Development/Non-Financial Support

9.5.1 In support of government's administration of the Skills Development Act, the Municipality will, within its financial and administrative capacity, provide the necessary resources to effectively capacitate officials within and across departments as a means of improving service delivery.

9.5.2 The Municipality will cooperate with the private sector and other institutional partners to design and conduct locally relevant Skills Development Programmes.

9.5.3 To improve its provision of support to SMMEs, the Municipality will make accessible to members of the public information relating to:

- 9.5.3.1 business application and registration procedures;
- 9.5.3.2 legislative compliance requirements; and
- 9.5.3.3 available organisations and programmes offering non-financial support, including skills-development opportunities.

9.6 Infrastructure and Zoning

- 9.6.1 In its spatial development planning, the Municipality will identify economic nodes where public and private investment will be prioritised and facilitated.
- 9.6.2 The Municipality will provide the community with municipal services through service delivery as contemplated in the Municipal Systems Act.
- 9.6.3 The Municipality will identify infrastructural and service delivery challenges relating to each of its functional areas as listed in Parts B of Schedules 4 and 5 of the Constitution and cooperate with the community to address the identified needs to promote social and economic development at the local level.
- 9.6.4 The Municipality will mobilise resources to establish economic hubs, including public trading spaces, which will take into account proximity and connection to municipal services and public accessibility.
- 9.6.5 The Municipality will assist within its financial and administrative capacity with once-off connection fees to connect economic hubs to water, sewerage and electricity where economic hubs were funded through a joint venture by means of a Memorandum of understanding or Service level of agreement between the Municipality and a government department (for example RSEP) or the private sector (for example PPC Social Labor Plan).

9.7 Red Tape Reduction

The Municipality will, within its financial and administrative capacity, review existing administrative mechanisms, processes, procedures, standards, licensing requirements, turnaround times and applicable bylaws and, where required, restructure these to lessen the administrative burden on SMMEs.

9.8 Targeted Sector Support

- 9.8.1 The Municipality will, within its financial and administrative capacity, facilitate targeted support to prospective and existing SMMEs by identifying and addressing gaps in existing business support measures.
- 9.8.2 The Municipality will, within its financial and administrative capacity, facilitate investment into sector-specific products and services, by, amongst other things:
 - 9.8.2.1 reviewing existing and developing new sectoral strategies to ensure that products/services offered are fit-for-purpose, cost-effective, and not unnecessarily duplicated; and
 - 9.8.2.2 identifying the product and service offerings of informal enterprises.
- 9.8.3 When addressing the challenges faced by SMMEs, the Municipality will ensure effective consultation and cooperation with the community, the private sector, and relevant stakeholders in the public sector.
- 9.8.4 The Municipality will, within its financial and administrative capacity, keep an updated and accessible database containing available SMME support organisations, programmes, incentives, and relevant instruments.

9.9 Market Access

9.9.1 The Municipality will establish key strategic relationships with stakeholders in the private and public sectors to facilitate SMME linkages to available domestic and international markets by:

9.9.1.1 identifying export opportunities through the relevant investment promotion agencies, such as Wesgro;

9.9.1.2 conducting workshops on commercial negotiations and market identification;

9.9.1.3 fostering linkages between established businesses and SMMEs; and

9.9.1.4 assisting SMMEs with market-specific compliance processes and procedures.

9.9.2 The Municipality will set procurement targets to, wherever possible, give preference to local products and services, either in part or in whole.

9.9.3 The Municipality will collaborate with the relevant stakeholders in the private and public sectors to design Enterprise Development Programmes aimed at improving the competitiveness of local SMMEs.

9.10 Fair and Equitable Opportunities for Growth

9.11 Public-Private Collaboration

9.11.1 The Municipality will, within its administrative capacity, cooperate with the community and the broader private sector to:

9.11.1.1 strengthen the existing linkages between government, established businesses and SMMEs by identifying sectoral opportunities for collaboration and providing a platform where potential partners could approach each other; and

9.11.1.2 attract new investment opportunities supporting SMME growth and development.

9.12 Bylaws

The Municipality will, within its administrative capacity, review and amend its bylaws relating to its developmental functions to facilitate SMME growth and local economic development.

9.13 Permits and Registrations

9.13.1 The Municipality will facilitate the ease of access to information for formal and informal business owners on existing systems of approvals, permits, registrations and bylaws.

9.13.2 To reduce the burden of compliance, the Municipality will create a platform to enable businesses and the public to access information on the relevant regulations, policies, and procedures.

9.13.3 The Municipality will continuously improve its processes and procedures to minimise the administrative burden of permits, registrations, and permissions.

10. Policy Implementation

- 10.1 The Municipality will ensure effective intergovernmental and cross-departmental coordination of functions in the provision of key services to SMMEs.
- 10.2 Implementation of this Policy requires the continued cooperation of identified role-players and partners, as well as effective monitoring mechanisms to ensure the delivery of the intended policy outcomes.
- 10.3 The Policy implementation is aligned with IDP, LED Strategy and other relevant municipal strategies.
- 10.4 Implementation of this Policy must commence after approval by Council.

11. Monitoring and Evaluation

The Department Community development responsible for SMME development monitors and evaluates the implementation of this Policy.

- 11.1 The Policy must be monitored and evaluated in terms of outputs and outcomes in accordance with the Municipality's financial and administrative capacity. These outputs and outcomes may include, but not be limited to, the following:
 - 11.1.1 Outputs:
 - 11.1.1.1 number of SMMEs that were supported;
 - 11.1.1.2 the growth in terms of job opportunities of supported SMMEs;
 - 11.1.1.3 number of SMMEs that participated in business or entrepreneurship training programs conducted in the municipal area;
 - 11.1.1.4 number of newly established business-zoned areas in the municipal area;
 - 11.1.1.5 number of new infrastructure projects in business zones by Municipality;
 - 11.1.1.6 number of red-tape constraints unblocked following receipt of a complaint from SMME;
 - 11.1.1.7 number of procurement opportunities offered to SMMEs in the municipal area; and
 - 11.1.1.8 number of SMMEs registered on the Municipality's database.
 - 11.1.2 Outcomes:
 - 11.1.2.1 number of jobs created;
 - 11.1.2.2 number of businesses expanded;
 - 11.1.2.3 number of markets secured;
 - 11.1.2.4 the number of businesses registered.

12. Policy Review

- 12.1 The Policy must be reviewed every five (5) years, linked to the IDP lifespan, or subsequent to local government elections, where the Council adopts a new IDP.
- 12.2 The review process must be informed by -
 - 12.2.1 monitoring, evaluation and research;
 - 12.2.2 lessons learnt in the implementation of the Policy;
 - 12.2.3 any policy or legislative changes that may impact SMMEs in the Municipality; and
 - 12.2.4 any proposed amendments to the Policy must be submitted to Council for consideration and approval.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
14 Mei 2024

17/4/2/B-MY

ITEM 7.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

**ONDERWERP: MUNISIPALE BEPLANNINGSDOKUMENT VIR VOORLOPIGE DIENSTE EN
MENSLIKE NEDERSETTINGSKWESSIES INGEVOLGE DIE RAAD SE
NEDERSETTINGSPLAN**

1. AGTERGROND / BACKGROUND

The Provincial Department of Infrastructure has embarked on a process to improve forward planning. For Province to submit a comprehensive Business Plan to the National Department of Infrastructure, municipalities are requested to confirm municipal project pipelines. This municipal planning document is of great importance as it allows the municipality to present their municipal housing strategy clearly and concretely in terms of specific housing projects with accompanying budgets for the short, medium, and long terms.

2. BESPREKING / DISCUSSION

The planning document is also an annexure of our Human Settlement plan, approved by our Executive Mayoral Committee on the 20th of May 2021.

Die Raad het intussen verneem dat sy DORA toekenning vir die volgende 3 jaar soos volg daaruit sien, nl:

1)	2024/25	-	R 183 634 000
2)	2025/26	-	R 227 958 000
3)	2026/27	-	R 232 000 000

Met inaggenome ons DORA allokasie (Aanhangsel "A") en ons Munisipale Raadsbegroting vergaderings kan projekte se befondsing in die buite jare aangepas word om binne die Raad se begroting te bly ten einde finansiële volhoubaarheid te verseker.

- Aangeheg hierby is 'n voorgestelde aangepaste Beplanningsdokument vir die 2024/25 (Aanhangsel "B") tot 2026/27 finansiële jare. Dit is in ooreenstemming met Swartland Munisipaliteit se finansiële jare en nie die van die Provinsie nie.
- Die Uitvoerende Burgemeesterskomitee moet ook kennis neem dat hierdie dokument 'n beplanningsdokument is en die behoefte van Swartland Munisipaliteit weerspieël en moet sodanig aan die Departement van Infra-struktuur op n jaarlikse basis voorgelê en gemotiveer moet word.

With regards to De Hoop Phase 3 Housing Project (1021) erven and Moorreesburg Housing Project (650) erven, the Municipality is in the process of procuring a qualified contractor and we envisage that the installation of civil services will commence during July 2024. Also note that this is subject to an appeal period of two weeks and a contractual handover phase.

3. KOPPELING AAN DIE GOP

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

4. FINANSIËLE IMPLIKASIE

- Die voorgestelde beplanningsdokument sluit nie die Raad se bydrae tot eksterne dienste in nie en sal gevolglik apart begroot moet word.

5. AANBEVELING

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

RECOMMENDATIONS

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

(get) J S Krieger

MUNISIPALE BESTUURDER
SCA

LOCAL GOVERNMENT MTEF ALLOCATIONS: 2024/25 - 2026/27

B WC015 Swartland	2024/25 R thousands	2025/26 R thousands	2026/27 R thousands
Department of Infrastructure	184 083	228 423	232 459
Title Deeds Restoration Grant	30	26	
Financial Assistance to Municipalities for Maintenance and Construction of Transport Infrastructure	170	190	199
Human Settlements Deveelopment Grant (Beneficiaries)	164 948	224 958	229 000
Informal Settlements Upgrading Partnership Grant	18 686	3 000	3 000
Municipal Accreditation and Capacity Building Grant	249	249	260

HOUSING PIPELINE 2024/25 TO 2027/28		2024/2025 29 Feb 2024			2025/2026 29 Feb 2024			2026/2027 29 Feb 2024			2027/2028 NOT ON BP YET		
		SITES	HOUSES	FUNDING	SITES	HOUSES	FUNDING	SITES	HOUSES	FUNDING	SITES	HOUSES	FUNDING
		SERVICED	BUILT	R '000	SERVICED	BUILT	R '000	SERVICED	BUILT	R '000	SERVICED	BUILT	R '000
HSDG FUNDING/ UNITS APPROVED		1 168	0	162 948	1 671	692	224 958	603	910	229 000			
HSDG FUNDING REQUIRED		1 168	0	162 948	1 671	724	231 358	303	891	189 875	627	579	153 735
+/-		0	0	0	0	-32	-6 400	300	19	39 125	-627	-579	-153 735
Malmesbury De Hoop (3036 of 4600) phase 2	IRDP	982	0	76 000	1 021	382	156 478	303	526	127 925	300	491	120 700
Malmesbury De Hoop Bulks	BULK												
Darling (36) FLISP	IRDP												
Moorreesburg (650)	IRDP	0	0	61 501	650	200	43 300		365	59 700		88	1 760
Darling (186)	IRDP	186		19 144	0	142	25 560						
Darling (327)	IRDP			1 453							327		24 525
Chatsworth (H.D.A. Land) (130) TBC by HDA	IRDP												
Kalbaskraal SEF	SEF			980			6 020						
West Bank Fire Damaged Houses	EHP			1 470									
Kalbaskraal Land Purchase (PID/PFR and PIRR)	IRDP			2 400						2 250			6 750
Koringberg Land Purchase Farm 329 NG Kerk / Flisp - 1.5ha	Land/ Flisp												
Riebeek Kasteel Landpurchase Erven 489 & 1323 / Flisp - 17ha	Land/ Flisp												8 205
Riebeek Wes SEF (Rugby Field)	SEF												
Riverlands Erf 7818	Land/ IRDP												980
ISUPG FUNDING / UNITS APPROVED		31	0	18 686	0	0	3 000	0	0	3 000	0	0	0
ISUPG FUNDING REQUIRED		31	0	18 686	0	0	9 885	0	0	3 000	750	0	48 750
+/-		0	0	0	0	0	-6 885	0	0	0	-750	0	-48 750
Silvertown Land Purchase	Land			4 045			0						
Malmesbury De Hoop (Phola Park 31)	UISP	31		686									
Chatsworth / Silvertown IBS - Temporary Services/ Toilets	UISP			8 251			3 000			3 000			
Chatsworth / Silvertown Bulk Services (Water/ Sewer)	Bulk			3 000									
Silvertown (PID/PFR/PIRR) (1500)	UISP			2 704			6 885			0	750		48 750
ARF /OTHER FUNDING				5 343			11 775			80 000			120 200
Malmesbury Dalsig Social / Flisp Housing (1300 Units) - PID, PFR &PIRR				2 343			5 775				400		26 000
Malmesbury Dalsig Social / Flisp Housing - Bulk (R100m)				3 000			3 000			50 000			64 200
Chatsworth / Silvertown Bulk Services (Water/ Sewer)	Bulk						3 000			30 000			30 000
Totals		1 199	0	186 977	1 671	692	239 733	603	910	312 000	0	0	120 200



Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

7 May 2024

4/2/B

ITEM 7.12 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: AANSTEL VAN DORPSBESTUURDER VIR DARLING SUBJECT: APPOINTMENT OF TOWN MANAGER FOR DARLING
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1. BACKGROUND/DISCUSSION

A Town Management function has been successful for a number of years at the towns of Moorreesburg and Yzerfontein.

Duties of the Town Manager include *inter alia* the following:

- 1.1 Addressing and assessing of all complaints, enquiries or any problems with respect to water supply, storm water infrastructure, streets (including surface condition, lights, sidewalks etc.), sewerage, parks and public gardens, maintenance of municipal buildings, public toilets, refuse collection, municipal swimming pool, the sports fields and queries regarding municipal accounts and tariffs which are reported at the Darling municipal offices.
- 1.2 Scheduling and assignment of tasks to attend to complaints, enquires or any problems by giving instructions and work programs to superintendents and foremen of the civil engineering department.
- 1.3 Monitoring progress and completion of tasks by means of weekly meetings with the superintendents and foremen and updating of work schedule.
- 1.4 Implementation of remedial actions, assignment of additional resources and enforcing attendance to tasks, time schedules and quality of work.
- 1.5 Inspection of work to ensure quality, adherence to safety regulations and time schedule
- 1.6 Reporting of progress and completed work civil engineering department.
- 1.7 Inspection of civil workshop to ensure availability of material, resources, safety equipment, proper housekeeping and compliance with safety regulations.
- 1.8 Attendance of ward meetings, Sport forum meetings and other meetings.

