



**NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP DONDERDAG, 21 APRIL 2022 OM 10:00**

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**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:

Rdh M A Rangasamy (Speaker)

Beampes:

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

**1. OPENING**

Die voorsitter verwelkom lede en versoek die Munisipale Bestuurder, mnr J J Scholtz, om die vergadering met gebed te open.

**2. VERLOF TOT AFWESIGHEID**

Geen verskonings is ontvang nie.

**3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE**

Geen.

**4. NOTULES**

**4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 23 MAART 2022**

**BESLUIT**

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 23 Maart 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4.2/...

**4.2 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 25 MAART 2022**

**BESLUIT**

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

Dat die notule van 'n Spesiale Uitvoerende Burgemeesterskomiteevergadering gehou op 25 Maart 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

**5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE**

**5.1 NOTULES VAN PORTEFEULJEKOMITEESVERGADERINGS GEHOU OP 13 APRIL 2022**

**5.1.1 MUNISIPALE BESTUURDER, ADMINISTRASIE EN FINANSIES**

**BESLUIT**

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

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

**5.1.2 SIVIELE EN ELEKTRIESE DIENSTE**

**BESLUIT**

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

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig en dat rdl A K Warnick as teenwoordig in die betrokke notule aangeteken word.

**5.1.3 ONTWIKKELINGSDIENSTE**

**BESLUIT**

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

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

**5.1.4 BESKERMINGSDIENSTE**

**BESLUIT**

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

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

**6. SAKE VOORTSPRUITEND UIT DIE NOTULES**

Geen.

**7. NUWE SAKE**

**7.1 BEGROTINGSBEHEERKOMITEE 2021/2022-2023/2024 SPESIALE AAN-SUIWERINGBEDRYFS- EN KAPITAALBEGROTING, TEGNIESE AANBEVELINGS (5/1/1/1, 5/1/1/2, 5/1/4-2021/2022)**

Die Direkteur: Finansiële Dienste, mnr M Bolton, bevestig dat 'n addisionele MIG-toekenning vanaf die nasionale regering ontvang is ten bedrae van R4 000 000 vir allokering aan die Departement: Siviele Ingenieursdienste.

Die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann, gee agtergrond tot die prosesse wat daarmee gepaardgaan om gereed te wees om addisionele MIG-fondse op te neem, onder andere, die vroegtydige voorbereiding vir die registrasie van MIG-projekte.

## 7.1/...

Die Begrotingsbeheerkomitee het op 19 April 2022 die tegniese aanbevelings oorweeg en word die 2021/2022-2023/2024 Aansuiweringsbedryf- en Kapitaalbegroting aan die Uitvoerende Burgemeesterskomitee voorgelê vir aanbeveling aan die Raad.

**BESLUIT** (vir voorlegging aan die Raad op 28 April 2022)  
(op voorstel van rdl N Smit, gesekondeer deur rdl J M de Beer)

- (a) Dat kennis geneem word dat die Begrotingsbeheerkomitee dringend vergader het om die verduidelikings en motivering van die finansiële personeel en verantwoordelike direkteur te oorweeg gegewe die veranderinge;
- (b) Dat goedkeuring verleen word om die hoë-vlak bedryfsbegroting vir 2021/2022 as volg te wysig met geen veranderinge aan die buite-jare nie;

	Oorspronklike Begroting 2021/22	Half-Jaarlikse Aansuiwerings begroting 2021/22	Tweede Aansuiwerings begroting 2021/22	Spesiale Aansuiwerings begroting 2021/22	Oorspronklike Begroting 2022/23	Oorspronklike Begroting 2023/24
Kapitaalbegroting	166 435 729	166 040 448	166 040 448	170 040 448	132 744 732	136 678 848
Bedryfsuitgawes	911 967 149	951 133 356	953 347 356	953 347 356	983 835 346	1 055 314 274
Bedryfsinkomste	968 875 613	1 007 040 106	1 009 254 106	1 013 254 106	1 048 008 388	1 119 714 984
<b>Begrote (Surplus)/ Tekort</b>	<b>(56 908 464)</b>	<b>(55 906 750)</b>	<b>(55 906 750)</b>	<b>(59 906 750)</b>	<b>(64 173 042)</b>	<b>(64 400 709)</b>
Minus: Kapitaal Toekennings, Donasies & Ontwikkelingsbydraes	47 912 409	48 027 246	48 027 246	52 027 246	45 865 556	50 788 078
<b>(Surplus)/ Tekort</b>	<b>(8 996 055)</b>	<b>(7 879 504)</b>	<b>(7 879 504)</b>	<b>(7 879 504)</b>	<b>(18 307 486)</b>	<b>(13 612 631)</b>

- (c) Dat kennis geneem word dat die veranderinge in die begroting geen impak op tariewe het ten opsigte van die 2021/2022 finansiële jaar en dat die begrote netto surplus van R7 879 504 onveranderd bly;
- (d) Dat die aangepaste begrotingskedules soos vereis deur die Begroting- en Verslagdoeningsregulasies goedgekeur word soos vervat in **(Annexure B: Budget Report and B-Schedules 2021/22 – 2023/24)**;
- (e) 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;
- (f) Dat die Dienslewering- en Begroting Implementeringsplan (SDBIP) toepaslik dienoreenkomstig gewysig word.

## 7.2 WYSIGING AAN DIE 2021/2022 DIENSLEWERING- EN BEGROTING-IMPLEMENTERINGSPLAN (SDBIP) (2/4/2)

Die Munisipale Bestuurder, mnr J J Scholtz, bevestig dat die Spesiale Aansuiweringsbegroting vir die 2021/2022 finansiële jaar wat onlangs deur die Raad op 31 Maart 2022 goedgekeur is, 'n wysiging aan die SDBIP noodsaak.

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

Dat die gewysigde Dienslewering- en Begrotingimplementeringsplan (SDBIP) vir die 2021/2022 finansiële jaar in terme van Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) goedgekeur word.

### **7.3 OPSKORTING VAN VOORKEURVERKRYGINGSREGULASIES, 2017: ONTTREKKING VAN DIE RAAD SE VOORKEURVERKRYGINGSBELEID (8/1/B/1)**

Die Direkteur: Finansiële Dienste, mnr M Bolton, bevestig dat die Munisipaliteit vrystelling van die Nasionale Tesourie ontvang het ten opsigte van die toepassing van die Voorkeurverkrygingsregulasies, 2017.

Voormelde spruit voort uit die saak, *Minister of Finance v Afribusiness NPC [2022] ZACC 4*, waar die Hooggeregshof die voorkeurverkrygingregulasies ongeldig verklaar het.

Gevolgtik moet die Raad se Voorkeurverkrygingsbeleid onttrek word en dat voorkeurverkryging toegepas word in lyn met die Nasionale Tesourie se goedkeuringsvoorwaardes om vrystelling.

Die Direkteur: Finansiële Dienste adviseer om nie op SALGA se aanbeveling wysigings aan die Voorkeurverkrygingsbeleid aan te bring nie, alvorens daar nuwe regulasies deur die Nasionale Tesourier uitgevaardig word.

Rdl A K Warnick noem dat plaaslike ekonomiese ontwikkeling as 'n fokusarea geïdentifiseer is tydens die onlangse induksie vir wykskomitees, en dat die Raad sal moet kyk hoe om plaaslike entrepreneurs en besighede te bemagtig.

**BESLUIT** (vir voorlegging aan die Raad op 26 Mei 2022)

- (a) Dat die Munisipaliteit se Voorkeurverkrygingsbeleid met ingang van 16 Februarie 2022 teruggetrek en gekanselleer word;
- (b) Dat die 80/20 puntstelsel vir die verkryging van tenders met randwaardes bo R30 000.00 tot R50 miljoen, en die 90/10 puntstelsel vir tenders met randwaardes bo R50 miljoen, tesame met die toepaslike BBBEE-telkaarte, gebruik word vir tenders wat op of na 16 Februarie 2022 geadverteer word (in ooreenstemming met Nasionale Tesourie se vrystelling hierby aangeheg).

### **7.4 VERSLAG AANGAANDE DIE IMPLEMENTERING VAN DIE VOORSIENING-KANAALBESTUURSBELEID VIR DIE PERIODE 1 JANUARIE 2022 TOT 31 MAART 2022 (8/1/B/2)**

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

Die verslag vir die periode 1 Januarie 2022 tot 31 Maart 2022 is met die sakelys gesirkuleer.

**BESLUIT**

- (a) Dat kennis geneem word van die kwartaalverslag ten opsigte van die implementering van die beleid vir die Voorsieningkanaalbestuursbeleid soos beoog in artikel 6(3) van die regulasies, asook verslae oor die formele tenders (bylae A), informele tenders (bylae B), en die Afwykingsverslag (Aanhangsel C);
- (b) Dat kennis geneem word van die dienste wat gelewer word vir die periode 1 Januarie 2022 tot 31 Maart 2022, met verwysing na die uitsonderings waar dit onprakties is om die mark te toets en daarom 'n afwyking van die verkrygingsprosesse regverdig ingevolge paragraaf 2(6) van die Beleid oor die Voorsieningkanaalbestuursbeleid (Bylae D).

### **7.5 TENDER L04/21/22: VERVREEMDING VAN BESIGHEIDSPERSELE TE RIEBEEK KANSTEEL (12/2/B)**

[Rdl D G Bess verlaat die lokaal vir die bespreking van die item. Dit word verder bevestig dat rdl D G Bess nie betrokke was by enige voorafgesprekke rakende die betrokke item nie.]

Die Raad het op 20 Oktober 2021 goedkeuring verleen vir die vervreemding van drie besigheidsperssele te Riebeek Kasteel.

7.5/...

Die betrokke besigheidspersoneel is onontwikkelde grond en is gesoneer as Sakesone 2: Woonbuurtsake. Die doel van hierdie sone is om voorsiening te maak vir lae-intensiteit kommersiële en gemengde-gebruik ontwikkeling wat in die plaaslike buurt se behoeftes vir gebruiksgoedere en persoonlike dienste voorsien.

Daar is op tender uitgegaan en die aanbiedinge ontvang teen die sluitingsdatum, 4 Maart 2022, is uiteengesit in Aanhangsel A tot die verslag.

#### **BESLUIT**

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

- (a) Dat Tender L04.21.22 vir die Verkoop van Besigheidspersoneel in Riebeek Kasteel soos volg toegeken word, BTW uitgesluit:

<b>Erf nr</b>	<b>2364</b>	<b>2365</b>
SS La Meyer		R107 000.00
DG Bess	R70 000.00	

- (b) Dat goedkeuring verleen word vir die oordrag van die erwe soos per voormelde skedule;
- (c) Dat, sou enige van die goedgekeurde transaksies nie realiseer nie, goedkeuring verleen word dat die volgende hoogste bod aanvaar mag word, totdat die transaksie suksesvol afgehandel kan word;
- (d) Dat erf 2577, Riebeek Kasteel aan Mnr & Mev VJ van Neel te koop aangebied word teen dieselfde prys as die aanbod ontvang tydens die tenderproses, synde R60 000, BTW uitgesluit, met dien verstande dat die koper sal voldoen aan al die vereistes soos vervat in die tenderdokumente.

#### **7.6 TENDER L03/21/22: VERVREEMDING VAN MUNISIPALE ONROERENDE EIENDOM (KERKPERSEEL) TE RIEBEEK KASTEEL (12/2/B)**

Die Raad het op 20 Oktober 2021 inbeginsel goedkeuring verleen vir die vervreemding van 'n kerkperseel te Riebeek Kasteel.

Daar is slegs een tender ontvang tydens die tenderproses wat gediskwalifiseer is, aangesien daar nie voldoen is aan die tendervereiste om 'n voorgestelde Ontwikkelingsplan saam met die tenderdokumente in te dien nie.

Rdh T van Essen versoek dat die verkoopsvoorwaardes op kerkpersele heroorweeg en streng toegepas moet word om te voorkom dat kerkpersele van die vele oopruimtes raak waarop onwettige vullis gestort word.

#### **BESLUIT**

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

- (a) Dat kennis geneem word dat die tender wat ten opsigte van Tender L03/21/22 ontvang is, gediskwalifiseer is vir die rede soos gemeld in die verslag, en dat die betrokke tenderaar dienooreenkomstig in kennis gestel is;
- (b) Dat daar verder kennis geneem word dat tenders mettertyd weer gevra sal word vir hierdie eiendom.

#### **7.7 VOORGESTELDE AFSLUITING VAN STEGIE TUSSEN FONTEIN- EN DELPHINIUMSTRAAT, DARLING (15/3/1)**

'n Petisie is ontvang vir die sluiting van 'n gedeelte van die stegie tussen Fontein- en Delphiniumstraat, Darling.

Die Direkteur: Korporatiewe Dienste, me M S Terblanche, bevestig dat daar 'n serwituut geregistreer is oor Erf 2063, Darling (stegie) vir doeleindes om die rioolpylpylding te beskerm en nie as 'n deurloop vir die publiek nie.

7.7/...

**BESLUIT**

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

- (a) Dat goedkeuring verleen word vir die sluiting van 'n gedeelte van die stegie tussen Fontein- en Delphiniumstraat, Darling soos aangetoon op Aanhangel B tot hierdie verslag;
- (b) Dat oorweging daaraan verleen word om die projek as 'n wyksprojek te hanteer vanuit die kapitaalbegroting wat aan wyk 6 toegeken is.

**7.8 OORSKRYDING VAN ERFGRENS: ERF 7551, MALMESBURY (15/3/1)**

'n Bouplan is ingedien vir veranderinge aan die bestaande besigheidsperseel op Erf 7551, geleë te Voortrekkerweg, Malmesbury wat onder andere die verbreding van die bestaande stoepingang insluit.

Die stoepingang ( $\pm 8 \text{ m}^2$  groot) is reeds ongemagtig opgerig en oorskry die erfgrens en word 'n oorskrydingsooreenkoms vir die betrokke gedeelte benodig alvorens die bouplan vir goedkeuring oorweeg kan word.

**BESLUIT**

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

Dat goedkeuring verleen word dat die oorskrydingsooreenkoms soos vervat in Aanhangel B met SKH Beleggings (Edms) Bpk, eienaar van erf 7551, Malmesbury gesluit word vir 'n termyn van tien jaar, ten bedrae van R120,00 plus BTW per jaar.

**7.9 HUUROOREENKOMS: SWARTBERG TRUST, MOORREESBURG (15/4/6)**

Die Raad het 'n huurooreenkoms met Swartberg Trust vir die bedryf van Informasie- en Kommunikasietegnologie (IKT)-infrastruktuur op 'n gedeelte (groot  $\pm 300 \text{ m}^2$ ) van die plaas Swartberg 331, geleë in die omgewing van Moorreesburg.

Die huurooreenkoms verstryk op 30 Junie 2022 en het die IKT-afdeling aangedui dat die voortgesette bedryf van die infrastruktuur – op die spesifieke ligging – noodsaaklik is vir dienslewering.

**BESLUIT**

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

Dat die Raad die aangaan van 'n huurooreenkoms met Swartberg Trust vir die huur van 'n gedeelte van die plaas Swartberg 331 vir die voortgesette bedryf van sy IKT-infrastruktuur soos volg goedkeur:

- (a) 'n huurooreenkoms vir die tydperk 1 Julie 2022 tot 30 Junie 2025 teen betaling van huurgeld van R1 786.52, plus BTW, per maand en wat jaarliks met 6% eskaleer, asook 'n opsie om die huurooreenkoms daarna te mag hernu.