Due to various operational and service delivery challenges experienced in Darling, it is the intention to implement a Town Management function in Darling, similar to the practice at Moorreesburg and Yzerfontein.

The recruitment process of the Town Manager will provide an opportunity for existing permanent employees working and residing at Darling to submit their candidacy for the position. As soon as the selection process has been finalised, the payment of a Town Manager allowance will be negotiated with the successful candidate, which might include the amendment and re-evaluation of the candidate's current job description to include the additional Town Manager duties. The amendment of the organisational structure will follow once the entire process has been finalised.

2. LEGISLATION

Section 66 of the Local Government: Municipal Systems Act (Act 32 of 2000)

3./...

3. ALIGNMENT TO THE IDP

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

4. FINANCIAL IMPLICATION

Adequate provision has been made in the salary budget for the implementation of the Town Management function.

5. RECOMMENDATION

- a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die voorneme om so spoedig moontlik 'n Dorpsbestuurfunksie te Darling te vestig, soortgelyk aan die suksesvolle Dorpsbestuurfunksies in Moorreesburg en Yzerfontein;
That the Executive Mayoral Committee takes note of the intention to implement a Town Management function as soon as possible at Darling, similar to the successful Town Management functions at Moorreesburg and Yzerfontein;
- b) Dat die Uitvoerende Burgemeesterskomitee kennis neem dat die werwingsproses die geleentheid sal bied vir 'n bestaande permanente werknemer werksaam en woonagtig in Darling om sy/haar kandidatuur beskikbaar te stel vir die pos en dat die Dorpsbestuurder toelae met die suksesvolle kandidaat onderhandel sal word, wat kan insluit die wysiging en herevaluering van die werknemer se bestaande posbeskrywing om die bykomende funksies in te sluit;
That the Executive Mayoral Committee takes note that the recruitment process will provide the opportunity to a current permanent employee working and residing in Darling to offer his/her candidacy for the post and that the Town Manager allowance will be negotiated with the successful candidate, which might include the amendment and re-evaluation of the employee's current job description to include the additional duties;
- c) Dat die wysiging aan die organisatoriese struktuur sal volg sodra die proses afgehandel is.
That the amendment to the organisational structure will follow once the process has been finalised.

(get) J J Scholtz

MUNICIPAL MANAGER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
14 Mei 2024

2/5/1; 2/5/2
WYK: n.v.t.

ITEM 7.13 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE- VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: SUBJECT:	HERSIENING VAN STELSEL VAN DELEGASIE REVISION OF SYSTEM OF DELEGATION
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1. BACKGROUND

- 1.1 Section 59 of the Municipal Systems Act, 2000 determines that a municipal council must develop a system of delegation (SoD) that will maximize administrative and operational efficiency and provide for adequate checks and balances.
- 1.2 In terms of the same section, such delegations and instructions must be reviewed when a new council is elected, as was the case at the first meeting of this (the 5th) municipal council that was held on 16 November 2021.
- 1.3 The SoD is not a static document, and amendments/additions to same are made continuously in consultation with Council, who has the prerogative to withdraw, amend or determine additional conditions. Revisions to the SoD are submitted in Council during May annually.
- 1.4 The 1st revision to the SoD was submitted in Council during May 2022, whereas the 2nd revision was done in May 2023. Amendments to be made to the SoD as per the 3rd revision by the 5th Council, are explained below with reference to the respective annexures hereto. Only the amendments are tabled herewith. A hard or electronic copy of the full SoD is available on request.
- 1.5 In addition to the changes dealt with below, all references to the Director: Infrastructure and Civil Engineering Services will be changed to Director: Civil Engineering Services. This amendment to the organizational structure was approved by Council on 28 March 2024, with effect from 1 July 2024.

2. 3rd REVISION

- 2.1 The 3rd revision of the SoD entails the following:

- 2.1.1 **Addition of Part 3.2: Delegation by Executive Mayor as Delegating Authority – Powers and Functions delegated to Staff Members**

The amendment as per **Annexure A** entails that the power to consider and decide the validity of appeals that are received in respect of decisions taken by the Municipal Planning Tribunal, be delegated by the Executive Mayor to the Senior Manager: Development Planning. The power to consider and decide the validity of appeals received in respect of decision taken by an authorized official, in this instance the Senior Manager: Development Planning, remains with the Executive Mayor.

This amendment is only to be taken cognizance of by Council, since it pertains to the CFO's SoD, and not that of Council.

2.2.2 **Amendments to Part 2.4.3B: Delegation by Council as Delegating Authority – Powers and Functions delegated to the Chief Financial Officer**

Following the new Credit Control and Debt Collection By-law and Credit Control and Debt Collection Policy to be tabled in Council on 31 May 2024, with effect from 1 July 2024, the related delegations must be amended.

Annexure B indicates existing delegations which are to be recalled and replaced with the delegations as per **Annexure C**. The applicable by-law reference will be inserted once the by-law is promulgated.

2.1.3 **Amendments to Part 2.4.8: Delegation by Council as Delegating Authority - Powers and functions delegated to the Director: Protection Services**

Annexure D reflects a delegation to be made to the Director: Protection Services, to allow the incumbent on behalf of the local authority to authorise the display of road traffic signs on any public road as deemed necessary. It is merely not practical to refer all decisions regarding the display of road signs to Council or the Executive Mayoral Committee.

2.1.4 **Amendments to Part 5.1: Delegation by Chief Financial Officer as Delegating Authority -**

The CFO's SoD was amended to make provision for delegations in terms of the new Credit Control and Debt Collection By-law and Credit Control and Debt Collection Policy to be approved by Council with effect from 1 July 2024. **Annexure E** contains the existing delegations to be replaced with the delegations as per **Annexure F**.

These amendments are only to be taken cognizance of by Council, since it pertains to the CFO's SoD, and not that of Council.

3. FINANCIAL IMPLICATION

Not applicable

4. ALIGNMENT TO THE IDP

Maintaining the System of Delegation can be indirectly be linked to Strategic Goal 4 (Caring, competent and responsive institutions, organisations and business) in the Integrated Development Plan.

5. RECOMMENDATION

(for tabling in Council)

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

AANBEVELING/...

5./...

AANBEVELING

(vir voorlegging aan die Raad)

- (a) Dat wysiging van die Raad se Stelsel van Delegasie (3^{de} Hersiening) goedgekeur word soos volg:
- soos per Aanhangsel C, met ingang vanaf 1 Julie 2024, om die delegasies soos per Aanhangsel B te vervang; en
 - soos per Aanhangsel D, met onmiddellike effek
- (b) Dat kennis geneem word van die wysigings aan die delegasiestelsels van die Uitvoerende Burgemeester (soos per Aanhangsel A) en Hoof Finansiële Beampte (soos per Aanhangsels E en F, met ingang vanaf 1 Julie 2024);
- (c) Dat kennis geneem word dat geen wysigings aangebring is aan die Artikel 53 Roluitklaring vir politieke strukture, politieke ampsbekleërs en die Munisipale Bestuurder nie, welke dokument deel uitmaak van die Stelsel van Delegasie.

(get) M S Terblanche

MUNISIPALE BESTUURDER

ANNEXURE A

3.2 POWERS AND FUNCTIONS DELEGATED TO STAFF MEMBERS						
ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR DUTY	RESPONSIBILITY/ DELEGATED FROM	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
BY-LAWS						
	LAND USE PLANNING BY-LAW (Provincial Gazette Extraordinary 8226 of 25 March 2020)					
EMC-OS/ BL1	Section 90, by-law	To consider and decide the invalidity of an appeal i.t.o. section 90(2) i.r.o. decisions taken by the Tribunal and to communicate the outcome to appellants	Executive Mayor	Senior Manager: Development Management		

ANNEXURE B

2.4.3 - POWERS AND FUNCTIONS DELEGATED TO CHIEF FINANCIAL OFFICER (DIRECTOR FINANCIAL SERVICES)

2.4.3B - POWERS AND FUNCTIONS DELEGATED TO THE CHIEF FINANCIAL OFFICER (DIRECTOR FINANCIAL SERVICES) IN TERMS OF OTHER LAW, REGULATION, POLICY OR STANDING ORDER OR COUNCIL RESOLUTION

Considering the general delegation to managers accountable to the Municipal Manager (see 2.4.2 of this System of Delegation), the Chief Financial Officer is considered the responsible authority to implement and enforce all legislation, regulation, policy or standing order or council resolutions that fall within the function of his/her directorate, with the power to sub-delegate such responsibility, unless expressly reserved for Council or the Municipal Manager in terms of this System of Delegation.

Approval is granted for the sub-delegation of powers and functions as stipulated below.

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR DUTY	RESPONSIBILITY	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/INSTRUCTION TO ASSIST
BY-LAWS						
CREDIT CONTROL AND DEBT COLLECTION BY-LAW (PROVINCIAL GAZETTE 8246 OF 10 JUNE 2020)						
C-CFO/ BL1	Section 3, by-law	Approval of applications for services	Council	Chief Financial Officer	Accountant: Billing & Debtor Management	
C-CFO/ BL2	Section 7, by-law	Making arrangements for payment of arrear debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Legal and Credit Control to assist
C-CFO/ BL3	Section 8(1)(a), by-law	Entering into agreements with employers for recovery of debt	Council	Chief Financial Officer	Manager: Credit Control	
C-CFO/ BL4	Section 8(1)(b), by-law	Determining special incentives for employers for recovery of debt	Council	Chief Financial Officer	Manager: Credit Control	
C-CFO/ BL5	Section 9(1), by-law	Exercising power to restrict or disconnect services	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Legal and Credit Control to assist
C-CFO/ BL6	Section 10, by-law	Recovery of debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Legal and Credit Control to assist
C-CFO/ BL7	Section 11, by-law	Recovery of cost incurred to recover debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Legal and Credit Control to assist
C-CFO/ BL8	Section 12, by-law	Application to court for attachment of property	Council	Chief Financial Officer	Manager: Credit Control	
C-CFO/ BL9	Section 13(2), by-law	Approval to accept offer as full and final settlement of an account	Council	Chief Financial Officer		
C-CFO/ BL10	Section 15, by-law	Determination of indigent support	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control to assist
C-CFO/ BL11	Section 17, by-law	Issue of clearance certificates	Council	Chief Financial Officer	Administrator: Property Rates	

ANNEXURE C

2.4.3 - POWERS AND FUNCTIONS DELEGATED TO CHIEF FINANCIAL OFFICER (DIRECTOR FINANCIAL SERVICES)

2.4.3B - POWERS AND FUNCTIONS DELEGATED TO THE CHIEF FINANCIAL OFFICER (DIRECTOR FINANCIAL SERVICES) IN TERMS OF OTHER LAW, REGULATION, POLICY OR STANDING ORDER OR COUNCIL RESOLUTION

Considering the general delegation to managers accountable to the Municipal Manager (see 2.4.2 of this System of Delegation), the Chief Financial Officer is considered the responsible authority to implement and enforce all legislation, regulation, policy or standing order or council resolutions that fall within the function of his/her directorate, with the power to sub-delegate such responsibility, unless expressly reserved for Council or the Municipal Manager in terms of this System of Delegation.

Approval is granted for the sub-delegation of powers and functions as stipulated below.

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR DUTY	RESPONSIBILITY	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/INSTRUCTION TO ASSIST
BY-LAWS						
	CREDIT CONTROL AND DEBT COLLECTION BY-LAW (PROVINCIAL GAZETTE # OF # / CREDIT CONTROL AND DEBT COLLECTION POLICY (CCP)					
C-CFO/CCP1	Para 9, CCP	Approval of applications for services	Council	Chief Financial Officer	Accountant: Billing & Debtor Management	
C-CFO/CCP2	Para 18.2, CCP	Making arrangements for payment of arrear debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control
C-CFO/CCP3	Para, CCP, [Section 6, By-Law]	Exercising power to restrict or disconnect services	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control
C-CFO/BL1	Section 7, By-law	Recovery of debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control
C-CFO/CCP4	Para 19, CCP	Recovery of cost incurred to recover debt	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control
C-CFO/CCP5	Para 16, CCP and [Section 9 (o), By-law]	Application to court for attachment of property	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerk: Legal
C-CFO/CCP6	Para 10(5), CCP	Approval to accept offer as full and final settlement of an account	Council	Chief Financial Officer		
C-CFO/BL2	Section 10, By-law	Determination of indigent support	Council	Chief Financial Officer	Manager: Credit Control	Chief Clerks: Credit Control
C-CFO/CCP7	Para 25, CCP, [Section 12, By-Law]	Issue of clearance certificates	Council	Chief Financial Officer	Administrator: Property Rates	

ANNEXURE D

2.4.8 – POWERS AND FUNCTIONS DELEGATED TO DIRECTOR: PROTECTION SERVICES						
ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR DUTY	RESPONSIBILITY	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
MUNICIPAL LAW ENFORCEMENT						
TRAFFIC, LAW ENFORCEMENT AND RELATED MATTERS						
C-DPS/ LAW1	Council Resolution 21/08/2002	To suspend, under special conditions, the levying of fees for services rendered by Traffic officials during public events	Council	Director: Protection Services	Senior Manager: Traffic/Law Enforcement Operations & Vehicle Licensing Administration	
C-DPS/ LAW2	Council Resolution 14/08/2006	To authorise applications for public broadcasting with loudhailer	Council	Director: Protection Services	Senior Manager: Traffic/Law Enforcement Operations & Vehicle Licensing Administration	
NATIONAL ROAD TRAFFIC ACT, ACT 93 OF 1996 (NRTA)						
<u>C-DPS/ LAW3</u>	<u>Section 57(3)(a), NRTA</u>	<u>To display or cause to be displayed any such road traffic signs as deemed expedient i.r.o. any public road within the municipal area of jurisdiction</u>	<u>Council</u>	<u>Director: Protection Services</u>		

ANNEXURE E

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
Credit Control and Debt Collection Policy (CCP)					
CFO-HI/ CC1	Para 6.1 & 6.2 CCP	To provide and maintain strategically situated accessible payment offices and cash points as well as alternative payment facilities	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-LCC/ CC2	Para 11(1)(a), 11(1)(c), 11(1)(d), 11(1)(e), 11(2) CCP	To ensure sending of letters of demand in the event of rates, and/or availability fees being unpaid	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC3	Para 11(1)(b), 11(1)(d), 11(2) CCP {Section 9(a) by-law}	To institute legal proceedings in the event of rates and/or availability fees remaining unpaid after expiry of deadline stipulated in letters of demand	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC4	Para 11(3)(a) CCP {Sections 8(1), 8(3) by-law}	To take the following steps in the event of services remaining unpaid after payment date: <ul style="list-style-type: none"> • discontinuation of electricity supply • restrict water supply to at least 325 litres water per day • install prepayment meter where electricity supply is disconnected for non-payment • withhold/limits units purchased for prepayment meter or to offset any payment against arrears 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-LCC/ CC5	Para 11(3)(c), 11(4)(c) CCP {Section 6(1), 7(1)(a) by law}	To enter into agreements with debtors to pay arrear services and property rates in instalments	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC6	Para 11(3)(f) CCP	To exercise discretion and to enter into agreements with client when he/she receives an exceptionally high services account due to <ul style="list-style-type: none"> an act or omission on the part of the municipality a leakage of water from a water pipe conduit or stopcock installed on the premises which does not form part of the Municipality's service connection 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC7	Para 11(3)(g), 11(4)(d) CCP	Rentals/loans and/or services remaining unpaid for a period exceeding 30 days without an agreement for payment been entered into with the debtor, must be handed over for collection and legal proceedings to be instituted for recovery of the debt	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC8	Para 13(1) CCP {Section 8(2) by law}	Services disconnected due to outstanding amounts payable to the Municipality shall be reconnected once the amounts in arrears plus interest are paid in full or an agreement for payment has been concluded with the	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-HI/ CC9	Para 14(1) CCP {Section 4 by-law}	To collect a deposit for municipal services from a person who applies for services before such services are provided	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-LCC/ CC10	Para 14(2), 14(3) CCP{Section 4 by-law}	Discretion to increase the deposit as stipulated in paragraph 14(1) on every occasion at which any municipal service is disconnected or restricted	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-LCC/ CC11	Para 15(1), 15(3), 15(4) CCP	To exercise discretionary powers where legal proceedings are instituted to decide on: <ul style="list-style-type: none"> • which legal proceedings to be taken • which accounts are to be handed over for collection 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-LCC/ CC12	Para 16 CCP	To exercise discretionary power to write off outstanding debt of indigent households as well as debts resulting from financial impotence of debtors after: <ul style="list-style-type: none"> • all possible steps have been taken to collect the debt • a list of irrecoverable debt is submitted to mayoral committee quarterly • reason for write-off's are motivated and work shopped with mayoral committee 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-LCC/CC13	Para 17 CCP {Section 10(1) by-law}	To debit against the debtor's account and to recover from the debtor all collection commission, legal costs and any other expenses incurred by the municipality to recover monies owing by the debtor to the municipality	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO/CC14	Para 21, 8(1) CCP {Section 18 by-law}	<p>To institute criminal prosecution if sufficient proof is available of</p> <ul style="list-style-type: none"> • tampering, damaging, breaking, meddling or removing of any appliance or equipment which had been installed to measure, provide or restrict the supply of services, • uses or gains access to services without approval of Municipality • obstructs or hinders any municipal councillor/official in execution of duties under by-law or policy • unlawfully uses or interferes with equipment or consumption of services supplied • fails to comply with notices in terms of by-law or policy • refuses a municipal official access to premises • gives false information regarding supply of services or with application for indigent subsidy 	Reserved for Chief Financial Officer		After consultation with Municipal Manager / Senior Manager: Internal Audit to assist

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-HI/ CC15	Para 21, 13(3), 13(4) CCP	<p>The authority to</p> <ul style="list-style-type: none"> • recover re-connection fees, cost of damages to equipment, cost of replacement of damaged equipment, any other fees determined in municipality's tariff • hold the person who tampered, broke, damaged or removed any municipal appliance or equipment responsible for payment of unlawful consumption of services • to disconnect water or electricity supply to the premises 	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-LCC/ CC16	Para 22, 23 CCP	<p>Authority to sign and/or certify all notices and documents relating to legal proceedings or lawsuits initiated by the municipality in terms of the policy and by law, as well as documents relating to the safeguarding of movable assets, which the sheriff attached/removed in terms of a warrant of execution.</p>	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

ANNEXURE F

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
Credit Control and Debt Collection Policy (CCP)					
CFO-SMT/ CCP1	Para 7.1 & 7.2 CCP	To provide and maintain strategically situated accessible payment offices and cash points as well as alternative payment facilities	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-SMT/ CCP2	Para 12(1)(a), 12(1)(c), 12(1)(d), 12(1)(e), 12(2) CCP	To ensure sending of letters of demand in the event of rates, and/or availability fees being unpaid	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP3	Para 12(1)(b), 12(1)(d), 12(2) CCP [Section 7(a) by-law]	To institute legal proceedings in the event of rates and/or availability fees remaining unpaid after expiry of deadline stipulated in letters of demand	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP4	Para 14 CCP [Sections 6(1), 6(2), 6 (3) by-law]	<p>To take the following steps in the event of services remaining unpaid after payment date:</p> <ul style="list-style-type: none"> • discontinuation of electricity supply • restrict water supply to at least 325 litres water per day • install prepayment meter where electricity supply is disconnected for non-payment • withhold/limits units purchased for prepayment meter or to offset any payment against arrears 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-SMT/CCP5	Para 12(3)(c), (d), (e)12(4)(c), CCP	To enter into agreements with debtors to pay arrear services and property rates in instalments	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP6	Para 12(3)(f) CCP	<p>To exercise discretion and to enter into agreements with client when he/she receives an exceptionally high services account due to</p> <ul style="list-style-type: none"> • an act or omission on the part of the municipality • a leakage of water from a water pipe conduit or stopcock installed on the premises which does not form part of the Municipality's service connection 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP7	Para 12(3)(g), 11(4)(d) CCP	Rentals/loans and/or services remaining unpaid for a period exceeding 30 days without an agreement for payment been entered into with the debtor, must be handed over for collection and legal proceedings to be instituted for recovery of the debt	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP8	Para 14(1) CCP [Section 8 by-law]	Services disconnected due to outstanding amounts payable to the Municipality shall be reconnected once the amounts in arrears plus interest are paid in full or an agreement for payment has been concluded	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-SMT/CCP9	Para 14(1) CCP [Section 4 by-law]	To collect a deposit for municipal services from a person who applies for services before such services are provided	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-SMT/CCP10	Para 14(2), 14(3) CCP [Section 4 by-law]	Discretion to increase the deposit as stipulated in paragraph 14(1) on every occasion at which any municipal service is disconnected or restricted	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-SMT/CCP11	Para 15(1), 15(3), 15(4) CCP	To exercise discretionary powers where legal proceedings are instituted to decide on: <ul style="list-style-type: none"> • which legal proceedings to be taken • which accounts are to be handed over for collection 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO-SMT/CCP12	Para 16 CCP	To exercise discretionary power to write off outstanding debt of indigent households as well as debts resulting from financial impotence of debtors after: <ul style="list-style-type: none"> • all possible steps have been taken to collect the debt • a list of irrecoverable debt is submitted to mayoral committee quarterly • reason for write-off's are motivated and work shopped with mayoral committee 	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-SMT/CCP13	Para 17 CCP [Section 10(1) by-law]	To debit against the debtor's account and to recover from the debtor all collection commission, legal costs and any other expenses incurred by the municipality to recover monies owing by the debtor to the municipality	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control
CFO/CCP14	Para 21, 8(1) CCP [Section 18 by-law]	<p>To institute criminal prosecution if sufficient proof is available of</p> <ul style="list-style-type: none"> • tampering, damaging, breaking, meddling or removing of any appliance or equipment which had been installed to measure, provide or restrict the supply of services, • uses or gains access to services without approval of Municipality • obstructs or hinders any municipal councillor/official in execution of duties under by-law or policy • unlawfully uses or interferes with equipment or consumption of services supplied • fails to comply with notices in terms of by-law or policy • refuses a municipal official access to premises • gives false information regarding supply of services or with application for indigent subsidy 	Reserved for Chief Financial Officer		After consultation with Municipal Manager / Senior Manager: Internal Audit to assist

5.1 DELEGATION BY CHIEF FINANCIAL OFFICER IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY / DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
CFO-SMT/CCP15	Para 21, 13(3), 13(4) CCP	<p>The authority to</p> <ul style="list-style-type: none"> recover re-connection fees, cost of damages to equipment, cost of replacement of damaged equipment, any other fees determined in municipality's tariff hold the person who tampered, broke, damaged or removed any municipal appliance or equipment responsible for payment of unlawful consumption of services to disconnect water or electricity supply to the premises 	Chief Financial Officer	Senior Manager: Treasury	Manager: Revenue Management
CFO-SMT/CCP16	Para 22, 23 CCP	Authority to sign and/or certify all notices and documents relating to legal proceedings or lawsuits initiated by the municipality in terms of the policy and by-law, as well as documents relating to the safeguarding of movable assets, which the sheriff attached/removed in terms of a warrant of execution.	Chief Financial Officer	Senior Manager: Treasury	Manager: Credit Control



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
24 April 2024

6/2/2/B
WYK: n.v.t.

ITEM 7.14 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	HERSIENING VAN KOMMUNIKASIESTRATEGIE EN VERWANTE BELEIDE
SUBJECT:	REVISION OF COMMUNICATION STRATEGY AND RELATED POLICIES

1. BACKGROUND

- 1.1 The Communication Strategy for the period 2017-2022 (approved in December 2017) has been reviewed and updated, and associated policies that were adopted in May 2018 that require annual revision, have also been updated.
- 1.2 A new Corporate Identity Guide has also been developed for approval and use by the Swarthland Municipality as a whole.
- 1.3 The following is hereby submitted for consideration/adoption:
 - 1.3.1 **Swarthland Municipality: Communication Strategy for 2023-2027 – Annexure A**
Changes to the document are indicated by means of track changes, and relate mainly to changes made to the strategic goals and objectives contained therein, in order to correspond with the IDP amendments to be submitted in Council.
 - 1.2.2 **Communication Policy - Annexure B**
The Communication Policy has been reviewed and amended. The amendments can be viewed in Annexures A to C attached to the policy. Annexure A refers to service delivery communications, Annexure B refers to the Communication Forum and Annexure C refers to guidelines for internal communications and the use of the Corporate Identity Guide.
 - 1.2.3 **Municipal Social Media Policy – Annexure C**
The Municipal Social Media Policy was only amended to make provision for the Protection of Personal Information Act.
 - 1.2.4 **Corporate Identity Guide – Annexure D**
The corporate communication landscape is changing rapidly from in-person and print to digital presence and communication. Swarthland Municipality's corporate communications span from printed materials to digital. It is imperative to keep both print and digital/ online communication consistent to ensure a professional and trustworthy appearance in the community. This will aid in establishing a consistent and reliable brand identity across all municipal communications. The guide will provide the guidelines to all internal stakeholders as to how our branding must be used. Once approved, this guide with the templates represented in this guide will be made available to all staff with instructions on how to use it.

2. RECOMMENDATION

- 2.1 That the 2023-2027 Communication Strategy be approved as proposed with effect from 1 June 2024;
- 2.2 That the amended Communication Policy be approved with effect from 1 June 2024;
- 2.3 That the amended Social Media Policy be approved with effect from 1 June 2024;
- 2.4 That the Corporate Identity Guide be approved and implemented with effect from 1 June 2024.

2./...

AANBEVELING

- 2.1 Dat die 2023-2027 Kommunikasiestrategie goedgekeur word soos voorgestel met ingang vanaf 1 Junie 2024;
- 2.2 Dat die gewysigde Kommunikasiebeleid goedgekeur word met ingang vanaf 1 Junie 2024;
- 2.3 Dat die gewysigde Sosiale Mediabeleid goedgekeur word met ingang vanaf 1 Junie 2024;
- 2.4 Dat die Korporatiewe Identiteitsgids goedgekeur en met ingang vanaf 1 Junie 2024 geïmplementeer word.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
13 Mei 2024

15/4/6

ITEM 7.15 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	THE IMIBALA TRUST: BENUTTING VAN VOORMALIGE KOMMANDO- GEBOU TE MOORREESBURG
SUBJECT:	THE IMIBALA TRUST: USE OF FORMER 'KOMMANDOGEBOU' IN MOORREESBURG

1. AGTERGROND/BACKGROUND

- 1.1 At the Mayoral Committee meeting held on 17 April 2024, it was reported that the lease agreement with Sinethemba in respect of the building located on portions of Erf 45 and Erf 122 in 6 Main Street, Moorreesburg, known as the former Kommando Building, was to expire on 30 April 2024 and not to be renewed.
- 1.2 It was also reported that the CWP (Community Works Programme) was accommodated on the premises, as well as two other occupants, i.e. Mr Kevin Persens who operates a welding business from one of the sheds for two days a week, and Mrs Matthyse who presents ABET classes from Mondays to Thursdays from 09:00 to 11:00 daily.
- 1.3 The CWP has since indicated that they do not intend to make use of the premises any more, and has handed in their set of keys at the municipal offices. There is however still a CWP container on the premises, used as storage for their equipment.
- 1.4 Omdat dit in daardie stadium aan die lig gekom het dat 'n liefdadigheidstrust, genaamd *The Imibala Trust* belangstelling uitgespreek het om 'n vaardigheidsontwikkelingsentrum vir minderbevoorregte skoolgaande jeug in Moorreesburg te vestig, soortgelyk aan sentrums wat reeds in Somerset-Wes en Graaff-Reinet bestaan, het die komitee opdrag gegee aan die Administrasie om die toekomstige benutting van die Kommandogebou te ondersoek vir terugvoering aan die Uitvoerende Burgemeesterskomitee.
- 1.5 Op 7 Mei 2024 is daar te Moorreesburg met die Hoof Uitvoerende Beamppte, Mnr Theo Willemse en ander verteenwoordigers van *The Imibala Trust* ontmoet in samewerking met die Moorreesburg Sakekamer, en het die Trust bevestig dat Moorreesburg geïdentifiseer is vir die vestiging van hul volgende sentrum. By die vergadering was ook die Uitvoerende Burgemeester en raadslede Bess en Pypers teenwoordig, en was 'n ter plaatse inspeksie gebring aan die Kommandogebou as potensiële akkommodasie vir die jeugsentrum. Die Trust het inderdaad dan ook hul belangstelling in en opgewondenheid oor die gebou bevestig, en is opgewonde om die sentrum reeds teen Januarie 2025 in bedryf te kan stel.
- 1.6 Aangesien nie alle raadslede vertrou is met die werksaamhede van *The Imibala Trust* nie, word 'n brosjure (**AANHANGSEL A**) aangeheg om oorsigtelik insae te bied in die programme wat die Trust aanbied, waarby tot datum meer as 87 000 minderbevoorregte jeugdiges gebaat het met die bydraes van sowat 1 100 privaat borge. Begunstigdes onder die projek word in samewerking met die Departement van Onderwys geïdentifiseer.
- 1.7 Na afloop van die ontmoeting te Moorreesburg, het die Trust versoek dat die Munisipaliteit 'n skrywe moet rig om sy voorneme te bevestig dat die gebou tot beskikking van die Trust gestel sal word, welke skrywe (verwys **AANHANGSEL B**) deur die Burgemeester en Munisipale Bestuurder afgeteken en op 13 Mei 2024 aan die Trust versend is.

- 1.8 Soos in gemelde skrywe vermeld, sluit die vestiging van die sentrum in besonder aan by Strategiese Doelwit 2 (Ekonomiese Transformasie) van die Munisipaliteit se Geïntegreerde Ontwikkelingsplan en Sleutelprestasie-areas vir die ontwikkeling en opheffing van jeugdiges in die Swartland.