**7.10 UITSTAANDE DEBITEURE: MAART 2022 (5/7/1/1)**

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

Die Direkteur: Finansiële Dienste, mnr M Bolton, noem dat daar die afgelope nege maande daarin geslaag is om die betaalsyfer na afloop van die Covid-pandemie vanaf  $\pm 95\%$  na  $98\%$  te verbeter. Die ideaal is dat die betaalsyfer meer as  $100\%$  moet wees, want dan word agterstallige skuld ook betaal. 'n Verdere voordeel van 'n gunstige betaalsyfer is, met die oog op die meerjarige begroting, dat daar minder vir slegte skuld voorsiening gemaak kan word.

Die Direkteur: Finansiële Dienste noem dat daar tans 'n opname gemaak word onder alle deernishuishoudings om die aantal huishoudings, strukture (ingesluit tipe struktuur) en inwoners op 'n perseel te bepaal.

7.10/...

Daar is slegs 130 deernishuishoudings wat nog oor 'n konvensionele elektrisiteitmeter beskik, maar sal 'n kapitaalprojek geregistreer moet word om dit met 'n voorafbetaaltipe elektrisiteitmeter te vervang.

Op versoek van rdh T van Essen, dat amptenare wat agterstallig raak met hul munisipale rekeninge dringend aangespreek moet word, bevestig die Direkteur: Korporatiewe Dienste, me M S Terblanche, dat dieselfde gedragskode van toepassing is op amptenare as op raadslede, naamlik dat die munisipale rekening nie vir langer as drie (3) maande agterstallig mag wees nie.

Me Terblanche noem verder dat 'n opinie vanaf SALGA verkry is aangaande die verpligting, by wyse van die dienskontrak, op amptenare om 'n aftrekorder ten gunste van die Munisipaliteit te registreer om die bedrag van die munisipale rekening direk vanaf die salaris te verhaal en het SALGA aangedui dat dit nie afdwingbaar gemaak kan word nie.

**BESLUIT** dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Maart 2022.

**7.11 VORDERING MET UITSTAANDE VERSEKERINGSEISE: MAART 2022 (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 2022 soos met die sakelys gesirkuleer.

**7.12 AANSOEK OM VAKANSIEVERLOF DEUR MUNISIPALE BESTUURDER EN DIREKTEURE EN AANWYS VAN WAARNEMENDE MUNISIPALE BESTUURDER (4/8/3)**

Die Munisipale Bestuurder moet by die Uitvoerende Burgemeesterskomitee aansoek doen om verlof en word derhalwe -

**BESLUIT**

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

- (a) Dat die aansoek om verlof van die Munisipale Bestuurder vir die volgende dae in beginsel goedgekeur word, naamlik:
  - 27 Junie 2022 – 8 Julie 2022 (10 dae), met inbegrip daarvan dat dit weens omstandighede mag verander, na oorlegpleging met die Uitvoerende Burgemeester;
- (b) Dat daar kennis geneem word dat vir die tydperk vanaf 27 Junie 2022 tot 8 Julie 2022 die waarnemende Munisipale Bestuurder nader aan die verloftydperk aangewys sal word.

**(GET) J H CLEOPHAS  
UITVOERENDE BURGEMEESTER**







**NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 11 MEI 2022 OM 10:00**

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**TEENWOORDIG:**

**RAADSLEDE:**

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

O'Kennedy, E C	Van Essen, T (rdh)
Pypers, D C	Vermeulen, G
Soldaka, P E	Warnick, A K

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

**BEAMPTES:**

Munisipale Bestuurder, mnr J J Scholtz  
Direkteur: Beskermingsdienste, mnr P A C Humphreys  
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit  
Direkteur: Finansiële Dienste, mnr M A C Bolton  
Direkteur: Korporatiewe Dienste, me M S Terblanche  
Direkteur: Ontwikkelingsdienste, me J S Krieger  
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann  
Komiteebeampte, me S Willemse

**1. OPENING/VERLOF TOT AFWESIGHEID**

Die voorsitter verwelkom lede, waarna die Munisipale Bestuurder, mnr J J Scholtz die vergadering met 'n kort boodskap open.

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

Verlof tot afwesigheid word verleen aan rdh M A Rangasamy, rdd M van Zyl en rdl B J Penxa.

**2. NOTULE**

**2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 13 APRIL 2022**

**BESLUIT**

(voorgestel deur rdl N Smit, gesekondeer deur rdl A K Warnick,)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 13 April 2022 goedgekeur word, onderhewig aan die regstellings soos uitgewys.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

Geen

**4. SAKE VOORTSPRUITEND UIT NOTULES**

Geen

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

Geen

**6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

**7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE**

Geen

**8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

**9. GEDELEGEERDE SAKE M.B.T. FINANSIES**

Geen

**10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

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



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE  
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 11  
MEI 2022 OM 10:17**

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**TEENWOORDIG:**

**RAADSLEDE:**

Voorsitter, rdl R J Jooste

Ondervoorsitter, rdh T van Essen

Bess, D G

Duda, A A

Fortuin, C

O'Kennedy, E C

Pieters, C

Smit, N

Stanley, B J (rdh)

Warnick, A K

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

**BEAMPTES:**

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Beskermingsdienste, mnr P A C Humphreys

Direkteur: Elektriese Ingenieursdienste, mnr R du Toit

Direkteur: Finansiële Dienste, mnr M A C Bolton

Direkteur: Korporatiewe Dienste, me M S Terblanche

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Komiteebeampte, me S Willemse

**1. OPENING/VERLOF TOT AFWESIGHEID**

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan rdd M van Zyl.

**2. NOTULE**

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 13 APRIL 2022**

**BESLUIT**

(voorgestel deur rdh T van Essen, gesekondeer deur rdl E C O'Kennedy)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 13 April 2022 goedgekeur word, onderhewig aan die regstellings soos uitgewys.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

**3.1 NASIONALE VOEDSEL- EN VOEDINGSSEKERHEIDSOPNAME (NFNSS) IN WESKUS**

Die Munisipale Bestuurder, mnr J J Scholtz bevestig dat die NFNSS nie 'n bedrogspul is nie en dat daar wel so 'n opname is wat deur die Nasionale Departement gedoen word rakende voedselsekerheid.

Die Munisipale Bestuurder meld dat hy by 'n vergadering aan bogenoemde organisasie genoem het dat daar eers voortgegaan mag word met die opname, sodra die Wyksraadslede ingelig word by die Portefeuljekomiteevergadering van 11 Mei 2022.

Ten slotte noem die Munisipale Bestuurder dat die data-versamelaars in die Weskus-area sal werk en dat hulle maklik uitgeken kan word deur naamplaatjies en swart t-hemde gemerk, *Human Sciences Research Council (HSRC)*.

#### **4. SAKE VOORTSPRUITEND UIT NOTULES**

Geen

#### **5. GEDELEGEERDE SAKE**

##### **5.1. MAANDVERSLAG: MAART 2022**

###### **5.1.1 SIVIELE INGENIEURSDIENSTE**

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

Die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann, gee – onder andere – inligting deur insake die finale uitvloeisel van die Swartland-afvalwatersuiweringswerke.

Die Direkteur: Siviele Ingenieursdienste gee statistieke deur insake die stand van die damvlakke en kumulatiewe reënval.

Rdh B J Stanley spreek sy kommer uit oor die onwettige gebruik van water in Silvertown en verneem ook oor die volume van die Voëlvlei dam.

Rdl A A Duda spreek sy kommer uit oor inwoners van llinge Lethu wat nie in kennis gestel word wanneer water en elektrisiteit afgeskakel word deur die munisipaliteit nie.

Die Direkteur: Siviele Ingenieursdienste meld dat die volume van die Voëlvlei dam staan tans op 59%.

Verder meld die Direkteur: Siviele Ingenieursdienste dat die munisipaliteit bewus is van die onwettige water konneksies in Silvertown en dat dit nie maklik is om die onwettige konneksies te verwyder nie.

Die Direkteur: Siviele Ingenieursdienste meld dat die munisipaliteit tans besig is met die opgradering van die water pompstasie in Riverlands. Die inwoners van Riverlands sal in kennis gestel word insake die sluit van die pompstasie.

Ten slotte meld die Direkteur: Siviele Ingenieursdienste dat die munisipaliteit binne 3 ure reageer wanneer 'n waterpomp herstel moet word.

Die Munisipale Bestuurder verduidelik die proses wat die munisipaliteit gebruik om met die gemeenskap te kommunikeer wanneer daar 'n noodgeval is.

###### **BESLUIT**

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

Dat kennis geneem word van die maandverslag van die Direktoraat Siviele Ingenieursdienste vir Maart 2022.

###### **5.1.2 ELEKTRIESE INGENIEURSDIENSTE**

Die voorsitter lê die maandverslag ter tafel, soos met die sakelys gesirkuleer, en versoek die Direkteur: Elektriese Ingenieursdienste, mnr R du Toit, om die belangrikste aspekte uit te lig.

Die Direkteur: Elektriese Ingenieursdienste verduidelik die onderskeie statistieke in die verslag aangaande elektrisiteitsverbruik, groot en beplande kragvoorsieningsonderbrekings en openbare veiligheidsrisiko's.

Die Direkteur: Elektriese Ingenieursdienste meld dat Eskom 'n tegniese dokument ingedien het wat aandui hoe die munisipaliteit die instandhouding van straatligte kan oorneem. Hulle is besig om die konsep rondom netwerkdeling te oorweeg. Daar is 'n vergadering met Eskom op Vrydag, 13 Mei 2022 geskeduleer om voormelde tegniese kwessies te bespreek.

Ten slotte lewer die Munisipale Bestuurder kommentaar oor die instandhouding van straatligte en die voorsiening van elektrisiteit in die Eskom-gebiede.

#### **BESLUIT**

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

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir Maart 2022.

#### **6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

**(GET) RDL R J JOOSTE  
VOORSITTER**





**NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE  
VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 11 MEI 2022 OM 11:18**

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**TEENWOORDIG:**

**RAADSLEDE:**

Voorsitter, rdl G Vermeulen  
Ondervoorsitter, rdl D G Bess

Booyesen, A M	Pypers, D C
De Beer, J M	Smit, N
Le Minnie, I S	Soldaka, P E
Ngozi, M	

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

**BEAMPTES:**

Munisipale Bestuurder, mnr J J Scholtz  
Direkteur: Beskermingsdienste, mnr P A C Humphreys  
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit  
Direkteur: Finansiële Dienste, mnr M A C Bolton  
Direkteur: Korporatiewe Dienste, me M S Terblanche  
Direkteur: Ontwikkelingsdienste, me J S Krieger  
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann  
Komiteebeampte, me S Willemse

**1. OPENING/VERLOF TOT AFWESIGHEID**

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan rdh M A Rangasamy en rdl C Daniels.

**2. NOTULE**

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-  
DIENSTE) GEHOU OP 13 APRIL 2022**

**BESLUIT**

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

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 13 April 2022 goedgekeur word, onderhewig aan die regstellings soos uitgewys.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

Geen

**4. SAKE VOORTSPRUITEND UIT NOTULES**

Geen

**5. GEDELEGEERDE SAKE**

**5.1 MAANDVERSLAG: MAART 2022**

Die voorsitter lê die maandverslag ter tafel.

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

Rdl P E Soldaka verneem na die terugvoering vanaf die gemeenskap na afloop van die eerste oorhandiging van huise in De Hoop, Malmesbury.

Die Direkteur: Ontwikkelingsdienste meld dat daar vensters uitgegooi is by bovermelde huise en dat die munisipaliteit 'n opname daarvan gemaak het en dat die vensters reeds herstel is.

Op navraag deur rdl P E Soldaka rakende die stappe wat in plek is met die tweede oorhandiging van die De Hoop huise, meld die Direkteur: Ontwikkelingsdienste dat daar 'n aksie-plan opgestel is vir die pad vorentoe, ook ten opsigte van die ondersteuning aan die kleinboere.

Op navraag deur rdl I S le Minnie oor die aanvullende waardasies in die verslag wat tweetalig (Afrikaans en Engels) adverteer moet word in die koerante, meld die Munisipale Bestuurder dat die waardasies in albei tale adverteer word in verskeie koerante, maar nie gewoonlik gelyktydig tweetalig adverteer word in een koerant nie.

Die Munisipale Bestuurder gee breedvoerig terugvoering oor planne wat in plek gestel is ten opsigte van skakeling met die Kleinboere.

Rdl A M Booysen bedank die Direkteur: Ontwikkelingsdienste vir haar ondersteuning aan die gemeenskap met betrekking tot die oorhandiging van huise.

Rdl I S le Minnie spreek haar kommer uit oor die ondersoekfooie met betrekking tot die bouplanne wat so hoog is in Maart 2022.

Die Munisipale Bestuurder gee terugvoer oor bovermelde kwessie en meld dat as gevolg van 1 groot projek in Riebeeck-Kasteel wat die munisipaliteit ontvang het, het veroorsaak dat die aantal ondersoek fooie gestyg.

## **BESLUIT**

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

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Maart 2022.

## **6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR**

### **6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL**

Dat **KENNIS GENEEM** word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 09 Maart 2022.

## **7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

**(GET) RDL G VERMEULEN**  
**VOORSITTER**





**NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 11 MEI 2022 OM 11:58**

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**TEENWOORDIG:**

**RAADSLEDE:**

Ondervoorsitter, rdl A K Warnick

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

Le Minnie, I S  
Papier, J R  
Pieters, C  
Stanley, B J (rdh)

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

**BEAMPTES:**

Munisipale Bestuurder, mnr J J Scholtz  
Direkteur: Beskermingsdienste, mnr P A C Humphreys  
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit  
Direkteur: Finansiële Dienste, mnr M A C Bolton  
Direkteur: Korporatiewe Dienste, me M S Terblanche  
Direkteur: Ontwikkelingsdienste, me J S Krieger  
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann  
Komiteebeampte, me S Willemse

**1. OPENING/VERLOF TOT AFWESIGHEID**

Die voorsitter verwelkom lede.

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

Verlof tot afwesigheid word verleen aan rdd M van Zyl en rdl C Daniels.

**2. NOTULE**

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 13 APRIL 2022**

**BESLUIT**

(voorgestel deur rdl I S le Minnie, gesekondeer deur rdl R J Jooste)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 13 April 2022 goedgekeur word, onderhewig aan die regstellings soos uitgewys.

**3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS**

Geen

**4. SAKE VOORTSPRUITEND UIT NOTULES**

Geen

**5. GEDELEGEERDE SAKE**

**5.1. MAANDVERSLAG: MAART 2022**

**5.1.1 VERKEER- EN WETSTOEPASSINGSDIENSTE**

**5.1.2 BRANDBESTRYDING**

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

Die Direkteur: Beskermingsdienste verduidelik die Inkomste: Registrasie en Lisensie vir Maart 2022 se verslag, na afloop van rdl I S le Minnie se navraag.

Op navraag deur rdh B J Stanley oor die *Expanded Public Works Programme (EPWP)* vir Wetstoepassing, meld die Direkteur: Beskermingsdienste dat Wetstoepassing nie meer gebruik maak van EPWP-werkers nie.

Op navraag deur rdh B J Stanley oor die nagskof-stelsel deur Wetstoepassing, meld die Direkteur: Beskermingsdienste dat daar gesprekvoering is om die nagskof-stelsel vir Wetstoepassing te oorweeg.

Ten slotte meld die Direkteur: Beskermingsdienste dat daar 'n uitdaging is met struktuur brande en dat die begroting vir die herstel van huise uitgeput is.