2. AANBEVELING

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

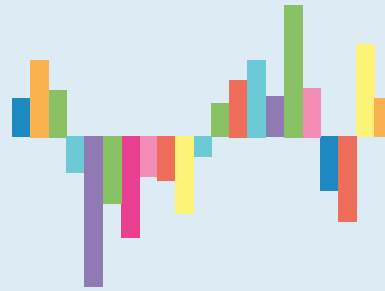
RECOMMENDATION

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

(get) M S Terblanche

MUNISIPALE BESTUURDER

the **imibala**
trust



Turning Grey
Todays into
Colourful
Tomorrows





Never Stand Still

a message from our ceo

One of the most wonderful things in the world is a smile on a child's face. The Imibala Trust has been instrumental in putting smiles on many children's faces thanks to our generous sponsors over the last 21 years. Your donations have improved the lives of these children in so many ways by restoring their dignity and self-worth and giving them a sense of purpose and belonging, things many of us take for granted. With the help of our sponsors we provide the children with a quality school uniform package and introduce them to the amazing world of the creative and performing arts using only the best of the best techniques and equipment. It is incredible to see the impact a new school uniform makes or the impression left behind by an art, music, dance, pottery or ballet class. Our state of the art classrooms, library and learner advancement centre are all accessible to the children and provide the stepping stones required for them to improve their lives in a stress-free environment. They are offered an escape from their broken homes, broken clothes and less than perfect daily routines. Imibala is a place where they can just be children and immerse themselves in learning and creating. The biggest reward is welcoming back past students who have travelled the Imibala journey from childhood to becoming successful young adults with careers and families of their own. Many return to pay it forward by inspiring the young people currently experiencing what Imibala has to offer. There is nothing more powerful than a helping hand and guidance from someone who has been through the same experience, understands you fully, and inspires you to be the best you can be.

We can never stand still.

Thank you for trusting us to be the helping hand on your behalf and for the care and support of the Imibala children. Together we are stronger.

THEO WILLEMSE

meet the team

Jodine
FINANCIAL
MANAGER



Lauren
LEARNER
ADVANCEMENT
FACILITATOR



Thuliswa
SCHOOL LIAISON
REPRESENTATIVE
GRAAFF-REINET



Reece
SUSTAINABILITY
& SOCIAL
MEDIA



Joshua
PERFORMING
ARTS
FACILITATOR



Lana
COORDINATOR
CREATIVE ARTS
DEPARTMENT



Ankie
BOOKKEEPER
& COOKING
FACILITATOR



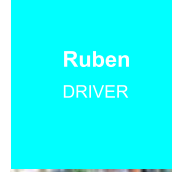
Tracey
DONOR
RELATIONS



Marlene
SCHOOL LIAISON
REPRESENTATIVE



Ruben
DRIVER



Geoff
STOCK
CONTROLLER



Thuli
SCHOOL LIAISON
REPRESENTATIVE



Solomon
FACILITIES
CARETAKER
& TEACHER



Kirstin
LEARNER
ADVANCEMENT
FACILITATOR



Ethne
OFFICE MANAGER
GRAAFF-REINET



Megan
PA TO CEO
& ADMINISTRATOR



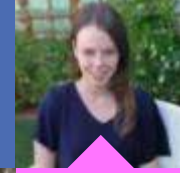
Pieter
LEARNER
ADVANCEMENT
FACILITATOR



Charlene
CERAMICS
FACILITATOR



Nandi
HOUSE-
KEEPING



Vuyiswa
HOUSE-
KEEPING



Herbert
DRIVER



Joss
VISUAL ART
FACILITATOR

our story

Imibala means colours in Xhosa. 'Turning Grey Todays into Colourful Tomorrows'.

Gaynor Rupert has been instrumental in bringing colour and meaning into the lives of an untold number of people in the Helderberg area through her charity, the Imibala Trust.

In 1999 Imibala started as a coffee shop in Andries Pretorius Street. This acted as a platform to empower and train ladies in the art of beading and to provide them with a market. Mrs Rupert then bought an additional property in Bright Street Somerset West and the rest, as they say, is history.

How did this develop? The initial property purchased by Imibala Pty Ltd was to promote the work of the charity. Imibala was registered as a Trust in 2005. One of the trustees, Dr Harold Riley, an artist from Manchester, donated a portrait of the late Nelson Mandela to be auctioned at a gala event in New York. Johann Rupert was the highest bidder and the price he paid, was donated by Dr Riley to Imibala: the start of an endowment fund for the newly established Trust. The Sponsor-A-Child programme with an Art programme (initiated by Gaynor Rupert's mother, Donna Downie, and run by volunteers) was established.

In time, drama, pottery, ballet, music, maths and life skills programmes were introduced as Imibala grew organically to meet identified needs of school children of our time. Today there is an Imibala precinct, which extends over 8 properties along Bright Street and Stellendal Road. One belongs to the Imibala Trust while 7 others are made available to the Imibala Trust for their commercial and philanthropic purposes. All funds received from sponsors and donors are allocated exclusively to the children. Funds for the operational costs are provided by the Rupert family.

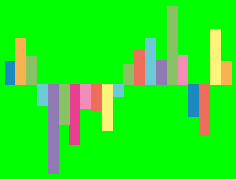
With the move to Bright Street, the focus moved from assisting adults to encouraging primary school children in disadvantaged Helderberg communities to go to school. It was established that a basic need for a school uniform was not able to be provided in many households. This was a concern for school principals as it affected the academic performance of children. To highlight the need for school uniforms, patrons were given a vehicle through which they could sponsor a uniform for a child. In 2002, when statistics were first collated, 53 children were sponsored in 2 schools. By 2021 a sustainable cohort of 2 362 children, from 21 schools receive uniforms. Also provided are weekly extramural programmes involving over 500 Imibala children. More than 70 000 lives have been touched and transformed, by these initiatives.

With the family's connections in the business and sporting worlds, the Rupert family have conveyed their passion for Imibala so effectively that friends, acquaintances and business associates have contributed to the significant growth of the Imibala Trust over the past 21 years. Today, with the support of donors, sponsors and volunteers, The Imibala Trust is growing from strength to strength preparing the youth for a better future.



Children's happiness is what is evident when visiting Imibala - their smiles speak for themselves. The Imibala system allows friends and sponsors to trust that their donations will reach each particular child, with no cost deductions. In our 10 years as sponsors with Imibala, which developed from the little café and gift shop across the street to the very professional and efficient organisation by kind and smiley people, it has only one thing in mind - to make children's schooling a better experience. When we inform people about Imibala and its goals, donors take us seriously, and they have no doubts. Our annual Imibala Golf Cup is an institution in the Swedish colony, participated by generous people motivated to support our group of 100 children. Donors know that 100% of what they give goes to a named Imibala child, untouched. And best of all is to meet the children and hear their love and pride for their schooling.

– STEFAN & INGER | SWEDISH ROTARY MEMBERS



Sponsor A Child



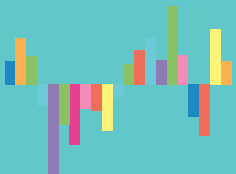
“I have seen first-hand the incredible impact Imibala Trust has on so many children's lives in South Africa. As a business owner, I feel a duty to help cultivate the youth and prepare them for life after school. I am grateful for Imibala Trust being a responsible custodian for disadvantaged youths. It has been amazing to watch Imibala Trust grow, adding new programs to their robust roster, such as ballet. At least once a year, my company, ROAR AFRICA and I receive the most beautiful letters from the students we sponsor. We appreciate the heart-warming letters and are thankful to play a small part of improving life for these precious children. If you are able, I encourage you to volunteer or become a donor to Imibala Trust – make a measurable difference in the lives of South African children.”

– DEBORAH CALMEYER | CEO & FOUNDER – ROAR AFRICA

The Sponsor-A-Child uniform programme is the predominant method we support children. Currently, it impacts the largest number of children who pass through our doors. Together we provide a basic school uniform to vulnerable children from challenged backgrounds, with a current group of 2 362 children from 21 schools in the Helderberg and 10 schools in Graaff-Reinet. As part of responsible Corporate Governance, the Trust conducts an annual verification process to determine the current status of the child. New children are identified and adopted into the programme as part of the continued effort to support parents facing extreme financial and social restraints. When you sponsor a child, you are simply making a life-changing gift to a child in South Africa.

Learn more about Sponsor-A-Child at: www.imibala.com





Creative & Performing Arts

Tereo is a school for street children and children at risk in the Helderberg Basin. While our relationship with Imibala has been of some duration, I have personally only had dealings with Imibala over the last 16 months. What an amazing team of people, who not only understand the challenges our children face but also do exactly what they promise. They are without exception supportive, encouraging and have a real heart for the children they support. Their creative ideas, suggestions and activities for the children at our school bring so much joy and excitement while giving them skills and experiences that will have a lifelong impact.

— ANN COETZEE | PROJECT MANAGER AT TEREIO SCHOOL

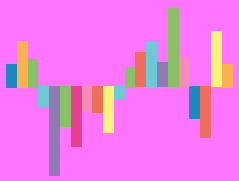
The Creative and Performing Arts Department encourage more than 500 children to discover and develop creative skills in a way that is not always possible at school. Imibala facilitators and volunteers nurture the children and help them with life skills wherever possible.

The programmes are informal and aimed at giving children exposure for the period of one year, with the exception of ballet and music. These activities are carefully correlated with their school schedules to ensure their academic school day is not disrupted. This provides a platform from which to offer programmes that make a substantial difference in the lives of the children currently, and as they prepare for their lives after school.

art | ballet | dance | drama | music | pottery

Sponsorship of Imibala projects can be discussed by visiting: www.imibala.com





Learner Advancement



“I have been fortunate to get to know some of the team behind Imibala and become familiar with the various projects they facilitate. Their energy and dedication to making a difference are ubiquitous every step of the way. The level of comprehensive support they provide for the learners' and overall well-being is remarkable. The students are really fortunate to have such a team of amazing people supporting them.”

– XAVIER VON STEIN | VOLUNTEER & FOUNDER OF SMART SCIENCE

imibala
learner advancement

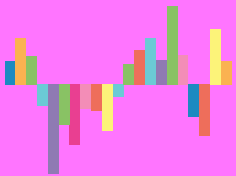
Imibala's Learner Advancement Department offers academic and personal development programmes. The focus of this department is to provide programmes that are complementary to the school curriculum and add value to each child's developmental journey. Programmes are targeted at both primary and high school learners and offer them a range of subjects: computer-enhanced Math lessons, LEGO play, coding, life skills and leadership development.

More recently, Learner Advancement has launched two projects aimed at preparing Grade 12 learners for the world of work, particularly related to the hospitality industry. This is achieved through a learner-centred educational approach that focuses on empowering learners to take charge of their personal development. Learner Advancement is an exciting and very dynamic space in the Imibala collection of projects.

maths | **computer literacy & coding** | **smart lead** | **accelerate** | **safe study** | **lego play** | **life skills**

Sponsorship of Imibala projects can be discussed by visiting: www.imibala.com





Selfless action is a source of strength



My time as a volunteer at Imibala has been wonderful. I have enjoyed every moment that I've spent there, from packing food parcels and making sandwiches to assisting the Imibala staff with the Sponsor-A-Child programme. I have come to learn that no kind gesture is too small and that a helping hand always makes a difference no matter how simple the task might be. Imibala is doing such amazing work; each child that enters Imibala is made to feel special and cared for. It has been incredible to see how these children's lives have been changed. Imibala has made such a big difference to the lives of so many children.

– HELEN BARNARD | STUDENT VOLUNTEER

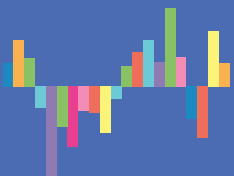
imibala
volunteers

Selfless contributions are the best and greatest assets of our society. Volunteers generously dedicate their time and talent to assist us in the teaching of our programmes, which has been a luxury that we do not take for granted. There are many areas for volunteering and the focus is on providing a safe space for children to develop exciting new skills. Imibala is able to run a lean ship in terms of staff capacity, because of the skills that volunteers contribute to our work.

‘Volunteering is at the very core of being a human. No one has made it through life without someone else’s help.’ – HEATHER FRENCH HENRY

To find out more about volunteering please visit: www.imibala.com





Take a bite out of hunger

We have sponsored several needy children through Imibala for many years while visiting South Africa, and have always been impressed that each child receives clothing and school equipment to the full value of the sponsorship fees. The children are treated with great kindness when receiving their gifts. As a consequence of our satisfaction we have encouraged friends, schools and our local Rotary Club to also sponsor children through the Imibala Trust. We have seen 'our children' grow in confidence and self-esteem as a result of sponsorship.

— PETER AND MARGARET WOOD | DONCASTER

imibala
hungry for change

The Imibala Trust initiated the 'Feed-A-Family' campaign in 2020 to support the children and their families with weekly food parcels. The nutritional food parcels consist of non-perishable items, delivered and distributed to the neediest children through our partner schools.

Imibala adapted and revised its strategy for 2021 and from the 1st of January, the MyLife-porridge campaign was added to our programme. This effectively means that we feed all our children daily with a well-balanced, nutritional meal. Breakfast has been suggested to positively affect learning in children in terms of behaviour, cognitive development and school performance.

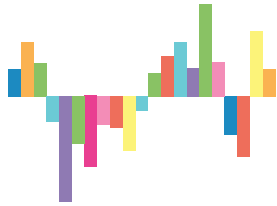
'If you can't feed a hundred people, then feed just one.' – MOTHER TERESA.

Sponsorship of Imibala projects can be discussed by visiting: www.imibala.com





Imibala means 'colours' in Xhosa. The soundwave icon was inspired by children's laughter, with each colour representing one of our initiatives.



governance

The Imibala Trust was founded by Mrs Gaynor Rupert and is supported by 4 additional Trustees:
Mrs J A Preller, Ms H M Rupert, Mrs L White and Mr G le Roux.
This Board of Trustees has monthly oversight of the income, expenses and all activities of the Trust.
The accounts of the Trust are audited annually by PWC.
The Trust is a registered not-for-profit organisation NPO 046-758
and also has a PBO status, number 93001 7783.

reach out

The Imibala Trust, 14 Bright Street, Audas Estate, Somerset West, Western Cape 7130
Phone: +27 21 852 0418

Theo Willemse, CEO
Tel: +27 (0) 21 852 0418 | Cell: +27 (0) 72 956 5818
Email: theo@imibala.com | info@imibala.com

Learn more about Imibala at:



@theimibalastrust



@imibala.com



@imibala_trust_npo



Words of gratitude.

Thank

You

Getting creative with a beautiful drawing to show his appreciation.



Letters

Witnessing sponsors meet the children they support is heartwarming.