#### **BESLUIT**

(op voorstel van rdl I S le Minnie, gesekondeer deur rdl R J Jooste)

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

#### **6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER**

Geen

**(GET) RDL A K WARNICK**  
**ONDERVOORSITTER**

**ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 MAY 2022**

<b>ONDERWERP:</b>	<b>WYSIGINGS AAN DIE 2021/2022 DIENSLEWERING- EN BEGROTING-IMPLEMENTERINGSPLAN (SDBIP)</b>
<b>SUBJECT:</b>	<b>AMENDMENTS TO THE 2021/2022 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)</b>

**1. BACKGROUND**

The SDBIP for the 2021/2022 financial year was approved by the Mayoral Committee on 15 June 2021.

The adjustments budget approved by Council on 28 April 2022 necessitates an amendment to the SDBIP. The amended SDBIP is attached as **ANNEXURE 1**.

**2. INSETTE EN KOMMENTAAR**

Die verslag is opgestel in samewerking met die Begrotingskantoor.

**3. LEGISLATION**

Section 54(1)(c) of the MFMA stipulates the following:

“On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.”

**3. LINK TO THE IDP**

The IDP and the SDBIP is linked through Chapter 7 of the IDP that is also included in the SDBIP as well as the annual budget that is included in both documents. The budget is informed by the strategy and goals of the IDP.

**4. AANBEVELING / RECOMMENDATION**

Dat die gewysigde Dienslewering- en Begrotingimplementeringsplan (SDBIP) vir die 2021/2022 finansiële jaar in terme van Artikel 54(1)(c) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) goedgekeur word.

*That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2021/2022 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).*

(get) J J Scholtz

**MUNISIPALE BESTUURDER / MUNICIPAL MANAGER**  
**DATUM / DATE:** 19 Mei / May 2022





## Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager  
2022-05-19

2/1/4/4/1  
WARD: N/a

### ITEM \_7.2\_ OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 MAY 2022

**ONDERWERP: GOEDKEURING VAN DIE VORIGE RAAD SE GOP (MET WYSIGINGS) ASOOK DIE AREAPLANNE**

**SUBJECT: ADOPTION OF THE PREVIOUS COUNCIL'S IDP (WITH AMENDMENTS) AS WELL AS THE AREA PLANS**

*The IDP with amendments as well as the five area plans are circulated under separate cover.*

#### 1. BACKGROUND AND DISCUSSION

In terms of section 25(3)(a) of the Municipal Systems Act (Act 32 of 2000) a newly elected municipal council may adopt the integrated development plan (IDP) of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), (c) and (d). The applicable subsections are quoted below:

**Section 29 Process to be followed.** (1) *The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must -*

- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -*
  - (i) the local community to be consulted on its development needs and priorities;*
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) be consistent with any other matters that may be prescribed by regulation.*

The newly elected council already decided at their first Council meeting on 11 November 2021 to follow the section 25(3)(a) option of adopting the predecessors IDP.

In terms of section 25(3)(b) a newly elected municipal council that adopts the IDP of its predecessor **with amendments**, must effect the amendments in accordance with the process referred to in section 34(b) - quoted below.

**Section 34(b).** *A municipal council may amend its integrated development plan in accordance with a prescribed process (see paragraph 2 below).*

A work session was held on 1 March 2022 with senior management and all councillors to provide the new council with a proper understanding of the IDP and the way forward, as well as to obtain inputs regarding any amendments to the IDP. Inputs were incorporated in the IDP document that is submitted today.

#### 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. LEGISLATION

The following legislation is applicable:

- Municipal Systems Act, No 32 of 2000, Sections 25 to 36
- Municipal Finance Management Act, No 56 of 2003, Sections 21, 24 and 53
- Municipal Planning and Performance Management Regulations, 2001, Regulation 3

### 4. PUBLIC PARTICIPATION

The IDP was advertised for public comments and inputs in the local newspapers on 5 and 6 April 2022. Inputs were received from the following persons:

- (i) Barry Gouws (member of the Swartland External Audit Committee) (translated into English)

*"Not really any comments or inputs, maybe only for consideration to add the following under the Municipal Manager's challenges/problems mentioned on page ii : Increasing in unemployment rate and decrease in income base."*

**Response:** The problems mentioned in the Municipal Managers foreword on page ii is quoted from a local government report and therefore we unfortunately cannot add other information than what was stated.

- (ii) Tracey Cosgrove requests the following in an email:

- *The Area Plans (Paragraph 1.5 on page 3 of the IDP)*

**Response:** The area plans can be found on the municipal website at the following link:

[http://www.swartland.org.za/pages/english/documents/idp-perf.-management.php#Area\\_Plans](http://www.swartland.org.za/pages/english/documents/idp-perf.-management.php#Area_Plans)

- *Explain the difference of increasing the rates from agriculture to residential*

**Response:** This request will be dealt with in the budget comments.

- *Provide the White Paper on Human Settlements*

**Response:** The white paper can be found at the following link:

[http://www.dhs.gov.za/sites/default/files/legislation/Policies\\_Housing\\_White\\_Paper.pdf](http://www.dhs.gov.za/sites/default/files/legislation/Policies_Housing_White_Paper.pdf)

- (iii) The following people made **exactly the same comments** on a pdf copy of the IDP document: Tracey Cosgrove, Pamela Deacon, Anna Boulton and Michele Coss (see **ANNEXURE 2** attached with the comments and the Municipality's responses).

### 5. LINK TO THE IDP

Not applicable

### 6. FINANCIAL IMPLICATION

None

### 7. AANBEVELING / RECOMMENDATION

- (a) Dat die Geïntegreerde Ontwikkelingsplan (GOP) van die vorige Raad (met wysigings) in terme van Artikel 25(3)(a) en (b) van die Munisipale Stelselwet (Wet 32 van 2000) vir goedkeuring deur die Raad aanbeveel word; en
- (b) dat die hersiening van die areaplanne vir goedkeuring deur die Raad aanbeveel word.

- (a) That the Integrated Development Plan (IDP) of the previous Council (with amendments) be recommended for approval by the Council in terms of Section 25(3)(a) and (b) of the Municipal Systems Act (Act 32 of 2000); and*
- (b) that the revision of the area plans be recommended for approval by the Council.*

(get) J J Scholtz

**MUNISIPALE BESTUURDER / MUNICIPAL MANAGER**

**DATUM:** 19 Mei 2022 / **DATE:** 19 May 2022



## **Swartland Municipality**

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

## **Amendments to the Integrated Development Plan**

**May 2022**



## Sections that are updated or amended

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▪ Municipal Manager, Joggie Scholtz <i>[Updated]</i>	
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## Forewords

### Executive Mayor, Harold Cleophas

The foreword of the previous executive mayor is replaced by a foreword by the new Executive Mayor.

### Municipal Manager, Joggie Scholtz

The following two paragraphs are updated:

*The Municipality has since the 2010/2011 financial year achieved nine clean audits. For the financial years 2017/2018 and 2018/2019 we achieved an unqualified audit with one finding. This shows that Swartland is still one of the best managed municipalities in South Africa, with management and staff that are dedicated to meet and maintain high standards of performance at all times.*

*The average spending over the previous eight years was 92.01% of the capital budget and 95.54% of the operating budget. The Municipality has also managed to collect on average 102.3% of all revenue budgeted in the previous eight financial years, which is testimony to a good payment culture in the adverse economic climate in which the Municipality has had to operate for several years now.*

## Covid-19

The following paragraph is changed:

**1 May 2022:** In South Africa 19.6 million individuals were vaccinated. This is 49.4% of the total adult population of 18 years and older (39.8 million). In the Western Cape 2.8 million individuals were vaccinated. This is 56.6% of the total Western Cape's adult population of 18 years and older (4.98 million).

## Chapter 1: Introduction

### 1.3 Adoption of the IDP of its predecessor by the newly elected council

The whole of section 1.3 (Annual review of the IDP) is replaced by this new section.

## Chapter 2: Context

### 2.1 Swartland municipal area at a glance

Updated with figures from the 2021 MERO and SEP reports.

## Chapter 3: The planning process

### 3.4 Process of adopting the IDP of its predecessor by the newly elected council

The whole of section 3.4 (Annual process followed) is replaced by this new section.

## Chapter 4: The Organisation

### 4.2 The council and council committees

The councillor information is replaced by the information of the newly elected Council.

## Chapter 5: International, national and provincial policy directives

### 5.1 Sustainable Development Goals

The layout of this section is improved.

### 5.2 National policy directives

#### (a) NATIONAL DEVELOPMENT PLAN (NDP) - NOVEMBER 2011

The contents of this section is improved.

### 5.3 Provincial policy directives

#### (b) WESTERN CAPE JOINT DISTRICT AND METRO APPROACH

Updated.

## Chapter 6: District and Local Municipal policy directives

### 6.2 West Coast District Implementation Plan

Updated.

## Chapter 7: The strategy

### 7.4 The Municipality's five year strategy

#### (d) TOP TEN RISKS FACING THE MUNICIPALITY

The top ten risks are replaced by the following:

- 1 In-migration population growth and land invasion
- 2 Community safety and law compliance
- 3 Lack of capacity in respect of infrastructure
- 4 Insufficient preparation for disasters
- 5 Potential developers not investing in Swartland
- 6 Ageing infrastructure
- 7 Inadequate management and IT systems
- 8 Non-compliance with laws and regulations
- 9 Insufficient revenue from tax base and trading services to meet all other service demands
- 10 Uninvolved clients

#### STRATEGIC GOAL 1: IMPROVED QUALITY OF LIFE FOR CITIZENS

##### (a) CURRENT STATE OF AFFAIRS

Updated with the latest figures from the 2021 MERO and SEP reports.

##### (d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 1

Updated in accordance with the Municipality's Risk Register.

##### (e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

##### (f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

## **STRATEGIC GOAL 2: INCLUSIVE ECONOMIC GROWTH**

### **(a) CURRENT STATE OF AFFAIRS**

Updated with the latest figures from the 2021 MERO and SEP reports.

### **(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 2**

Updated in accordance with the Municipality's Risk Register.

### **(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 2**

Updated with 2022/2023 budget figures.

### **(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 2**

Updated with 2022/2023 budget figures.

## **STRATEGIC GOAL 3: QUALITY AND SUSTAINABLE LIVING ENVIRONMENT**

### **(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 3**

Updated in accordance with the Municipality's Risk Register.

### **(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 3**

Updated with 2022/2023 budget figures.

### **(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 3**

Updated with 2022/2023 budget figures.

## **STRATEGIC GOAL 4: CARING, COMPETENT AND RESPONSIVE INSTITUTIONS, ORGANISATIONS AND BUSINESS**

### **(a) CURRENT STATE OF AFFAIRS**

Updated with the latest figures from the 2021 MERO and SEP reports.

**(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 4**

Updated in accordance with the Municipality's Risk Register.

**(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 4**

Updated with 2022/2023 budget figures.

**(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 4**

Updated with 2022/2023 budget figures.

**STRATEGIC GOAL 5: SUFFICIENT, AFFORDABLE AND WELL-RUN SERVICES**

**(a) CURRENT STATE OF AFFAIRS**

The following paragraph is updated:

***Roads:***

There are 332 km surfaced roads in the Swartland Municipal Area (2.15 million m<sup>2</sup>) with a total asset value of R568.31 billion. The maintenance requirement is to reseal roads every 12 years. This equates to 179 252 m<sup>2</sup> or R26.53 million per year.

On average 128 103 m<sup>2</sup> was resealed per year and the average spending on resurfacing over the past 5 years was R16.531 million per year. In 2022 the total backlog in resurfacing R260 million.

**(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 5**

Updated in accordance with the Municipality's Risk Register.

**(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 5**

Updated with 2022/2023 budget figures.

**(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 5**

Updated with 2022/2023 budget figures.

## Chapter 8: Financial planning and budgets

### 8.3 Swartland Municipality's budgets

Updated with 2022/2023 budget figures.

### 8.4 Swartland Municipality's financial allocations

#### (a) THE DIVISION OF REVENUE BILL (DORA)

Updated with the information in Government Gazette 45903 of 11 February 2022.

#### (b) PROVINCIAL GAZETTE EXTRAORDINARY 8566 OF 14 MARCH 2022

Updated with the information in Provincial Gazette Extraordinary 8566 of 14 March 2022.

### 8.5 Provincial spending in the Swartland municipal area

Updated with the information obtained from the publication *Western Cape Government's Budget Estimates of Provincial Revenue and Expenditure 2021, Provincial Treasury, 14 March 2022.*

## Annexure 1: Swartland profile

The following sections are updated with figures from the 2021 MERO and SEP reports:

### 1.2 Education

### 1.3 Health

### 1.4 Poverty

### 1.7 Crime

### 1.8 The economy

## Annexure 3: Status of sector plans and policies

Updated with information received from the different departments.

## ANNEXURE 2

### COMMENTS ON THE IDP

Page	Paragraph in IDP document	Comment	Municipality's response
ii	<ul style="list-style-type: none"> <li>Poor communication and accountability relationships with communities</li> </ul>	How do you intend to bridge this gap?	The statement mentioned in the Municipal Managers foreword on page ii is quoted from a local government report.
ii	<ul style="list-style-type: none"> <li><b>ENVIRONMENT:</b> - Quality and sustainable living environment</li> </ul>	Agriculture is a vital source of economic growth for the country. More emphasis needs to be placed on protecting this resource. Also, the state of the town of Malmesbury is declining. It is dirty - there are more informal traders operating from pavements, especially on Bokomo Road. The area suffers pollution from both debris and noise. There are stickers glued to lamp posts, advertising such unsavoury services relating to abortion and penis enlargement. The municipality needs to clean up this area	In the foreword, the five strategic goals are merely mentioned. The detail of how the municipality deals with this specific goal can be found in chapter 7, however we take note of the comment.
ii	...that all citizens of Swartland meet their obligations towards the Municipality	It is of utmost importance that the municipality meets its commitment to treat all ratepayers equitably, and to ensure compliance with all relevant acts and policies.	The successful implementation of the IDP is a partnership between the Municipality and the communities, and will require commitments from both.
iii	...the best interests of all residents of Swartland	The Dassenberg community definitely does not experience this. These are hollow words not supported by actions. For e.g. the high handed approach to rates collections - unilaterally increasing rates in contravention of Act 6 and your policy.	Noted
3	...proper public participation processes	Please define these	Swartland Municipality will advertise a process plan during June/July, which will stipulate the process of compiling the IDP, including the



Page	Paragraph in IDP document	Comment	Municipality's response
			public participation process. The public will be invited to comment on this plan.
3	Swartland South (area plan)	Please explain where Dassenberg (Groenrivier and Groenfontein and stand alone properties) are included in your community participation	The whole of ward 4 is included in the community participation process for the Swartland South Area Plan.
3	These plans are available on request due to their detailed extent	Please provide these detailed area plans. You do not state from whom these can be requested.	We take note of this comment and will include links to external documents in our next IDP. At this stage the area plans are available at the following link <a href="https://bit.ly/3ygwQEL">https://bit.ly/3ygwQEL</a>
5	...illegal connections and wastage of water	How is this being addressed?	Illegal connections, when identified either by physical inspections or by reporting by the public, are removed and repairs are done to the municipal pipe network. The wastage of water is addressed through water conservation and water demand management measures that include pressure control, physical inspections, information sharing and rising block tariffs.
7	services to backyard dwellers	How are you expecting to finance this?	The Municipality cannot finance the upgrading of services on private properties from its own funds. External funding sources would have to be identified and applied for.
39+40	2016 Integrated Urban Development Framework from National Government	Several comments	This is a National government policy document and is included in the IDP for alignment between the different spheres of government. In Chapter 7 Swartland Municipality links its actions to that of National government.

<b>Page</b>	<b>Paragraph in IDP document</b>	<b>Comment</b>	<b>Municipality's response</b>
44	2019 Provincial Strategic Plan	Several comments	This is a provincial government policy document and is included in the IDP for alignment between the different spheres of government. In Chapter 7 Swartland Municipality links its actions to that of Provincial government.
52	West Coast District Municipality IDP goals and objectives	One comment	This is the West Coast District Municipality's document and is included in the IDP for alignment between the different spheres of government.
63	<ul style="list-style-type: none"> <li>Develop the N7 rural corridor south of Malmesbury</li> </ul>	Please provide the development plans supporting this objective	As from the MSDF the following: Develop an intensive agricultural development corridor, along the N7, including Tierfontein and Groenrivier small holdings and the "Swartland Meander" that will result in job creation and economic development (Southern section of Ward 4, intensive agricultural production area). Promote small-scale agri-processing and agricultural service industry opportunity. Support and allow for intensive agriculture, agriculturally related industries and commercial opportunities, exhibition centres and internal densification of agricultural units to support growth and economic development along this corridor. Support intensive irrigation of cultivated area. Maintain and support of road network to support industrial activities, consider

Page	Paragraph in IDP document	Comment	Municipality's response
			<p>alternative transport methods such as the railway line to support the agriculture industry</p> <p>Support development of commercial infrastructure on farms along the Intensive Rural Development Corridor, including farm stalls and agri-processing, tasting of farm produce venues, and petro ports to support the N7 transport zone</p> <p>Promote both extensive agricultural farms (400ha – 780ha) constituting high potential dry land cultivation &amp; smaller agriculture units, constituting medium &amp; high potential land, allowing for rural living e.g. Dassenberg smallholdings (City of Cape Town)</p> <p>Facilitate land reform in Rural Corridor similar to Klipvlei and Leliefontein. (located in corridor)</p> <p>Tourism As part of the Intensive Rural Development Corridor, develop a Swartland Meander along the Old Cape road as the eastern edge of the Intensive Rural Development Corridor. Allow for more tourism related facilities to develop around these routes (accommodation, recreation facilities, agri-processing and selling of products venues, etc.)</p> <p>Promote prominent agri-processing related tourism destinations in the Swartland. Produce niche produce (value adding) specific to the intensive rural development corridor and the</p>

Page	Paragraph in IDP document	Comment	Municipality's response
			"Swartland Meander". Support function and exhibition venues on farms i.e. Outdoor Exhibition Centre on Farm Leliefontein along N7. Promote Outdoor Exhibitions Centre as part of Intensive Rural Development Corridor.
63	<ul style="list-style-type: none"> <li>Develop the Diep River as a historic link between Swartland and Cape Town</li> </ul>	Please provide diagrammatic representation of this area	The development proposal has been identified previously, but not funded due to competition with others projects.
63	<ul style="list-style-type: none"> <li>Enter into negotiations with the national Department of Agriculture to exempt land earmarked for urban development</li> </ul>	Provide a list of area so identified, supported by diagrams	The necessary documents for all towns have been prepared, areas demarcated with co-ordinates, signed by both Swartland Municipality and Provincial Government and sent to National Department early 2021.
96	Enable sustainable rural and agricultural development (Deleted)	Why was this deleted?	The Intensive Rural Development Corridor has been identified as per approved MSDF and projects to grow and diversify the agricultural sector be supported.
96	Finalise conservation and biodiversity management plan (Completed)	Please provide the details of this plan	Council has approved the concept summary of the document in October 2021, while stakeholders working within conservation and biodiversity sectors verify the final technical detail.
107	Operating budget linked to strategic goal 4	Provide breakdown or detail and line items on three of the amounts (manage libraries, manage finance, manage council expenses)	The IDP is a strategic document and does not contain details of line items. The breakdown of

Page	Paragraph in IDP document	Comment	Municipality's response
120	Three year capital budget per department - Human Settlements 2022/2023 budget	Provide line item break down including identified areas	the budgets can found in the Area plans: <a href="https://bit.ly/3ygwQEL">https://bit.ly/3ygwQEL</a>
121	Ten largest capital projects - 2022/2023 - Purchase of building: Erf 2738 Malmesbury	Provide details of this building - as this plan also suggests the selling off of buildings - correlate the two	
121	Three year capital budget per IDP strategic goal - Quality and sustainable living environment	Provide detailed line item and categories together with implementation plan	
122	Three year operating budget per IDP strategic goal - Quality and sustainable living environment	Provide detailed line item and plans for implementation	
122	The Division of Revenue Bill (DORA) - Government Gazette 45903 of 11 February 2022: Equitable share	Provide details please (Equitable share grant)	The cost of the social package of the registered indigent households is financed from the unconditional Equitable Share grant. To receive these free services the households are required to register in terms of the Municipality's Indigent Policy.
145	2017 Client satisfaction survey - Number of responses received per area - Non-urban	What have you done to ensure greater participation in non urban areas. what was your dissemination method?	It was a random survey done in January and February 2017 by fieldworkers under a sample 10% of all urban households. All the questions were related to municipal services delivered in urban areas.

## COMMENTS ON THE SDBIP

PDF Page	Paragraph in SDBIP document	Comment	Municipality's response
16	Performance objective: Correspondence addressed in a timely manner	% of all correspondence recorded by Collaborator less than 60 days old	Collaborator is an internal system that manages all correspondence received by the municipality.
17	Performance objective: Communication Strategy implementation	By communication are you referring to comms with local communities? if so, you need to consider a more effective mechanism like email - as you do with the accounts	Noted.
20	... WILL BE INSERTED WITH THE FINAL SDBIP IN JUNE 2021	June 2021??	This is a typing error, it should be June 2022.
21	Project: Chatsworth Serviced sites (Professional fees)	Provide diagrammatic representation of location for Chatsworth	The project is planned on land owned by Housing Development Agency and situated between the newly built school and the first river.
21	Project: Kalbaskraal: Purchasing of Transnet Land	To do what with?	For the Human settlement projects, with concept layout prepared.
22	Project: Recording of telephone calls	As we pay for call recording, provide mechanism to retrieve these calls for the public	Noted
23	Project: Purchase of Building: Erf 2738 Malmesbury	To do what with	The land (3750 m <sup>2</sup> in extent; improvements 2520 m <sup>2</sup> ) is situated within the industrial area of Malmesbury, adjacent to the municipal storage facilities/yard, and is to be acquired to address existing and future storage needs.
28	DCoG MFMA Circular No 88 indicators	There should be a link between indicator and target for KPI purposes considering the cost to ratepayers	This is national government indicators that are being tested at municipal level and was only added for information purposes.



## Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services  
13 May 2022

5/1/1/1 – 2022/23

5/1/1/2 – 2022/23

5/1/4

### ITEM 7.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 19 MEI 2022

**ONDERWERP: A: BEGROTINGSBEHEERKOMITEE TEGNIESE AANBEVELINGS VIR DIE MEERJARIGE KAPITAAL EN BEDRYFSBEGROTINGS, GEWYSIGDE BEGROTINGS EN VERWANTE BELEIDE, EIENDOMSBELASTING, TARIEWE EN ANDER HEFFINGS VIR 2022/2023; 2023/2024 EN 2024/2025**

**SUBJECT: A: BUDGET STEERING COMMITTEE TECHNICAL RECOMMENDATIONS FOR THE MULTI YEAR CAPITAL AND OPERATING BUDGETS, AMENDED BUDGET AND RELATED POLICIES, PROPERTY RATES, TARIFFS AND OTHER CHARGES FOR 2022/2023; 2023/2024 AND 2024/2025**

#### 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 Swarthland 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 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 12 May 2022 to consolidate and consider all the input and to again provide an opportunity for the Chief Financial Officer to workshop the Final 2022-2023 MTREF. The Budget Steering Committee spent considerable time with the Executive Mayor to consider the inputs and the potential influences it might have on the recommended final 2022-2023 MTREF.

**The following were highlighted in National Treasury Budget Circulars 112 and 115 (dated 6 December 2021 and 4 March 2022) to inform the Final 2022-2023 MTREF**

#### ***The South African economy and inflation targets***

*The National Treasury projected real economic growth of 5.1 per cent in 2021, following an expected contraction of 6.4 per cent in 2020. Real GDP growth is expected to moderate to 1.8 per cent in 2022, 1.6 per cent in 2023 and 1.7 per cent in 2024. South Africa experienced its largest recorded decline in economic output in 2020 due to the strict COVID-19 lockdown. Real GDP contracted by 7.2 per cent in 2020 compared to 0.1 per cent increase in 2019. It is expected to increase by 6.2 per cent in 2021/22 and moderate by an average increase of 1.7 per cent over the 2022/23 MTEF. The main risks to the economic outlook are slowdown in economic growth. The evolution of COVID-19 and slow progress in vaccine rollout reinforces uncertainty and poses risks to economic recovery.*

Slow implementation of structural reforms continues to weigh on business confidence and private investment. Electricity supply constraints, which worsened over the short term, are a drag on economic growth. In contrast, progress on energy reforms poses upside risks to fixed investment and the overall economic outlook.

The world economy is expected to grow by 4.4 per cent this year. This is lower than the 4.9 per cent that was anticipated when tabling the medium-term budget policy statement (MTBPS). The Omicron variant of the coronavirus caused many countries to impose restrictions to manage its spread. In addition, continued imbalances in global value chains have limited the pace of the world's economic recovery. The South African economy has not been shielded from these global developments. National Treasury has revised South Africa's economic growth estimate for 2021 to 4.8 per cent, from 5.1 per cent at the time of the MTBPS.

To maximise the value of spending, government needs to contain costs, more especially consumption related spending, exercise prudent and compliant financial management, and eradicate wasteful treatment of public funds and resources. Compensation of employees remains a major cost pressure. It remains critical for municipalities to adhere to compensation ceilings, manage headcounts proactively and conduct staff audit to ensure the staff complement is aligned to the approved organogram. This will assist government to improve its fiscal position.

Headline inflation is expected to remain between 3 to 6 per cent target range of the SARB over the 2022/23 MTEF.

The Macro-economic forecasts as illustrated below:

Table 1: Macroeconomic performance and projections, 2020 - 2025					
Fiscal year	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Estimate	Forecast		
CPI Inflation	2.9%	4.5%	4.8%	4.4%	4.5%

### Key focus areas for the 2022/23 budget process

- Transfers to local government will be increased by R17.8 billion, including R9.3 billion from the local government equitable share, R1.5 billion from the general fuel levy and R6.9 billion in direct conditional grants over the 2022 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2022 MTEF period. Over the 2022 MTEF period, direct transfers to municipalities will grow above inflation, at an annual average rate of 7.9 per cent. Direct conditional grants grow at an annual average rate of 5.3 per cent over the MTEF, while the Local Government Equitable Share (LGES) grows faster, at an annual average rate of 10.3 per cent over the same period.
- Municipalities are advised to refer to the guidance (refer to the email sent by CoGTA to all municipalities on 20 October 2021) provided through the joint National Treasury/ Department of Cooperative Governance/ South African Local Government Association (NT/DCoG/SALGA) Joint Circular No.1 on the transitional measures in relation to the IDP consultation process.
- Similar to the rest of government, **municipalities face a difficult fiscal environment**. The **weak economic growth** has put **pressure on consumers' ability to pay for services**, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.
- 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 lower limit of the 3 to 6 per cent target band**; therefore, municipalities are required **to justify all increases in excess of the projected inflation target for 2022/23 MREF** in their budget narratives and pay careful attention to



tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

- The **emphasis is on municipalities** to comply with Section 18 of the MFMA and ensure that they **fund their 2022/23 MTREF budgets from realistically anticipated revenues** to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates. It is **essential that municipalities reconcile their most recent valuation roll data to that of the billing system** to ensure that revenue anticipated from property rates are accurate. Municipalities are also advised to **enforce a culture of payment** for services through their normal **credit control processes**.
- The **National Energy Regulator of South Africa (NERSA)** is responsible for price determination of the bulk costs for electricity. Bulk electricity costs are consistently much higher than inflation, having gone as high as 17.8 per cent in the 2021/22 municipal financial year. Eskom's need for increased funding means that over the period ahead they are applying for much higher tariff increases. In their Multi-Year Price Determination (MYPD 5) application Eskom requested approval for municipal bulk tariff increases of 20.5 per cent in 2022/23, 15 per cent in 2023/24 and 10 per cent in 2024/25. NERSA rejected this revenue application at the end of September 2021 and in October 2021 ESKOM filed an application in the High Court to review NERSA's decision. Following the deliberations, NERSA has approved a 9.6 per cent tariff increase for Eskom starting from April 2022 and this figure accounts for a 3.49 per cent increase in 2022/23. **The final increase for bulk purchases is 8.61% and an increase of 7.47% for electricity reselling.**
- The **Salary and Wage Collective Agreement** for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2022/23 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2022 and 01 July 2023 an **increase based on the projected average CPI** percentages for 2022 and 2023. The forecasts of the Reserve Bank, in terms of the January 2022 and January 2023, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.
- 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 take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors 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 councilor(s) concerned.

### **Funding choices and management issues**

Municipalities are under pressure to generate revenue as a result of the economic landscape, the COVID-19 pandemic, weak tariff setting and increases( in excess of realistic revenue growth) in key cost drivers to provide basic municipal services. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2022/23 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 via very restrictive and impeding procurement processes;
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery;

- The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act, 2000 which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service;
- The affordability of providing free basic services to all households;
- Not taking on unfunded or under-funded mandates, i.e SAPS related responsibilities, etc;
- Strictly control and fix water infrastructure to enable the sustainable provision of water;
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation;
- Unsustainable growth of the salary bill resulting in a potential multiplier effect on future tariff increases.

## 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 geoormerk 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: 2022/23 – 2024/25 Final Budget and Tariff File**) find the **Final** Capital and Operating budgets for 2022/2023 as prepared by the Chief Financial Officer, and the multi-year operating and capital budgets for 2023/2024 and 2024/2025.

3.2 Attached hereto (**Annexure B: 2022/23– 2024/25 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 2022/2023 REFORMS**

Attached hereto (**Annexure C: Budget Report and A-Schedules 2022/23– 2024/25**), find the prescribed budget reforms as per MFMA Circulars No.112 and No.115 in accordance with the regulations.

3.4 **OUTSTANDING DEBTORS**

(**Annexure A: 2022/23 – 2024/25 Final Budget and Tariff File**) contains the outstanding debtors as at 30 April 2022.

3.5 **INVESTMENTS & EXTERNAL LOAN REGISTER**

(**Annexure A: 2022/23– 2024/25 Final Budget and Tariff File**) contains the Investments and External loan register as at 30 April 2022.

3.6 **BUDGET RELATED POLICIES**

Also attached hereto (**Annexure D: Final Amendments to Budget & Related Policies 2022/2023**) find the final amended budget and related policies for 2022/23.

Below is a list of the budget and related policies and by-laws, indicating whether amendments by way of track changes were effected, for final approval by Council:

No.	Policy/Plan Name	Reviewed (Yes / No)	Amended (Yes / No)
1.	Tariff Policy	Yes	Yes
2.	Property Rates Policy	Yes	Yes
3	Property Rates By-law	Yes	No
4.	Credit Control and Debt Collection Policy Schedule and By-Law	Yes	No
5.	Indigent Policy	Yes	No
6.	Cash Management and Investment Policy	Yes	Yes
7.	Asset Management Policy	Yes	Yes
8.	Fleet Management Policy	Yes	Yes
9.	Supply Chain Management Policy	Yes	Yes
10.	Budget Implementation Policy	Yes	No

No.	Policy/Plan Name	Reviewed (Yes / No)	Amended (Yes / No)
11.	Funding and Reserves Policy	Yes	No
12.	Debt and Borrowing Policy	Yes	No
13.	Virement Policy	Yes	No
14.	Travel and Subsistence Policy	Yes	Yes
15.	Cost Containment Policy	Yes	No

#### 4. AREAS COVERED DURING THE BUDGET STEERING COMMITTEE MEETING:

- Struggling South African Economy
- **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 to mitigate the risks and to periodically review assumptions given the global and local poor economic conditions. In this regard expenditure will have to be curbed with careful monitoring of budget performance and payment rates**
- Key focus risk areas for the 2022/23 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
- Expenditure and Revenue Consolidation and audited basis informing growth from 2021-2022 to 2022-2023
- Revenue streams from trading and economic services insufficient, given the impact of Capital budget programs and Indigents on the Operating account
- Future operational cost of 2 800 housing opportunities, Landfill sites cost of compliance and Rehabilitation, ± R52.6mil capital & R26.9mil operating
- Further initiatives will need to be considered for revenue growth, revenue protection and preventing revenue leakage going forward.
- Extensive consideration and review of the draft budget given the public input received.