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
10 Mei 2024

12/1/3/1-9/1

Wyk 1

ITEM 7.16 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	VERHURING VAN GEBOU (BEKEND AS DIE OU CARNEGIE BIBLIOTEEK), GELEË OP ERF 123, KERKSTRAAT, MOORREESBURG AAN DIE ACVV VIR KANTOORSPASIE
SUBJECT:	LEASING OF MUNICIPAL BUILDING (KNOWN AS THE OLD CARNEGIE LIBRARY), SITUATED ON ERF 123, CHURCH STREET, MOORREESBURG TO THE ACVV FOR OFFICE USE

1. BACKGROUND / AGTERGROND

- 1.1 The building situated on Erf 123, Moorreesburg is municipal property, measuring approximately 991m² in extent (illustrated on locality map marked **Annexure A**) and is currently occupied by the Municipal Law Enforcement Section, which will be accommodated at the Moorreesburg municipal offices prior to the conclusion of the proposed lease.
- 1.2 The ACVV Moorreesburg, a registered NPO and the only organisation in Moorreesburg that renders child protection services has been operating from the ACVV Huis Moorrees for a few years. They were however informed that the existing premises will be utilised to accommodate a proposed Alzheimers Unit, which means that the ACVV will have to seek alternative accommodation.
- 1.3 The ACVV Moorreesburg applied for the use of the building situated on Erf 123 Mooreesburg to continue the rendering of much needed childcare protection services to the community of Moorreesburg. See application letter marked **Annexure B**.

2. LEGISLATION / WETGEWING

- 2.1 Council's By-law relating to the Transfer of Municipal Capital Assets, PG 7394 of 2015, as well as the Municipal Asset Transfer Policy (2014), authorises the municipality to – in accordance with its operational needs and strategic objectives – among others –
 - lease capital assets on a long- or short-term by way of negotiation or public competition;
 - subject to the provisions of the MATR (Municipal Asset Transfer Regulations), subsidised sale prices or rental rates in respect of capital assets may be determined [Section 4(d) and (e) of By-law].

The policy itself stipulates that immovable property is leased only at market-related prices, unless otherwise determined by the plight of the poor, the public interest as well as the operational and strategic objectives of the municipality. More specifically, this project is embedded in the strategic objectives of the municipality, as mentioned in paragraph 3.

3. LINKING TO THE INTERGRATED DEVELOPMENT PLAN / KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

- Strategic Goal 1: Community Safety and Wellbeing

4. FINANCIAL IMPLICATIONS/ FINANSIËLE IMPLIKASIE

There will be no financial implications for the Municipality in respect of the proposed lease. A nominal rate of R120.00 (VAT excluded) per annum will be charged for the lease of the building, noting that the lessee will be responsible for payment of all service connection fees and service consumption.

5. RECOMMENDATION

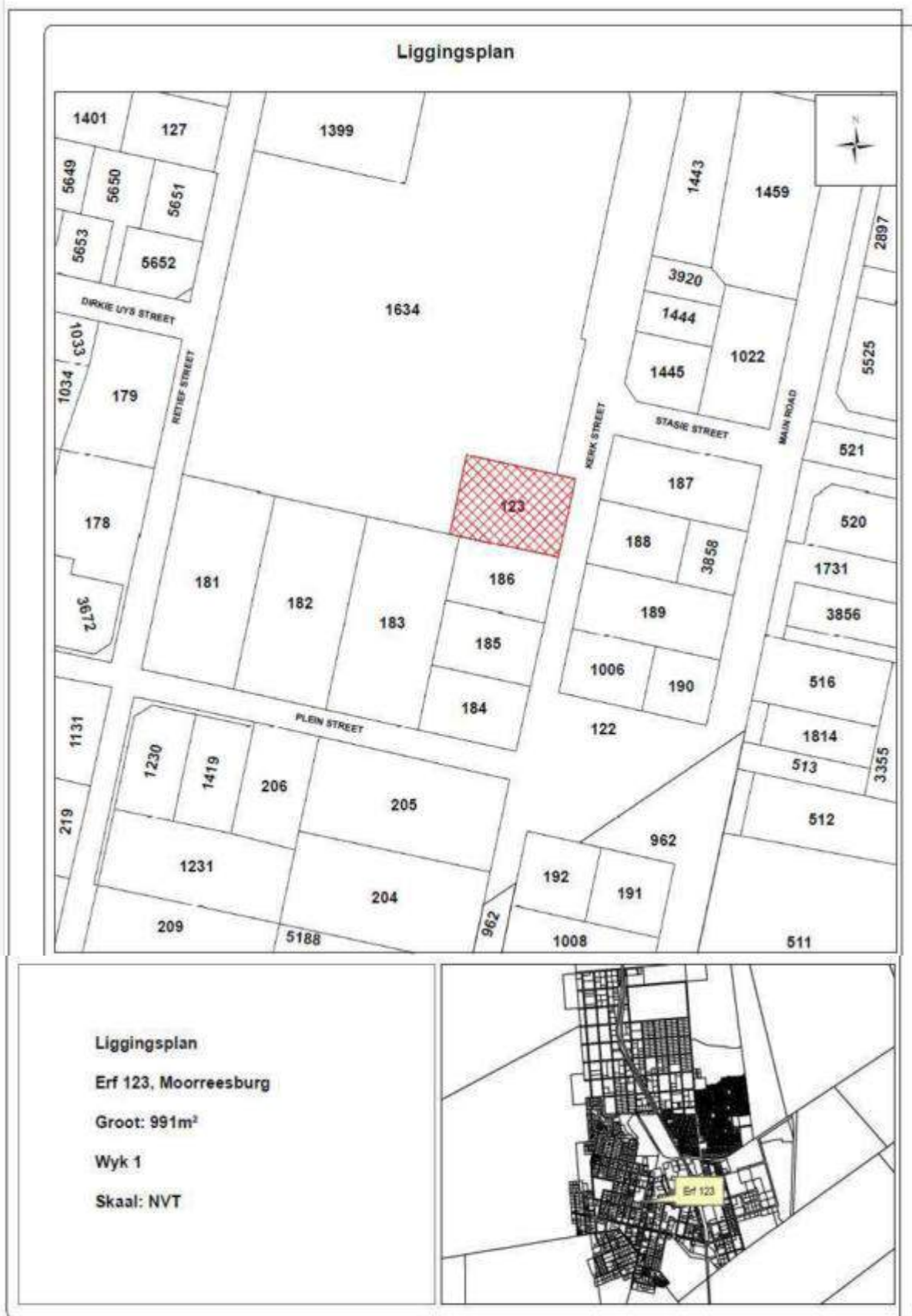
- 5.1 That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of the building situated on Erf 123, measuring approximately 991m² in extent, Church Street, Moorreesburg to the ACVV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

AANBEVELING

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

(get) M S Terblanche

MUNICIPAL MANAGER / MUNISIPALE BESTUURDER



ACVV Hoofkantoor • Head Office

ACVV NASIONALE RAAD | ACVV NATIONAL COUNCIL
 ACVV Hoofbestuur: PBO 930004921 | NPO 002 834 | VAT 4120107695
 Caledonstraat 61 | 61 Caledon Street, District Six, Cape Town, 7925
 TEL: 021 4617 437

Khusele. Khathalo. Fundisa. Khulisa.
Besker. Versorg. Onderrig. Groei.
Protect. Care. Educate. Grow.

www.acvv.org.za | Disclaimer and Privacy Policy



29/04/2024

Vir Aandag: Madelaine Terblanche – Swartland Munisipaliteit

Insake: ACVV Moorreesburg - Ou Carnegie-biblioteek, Moorreesburg

Geagte Me. Terblanche

Graag wil ACVV Moorreesburg eerstens baie dankie sê vir die uitreik en oorweging na ACVV Moorreesburg vir moontlike kantoorspasie. Dit word opreg waardeer.

ACVV Moorreesburg is tans die enigste NGO in Moorreesburg wat statutêre kindersbeskermingsdienste lewer. Moorreesburg kantoor bestaan uit vyf personeel. Twee Maatskaplike Werkers, Wilmaine Kellerman & Nadine Wolstenholme. Twee Hulpwerkers, Caron Petersen en Micheala Arendse. In die admin stoel is Maureen Andries. Die kantoor het tans 'n aktiewe gevallelading van 320 gesinne.

Dienste gelewer gedurende die tydperk:

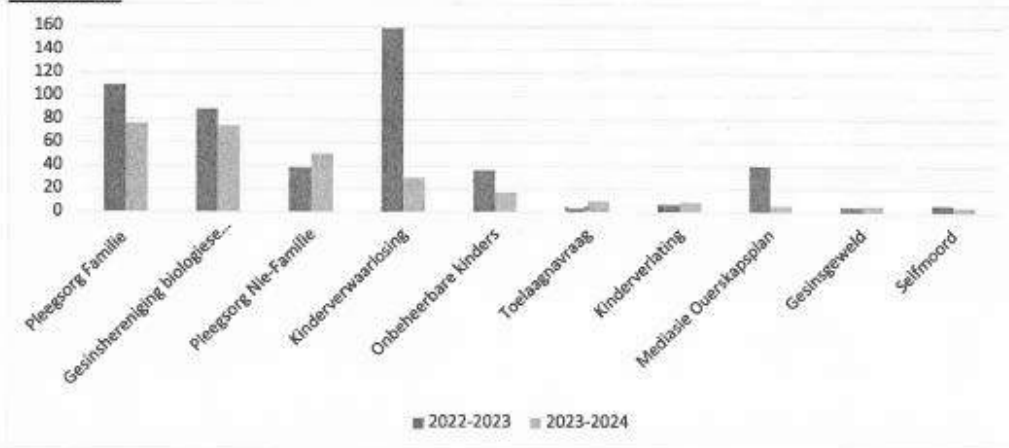
Bewusmaking = 912 kinders & gemeenskapslede

Vroeë Intervensie = 842 kinders & gemeenskapslede

Statutêre dienste = 409 kinders, biologiese ouers, pleegouers, gemeenskapslede & verslae

Herenigingsdienste = 257 kinders en biologiese ouers

Statistieke:



10 hoogste tendense in die kantoor (syfers gebaseer op aanmeldings by die kantoor)

Ander belangrike inligting:

- 9 Kinders is verwyder uit ouerlike sorg volgens die Kinderwet
- 16 Kinders is in pleegsorg geplaas volgens 'n hofbevel
- 7 Kinders het vir rehabilitasie gegaan
- 11 onbeheerbare kinders is voor aansoek gedoen by sentrums
- 4 het opname behaal deur toewysings van die Departement

Uitdaging:

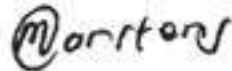
Die Bestuur van ACVV Moorreesburg het gedurende September 2023 hulle bekommernis uitgespreek en 'n skrywe aan ACVV Hoofkantoor en DSD gerig dan hulle nie meer die finansiële verantwoordelikheid teenoor die kantoor kan nakom nie. Die Bestuur het verskeie pogings aangewend en doen steeds maar, vind dit moeilik om alle finansiële verantwoordelikhede na te kom. Verskeie gesprekke is met DSD, ACVV Hoofkantoor en ook die gemeenskap gevoer.

Tans is die Maatskaplike Werkers in 'n gebou van ACVV Huis Moorrees. Die uitdaging is dat die tehuis self die gebou wil gebruik om die behoefte aan 'n Alzheimer eenheid vir Moorreesburg gemeenskap op te rig.

Die tweede groot uitdaging is dat die munisipale rekening vir daardie geboue tans R7500 (+) 'n maand is wat moeilik is om te dek uit die subsidie wat ACVV Maatskaplike Werk kantoor vanaf DSD verkry.

ACVV Moorreesburg sal dit opreg waardeur indien Swartland Munisipaliteit bekostigbare kantoorspasie kan voorsien om sodoende te voorkom dat die gemeenskap van Moorreesburg onthrem word van maatskaplike dienste in die toekoms.

Vriendelike groete.



Marie-Lee Carstens
ACVV Swartland
Streeksbestuurder



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
10 Mei 2024

12/1/3/1-9/1

Wyk 2

ITEM 7.17 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	VERHURING VAN 'N GEDEELTE VAN ERF 409, LANGSTRAAT, MOORREESBURG AAN DIE WESKUS DISTRIKSMUNISIPALITEIT VIR PARKERING DOELEINDES
SUBJECT:	LEASING OF A PORTION OF ERF 409, LANG STREET, MOORREESBURG TO THE WEST COAST DISTRICT MUNICIPALITY FOR PARKING PURPOSES

1. BACKGROUND / AGTERGROND

- 1.1 Erf 409 Moorreesburg is municipal property, measuring approximately 15 314.8m² in extent (illustrated on locality map marked **Annexure A**). A portion thereof measuring approximately 1 234m² in extent was previously leased to the West Coast District Municipality (WCDM) for parking development purposes since 2013. This portion has been developed and fenced by the WCDM.
- 1.2 The Moorreesburg Bowling Club/Lions Club operating from the adjacent privately owned property, namely Erf 3974 utilises an additional vacant portion of Erf 409 for parking purposes, as does the WCDM.
- 1.2 The WCDM applied for the lease of the existing portion as well as an additional portion to be developed into an unfenced parking area for a period of three years, subject thereto that the property also be utilised by the Moorreesburg Bowling Club/Lions Club on weekends.

2. LEGISLATION / WETGEWING

- 2.1 Council's By-law relating to the Transfer of Municipal Capital Assets, PG 7394 of 2015, as well as the Municipal Asset Transfer Policy (2014), authorises the municipality to – in accordance with its operational needs and strategic objectives – among others –
 - lease capital assets on a long- or short-term by way of negotiation or public competition;
 - subject to the provisions of the MATR (Municipal Asset Transfer Regulations), subsidised sale prices or rental rates in respect of capital assets may be determined [Section 4(d) and (e) of By-law].

The policy itself stipulates that immovable property is leased only at market-related prices, unless otherwise determined by the plight of the poor, the public interest as well as the operational and strategic objectives of the municipality. More specifically, this project is embedded in the strategic objectives of the municipality, as mentioned in paragraph 3.

3. LINKING TO THE INTERGRATED DEVELOPMENT PLAN / KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

- Strategic Goal 1: Community Safety and Wellbeing

4. FINANCIAL IMPLICATIONS/ FINANSIËLE IMPLIKASIE

There will be no financial implications for the Municipality in respect of the proposed lease. The Valuations Section recommended a rate of R1.00/m² per month (R2 938.00). However, due to the lessee being a government institution and due to the fact that the WCDM will develop and maintain the area, a rate of R2 938.00 (VAT excluded) per annum is rather recommended.