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 12<sup>th</sup> of May 2022.

#### 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 2022/2023; 2023/2024 and 2024/2025 financial years to council for final approval.

##### 5.1 CAPITAL BUDGET

The total final Capital budget for 2022/2023 amounts to **R 191 096** million with around **R 115 813** 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 552 621** million. An increase of **R 113 157** million from the previous approved adjusted MTREF of **R 439 464** million. The ongoing investment in revenue generating and other bulk infrastructure is important as an economic stimulant given the multiplier effect that infrastructure investment 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.**

#### **ADDITIONAL NOTE:-RESEALING OF ROADS**

*An additional amount of R4 million MIG funding was received of which R2 450 million was allocated towards the Resealing of roads in the current financial year. This amount however is relatively small when compared to expenses incurred for the establishment of a resealing plant. It is therefore advantageous to use opportunities to increase the amount in order to mitigate the establishment costs. An underspending of R4 750 million has been identified at the Moorreesburg Waste water treatment works project in the current financial year due to the unavailability of certain mechanical and electrical equipment sourced from Europe. Accordingly, the amount of R4 750 million has been re-allocated from the Moorreesburg Waste water treatment works to the Resealing of Roads in the current financial year, therefore the same reversed allocation of funds must be applied to the above mentioned projects for the 2022/2023 financial year.*

#### **HOUSING PROJECTS**

**Note:** The allocations in the provincial gazette for housing projects in year 2 and 3 are indicative at this stage because of provincial commitments not yet guaranteed.

#### **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 2022/2023	Final Budget 2023/2024	Final Budget 2024/2025
Capital Replacement Reserve (CRR)	R 115 812 892	R 122 483 903	R 129 755 722
Municipal Infrastructure Grant (MIG)	R 23 810 000	R 34 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 12 533 913		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
<b>GRAND TOTAL</b>	<b>R 191 095 805</b>	<b>R 195 834 903</b>	<b>R 165 690 722</b>

**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
  - (d) 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 953 347** million to **R 1 029 479** million resulting in approximate growth of **8%**. The operating revenue budget will increase from **R 1 013 254** million to **R 1 093 984** million (including operating and capital grant allocations) resulting in year on year growth of **8%**. The relationship between the growth in realistically generated revenue compared to the growth in expenditure is however becoming 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.

**IMPORTANT NOTE:** *Council, the public and other stakeholders must take note that the Adjustment budget revenue and expenditure figures, as well as the Final budget growth figures as reported in the A-schedules and Budget Report to National and Provincial Treasury which forms part of the budget documentation, will differ considerably from the figures mentioned above, due to the fact that departmental charges are accounted for differently. The end result however in respect of the overall surpluses or deficits over the MTREF remains unchanged.*

The total salary budget is envisaged to increase from **R 276 344** million to **R 305 281** million (10.47% increase) to make provision for nationally determined annual adjustments in salaries, other benefits such as medical aid and pension contributions and critical posts.

## TRAINING BUDGET

The Skills Development Act, Act 97 of 1998, determines that a public service employer in **the national and provincial spheres of government** must budget for at least one per cent of its payroll for the training and education of its employees. This provision does not refer to the local sphere of government, but has nevertheless been applied by the Municipality for many years now. The Department of Labour however after an enquiry in this regard indicated verbally that less may be budgeted, provided that the payment of the 1% levy payable to SARS in terms of said act is not to be deviated from.

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 R 1 911 192 budgeted for training in the 2022/23 operating budget, which constitutes 0.65% of the Municipality's salary budget (excluding councillor remuneration) and will be limited to around 0.65% 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 current training programmes already covered, **but more-over the necessitated curbing of expenditure given the worsening disposable income levels of the paying public during this severe economic downturn, making increases beyond CPI problematic**

## **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 **4.9%** for 2022/2023; **4.4%** for 2023/2024 and **4%** for the 2024/2025 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% 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 OF TRADINGS SERVICES**

**The average final increases in property taxes and tariffs for the 2022/2023 financial year are as follows:**

Property Rates	-	<b>4.9%</b> (detail of main property categories per recommendation (k) for the property tax rate:- cent in the Rand)
	-	<b>6.5%</b> All other properties ( excluding agricultural properties used for bona fide agricultural activities and vacant land)
Electricity	-	<b>7.47%</b> (NERSA in the process of considering same- please refer to the detailed electricity tariffs found in the Tariff listing)
Refuse Removal	-	<b>7.5% due to the service being rendered at a loss</b>
Sewerage	-	<b>5.9%</b>
Water	-	<b>4.5%</b> for the first 15kls thereafter – <b>5.9%</b> for residential consumers. <b>4.8%</b> increase for all businesses, sport clubs and <b>5.9%</b> for government institutions, please consult the tariff listing for the detail .

<b>Normal Water Tariff Increases</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Increases %</b>	<b>Increases (R)</b>
<b>Residential:</b>				
• Network charge	R67.14	R70.16	<b>4.5%</b>	R3.02
• 0 – 6kl	R5.21	R5.44	<b>4.5%</b>	R0.23
• 7 – 10kl	R8.94	R9.34	<b>4.5%</b>	R0.40
• 11 – 15kl	R17.12	R17.89	<b>4.5%</b>	R0.77
• 16 – 20kl	R21.70	R22.98	<b>5.9%</b>	R1.28
• 21 - 25kl	R32.49	R34.08	<b>5.9%</b>	R1.90
• 26 - 35kl	R47.94	R50.77	<b>5.9%</b>	R2.83
• 36kl and above	R89.40	R94.67	<b>5.9%</b>	R5.27
<b>Business/ Commercial/ Industrial/ etc.</b>				
• Network charge	R113.85	R119.31	<b>4.8%</b>	R5.46
• From 1kl and above – R/Tariff per kl	R22.36	R23.43	<b>4.8%</b>	R1.07
• Sport Clubs	R23.70	R24.84	<b>4.8%</b>	R1.14
• Schools and Government Institutions	R24.86	R26.33	<b>5.9%</b>	R1.47

### 5.3 PROPERTY RATES AND SERVICE CHARGES ASSUMPTIONS

The objective with the exercise of tariff determination was to ensure that trade and economic services show 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 some other community services and the refurbishment/ renewal of council's bulk infrastructure. This was however not possible with refuse removal which is rendered at a loss.

Every effort was made during the extensive income 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 repeatedly verified against past performance and the implementation of improved practices in a bid to realise potential further reductions and savings.

#### Property Rates

The final property rates increases for the 2022/23 financial year is **4.9%** for residential properties and **6.5%** for business and state owned properties. Increases over the remaining MTREF period, is limited to **5.9%** for residential properties and **6.9%** for business and state owned properties. Over the MTREF additional streams were factored in as a result of the implementation of the new general valuation envisaged for the 2024/25 financial year. Limited growth is forecasted for the years beyond the MTREF.

#### Electricity Tariffs

On 31 March 2022 NERSA published the municipal consultative guidelines and benchmarks for the 2022/23 electricity tariff adjustments. The final guideline tariff determination has not yet been received, albeit was scheduled for 11 May 2022 by NERSA. The electricity tariff increase determined for the **purchase of electricity by municipalities** is **8.61%** as from 1 July 2022 and the nominal guideline for the increase of **municipal electricity tariffs is 7.47%**. In line with the approach adopted in previous financial years, the residential prepaid tariff (Tariff 12) is adjusted at a lower percentage respectively 6.8% and 7% for consumption blocks 1 and 2, whilst the energy components of the bulk industrial tariffs are increased by 8% effectively remaining within the NERSA benchmark guidelines. The proposed tariff increases of the municipal tariffs are preliminary and subject to revision upon receipt of the final tariff benchmark guidelines from NERSA, at which time the proposed municipal tariff adjustments will be submitted to NERSA for consideration and possible adjustment or approval. **Please consult the detailed tariff listing for the final increases.**

The municipality will need to take up an external loan to partly finance the 132/11kV Eskom Schoonspruit Substation capital project of which the loan amount will be determined after the quantum of grant funding is clarified. This substantial investment will create capacity, which in the main is needed to support/unlock development potential in the area in order to grow the revenue base.

***That Council for now abide with the electricity tariffs that are submitted, bearing in mind that it is still subject to NERSA's final approval.***

#### Water Tariffs

The final water tariff increases are :- **4.5%** for the first 15kls thereafter a **5.9%** increase for residential consumers, a **4.8%** increase for all businesses and sport clubs and **5.9%** for schools and government institutions. 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 and an increase in consumption to the south towards Cape Town.



## **Refuse Removal**

The final tariff increase of **7.5%**, which is above the headline inflation rate, 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 2.7% above headline inflation is equal to R3.76 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 loss. Over the remaining MTREF period, the annual adjustment increases to 8.4% to phase out the deficit over the longer term and due to the fact that the municipality will need to take up an external loan to finance the Landfill site cost of compliance and extension which will also be funded from MIG (municipal infrastructure grant) and the CRR (capital replacement reserve).

## **Sanitation**

The final tariff increase of **5.9%** that is above the headline inflation rate is needed to deliver the service effectively and to prevent that the service does not operate at a deficit in the new 2022/23 MTREF. This will further support critical upgrades of the wastewater treatment works in Moorreesburg and Darling due for completion in 2022/23 without the need to have taken-up a capital loan.

***Council will also revert to the single part tariff for sanitation as was the case in 2020-2021 and the prior years.***

## **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 the Ukraine and Russia conflict, compounding local inflation in the form of Food and Fuel increases which could potential see the SARB increasing the REPO rate;
- Weaker exchange rates already resulted in an increase in the fuel account;
- Slower recovery of the economy;
- The upward pressure and multiplier effect of increases in staff salaries.

**THE FOLLOWING RECOMMENDATIONS WERE APPROVED BY COUNCIL ON 31 MARCH 2022 ( FOR REFERENCE PURPOSES ONLY).**

**RESOLUTION:** *(as recommended by the Executive Mayor's Committee on 25 March 2022)*

### **1. The following recommendations by the Executive Mayoral Committee held on 25 March 2022, for consideration by Council on 31 March 2022 for purposes of public participation. Final approval shall only take place on 26 May 2022.**

- (a) 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: 2022/23 – 2024/2025 Draft Budget and Tariff File)** and consider same;
- (b) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2022/23 – 2024/25 Capital Projects ito Sec 19)**, first consider the projected 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;
- (c) 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	Draft Budget 2022/2023	Draft Budget 2023/2024	Draft Budget 2024/2025
Capital Replacement Reserve (CRR)	R 116 643 433	R 122 483 903	R 130 244 472
Municipal Infrastructure Grant (MIG)	R 33 810 000	R 24 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 14 360 000		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
<b>GRAND TOTAL</b>	<b>R 203 752 433</b>	<b>R 185 834 903</b>	<b>R 166 179 472</b>

- (d) That council deemed it appropriate to consider the entire capital program excluding the 3 contractually combined projects above R 50 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;
- (e) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)**;
- (f) That the draft high-level multi-year Capital and Operating budgets in respect of the 2022/23 – 2024/25 financial years, be approved as draft, in accordance with sections 16, 17 and 19 of the MFMA to allow for public participation;

	Original Budget 2021/22	Adjustments Budget 2021/22	Draft Budget 2022/23	Draft Budget 2023/24	Draft Budget 2024/25
Capital budget	166 435 729	166 040 448	203 752 433	185 834 903	166 179 472
Operating Expenditure	911 967 149	951 133 356	1 026 601 605	1 055 394 402	1 135 542 535
Operating Revenue	968 875 613	1 007 040 106	1 104 983 965	1 113 176 083	1 174 467 869
<b>Budgeted (Surplus)/ Deficit</b>	<b>(56 908 464)</b>	<b>(55 906 750)</b>	<b>(78 382 360)</b>	<b>(57 781 681)</b>	<b>(38 925 335)</b>
Less: Capital Grants & Contributions	47 912 409	48 027 246	87 109 000	63 351 000	35 935 000
<b>(Surplus)/ Deficit</b>	<b>(8 996 055)</b>	<b>(7 879 504)</b>	<b>8 726 640</b>	<b>5 569 319</b>	<b>(2 990 335)</b>

- (g) 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 draft property tax rates, exemptions and rebates on property reflected in the schedule below and in the property rates policy for the 2022/2023 financial year with effect from 1 July 2022, for purposes of allowing for public participation;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5624
Business and Commercial properties	1: 1,4586	0,8203
Industrial properties	1: 1,4586	0,8203
Agricultural properties	1: 0,25	0,1406

Mining properties	1: 1,4586	0,8203
Public Service Infrastructure	1: 0,25	0,1406
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8203
Public Benefit Organisations	1: 0	0,0000
Vacant properties	1: 1,3470	0,7575
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

### 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.

- (h) That council approve the draft tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2022/23 – 2024/25 Draft Budget and Tariff File)** for purposes of allowing for public participation;
- (i) That council approve the electricity tariffs as draft for the 2022/2023 financial year, bearing in mind that it is still subject to NERSA's final approval;
- (j) 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 2022/23 – 2024/25)**;
- (k) That the **amendments** to the budget and related policies as set out in **(Annexure D: Draft Amendments to Budget & Related Policies 2022/23)** hereto, be approved for purposes of soliciting the views and comment from the public;
- (l) That the training budget limited to **0,70%** of the salary budget in the amount of **R2 036 894** for the 2022/2023 financial year be approved as draft;
- (m) 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 **4.9%** for 2022/2023; **4.4%** for 2023/2024 and **4%** for the 2024/2025 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% 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).
- (n) 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 **7.9%** from the current to the new financial year and the revenue streams with growth in revenue of **9.7% (only 5.9% 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 **8.3 months** for 2022/23, **8.3 months** for 2023/24 and **7.6 months** for the 2024/25 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 operating net deficits are envisaged for 2022/23 to an amount of **R 8 726 640**, for 2023/24 an amount of **R 5 569 319** and for 2024/25 a surplus of **R 2 990 335 (excluding capital grant income)**, which is manageable within the risk appetite of the municipality supported by the improved payment rates.
- (o) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms **(Annexure E: 2022/23 NT and PT Budget Circulars)** in the context of the reporting requirements to Provincial and National Treasury;
- (p) That Council take note that the budget was prepared in the new mSCOA Version 6.6 as required by National Treasury but that the mSCOA data strings could not be uploaded for verification purposes to ensure perfect alignment at the time of finalising the budget due to technical issues experienced by the NT’s system of validation;
- (q) That the process of soliciting public input, views or comments into the draft budget, **revised** budget and related policies ( limited to the revisions from the previous year) and budget documents, inclusive of the property taxes and tariffs to close at 12 midday on **29 April 2022.**
- for purposes of completeness and implementation the English version of the recommendations will be relied upon.**

## RECOMMENDATIONS

1. **The following recommendations by the Budget Steering Committee (BSC) held on 12 May 2022, for consideration by the Executive Mayoral Committee on 19 May 2022. Final approval shall take place on 26 May 2022.**
  - (a) That having considered the inputs received from the public and province as articulated in **(Annexure E, Inputs received on Draft Budget)** it’s our considered view that no amendments to the policies or budget are required as it relates to the 2022/2023 MTREF Draft Budget;
  - (b) 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 operational costs as per **(Annexure A: 2022/23 – 2024/2025 Final Budget and Tariff File)**;
  - (c) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2022/23 – 2024/25 Capital Projects ito Sec 19)**, first consider the projected 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;
  - (d) That council takes note that the Department of Sport has not timeously issued letters of recommendation for the additional R10 MILLION in specific sport projects resulting in the projects not being registered under the MIG program. Consequently the projects cannot be implemented in the 2022/2023 financial year. The Department of Sport has approved however that the funds be utilised in the 2023/2024 financial year;

- (e) That cognisance be taken of the acceleration of the Resealing Program in the current financial year as a result of the underspending on the Moorreesburg Waste Water Treatment Works project, subject to the budget for the Resealing Program be reduced by the same amount in the 2022/2023 year and the funds having been reallocated to the Moorreesburg Waste Water Treatment Works.
- (f) That council approve in principle the taking up of an external loan in 2023/24 or 2024/25 to partly finance the Highlands Refuse Site and Bulk electricity capital projects to the tune of around R50 MILLION;
- (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 2022/2023	Final Budget 2023/2024	Final Budget 2024/2025
Capital Replacement Reserve (CRR)	R 115 812 892	R 122 483 903	R 129 755 722
Municipal Infrastructure Grant (MIG)	R 23 810 000	R 34 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 12 533 913		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
<b>GRAND TOTAL</b>	<b>R 191 095 805</b>	<b>R 195 834 903</b>	<b>R 165 690 722</b>

- (h) That council deemed it appropriate to consider the entire capital program excluding the 3 contractually combined projects above R 50 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;
- (i) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2022/23 – 2024/25 Final Budget and Tariff File)**;
- (j) That the final high-level multi-year Capital and Operating budgets in respect of the 2022/23 – 2024/25 financial years, be approved as final, in accordance with sections 16, 17 and 19 of the MFMA;

	Original Budget 2021/22	Adjustments Budget 2021/22	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25
Capital budget	166 435 729	170 040 448	191 095 805	195 834 903	165 690 722
Operating Expenditure	911 967 149	953 347 356	1 029 478 873	1 061 530 679	1 140 028 445
Operating Revenue	968 875 613	1 013 254 106	1 093 983 965	1 123 993 180	1 174 158 797
<b>Budgeted (Surplus)/ Deficit</b>	<b>(56 908 464)</b>	<b>(59 906 750)</b>	<b>(64 505 092)</b>	<b>(62 462 501)</b>	<b>(34 130 352)</b>
Less: Capital Grants & Contributions	47 912 409	52 027 246	77 109 000	73 351 000	35 935 000
<b>(Surplus)/ Deficit</b>	<b>(8 996 055)</b>	<b>(7 879 504)</b>	<b>12 603 908</b>	<b>10 888 499</b>	<b>1 804 648</b>

- (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 2022/2023 financial year with effect from 1 July 2022;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5624
Business and Commercial properties	1: 1,4586	0,8203
Industrial properties	1: 1,4586	0,8203
Agricultural properties	1: 0,25	0,1406
Mining properties	1: 1,4586	0,8203
Public Service Infrastructure	1: 0,25	0,1406
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8203
Public Benefit Organisations	1: 0	0,0000
Vacant properties	1: 1,3470	0,7575
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

#### 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: 2022/23 – 2024/25 Final Budget and Tariff File)**;
- (m) That council approve the electricity tariffs as final for the 2022/2023 financial year, **bearing in mind that it is still subject to NERSA's final approval**;
- (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 2022/23 – 2024/25)**;
- (o) That the **amendments** to the budget and related policies as set out in **(Annexure D: Final Amendments to Budget & Related Policies 2022/23)** hereto, be approved as final;

- (p) That the training budget be limited to **0,65%** of the salary budget in the amount of **R1 911 192** for the 2022/2023 financial year;
- (q) 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 **4.9%** for 2022/2023; **4.4%** for 2023/2024 and **4%** for the 2024/2025 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% 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).
- (r) 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 **8%** from the current to the new financial year and the revenue streams with growth in revenue of **8% (only 5.6% 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 **8.9 months** for 2022/23, **8.4 months** for 2023/24 and **7.8 months** for the 2024/25 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 operating net deficits are envisaged for 2022/23 to an amount of **R 12 603 908**, for 2023/24 an amount of **R 10 888 499** and for 2024/25 an amount of **R 1 804 648 (excluding capital grant income)**, which is manageable within the risk appetite of the municipality supported by the improved payment rates.
- (s) 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;
- (t) That Council take note that the budget was prepared in the new mSCOA Version 6.6 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 12 Mei 2022, vir oorweging deur die Uitvoerende Burgemeesterskomitee op 19 Mei 2022. Finale goedkeuring sal plaasvind op 26 Mei 2022.**

- (a) Dat, na deeglike oorweging van die insette ontvang vanaf die publiek en provinsie soos deurgegee in **(Annexure E, Inputs received on Draft Budget)**, dit ons oorwoë mening is dat geen wysigings aan die beleide of begroting nodig geag word sover dit die 2022/2023 MTREF Konsepbegroting aangaan nie;
- (b) 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 operasionele kostes bevestig het soos per **(Annexure A: 2022/23 – 2024/25 Final Budget and Tariff File)**;
- (c) Dat die Raad voor die goedkeuring van die kapitaal projekte bo R50 miljoen soos gelys in **(Annexure B: 2022/23 – 2024/25 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;

- (d) Dat die Raad kennis neem dat die Departement van Sport nie betyds die skrywes van aanbeveling spesifiek ten opsigte van sportprojekte ten bedrae van R10 MILJOEN uitgereik het nie. Die gevolg is dat die projekte nie onder die MIG-program geregistreer kon word nie en dus nie gedurende die 2022/2023 finansiële jaar geïmplementeer kan word nie. Die Departement van Sport het egter goedkeuring verleen dat die fondse aangewend word in die 2023/2024 finansiële jaar;
- (e) Dat die Raad kennis neem van die versnelling van die Herseëlprogram in die huidige finansiële jaar as gevolg van die onderspandering op die Moorreesburg Rioolsuiweringswerke projek, onderhewig daaraan dat die Herseëlprogram met dieselfde bedrag verminder in die 2022/2023 jaar en die fondse weer geallokeer was aan die Moorreesburg Rioolsuiweringswerke;
- (f) Dat die Raad in beginsel goedkeuring verleen vir die opneem van 'n eksterne lening in 2023/24 of 2024/25 vir die gedeeltelike finansiering van die Highlands Stortingsterrein en Grootmaat Elektriesiteitsprojekte ten bedrae van R50 MILJOEN;
- (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 2022/2023	Final Budget 2023/2024	Final Budget 2024/2025
Capital Replacement Reserve (CRR)	R 115 812 892	R 122 483 903	R 129 755 722
Municipal Infrastructure Grant (MIG)	R 23 810 000	R 34 711 000	R 25 670 000
Dept. Human Settlements	R 20 059 000	R 33 600 000	R 5 000 000
Integrated National Electrification Programme (INEP)	R 17 600 000	R 5 000 000	R 5 225 000
RSEP	R 1 200 000		
Contributions / Donations	R 12 533 913		
Dept. Cultural Affairs and Sport	R 50 000		
Community Safety Grant	R 30 000	R 40 000	R 40 000
<b>GRAND TOTAL</b>	<b>R 191 095 805</b>	<b>R 195 834 903</b>	<b>R 165 690 722</b>

- (h) Dat die Raad dit toepaslik geag het om die totale kapitaalprogram te oorweeg, uitgesluit die 3 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;
- (i) Dat die Raad die kapitaalprojekte as deel van die gekonsolideerde kapitaalprogram goedkeur soos per **(Annexure A: 2022/23 – 2024/25 Final Budget and Tariff File)**;
- (j) Dat die finale hoë-vlak meerjarige Kapitaal- en Bedryfsbegrotings ten opsigte van die 2022/23 tot 2024/25 finansiële jare goedgekeur word as finaal;



	Oorspronklike Begroting 2021/22	Aansuiwerings begroting 2021/22	Finale Begroting 2022/23	Finale Begroting 2023/24	Finale Begroting 2024/25
Kapitaalbegroting	166 435 729	170 040 448	191 095 805	195 834 903	165 690 722
Bedryfsuitgawes	911 967 149	953 347 356	1 029 478 873	1 061 530 679	1 140 028 445
Bedryfsinkomste	968 875 613	1 013 254 106	1 093 983 965	1 123 993 180	1 174 158 797
<b>Begrote (Surplus)/ Tekort</b>	<b>(56 908 464)</b>	<b>(59 906 750)</b>	<b>(64 505 092)</b>	<b>(62 462 501)</b>	<b>(34 130 352)</b>
Minus: Kapitaal Toekennings en Bydraes	47 912 409	52 027 246	77 109 000	73 351 000	35 935 000
<b>(Surplus)/ Tekort</b>	<b>(8 996 055)</b>	<b>(7 879 504)</b>	<b>12 603 908</b>	<b>10 888 499</b>	<b>1 804 648</b>

- (k) Dat die Raad goedkeuring verleen 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 2022/2023 finansiële jaar;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5624
Business and Commercial properties	1: 1,4586	0,8203
Industrial properties	1: 1,4586	0,8203
Agricultural properties	1: 0,25	0,1406
Mining properties	1: 1,4586	0,8203
Public Service Infrastructure	1: 0,25	0,1406
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8203
Public Benefit Organisations	1: 0	0,0000
Vacant properties	1: 1,3470	0,7575
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

#### 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:

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- **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: 2022/23 – 2024/25 Final Budget and Tariff File)** goedkeur as finaal;
- (m) Dat die Raad die voorgestelde elektrisiteitstariewe as finaal goedkeur vir die 2022/23 finansiële jaar, **met inagneming dat dit onderhewig is aan finale goedkeuring deur NERSA;**
- (n) Dat die jaarlikse begrotingstabelle soos vereis deur die Begrotings- en Rapporteringsregulasies en uiteengesit is in **(Annexure C: Budget Report and A-Schedules 2022/23 – 2023/24)** goedgekeur word;
- (o) Dat die **wysigings** aan die begrotings- en verwante beleide soos vervat in **(Annexure D: Final Amendments to Budget & Related Policies 2022/23)**, goedgekeur word as finaal;
- (p) Dat die opleidingsbegroting beperk word tot **0,65%** van die salarisbegroting ten bedrae van **R1 911 192** vir die 2022/23 finansiële jaar;
- (q) 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 **4.9%** vir 2022/2023; **4.4%** vir die 2023/2024 en **4%** vir 2024/2025 finansiële jare, uitgesluit die toename in ander voordele wat van toepassing is en die jaarlikse 2,5% 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).
- (r) 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 **8%** vanaf die huidige na die nuwe finansiële jaar en die inkomstebronne met 'n groei in inkomste van **8%** (**slegs 5.6% 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 **8.9 maande** vir 2022/23, **8.4 maande** vir 2023/24 en **7.8 maande** vir die 2024/25 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 bedryfstekorte verwag word vir 2022/23, 'n bedrag van **R 12 603 908**, vir 2023/24 'n bedrag van **R 10 888 499** en vir 2024/25 'n bedrag van **R 1 804 648 (kapitale toekennings uitgesluit)**, wat bestuurbaar is binne die risiko-aptit van die munisipaliteit en gerugsteun word deur die verbeterde betaalkoerse.
- (s) 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;
- (t) Dat die Raad kennis neem dat die begroting opgestel is in die nuwe mSCOA Weergawe 6.6 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**



## ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSVERGADERING WAT GEHOU SAL WORD OP 19 MEI 2021

<b>ONDERWERP:</b>	<b>VASSTELLING VAN ONTWIKKELINGSBYDRAES VIR 2022/2023</b>
<b>SUBJECT:</b>	<b>DETERMINATION OF DEVELOPMENT CHARGES FOR 2022/2023</b>

### 1. AGTERGROND / BACKGROUND

Tydens 'n Uitvoerende Burgemeesterskomitee Vergadering van 20 Mei 2021, is die volgende ontwikkelingsbydraes goedgekeur:

- (i) Greenfields"-ontwikkelingbydraes – Malmesbury.
- (ii) "Brownfields"-ontwikkelingbydraes – Swartland Munisipale Gebied.
- (iii) Ontwikkelingbydraes – Riebeek Vallei.
- (iv) Ontwikkelingsbydraes vir grootmaatsdienste – Yzerfontein.

### 2. BESPREKING/DISCUSSION

The Growth Model for the total area of Swartland Municipality has been developed and approved by the Executive Mayoral Committee in December 2018.

The data of the Growth Model be used to determine the future infrastructure needs and estimates for development charges as per section 93 of Swartland Municipality : Municipal Land Use Planning By-law to fund the necessary infrastructure requirements.

*A rebate of \_\_\_\_ % be considered regarding development contribution in respect of the 2022/2023 financial year, for the following reasons:*

- *as an incentive to promote development and attract investment;*
- *the fact that, for the interim and until such time that the new Capital Development Charge Policy is implemented, the calculation of development charges in terms of the existing policies is not in full compliance with the new legislative prescripts;*

### 3. KOPPELING AAN GOP / ALIGNMENT TO THE IDP

- *Strategic Outcome 1 – Financially Sustainable Municipality with well-maintained assets*
  - *Output 1.1 – Secured and increased sources of revenue*
- *Strategic Outcome 5 – Economic Growth that benefits all*
  - *Output 5.3.2 – Adapt the Developers Contribution Policy and Contributions*

### 4. RECOMMENDATION

(a) *The attached Development Charges for the 2022/2023 financial year be approved:*

- *"Greenfields" Development Charges – Malmesbury (Annexure "A").*
- *"Brownfields" Development Contributions – Swartland Municipal Area (Annexure "B").*
- *Development Charges – Riebeek Valley (Annexure "C" and Annexure "C1").*
- *Development charges for Bulk Services – Yzerfontein (Annexure "D").*

(b) *A rebate of ....% be considered regarding development charges in respect of the 2022/2023 financial year, for the following reasons:*

- (c) *Developers have to enter into an agreement with the Municipality regarding the payment of charges in terms of the existing policies;*
- (d) *The previous resolution in terms of which exemption from development charges was granted to businesses and industries in the Riebeek Valley of 100m<sup>2</sup> or smaller in extent, be reconfirmed in respect of the 2022/2023 financial year;*
- (e) *Actual Cost of Development Charges will apply to all developments, as determined and calculated by the Directors of Civil and Electrical Engineering Services;*

#### **AANBEVELING**

- (a) Die aangehegte ontwikkelingbydraes vir die 2022/2023 finansiële jaar goedgekeur word:
- Greenfields"-ontwikkelingbydraes – Malmesbury (Bylae "A");
  - "Brownfields"-ontwikkelingbydraes – Swartland Munisipale Gebied (Bylae "B");
  - Ontwikkelingbydraes – Riebeek Vallei (Bylae "C" & "C1" en Bylae "C");
  - Ontwikkelingsbydraes vir grootmaatsdienste – Yzerfontein (Bylae "D");
- (b) 'n Korting van ..... 0% op genoemde ontwikkelingbydraes ten opsigte van die 2022/2023 finansiële jaar toegestaan word, omrede:
- (c) Ontwikkelaars 'n ooreenkoms met die Munisipaliteit aangaan m.b.t. die betaling van ontwikkelingbydraes ingevolge die bestaande beleide.
- (d) Die bestaande besluit insake die vrystelling van betaling van ontwikkelingsbydraes op ontwikkelings van 100m<sup>2</sup> en kleiner aan ondernemings en nywerhede in die Riebeek Vallei, ten opsigte van die 2022/2023 finansiële jaar bevestig word;
- (e) Die werklike koste van ontwikkelingsbydraes sal op alle ontwikkelings van toepassing wees, soos bepaal en bereken deur die Direkteur: Siviele Ingenieursdienste en die Direkteur: Elektriese Ingenieursdienste van toepassing wees;