5. RECOMMENDATION

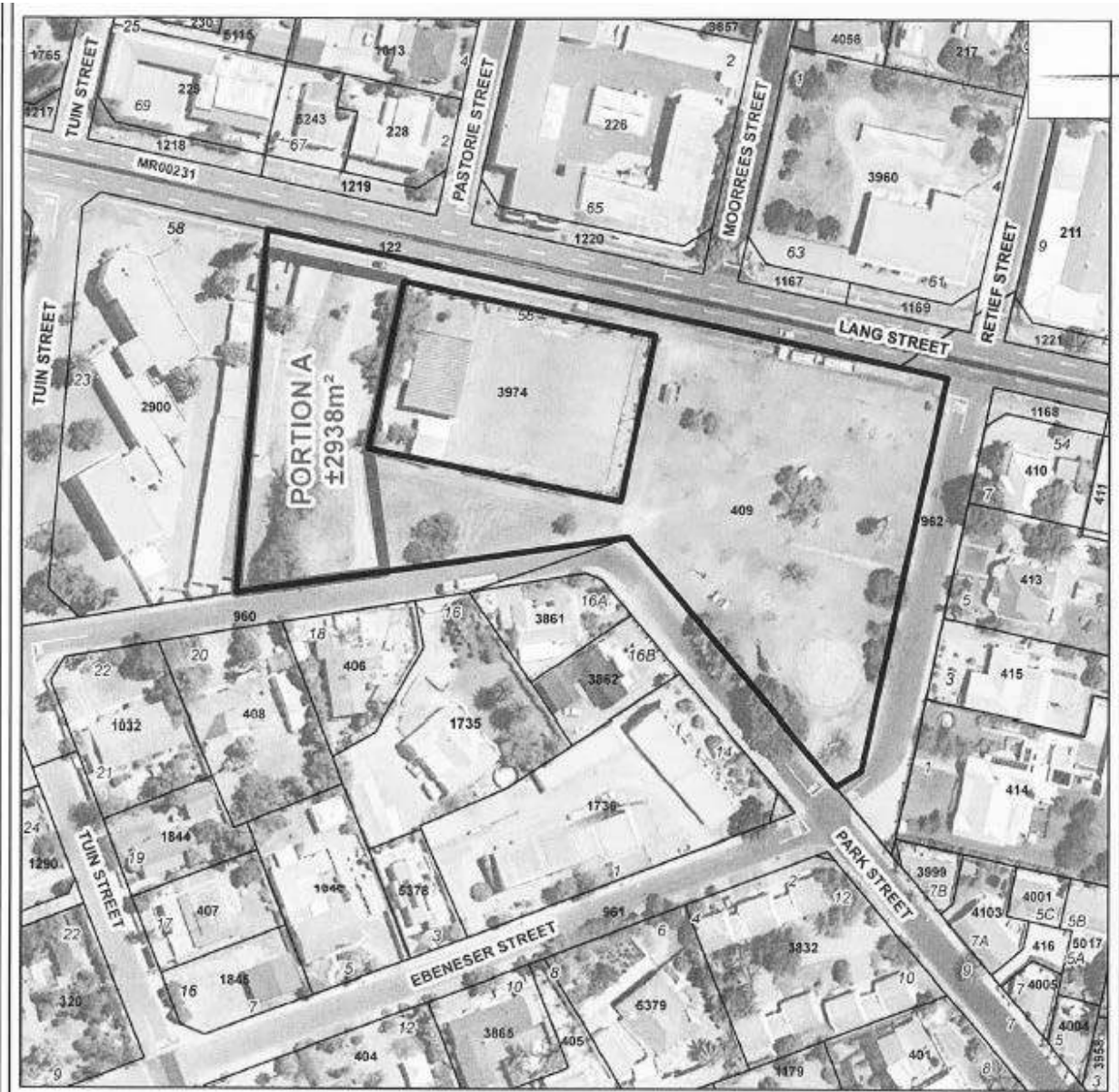
- 5.1 That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of a portion of Erf 409, measuring approximately 2 938m² in extent situated in Park Street, Moorreesburg to the West Coast Municipality for parking purposes at a rental amount of R2 938.00 (VAT excluded) per annum for a period of 3 (three) years commencing from 1 July 2024 until 30 June 2027;
- 5.2 That a portion of Erf 409 Moorreesburg measuring approximately 1704m² in extent, only be utilised for the development of an unfenced parking area, subject thereto that the property be accessible for the use of the parking area by the Moorreesburg Bowling Club/Lions Club operating from the adjacent property, Erf 3974 over weekends;
- 5.3 That the property be maintained by and at the cost of the lessee at all times;
- 5.4 That in terms of paragraph 12 of the Municipal Asset Transfer Policy, approval for the lease of the property be granted by way of direct negotiations, since the WCDM, being a government institution, will develop the property into a parking area to meet the parking needs of both the WCDM and the Moorreesburg Bowling Club/Lions Club.

AANBEVELING

- 5.1 Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Beleid insake Oordrag van Munisipale Bates (2014) dat goedkeuring verleen word vir die verhuring van 'n gedeelte van Erf 409, ongeveer 2 938m² groot, geleë in Langstraat, Moorreesburg aan die Weskus Distriksmunisipaliteit vir parkeerdoeleindes teen 'n huurbedrag van R2 938.00 per jaar (BTW uitgesluit) vir 'n tydperk van 3 (drie) jaar vanaf 1 Julie 2024 tot 30 Junie 2027;
- 5.2 Dat 'n gedeelte van Erf 409 Moorreesburg, ongeveer 1704m² groot, slegs gebruik word vir die ontwikkeling van 'n parkeerarea wat nie omhein is nie, onderhewig daaraan dat die parkeerarea naweke toeganklik sal wees vir gebruik deur die Moorreesburg Rolbalklub/Lions Klub wat vanaf die aangrensende eiendom, Erf 3974 bedryf word;
- 5.3 Dat die eiendom te alle tye deur en op koste van die huurder onderhou word;
- 5.4 Dat, in terme van paragraaf 12 van die Beleid insake Oordrag van Munisipale Bates, goedkeuring vir die verhuring van die eiendom deur middel van direkte onderhandelinge verleen word aangesien die WCDM, 'n regeringsinstansie, die eiendom in 'n parkeerarea gaan ontwikkel om aan hul parkeerbehoefte sowel as dié van die Moorreesburg Rolbalklub/Lions Klub te voldoen.

(get) M S Terblanche

MUNICIPAL MANAGER / MUNISIPALE BESTUURDER





Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
13 Mei 2024

12/1/3/1-1/1

ITEM 7.18 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	KANTOORAKKOMMODASIE: ABBOTSDALE BUURTWAG
SUBJECT:	OFFICE ACCOMMODATION: ABBOTSDALE NEIGHBOURHOOD WATCH

1. AGTERGROND

- 1.1 Die Abbotsdale Buurtwag huur tans een deel van die struktuur op erf 1217, geleë te Roosmarynstraat, Abbotsdale (skuins oorkant die biblioteek). ASLA het die struktuur destyds op eie koste as prototipe opgerig, om deur die Munisipaliteit tot voordeel van die gemeenskap benut te word. Erf 1217 is die eiendom van die Raad en word saam met erf 1219 daarnaas geoormerk vir die toekomstige oprigting en beskikbaarstelling van besigheidsgeleenthede onder die sg. *Socio-economic Programme*.
- 1.2 Die Abbotsdale Buurtwag het aangedui dat hul begerig is om vanaf 1 Junie 2024 die huurooreenkoms vir 'n verdere tydperk te verleng.

2. WETGEWING / BELEID

- 2.1 Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die Munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –
 - kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;
 - onderhewig aan die bepalings van die MATR (*Municipal Asset Transfer Regulations*) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].
- 2.2 Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die Munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die Munisipaliteit, soos toegelig in paragraaf 4 hieronder.

3. FINANSIËLE IMPLIKASIES

- 3.1 Daar is geen finansiële uitgawes vir die Munisipaliteit verbonde aan die verhuring van die fasiliteite nie. 'n Nominale huurgeld ten bedrae van R120.00 (BTW uitgesluit) per jaar word gehef.

4. ALIGNMENT WITH INTEGRATED DEVELOPMENT PLAN

- 4.1 Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan beslag in
 - Strategic Goal 3: Quality and sustainable living environment (*Strategic Objective 5: Enhance safe, healthy, liveable and sustainable communities and neighbourhoods*), sowel as
 - Strategic Goal 5: Sufficient, affordable and well-run services.

5. AANBEVELING

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

RECOMMENDATION

- 5.1 That approval be granted for a lease agreement to be concluded with the Abbotsdale Neighbourhood Watch for the lease of one portion of the structure situated on erf 1217, Abbotsdale, for a further period of one (1) year with effect from 1 July 2024 at the amount of R120.00 per annum, VAT excluded, which amount shall be payable in advance;
- 5.2 That the current conditions of lease remain applicable, including that water and sewerage services be made available free of charge, considering that the neighbourhood watch renders a voluntary service to the community.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
10 Mei 2024

12/1/3/1-1/1

Wyk 7

ITEM 7.19 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE- VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP:	VERHURING VAN VOORAFVERVAARDIGDE STRUKTUUR, GELEË OP ERF 213, DARLINGWEG, ABBOTSDALE AAN DIE ABBOTSDALE NETBALKLUB VIR DIE GEBRUIK DAARVAN AS 'N KLEEDKAMER
SUBJECT:	LEASING OF PREFABRICATED STRUCTURE SITUATED ON ERF 213 DARLING WAY, ABBOTSDALE TO THE ABBOTSDALE NETBALL CLUB FOR THE USE THEREOF AS A CHANGING ROOM

1. BACKGROUND / AGTERGROND

- 1.1 Erf 213 is municipal property, situated in Darling Way on which the Abbotsdale Community Hall, a container and prefabricated structure are located (illustrated on the enclosed locality map marked **Annexure A**).
- 1.2 The Abbotsdale Sport Forum on behalf of the Abbotsdale Netball Club applied for the use of the prefabricated structure (depicted on the enclosed photos marked **Annexure B**) for the use thereof as a changing room as they currently have no facility of their own to utilise for such purpose. This will restore the dignity of the netball players, being able to dress in a facility rather than in public.

2. LEGISLATION / WETGEWING

- 2.1 Council's By-law relating to the Transfer of Municipal Capital Assets, PG 7394 of 2015, as well as the Municipal Asset Transfer Policy (2014), authorises the municipality to – in accordance with its operational needs and strategic objectives – among others –
 - lease capital assets on a long- or short-term by way of negotiation or public competition;
 - subject to the provisions of the MATR (Municipal Asset Transfer Regulations), subsidised sale prices or rental rates in respect of capital assets may be determined [Section 4(d) and (e) of By-law].

The policy itself stipulates that immovable property is leased only at market-related prices, unless otherwise determined by the plight of the poor, the public interest as well as the operational and strategic objectives of the municipality. More specifically, this project is embedded in the strategic objectives of the municipality, as mentioned in paragraph 3.

3. LINKING TO THE INTERGRATED DEVELOPMENT PLAN / KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

- Strategic Goal 1: Community Safety and Wellbeing

4. FINANCIAL IMPLICATIONS/ FINANSIËLE IMPLIKASIE

There will be no financial implications for the Municipality in respect of the proposed lease. A nominal rate of R120.00 (VAT excluded) per annum will be charged for the use of the building, noting that the lessee will be responsible for payment of all service connection fees.

5. RECOMMENDATION

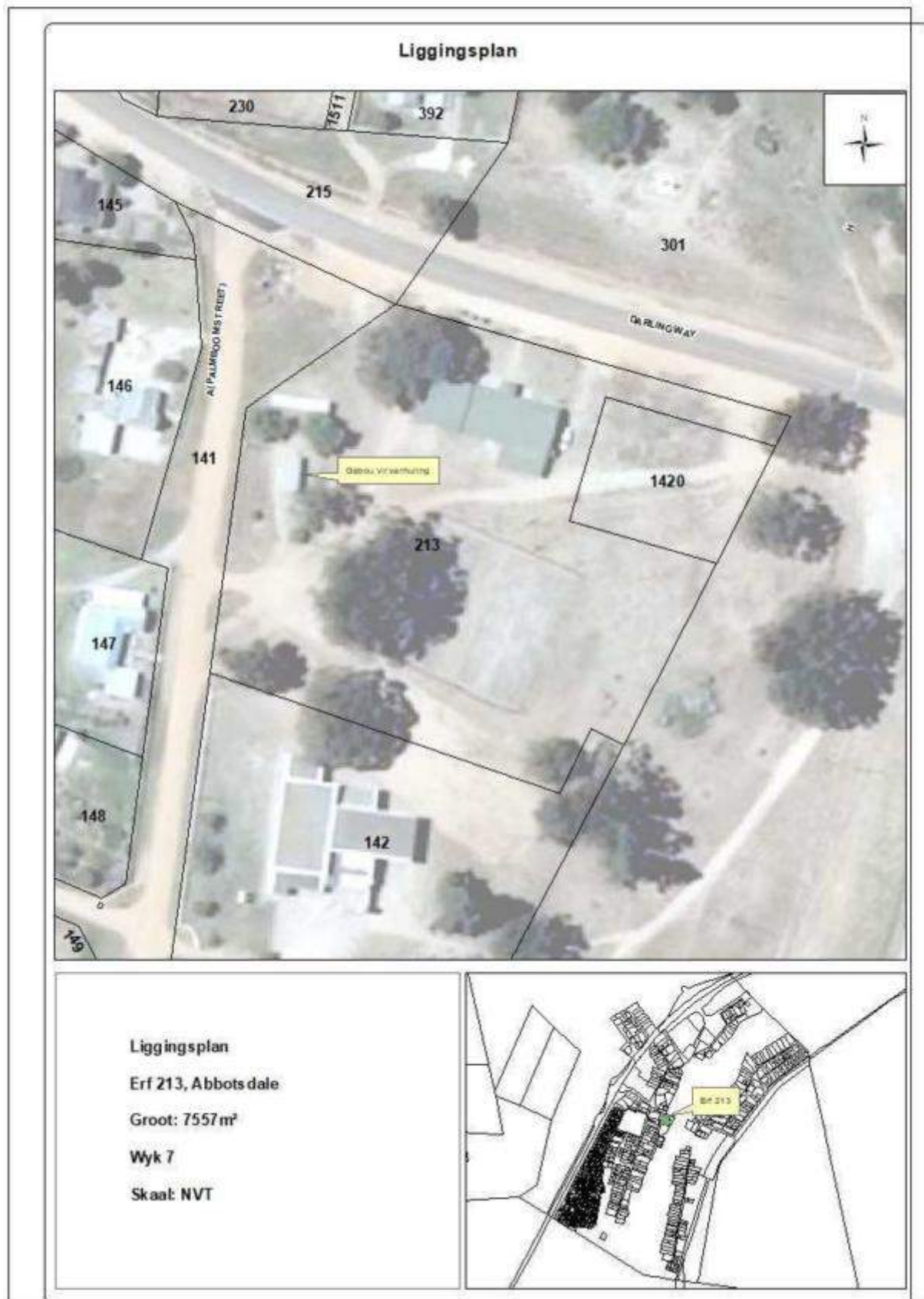
- 5.1 That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of the prefabricated structure situated on Erf 213, Darling Way, Abbotsdale to the Abbotsdale Netball Club at a rental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