(get) A M Zaayman

#### **MUNISIPALE BESTUURDER**

AMZ/ds

# 2022/2023 "Brown Fields" Development Charges for Swartland Municipality

CHARGES in accordance with the "Brown Fields" Policy Schedule B  
FIXED DEVELOPMENT CHARGES PAYABLE IN ACCORDANCE WITH PARAGRAPHS 4.1, 5.1 AND 6

Prices included 15% VAT

	MALMESBURY	MOORREESBURG	DARLING	ABBOTSDALE	KALBASKRAAL	CHATSWORTH	RIVERLANDS	KORINGBERG
<b>1. Water:</b>								
1.1 Reservoir	R 3 071,05	R 3 071,05	R 3 071,05	R 3 071,05	R 3 071,05	R 3 071,05	R 3 071,05	R 3 071,05
	15% Vat R 460,66	R 460,66	R 460,66	R 460,66	R 460,66	R 460,66	R 460,66	R 460,66
	Total R 3 531,71	R 3 531,71	R 3 531,71	R 3 531,71	R 3 531,71	R 3 531,71	R 3 531,71	R 3 531,71
1.2 Pipeline (from reservoir)	R 3 312,28	R 3 312,28	R 3 312,28	R 3 312,28	R 3 312,28	R 3 312,28	R 3 312,28	R 3 312,28
	15% Vat R 496,84	R 496,84	R 496,84	R 496,84	R 496,84	R 496,84	R 496,84	R 496,84
	Total R 3 809,12	R 3 809,12	R 3 809,12	R 3 809,12	R 3 809,12	R 3 809,12	R 3 809,12	R 3 809,12
<b>1. Water - Revenue</b>								
15% Vat								
<b>Water Total 1.1 + 1.2</b>								
	R 6 383,33	R 6 383,33	R 6 383,33	R 6 383,33	R 6 383,33	R 6 383,33	R 6 383,33	R 6 383,33
	15% Vat R 957,50	R 957,50	R 957,50	R 957,50	R 957,50	R 957,50	R 957,50	R 957,50
	<b>Water Total 1.1 + 1.2</b> R 7 340,83	R 7 340,83	R 7 340,83	R 7 340,83	R 7 340,83	R 7 340,83	R 7 340,83	R 7 340,83
<b>2. Sewerage:</b>								
2.1 Drainage pipeline (to collection point or sewerage works)	R 865,79	R 865,79	R 865,79	R 865,79	R 865,79	R 865,79	R 865,79	R 865,79
	15% Vat R 129,87	R 129,87	R 129,87	R 129,87	R 129,87	R 129,87	R 129,87	R 129,87
	Total R 995,66	R 995,66	R 995,66	R 995,66	R 995,66	R 995,66	R 995,66	R 995,66
2.3 Purification works/Oxidation dams. (Sewerage pumpings per truck)	R 2 292,10	R 2 292,10	R 2 292,10	R 2 292,10	R 2 292,10	R 2 292,10	R 2 292,10	R 2 292,10
	15% Vat R 343,82	R 343,82	R 343,82	R 343,82	R 343,82	R 343,82	R 343,82	R 343,82
	Total R 2 635,92	R 2 635,92	R 2 635,92	R 2 635,92	R 2 635,92	R 2 635,92	R 2 635,92	R 2 635,92
<b>2. Sewerage - revenue</b>								
15% Vat								
<b>Sewerage Total 2.1 + 2.3</b>								
	R 3 157,89	R 3 157,89	R 3 157,89	R 3 157,89	R 3 157,89	R 3 157,89	R 3 157,89	R 3 157,89
	15% Vat R 473,68	R 473,68	R 473,68	R 473,68	R 473,68	R 473,68	R 473,68	R 473,68
	<b>Sewerage Total 2.1 + 2.3</b> R 3 631,57	R 3 631,57	R 3 631,57	R 3 631,57	R 3 631,57	R 3 631,57	R 3 631,57	R 3 631,57
<b>3. Streets and storm water:</b>								
				(2)	(2)	(2)	(2)	
<b>3.1 Streets and storm water - revenue</b>								
3.1 Streets and storm water	R 4 704,39	R 4 704,39	R 4 704,39	R 1 929,82	R 1 929,82	R 1 929,82	R 1 929,82	R 4 704,39
	15% Vat R 705,66	R 705,66	R 705,66	R 289,47	R 289,47	R 289,47	R 289,47	R 705,66
	<b>3.1 Streets and storm water</b> Total R 5 410,05	R 5 410,05	R 5 410,05	R 2 219,29	R 2 219,29	R 2 219,29	R 2 219,29	R 5 410,05

Civil 1 + 2 + 3 revenue	R	14 245,61	R	14 245,61	R	14 245,61	R	11 471,04	R	11 471,04	R	11 471,04	R	11 471,04	R	14 245,61
15% Vat	R	2 136,84	R	2 136,84	R	2 136,84	R	1 720,66	R	1 720,66	R	1 720,66	R	1 720,66	R	2 136,84
Civil Total	R	16 382,45	R	16 382,45	R	16 382,45	R	13 191,70	R	13 191,70	R	13 191,70	R	13 191,70	R	16 382,45
4. Electricity:																
4.1 Network	R	3 790,35	R	3 790,35	R	3 790,35	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
15% Vat	R	568,55	R	568,55	R	568,55										
4.1 Elec Network	R	4 358,90	R	4 358,90	R	4 358,90	R	-	R	-	R	-	R	-	R	-
4.1 Elec Network	R	3 790,35	R	3 790,35	R	3 790,35	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
15% Vat	R	568,55	R	568,55	R	568,55										
Total Electricity	R	4 358,90	R	4 358,90	R	4 358,90	R	-	R	-	R	-	R	-	R	-
Grand Total Revenue	R	18 035,96	R	18 035,96	R	18 035,96	R	11 470,04	R	11 470,04	R	11 470,04	R	11 470,04	R	14 244,61
15% Vat	R	2 705,39	R	2 705,39	R	2 705,39	R	1 720,66	R	1 720,66	R	1 720,66	R	1 720,66	R	2 136,84
GRAND TOTAL (15% Vat included)		R 20 741,35	R 20 741,35		R 20 741,35		R 13 190,70		R 13 190,70		R 13 190,70		R 13 190,70		R 16 381,45	
NOTE:																
(1) Eskom Supply Area																
Note: .....																



2022/2023 "GREEN FIELDS" Development Charges for Malmesbury													
Charges in accordance with the "Green Fields" Policy Schedule A													
PROPOSED GREENFIELDS DEVELOPMENT CHARGES (DC'S) FOR MALMESBURY													
Land-use	Cost per	Roads DC	Storm water-DC	Water DC	Sewerage DC	Waste Water Treatment	TOTAL DC for CIVIL	Electricity DC	Social Infra-structure DC	Regional Water Levy	TOTAL DC		
Residential: Low (4 units/ha)	Unit	R 29 742,00	R 4 945,00	R 5 501,00	R 1 719,00	R 8 758,00	R 50 665,00	R 12 222,00	R 5 730,00	R 9 470,00	R 78 087,00	per Unit	
15%	Vat	R 4 461,30	R 741,75	R 825,15	R 257,85	R 1 313,70	R 7 599,75	R 1 833,30	R 859,50	R 1 420,50	R 11 713,05		
	Total	R 34 203,30	R 5 686,75	R 6 326,15	R 1 976,85	R 10 071,70	R 58 264,75	R 14 055,30	R 6 589,50	R 10 890,50	R 89 800,05	per Unit	
Residential: Single (15 units/ha)	Unit	R 27 883,00	R 4 592,00	R 3 896,00	R 1 375,00	R 6 688,00	R 44 434,00	R 10 114,00	R 5 730,00	R 9 470,00	R 69 748,00	per Unit	
15%	Vat	R 4 182,45	R 688,80	R 584,40	R 206,25	R 1 003,20	R 6 665,10	R 1 517,10	R 859,50	R 1 420,50	R 10 462,20		
	Total	R 32 065,45	R 5 280,80	R 4 480,40	R 1 581,25	R 7 691,20	R 51 099,10	R 11 631,10	R 6 589,50	R 10 890,50	R 80 210,20	per Unit	
Residential: Medium (20-25 units/ha)	Unit	R 20 446,00	R 3 532,00	R 3 323,00	R 1 146,00	R 5 732,00	R 34 179,00	R 9 060,00	R 5 730,00	R 9 470,00	R 58 439,00	per Unit	
15%	Vat	R 3 066,90	R 529,80	R 498,45	R 171,90	R 859,80	R 5 126,85	R 1 359,00	R 859,50	R 1 420,50	R 8 765,85		
	Total	R 23 512,90	R 4 061,80	R 3 821,45	R 1 317,90	R 6 591,80	R 39 305,85	R 10 419,00	R 6 589,50	R 10 890,50	R 67 204,85	per Unit	
Residential: High (30-60 units/ha)	Unit	R 14 872,00	R 2 826,00	R 2 865,00	R 1 031,00	R 5 175,00	R 26 769,00	R 9 060,00	R 5 730,00	R 9 470,00	R 51 029,00	per Unit	
15%	Vat	R 2 230,80	R 423,90	R 429,75	R 154,65	R 776,25	R 4 015,35	R 1 359,00	R 859,50	R 1 420,50	R 7 654,35		
	Total	R 17 102,80	R 3 249,90	R 3 294,75	R 1 185,65	R 5 951,25	R 30 784,35	R 10 419,00	R 6 589,50	R 10 890,50	R 58 683,35	per Unit	
Affordable Housing (30-40 units/ha)	Unit	R 13 258,00	R 3 010,00	R 1 719,00	R 688,00	R 3 344,00	R 22 019,00	R 5 057,00	R 5 730,00	R 9 470,00	R 42 276,00	per Unit	
15%	Vat	R 1 988,70	R 451,50	R 257,85	R 103,20	R 501,60	R 3 302,85	R 758,55	R 859,50	R 1 420,50	R 6 341,40		
	Total	R 15 246,70	R 3 461,50	R 1 976,85	R 791,20	R 3 845,60	R 25 321,85	R 5 815,55	R 6 589,50	R 10 890,50	R 48 617,40	per Unit	
Subsidized Housing (30-40 units/ha)	Unit	R 12 173,00	R 3 010,00	R 1 719,00	R 688,00	R 3 344,00	R 20 934,00	R 2 108,00	R 5 730,00	R 9 470,00	R 38 242,00	per Unit	
15%	Vat	R 1 825,95	R 451,50	R 257,85	R 103,20	R 501,60	R 3 140,10	R 316,20	R 859,50	R 1 420,50	R 5 736,30		
	Total	R 13 998,95	R 3 461,50	R 1 976,85	R 791,20	R 3 845,60	R 24 074,10	R 2 424,20	R 6 589,50	R 10 890,50	R 43 978,30	per Unit	
Commercial: Retail	m <sup>2</sup> GLA	R 340,00	R 11,11	R 11,00	R 3,85	R 14,98	R 380,94		None	R 14,98	R 395,92	per m <sup>2</sup> GLA	
15%	Vat	R 51,00	R 1,67	R 1,65	R 0,58	R 2,25	R 57,14			R 2,25	R 59,39		
	Total	R 391,00	R 12,78	R 12,65	R 4,43	R 17,23	R 438,08		None	R 17,23	R 455,31	per m <sup>2</sup> GLA	

Land-use	Cost per	Roads DC	Storm water-DC	Water DC	Sewerage DC	Waste Water Treatment	TOTAL DC for CIVIL	Electricity DC	Social Infra-structure DC	Regional Water Levy	TOTAL DC	
Commercial: Offices	m² GLA	R 590,20	R 12,07	R 8,25	R 2,89	R 11,24	R 624,65		None	R 8,83	R 633,48	per m² GLA
15%	Vat	R 88,53	R 1,81	R 1,24	R 0,43	R 1,69	R 93,70			R 1,32	R 95,02	
	Total	R 678,73	R 13,88	R 9,49	R 3,32	R 12,93	R 718,35		None	R 10,15	R 728,50	per m² GLA
Industrial	m² Cover	R 203,99	R 15,08	R 11,00	R 3,85	R 10,03	R 243,95		None	R 11,77	R 255,72	per m² Coverage
15%	Vat	R 30,60	R 2,26	R 1,65	R 0,58	R 1,50	R 36,59			R 1,77	R 38,36	
	Total	R 234,59	R 17,34	R 12,65	R 4,43	R 11,53	R 280,54		None	R 13,54	R 294,08	per m² GLA
Commercial: Retail	KVA							R 763,88 /kVA			R 763,88	/kVA
15%	Vat							R 114,58			R 114,58	
	Total							R 878,46 /kVA			R 878,46	/kVA
Commercial: Offices	KVA							R 763,88 /kVA			R 763,88	/kVA
15%	Vat							R 114,58			R 114,58	
	Total							R 878,46 /kVA			R 878,46	/kVA
Industrial	KVA							R 763,88 /kVA			R 763,88	/kVA
15%	Vat							R 114,58			R 114,58	
	Total							R 878,46 /kVA			R 878,46	/kVA

\* Total Development Contribution in respect of Commercial and Industrial excludes the electricity contribution of R 763,88/kVA (Vat excluded)

\*\* Highlighted - **Regional Water Levy** - The amount of R 9 470.00 (vat excluded) by the residential: medium, high and affordable housing is subject to a decrease in the tariff in terms of the prescribed process.

Note: .....