AANBEVELING

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

(get) M S Terblanche

MUNICIPAL MANAGER / MUNISIPALE BESTUURDER







Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
13 May 2024
8/2/2/8

ITEM 7.20 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 MAY 2024

ONDERWERP:	VERVREEMDING VAN ERF 1308, ABBOTSDALE (TENDER L03/23/24)
SUBJECT:	DISPOSAL OF ERF 1308 ABBOTSDALE (TENDER L03/23/24)

1. BACKGROUND

- 1.1 At a meeting held on 30 January 2024, the Municipal Council granted in-principle approval in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets for financial offers to be called by means of public tender for the disposal of the following vacant immovable property in Abbotsdale, zoned Business Zone 1: General Business:
- Erf 1308, 6 Jasmyrn Street, Abbotsdale (318 m² in extent)
- 1.2 It being considered to fairly represent the market value of the property, a reserve price of R56 000.00, excluding VAT, was determined by Council.
- 1.3 The Executive Mayoral Committee was authorised by the Council
- to deal with any comments and/or objections received in respect of the proposed transaction and
 - to finalise a decision regarding the transfer of the asset after all applicable Supply Chain and other legal prescripts have been complied with.
- 1.4 The proposed disposal was advertised in the media on 13 February 2024 in terms of the Council decision. No comments and/or objections regarding the proposed sale were received by the closing date on 1 March 2024.
- 1.5 Tenders were subsequently invited in the media on 19 March 2024.
- 1.6 On the closing date, i.e. 12 April 2024, the following bids were received:

	Tenderer	Amount tendered (excl VAT)
1.	SSJ Brothers Save (Pty) Ltd	R114 500.00
2.	Due Wayne Petersen	R111 000.00
3.	Divine Touch Contractors	R 32 000.00

- 1.7 Since the tender documents stated that no offer below the reserve price will be considered, the tender of Divine Touch Contractors was not taken into consideration for purposes of the preferential procurement evaluation at the Bid Adjudication Committee (BAC) meeting held on 30 April 2024, and the following recommendation by the BAC was subsequently confirmed by the Municipal Manager:

"That Tender L03/23/24 for the Sale of Erf 1308, Abbotsdale be awarded to SSJ Brothers Save (Pty) Ltd at the amount of R114 500.00 excluding VAT;

*That the Agreement of Sale be entered into by the Director: Corporate Services, **provided that the transfer of the asset (subject property) is approved by the Executive Mayoral Committee as per Council resolution dated 30 January 2024;***

1.7/...

That the suspensive conditions in the Offer to Purchase signed by the tenderer be noted as follows:

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

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

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

2. RECOMMENDED

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

2. AANBEVEEL

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

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
13 Mei 2024

12/1/3/1-6/1

ITEM 7.21 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 MEI 2024

ONDERWERP: SUBJECT:	VERHURING VAN VRAGHOUER AAN DIE KALBASKRAAL BUURTWAG LEASE OF CONTAINER TO THE KALBASKRAAL NEIGHBOURHOOD WATCH
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1. AGTERGROND

- 1.1 Aangeheg as **AANHANGSEL A** is 'n skrywe van die Kalbaskraal Gemeenskapsforum, waarin namens die Kalbaskraal Buurtwag (wat deel is van die forum) aansoek gedoen word dat die uitgediende vraghouer wat voorheen vir Wyk 11 se buurtwag ingerig was maar intussen verskuif het na Jakarandastraat, Malmesbury, aan die buurtwag beskikbaar gestel word as basis vanwaar hulle hul aktiwiteite in Kalbaskraal kan bedryf.
- 1.2 Die wykskomitee vir Wyk 4 het aanvanklik 'n besluit geneem dat die voorafvervaardigde geboutjie by die gemeenskapsaal in Abbotsdale, wat voorheen as kliniek benut was, vir doeleindes van die buurtwag na Kalbaskraal verskuif moes word. Omdat lg. egter nie gereedelik afgebreek en verskuif kan word nie, is daar tydens gesprekke met die Onderburgemeester en raadslid Williams (wyksraadslid) en raadslid Bess ooreengekom dat die onbenutte vraghouer in Jakarandastraat eerder as 'n alternatief vir doeleindes van die Kalbaskraal Buurtwag oorweeg moet word.
- 1.3 Aangeheg as **AANHANGSEL B** is foto's wat onlangs van die vraghouer in Jakarandastraat geneem is.
- 1.4 'n Verslag insake die benutting van die voorafvervaardigde gebou soos hierbo na verwys, verskyn elders in die sakelys.

2. WETGEWING / BELEID

- 2.1 Die Raad se Verordening insake die Oordrag van Munisipale Kapitale Bates, PK 7394 van 2015, asook die beleid daarkragtens, magtig die Munisipaliteit om – in ooreenstemming met sy operasionele behoeftes en strategiese doelwitte – onder andere –
 - kapitale bates te verhuur op lang- of korttermyn by wyse van onderhandeling of openbare mededinging;
 - onderhewig aan die bepalinge van die MATR (*Municipal Asset Transfer Regulations*) gesubsidieerde verkooppryse of huurtariewe ten opsigte van kapitale bates te bepaal [Artikel 4(d) en (e) van verordening].
- 2.2 Die beleid self bepaal dat onroerende eiendom slegs teen markverwante pryse verhuur word, tensy die lot van die armes, die openbare belang asook die operasionele en strategiese doelwitte van die Munisipaliteit anders bepaal. Meer spesifiek vind hierdie projek beslag in die strategiese doelwitte van die Munisipaliteit, soos toegelig in paragraaf 4 hieronder.

3. FINANSIËLE IMPLIKASIES

- 3.1 Daar is geen finansiële uitgawes vir die Munisipaliteit verbonde aan die verhuring van die fasiliteite nie. 'n Nominale huurgeld ten bedrae van R120.00 (BTW uitgesluit) per jaar word aan die hand gedoen.

4. ALIGNMENT WITH INTEGRATED DEVELOPMENT PLAN

4.1 Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan beslag in

- Strategic Goal 3: Quality and sustainable living environment (Strategic Objective 5: Enhance safe, healthy, liveable and sustainable communities and neighbourhoods), sowel as
- Strategic Goal 5: Sufficient, affordable and well-run services.

5. AANBEVELING

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

RECOMMENDATION

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

(get) M S Terblanche

MUNISIPALE BESTUURDER

338 Dennehout Street

Kalbaskraal, 7302

Ph: 072 954 7588

Email: kblcommunityforum@gmail.com



KBL
COMMUNITY
FORUM

10 April 2024

Attention: Swartland Municipality – Ms Madelaine Terblanche

Re: Container for the Neighbourhood watch in Kalbaskraal

The Kalbaskraal Neighbourhood Watch, which is part of KBL Community Forum, hereby request that the container, currently located in Jacaranda Steet, Malmesbury be allocated to the Kalbaskraal Neighbourhood Watch (KNW).

The Kalbaskraal Neighbourhood watch was established with the main purpose to assist in combatting crime, mitigating gender based violence and enhancing restorative justice in Kalbaskraal and surroundings. The KNW is in the process of being registered and we had several meetings with the Police and other authorities in this regard.

Since our formation, we have been struggling with a base from which we can operate. This hampered the work of the KNW in terms of meetings, coordination and effective Neighbourhood watching. We had various discussions with the Deputy Mayor and our councillor for the provision of a container. They both understood our need and agreed in principle to provide us with a container.

We therefore request your approval and urgent delivery of the said container.

Yours Sincerely,

[Duly Signed]

A.Agulhas

Chairperson

Chairperson: Abraham Agulhas – Deputy Chair: Michael Matrose – Secretary: Clarissa Thyssen –
Treasurer: Lucia Qaqane





Verslag ♦ Ingxelo ♦ Report

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

ITEM 7.22 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON OF 21 May 2024.

ONDERWERP: UITSTAANDE DEBITEURE – APRIL 2024
SUBJECT: OUTSTANDING DEBT – APRIL 2024

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

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

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

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

2. **WETGEWING / LEGISLATION**

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

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

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

4. **FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

- 4.1 Die uitstaande debiteure vir Maart 2023 R36 605 676.19 beloop terwyl die uitstaande debiteure vir April 2023 R48 490 284.34 beloop het en was 'n vermeerdering van R11 884 608.15
- 4.2 Die uitstaande debiteure vir Maart 2024 R47 841 393.45 beloop terwyl die uitstaande debiteure vir April 2024 R50 361 840.48 beloop - 'n vermeerdering van R2 520 447.03
- 4.3 Die uitstaande debiteure vir April 2023 R48 490 284.34 beloop terwyl die uitstaande debiteure vir April 2024 R50 361 840.48 beloop - 'n vermeerdering van R1 871 556.14 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir April 2024 is 6.59% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir April 2023 is 6.80% 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 April 2024.

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

(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

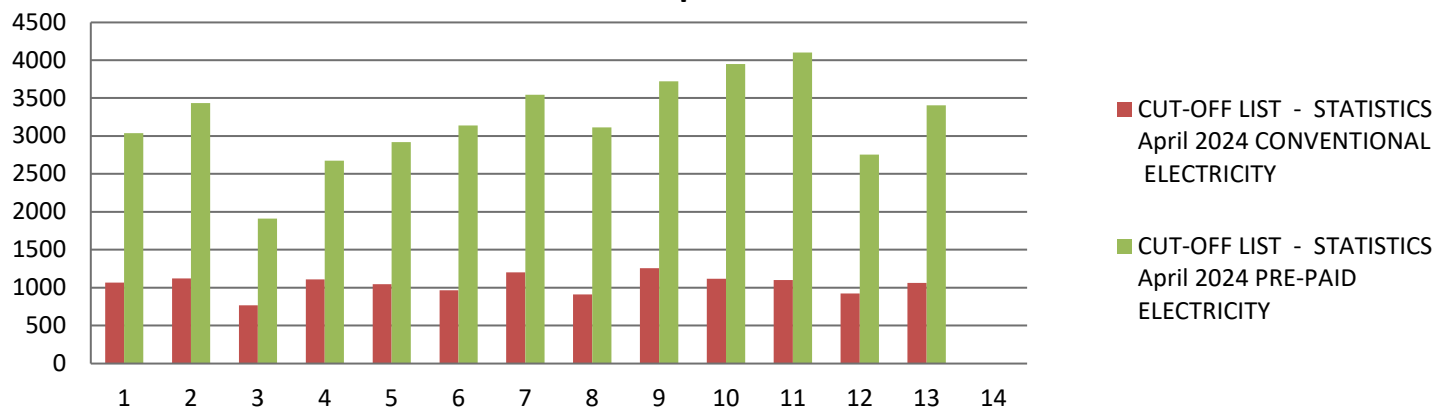
CUT-OFF LIST - STATISTICS

April 2024

MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
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
Mrt-24	925	2755	15 April 2024
Apr-24	1064	3403	13 Mei 2024

CUT-OFF LIST - STATISTICS

April 2024



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 April 2024										R 764 743 787	R 713 057 993	R 658 069 842
Months	Deviation same month of corresponding months of the previous year, (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments				
Apr-23	R 11 709 068	R 48 490 284	R 38 490 322	R 7 143 203	R 2 843 517	R 13 242	R -	EFT payments day after month end received amounted to R2 257,911.25(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R7 143,202.76 Staff outstanding in the amount of R13 241.73 - Eleven (11) Staff members have outstanding accounts - 6 x Pre-Paid electricity and 5 x Conventional Electricity) The Government outstanding amounted to R2 843,517.37 as a result of annual rates. The amount of R1 316,435.60 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6.34%	6.80%	5.58%
May-23	R 7 372 800	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 840.66 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5.55%	5.96%	5.33%
June-23	R 4 259 870	R 39 458 675	R 34 561 165	R 1 970 134	R 2 927 246	R 130	R -	EFT payments day after month end received amounted to R753 715.87(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 970,133.80 Staff outstanding in the amount of R130.34 - One (1) Staff member has an outstanding account - 1 x Pre-Paid electricity) Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 927,246.49 as a result of annual rates. The amount of R280 240.52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5.16%	5.53%	5.35%
July-23	R 6 730 370	R 40 077 008	R 35 255 362	R 2 090 864	R 2 727 413	R 3 368	R -	EFT payments day after month end received amounted to R1 193,299.66(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 090,864.27 Staff outstanding in the amount of R3368.38 - Four (4) Staff members have outstanding accounts - 3 X Pre-Paid electricity and 1 X Eskom Elec) Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 727,412.78 as a result of annual rates. The amount of R0.00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5.24%	4.68%	4.46%
Aug-23	R 10 212 058	R 41 412 470	R 37 035 460	R 2 288 654	R 2 086 896	R 1 461	R -	EFT payments day after month end received amounted to R1 601 349.69(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 288 652.85 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 3 346 850	R 1 404	R -	EFT payments day after month end received amounted to R3 376 204.34 (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 42 587 199.49	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 554.52 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 14 270 478	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 R12 588.07 - Three (3) Staff members have an outstanding accounts - 1 X Pre-Paid electricity) The Government outstanding amounted to R2 000 941.65 as a result of annual rates. The amount of R5.90 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		7.09%	5.53%	5.35%
March-24	R 11 235 717	R 47 841 393	R 42 445 926	R 2 544 249	R 2 849 244	R 1 974	R -	EFT payments day after month end received amounted to R3 402 738.61(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 544 249.20 Staff outstanding in the amount of R13 974.04 - Two (2) Staff members have outstanding accounts The Government outstanding amounted to R2 849 244.10 as a result of annual rates. The amount of R588 782.88 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6.26%	5.96%	5.33%
April-24	R 1 871 556	R 50 361 840	R 43 535 849	R 3 271 491	R 3 554 364	R 137	R -	EFT payments day after month end received amounted to R2 806 210.11(OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 271 491.88 Staff outstanding in the amount of R137.01 - One (1) Staff member have outstanding account. 3 Councillors in arrears to the amount of R2 855.67. The Government outstanding amounted to R3 554 364.63 as a result of annual rates. The amount of R 364 076.91 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6.59%	5.13%	5.31%

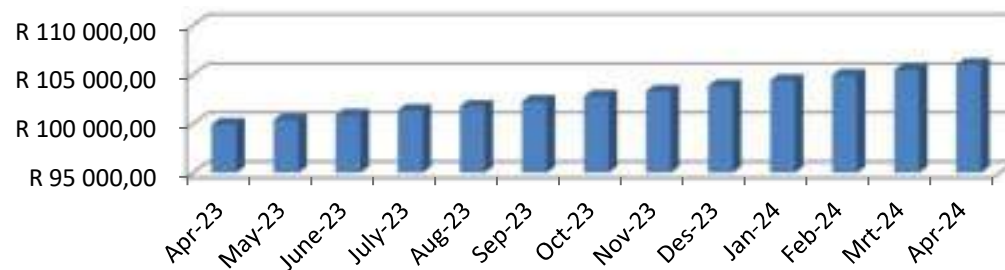
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) April 2024		Comparative Period 2023- 2024	
Month	Before Levy		
Mrt-23	R 25 651 352,25	R 4 468 177,31	
Apr-23	R 26 552 937,37	R 4 614 996,28	
May-23	R 29 917 054,04	R 7 625 191,81	
June-23	R 30 766 791,08	R 9 276 168,73	
July-23	R 30 998 353,01	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	
Mrt-24	R 31 501 952,83	R 5 850 600,58	
Apr-24	R 32 725 489,86	R 6 172 552,49	

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

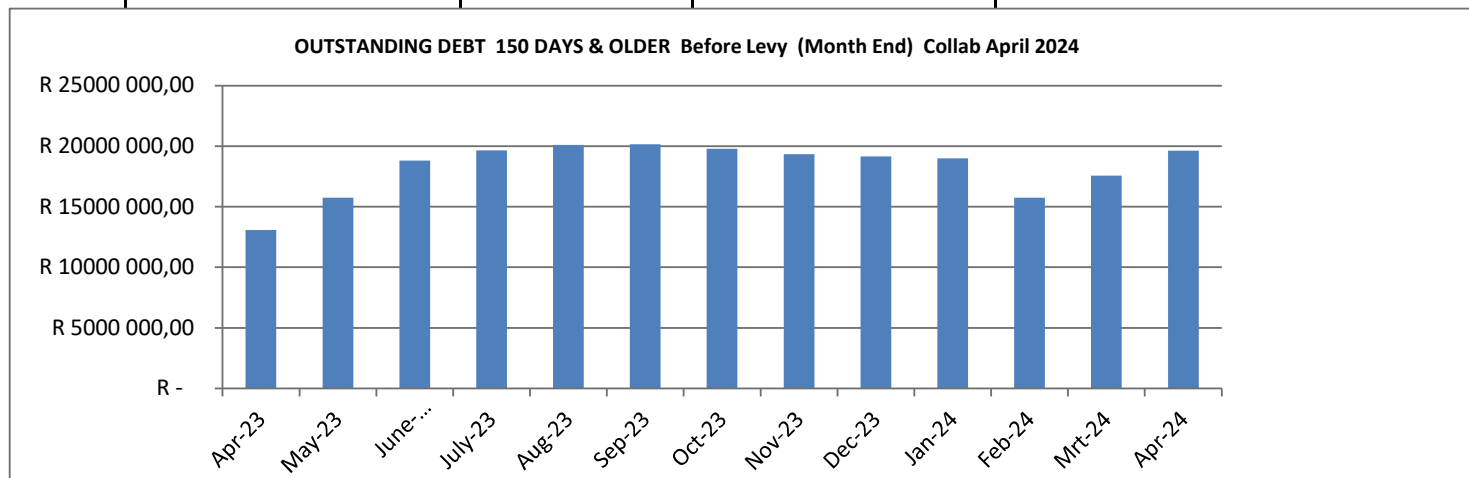


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite April 2024		Comparative Period 2023-2024	
Month	Before Levy		
Apr-23	R 99 917,90	R	-258 238,45
May-23	R 100 375,66	R	-259 046,82
June-23	R 100 865,37	R	-260 346,54
July-23	R 101 355,12	R	-261 163,44
Aug-23	R 101 755,57	R	-262 112,82
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
Mrt-24	R 105 470,20	R	6 010,15
Apr-24	R 106 012,30	R	6 094,40

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



OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab April 2024		Comparative Period 2023 - 2024	
Month	Before levy		
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
Mrt-24	R 17 548 166,07	R	4 621 746,84
Apr-24	R 19 628 679,51	R	6 566 478,63





Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
8 May 2024

5/14/3/5
WARDS: All

ITEM: 7.23 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 21 MAY 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 – 30 April 2024	:R 203 961.42 (paid)
Excess	Outstanding claims	:R 206 198.92 (outstanding)

5. **AANBEVELING / RECOMMENDATION**

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

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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's final report is still outstanding.
2023/60	SWA2022-23/SW/53/M	Fire Department	12/05/2023	17/05/2023	Motor Damaged: CK12628	85 918,97	35 000,00	During a fire call-out for a house burning in Illinge Lethu the vehicle was damaged by the community by throwing stones at the vehicle. Guardrisk confirmed on 31 October 2023 that they had followed up on claim with SASRIA. The SASRIA claim is still outstanding. Insurance management is following up on the claim frequently.
2024/20	SWA-017-M-2324	Civil: Street & Storm	03/11/2023	30/11/2023	Motor Damaged, CK29246	102 382,40	50 000,00	During a fire call-out 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	CLGRMUM-889386	Fire Department	03/12/2023	14/12/2023	Property Loss: Moorreesburg Fire	12 150,00	5 000,00	On 4 December 2023 the responsible official discovered that there was a break-in at the Fire Department. Several small items was stolen. Confirmation to replace the stolen items was received on 29 April 2024. The invoice is still outstanding.
2024/30	CLGRMUM- 893168	Finance	03/03/2024	12/03/2024	Money Loss, Vendor point, Malmesbury	145 215,00	14 522,00	One of the vendor points in Malmesbury was robbed. An assessor was appointed on 18 March 2024 and such assessment report is outstanding to date.
2024/34	CLGRMUM-893349	Traffic Department	18/03/2024	02/04/2024	CK21878, Windscreen	2 400,60	600,15	A stone reflected from a third party vehicle and hit the windscreen of CK28178. The confirmation from the insurer to replace the windscreen was received on 02 April 2024. The invoice is still outstanding.
2024/35	CLGRMUM-894095	Fire Department	03/04/2024	05/04/2024	CK12628, Windscreen	4 307,06	1 076,77	A stone reflected from a third party vehicle and hit the windscreen of CK41874. The confirmation from the insurer to replace the windscreen was received on 29 February 2024. The invoice is still outstanding.
2024/36	SWA-033-M-2324	Fire Department	01/01/2024	05/04/2024	CK28574, Motor damage	34 354,07	15 000,00	The equipment locker on the fire fighting vehicle was damaged by a pole at the officials residence during his standby period . An investigator has been appointed on 23 April 2024 and such assessment report is outstanding to date.
2024/37	SWA-034-C-2324	Civil: Sport	07/04/2024	10/04/2024	Property Damage: Rosenhof Sportsground	281 014,00	50 000,00	The roof of the Rosenhof sports ground pavilion was partly damaged due to severe wind on 7 April 2024. A loss adjuster has been appointed on 19 April 2024 and such assessment report is outstanding to date.
2024/39	SWA-036-C-2324	Corporate Service	24/04/2024	25/04/2024	Property Damage: Abbotsdale Library	28 500,00	25 000,00	During a public riot Abbotsdale library was damaged the claim was submitted to SASRIA. Feedback regarding this claim is still outstanding.
						774 162,45	206 198,92	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2024/26	CLGRMUM-890898	Maintenance	25/01/2024	25/01/2024	Property Damage: Nedbank Glass	16 800,00	2 500,00	EFT Payment received on 04 April 2024. Receipt number 128998.
2024/32	CLGRMUM- 893347	Civil: Refuse Removal	18/03/2024	19/03/2024	Windscreen: CK41874	4 776,04	3 500,00	Excess amount paid to the supplier on 08 April 2024.
2024/31	CLGRMUM- 893248	Finance: Meter Readers	27/02/2024	13/03/2024	Lost Keys: CK54622	5 000,00	750,00	EFT Payment received on 09 April 2024. Receipt number 081132.
2024/33	CLGRMUM-893906	Traffic Department	04/03/2024	02/04/2024	CK32531, Windscreen	2 886,22	721,56	Excess amount paid to the supplier on 03 April 2024.
2024/27	CLGRMUM-891923	Civil: Refuse Removal	19/02/2024	20/02/2024	Windscreen: CK32551	11 346,50	3 500,00	Excess amount paid to the supplier on 17 April 2024.
2024/28	CLGRMUM-892601	Civil: Refuse Removal	23/02/2024	28/02/2024	Motor Damage: CK43285	17 880,88	15 000,00	Excess amount paid to the supplier on 25 April 2024.
						58 689,64	25 971,56	

REPUDIATE

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2024/38	SWA-035-E-2324	Traffic Department	05/04/2024	15/04/2024	Property Loss: Moorreesburg Test Station	44 367,00		Claim rejected because the loss bo evidence of forcible or violent entry into or exit from that part of the premises could be found.
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	0,00	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. The specific department could not give any proof of entry/exit to the large items that was stolen and therefore the claim was rejected.
						74 478,94	0,00	



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services
02 May 2024

6/1/1
WARDS: All

ITEM 7.24 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 21 MAY 2024

ONDERWERP: VOORRAADOPNAME - 2024 SUBJECT: INVENTORY STOCK TAKE - 2024
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1. **BACKGROUND/DISCUSSION**

An inventory stock take is scheduled to take place on **26 June 2024** at the Main Inventory Store as well as the Stationery Store in Malmesbury, and the Electrical Store in Moorreesburg.

2. **LEGISLATION**

Supply Chain Management: A Guide for Accounting Officers of Municipalities and Municipal Entities

3. **ALIGNMENT TO THE IDP**

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**

Geen / None

5. **AANBEVELING / RECOMMENDATION**

Dat die UBK 2 raadslede aanwys vir die voorraadopname, sowel as nog 2 raadslede wat op bystand sal wees indien nodig.

That the Executive Mayoral Committee appoint 2 councillors for the stock take, as well as 2 additional councillors to be on stand by if required.

Aangewese Raadslede moet asseblief kennis neem dat die Assistent Voorraad Kontroleurder graag om **09:00** stiptelik aanvang wil neem met die voorraadopname by die hoof magasyn te Malmesbury.

*Appointed councillors should take note that the Assistant Stock Controller will commence **09:00** with the stock taking.*

(get) M BOLTON

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DIREKTEUR: FINANSIËLE DIENSTE



ITEM: 7.25 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 21 MAY 2024.

**SUBJECT: DEVIATION FROM THE PRESCRIBED SCM PROCUREMENT PROCEDURES:
APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND
INSTALLATION OF EQUIPMENT FOR THE BRAKE TESTING MACHINE AT
MOORREESBURG VEHICLE TESTING STATION**

1. BACKGROUND

Swartland Municipality is the owner of two (2) vehicle testing stations, one (1) in Malmesbury and one (1) in Moorreesburg. After consultation with FULCRUM TECHNOLOGIES they confirm that the hardware (NUC PC and RUNTIME DONGLE) of the brake tester at Moorreesburg VTS needs to be replaced, with that the Omron runtime and windows also needs to be installed.

Currently the brake testing machine is out of order resulting in that we cannot deliver a service to our clients.

In terms of the Evaluation of vehicle test stations code (SANS 10216:2010) all measuring equipment at vehicle testing stations must be in a good working condition..

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 and the Chief financial officer has approved that the supply and installation of the abovementioned equipment for brake testing machine at the Moorreesburg VTS be done by the equipment developer and installer, FULCRUM TECHNOLOGIES as it will be impractical to source more quotations.

The Clifford brake testing machine was bought from and installed by FULCRUM TECHNOLOGIES. They are the sole supplier, developer and service agent for these machines and to perform the software maintenance.

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 of R38 580.00 (excl. VAT) be used against **mSCOA Code: 9/245-677-317**
There is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE MAY 2023 INTEGRATED DEVELOPMENT PLAN FRAMEWORK

This item is aligned to Strategic goal 3: Quality and reliable services.

5. RECOMMENDATION / AANBEVELING

- 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.

Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge Artikel 36 van die Voorsieningskettingbestuursbeleid.

- 5.2 That cognisance be taken of the action of the Municipal Manager not to invite further quotations but to approve the acceptance of the quotation for the appointment of FULCRUM TECHNOLOGIES for the supply and installation of equipment at the brake testing machine at Moorreesburg Vehicle Testing Station.

Dat kennis geneem word van die optrede van die Munisipale Bestuurder om nie verdere kwotasies uit te vra nie maar om die aanvaarding van die kwotasie vir die aanstelling van FULCRUM TECHNOLOGIES vir die verskaffing en installering van toerusting by die remtoetsmasjien by Moorreesburg Voertuigtoetsstasie goed te keur.

- 5.3 That the reasons for the deviation from the prescribed procurement process be recorded as:
- The Clifford brake testing machine was bought from and installed by FULCRUM TECHNOLOGIES.
 - FULCRUM TECHNOLOGIES is the manufacturer and supplier of Clifford devices and to maintain its software.
 - FULCRUM TECHNOLOGIES can calibrate and set these testing machines.

Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses aangeteken word as:

- *Die Clifford-remtoetsmasjien is gekoop by en geïnstalleer deur FULCRUM TECHNOLOGIES.*
- *FULCRUM TECHNOLOGIES is die vervaardiger en verskaffer van Clifford-toestelle en om sy sagteware in stand te hou.*
- *FULCRUM TECHNOLOGIES kan hierdie toetsmasjiene kalibreer en stel.*

- 5.4 The expenditure of R38 580.00 (Excl VAT) be allocated against **mSCOA Code : 9/245-677-317** and that there is sufficient funding available.

*Die uitgawe van R38 580.00 (BTW uitgesluit) word toegedeel teen **mSCOA-kode: 9/245-677-317** en dat daar voldoende befondsing beskikbaar is.*

- 5.5 That the Manager Financial Statements and Control be instructed to include the above mentioned reasons as a note to the financial statements.

Dat die Bestuurder Finansiële State en Beheer opdrag gegee word om bogenoemde redes as 'n aantekening by die finansiële state in te sluit.

(get) P A C Humphreys

DIRECTOR: PROTECTION SERVICES



Verslag □ Ingxelo □ Report

Office of Directorate: Civil Engineering
17 April 2024

8/1/B/2

ITEM 7.26 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 21 MAY 2024

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO COMPACTOR CK 44823
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1. **BACKGROUND.**

The Municipality deploys CK 44823, a 2018 model UD 330 Quester compactor truck, in Yzerfontein and Darling to deliver waste removal services.

CK 44823 developed difficulty with emptying compacted waste from the compactor chamber and was taken to Transtech, the agents for Heil 5000 compactor bodies, for assessment. It was determined that the ejector cylinder and ejector rails was faulty and unrepairable and needed to be replaced. Municipality was supplied a quote of R 127,329.03 excluding VAT. In November 2023, the blade slide plate, upper crusher plate, bushes plate for the bottle pins and two bottle pins of the compactor were replaced.

CK 44823 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 that Transtech be appointed in terms of paragraph 2(6)(g) of the SCM Policy for the repair of the ejector cylinder of compactor truck CK 44823 as they are the authorised agents for Heil compactor bodies in the Western Cape.

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 9/4-60-5 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 ejector cylinder of compactor truck CK 44823 for the amount of R 127,329.03 excluding VAT by Transtech.

- 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 Transtech is the support agent for Heil compactor bodies in the Western Cape.
- 5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/4-60-5 and that there is sufficient funding available for the quoted amount of R 127,329.03 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