**2022/2023    Development Charges for Infrastructure for the Riebeek-Valley**  
**(Riebeek-Kasteel, Riebeek-Wes and Ongegund)    Schedule C**

**Charges in accordance with Riebeek-Valley Policy**

Land-use	Cost Per	Roads DC	Storm-water DC	Water DC	Sewer DC	Waste Water Treatment	TOTAL DC for CIVIL	Regional Water Levy	TOTAL DC	
<b>Residential I: Low Density (1 – 6 units/ha)</b>	Unit	R 7 804,00	R 3 927,00	R 16 529,00	R 7 923,00	R 8 250,00	R 44 433,00	R 9 470,00	R 53 903,00	per Unit
15%	Vat	R 1 170,60	R 589,05	R 2 479,35	R 1 188,45	R 1 237,50	R 6 664,95	R 1 420,50	R 8 085,45	
	Total	R 8 974,60	R 4 516,05	R 19 008,35	R 9 111,45	R 9 487,50	R 51 097,95	R 10 890,50	R 61 988,45	
<b>Residential I: Med. Density (7 – 14 units/ha)</b>	Unit	R 7 141,00	R 3 646,00	R 9 917,00	R 5 943,00	R 6 300,00	R 32 947,00	R 9 470,00	R 42 417,00	per Unit
15%	Vat	R 1 071,15	R 546,90	R 1 487,55	R 891,45	R 945,00	R 4 942,05	R 1 420,50	R 6 362,55	
	Total	R 8 212,15	R 4 192,90	R 11 404,55	R 6 834,45	R 7 245,00	R 37 889,05	R 10 890,50	R 48 779,55	
<b>Residential I: High Density (&gt;14 units/ha)</b>	Unit	R 5 247,00	R 2 805,00	R 8 265,00	R 5 447,00	R 5 850,00	R 27 614,00	R 9 470,00	R 37 084,00	per Unit
15%	Vat	R 787,05	R 420,75	R 1 239,75	R 817,05	R 877,50	R 4 142,10	R 1 420,50	R 5 562,60	
	Total	R 6 034,05	R 3 225,75	R 9 504,75	R 6 264,05	R 6 727,50	R 31 756,10	R 10 890,50	R 42 646,60	
<b>Residential II (15 – 25 units/ha)</b>	Unit	R 3 659,00	R 2 244,00	R 6 198,00	R 4 457,00	R 5 850,00	R 22 408,00	R 9 470,00	R 31 878,00	per Unit
	Vat	R 548,85	R 336,60	R 929,70	R 668,55	R 877,50	R 3 361,20	R 1 420,50	R 4 781,70	
	Total	R 4 207,85	R 2 580,60	R 7 127,70	R 5 125,55	R 6 727,50	R 25 769,20	R 10 890,50	R 36 659,70	
<b>Residential III (30 – 40 units/ha)</b>	Unit	R 3 901,00	R 2 244,00	R 4 959,00	R 3 863,00	R 5 400,00	R 20 367,00	R 9 470,00	R 29 837,00	per Unit
15%	Vat	R 585,15	R 336,60	R 743,85	R 579,45	R 810,00	R 3 055,05	R 1 420,50	R 4 475,55	
	Total	R 4 486,15	R 2 580,60	R 5 702,85	R 4 442,45	R 6 210,00	R 23 422,05	R 10 890,50	R 34 312,55	
<b>Residential IV (40 – 60 units/ha)</b>	Unit	R 3 310,00	R 1 683,00	R 3 306,00	R 2 773,00	R 5 400,00	R 16 472,00	R 9 470,00	R 25 942,00	per Unit
15%	Vat	R 496,50	R 252,45	R 495,90	R 415,95	R 810,00	R 2 470,80	R 1 420,50	R 3 891,30	
	Total	R 3 806,50	R 1 935,45	R 3 801,90	R 3 188,95	R 6 210,00	R 18 942,80	R 10 890,50	R 29 833,30	

Land-use	Cost Per	Roads DC	Storm-water DC	Water DC	Sewer DC	Waste Water Treatment	TOTAL DC for CIVIL	Regional Water Levy	TOTAL DC	
<b>Affordable Housing (30-40 units/ha)</b>	<b>Unit</b>	R 924,00	R 1 683,00	R 3 719,00	R 3 120,00	R 3 150,00	<b>R 12 596,00</b>	R 9 470,00	<b>R 22 066,00</b>	<b>per Unit</b>
15%	<b>Vat</b>	R 138,60	R 252,45	R 557,85	R 468,00	R 472,50	<b>R 1 889,40</b>	R 1 420,50	<b>R 3 309,90</b>	
	<b>Total</b>	<b>R 1 062,60</b>	<b>R 1 935,45</b>	<b>R 4 276,85</b>	<b>R 3 588,00</b>	<b>R 3 622,50</b>	<b>R 14 485,40</b>	<b>R 10 890,50</b>	<b>R 25 375,90</b>	
<b>Industrial</b>	<b>m²Cover</b>	R 40,50	R 15,00	R 33,00	R 24,00	R 60,00	<b>R 172,50</b>	R 14,98	<b>R 187,48</b>	<b>per m² Coverage</b>
15%	<b>Vat</b>	R 6,08	R 2,25	R 4,95	R 3,60	R 9,00	<b>R 25,88</b>	R 2,25	<b>R 28,12</b>	
	<b>Total</b>	<b>R 46,58</b>	<b>R 17,25</b>	<b>R 37,95</b>	<b>R 27,60</b>	<b>R 69,00</b>	<b>R 198,38</b>	<b>R 17,23</b>	<b>R 215,60</b>	
<b>Bussiness/ Commercial</b>	<b>m² GLA</b>	R 246,10	R 12,00	R 33,00	R 28,00	R 60,00	<b>R 379,10</b>	R 14,98	<b>R 394,08</b>	<b>per m² GLA</b>
15%	<b>Vat</b>	R 36,92	R 1,80	R 4,95	R 4,20	R 9,00	<b>R 56,87</b>	R 2,25	<b>R 59,11</b>	
	<b>Total</b>	<b>R 283,02</b>	<b>R 13,80</b>	<b>R 37,95</b>	<b>R 32,20</b>	<b>R 69,00</b>	<b>R 435,97</b>	<b>R 17,23</b>	<b>R 453,19</b>	

Note: .....

**2022/2023 Electricity Development Charges for Ongegund**  
**Bulk Electricity for Infrastructure Developments Schedule C1**

**Charges in accordance with Riebeek-Valley Policy**

DESCRIPTION		DENSITY OR COVERAGE	ADMD kVA	RATE PER kVA for 132/11 kV SUBSTATION	GREENFIELDS CONTRIBUTION	ADD NETWORK PRIMARY AND SECONDARY 11 Kv INFRASTRUCTURE		TOTAL RATE FOR BULK ELECTRICITY CONTRIBUTIONS	
						PER UNIT		PER UNIT	
Low Density 15%	Price	4 u/ha	4k VA per unit	R 1 405,00	R 5 620,00	R 2 526,32		R 8 146,32	
	Vat			R 210,75	R 843,00	R 378,95		R 1 221,95	
	Total			R 1 615,75	R 6 463,00	R 2 905,27		R 9 368,27	
Single Residential 15%	Price	15 u/ha	3 kVA per unit	R 1 405,00	R 4 215,00	R 2 526,32		R 6 741,32	
	Vat			R 210,75	R 632,25	R 378,95		R 1 011,20	
	Total			R 1 615,75	R 4 847,25	R 2 905,27		R 7 752,52	
Medium Density Residential 15%	Price	20 - 25 u/ha	2.5 kVA per unit	R 1 405,00	R 3 512,50	R 2 526,32		R 6 038,82	
	Vat			R 210,75	R 526,88	R 378,95		R 905,82	
	Total			R 1 615,75	R 4 039,38	R 2 905,27		R 6 944,64	
High Density Residential 15%	Price	30 - 60 u/ha	2.5 kVA per unit	R 1 405,00	R 3 512,50	R 2 526,32		R 6 038,82	
	Vat			R 210,75	R 526,88	R 378,95		R 905,82	
	Total			R 1 615,75	R 4 039,38	R 2 905,27		R 6 944,64	
Affordable Housing 15%	Price	30 - 40 u/ha	1.5 kVA per unit	R 1 405,00	R 2 107,50	R 1 263,16		R 3 370,66	
	Vat			R 210,75	R 316,13	R 189,47		R 505,60	
	Total			R 1 615,75	R 2 423,63	R 1 452,63		R 3 876,26	
Subsidized Housing 15%	Price	30 - 40 u/ha	1 kVA per unit	R 1 405,00	R 1 405,00			R 1 405,00	
	Vat			R 210,75	R 210,75			R 210,75	
	Total			R 1 615,75	R 1 615,75	R -		R 1 615,75	
Industrial and Commercial i.e. Non-Residential Erven 15%	Price	Varies	On Application	R 351,25	R 1 405,00	R 157,90	per kVA	R 509,15	per kVA
	Vat			R 52,69	R 210,75	R 23,69		R 76,37	
	Total			R 400,42	R 1 601,70	R 180,01		R 580,43	
								of Applied-for Maximum Demand	

Note: .....

# 2022/2023 DEVELOPMENT CHARGES FOR BULK SERVICES FOR YZERFONTEIN

# Schedule D

Land Use	Density	GLA Factor	Cost per	Bulk Water Distribution	Bulk Water Supply	Sewer	WWTW	Roads	Storm Water	Total Civil*	Total Electrical*	
Residential	20 units/ha	-	Unit	R 4 698,00	R 5 682,00	R 5 287,00	R 7 800,00	R 10 000,00	R 3 966,00	R 37 433,00	R 9 060,00	
			15% Vat	R 704,70	R 852,30	R 793,05	R 1 170,00	R 1 500,00	R 594,90	R 5 614,95	R 1 359,00	
			Total	R 5 402,70	R 6 534,30	R 6 080,05	R 8 970,00	R 11 500,00	R 4 560,90	R 43 047,95	R 10 419,00	
Infill Development	30 units/ha	-	Unit	R 3 915,00	R 4 735,00	R 4 880,00	R 7 200,00	R 10 000,00	R 2 776,00	R 33 506,00	R 9 060,00	
			15% Vat	R 587,25	R 710,25	R 732,00	R 1 080,00	R 1 500,00	R 416,40	R 5 025,90	R 1 359,00	
			Total	R 4 502,25	R 5 445,25	R 5 612,00	R 8 280,00	R 11 500,00	R 3 192,40	R 38 531,90	R 10 419,00	
Medium/High Density Ind	30 units/ha	-	Unit	R 3 915,00	R 4 735,00	R 4 880,00	R 7 200,00	R 10 000,00	R 2 969,00	R 33 699,00	R 9 060,00	
			15% Vat	R 587,25	R 710,25	R 732,00	R 1 080,00	R 1 500,00	R 445,35	R 5 054,85	R 1 359,00	
			Total	R 4 502,25	R 5 445,25	R 5 612,00	R 8 280,00	R 11 500,00	R 3 414,35	R 38 753,85	R 10 419,00	
Restricted Residential Dev.	20 units/ha	-	Unit	R 4 698,00	R 5 682,00	R 5 287,00	R 7 800,00	R 10 000,00	R 3 966,00	R 37 433,00	R 9 060,00	
			15% Vat	R 704,70	R 852,30	R 793,05	R 1 170,00	R 1 500,00	R 594,90	R 5 614,95	R 1 359,00	
			Total	R 5 402,70	R 6 534,30	R 6 080,05	R 8 970,00	R 11 500,00	R 4 560,90	R 43 047,95	R 10 419,00	
Infill Development	30 units/ha	-	Unit	R 3 915,00	R 4 735,00	R 4 880,00	R 7 200,00	R 10 000,00	R 2 650,00	R 33 380,00	R 9 060,00	
			15% Vat	R 587,25	R 710,25	R 732,00	R 1 080,00	R 1 500,00	R 397,50	R 5 007,00	R 1 359,00	
			Total	R 4 502,25	R 5 445,25	R 5 612,00	R 8 280,00	R 11 500,00	R 3 047,50	R 38 387,00	R 10 419,00	
Offices	-	0.20 GLA	m²GLA	R 31,00	R 38,00	R 43,00	R 64,00	R 50,00	R 59,00	R 285,00	R 763,88	
			15% Vat	R 4,65	R 5,70	R 6,45	R 9,60	R 7,50	R 8,85	R 42,75	R 114,58	
			Total	R 35,65	R 43,70	R 49,45	R 73,60	R 57,50	R 67,85	R 327,75	R 878,46	per KVA
Commercial	-	0.25 GLA	m²GLA	R 31,00	R 38,00	R 43,00	R 64,00	R 50,00	R 48,00	R 274,00	R 763,88	
			15% Vat	R 4,65	R 5,70	R 6,45	R 9,60	R 7,50	R 7,20	R 41,10	R 114,58	
			Total	R 35,65	R 43,70	R 49,45	R 73,60	R 57,50	R 55,20	R 315,10	R 878,46	per KVA
Primary Business Centre	-	0.50 GLA	m²GLA	R 31,00	R 38,00	R 43,00	R 64,00	R 40,00	R 24,00	R 240,00	R 763,88	
			15% Vat	R 4,65	R 5,70	R 6,45	R 9,60	R 6,00	R 3,60	R 36,00	R 114,58	
			Total	R 35,65	R 43,70	R 49,45	R 73,60	R 46,00	R 27,60	R 276,00	R 878,46	per KVA
Secondary Business Nodes	-	0.25 GLA	m²GLA	R 31,00	R 38,00	R 43,00	R 64,00	R 50,00	R 49,00	R 275,00	R 763,88	
			15% Vat	R 4,65	R 5,70	R 6,45	R 9,60	R 7,50	R 7,35	R 41,25	R 114,58	
			Total	R 35,65	R 43,70	R 49,45	R 73,60	R 57,50	R 56,35	R 316,25	R 878,46	per KVA

**2022/2023 DEVELOPMENT CHARGES FOR BULK SERVICES FOR YZERFONTEIN - 15% Vat Included**

Land Use	Density	GLA Factor	Cost per	Bulk Water Distribution	Bulk Water Supply	Sewer	WWTW	Roads	Storm Water	Total Civil*	Total Electrical*	
Institutional Functions	-	0.10 GLA	<b>m²GLA</b>	R 31,00	R 38,00	R 43,00	R 64,00	R 10,00	R 119,00	R 305,00	R 763,88	per KVA
			<b>15% Vat</b>	R 4,65	R 5,70	R 6,45	R 9,60	R 1,50	R 17,85	R 45,75	R 114,58	
			<b>Total</b>	R 35,65	R 43,70	R 49,45	R 73,60	R 11,50	R 136,85	R 350,75	R 878,46	
MediClinic Facility	-	0.20 GLA	<b>m²GLA</b>	R 39,00	R 47,00	R 54,00	R 80,00	R 80,00	R 59,00	R 359,00	R 763,88	per KVA
			<b>15% Vat</b>	R 5,85	R 7,05	R 8,10	R 12,00	R 12,00	R 8,85	R 53,85	R 114,58	
			<b>Total</b>	R 44,85	R 54,05	R 62,10	R 92,00	R 92,00	R 67,85	R 412,85	R 878,46	
Service Industry	-	0.10 GLA	<b>m²GLA</b>	R 31,00	R 38,00	R 43,00	R 64,00	R 10,00	R 119,00	R 305,00	R 763,88	per KVA
			<b>15% Vat</b>	R 4,65	R 5,70	R 6,45	R 9,60	R 1,50	R 17,85	R 45,75	R 114,58	
			<b>Total</b>	R 35,65	R 43,70	R 49,45	R 73,60	R 11,50	R 136,85	R 350,75	R 878,46	

Note: .....





**ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-  
VERGADERING WAT GEHOU SAL WORD OP 19 MEI 2022**

<p><b>ONDERWERP: INSTELLING VAN SPESIALE BELASTINGAREAS IN TERME VAN DIE WET OP MUNISIPALE EIENDOMSBELASTING</b></p> <p><b>SUBJECT: ESTABLISHMENT OF SPECIAL RATING AREAS IN TERMS OF THE MUNICIPAL PROPERTY RATES ACT</b></p>
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## 1. BACKGROUND

- 1.1 The attached letter dated 30 September 2021, accompanied by a Memorandum of Intent (Mol) to establish a so-called Special Rating Area (SRA) for the Riebeek Valley, was received by the Municipality during November 2021. The letter is self-explanatory and, in the main, requests the Municipality to consider (in terms of section 22 of the Municipal Property Rates Act, Act 6 of 2004) the levying of an additional tariff to improve the level of service within the designated SRA geographical boundaries, in order *“to create the conditions that are attractive to a sustainable tourism market and safety and wellbeing of residents”*, with reference to safety and security, cleansing and environmental services, enhancement of public open spaces and promoting social development, as more fully explained in the Mol.
- 1.2 The establishment and regulation of SRAs require the Municipality to develop an applicable Policy and By-law, as is also requested in the letter appended hereto.
- 1.3 Representatives of the Municipality has since met with deputations of the Riebeek Valley Rate Payers Association on two occasions, i.e. on 10 December 2021 and 14 March 2022 to discuss the matter. Enquiries have also been made to other municipalities, including Stellenbosch, Overstrand and Drakenstein where SRAs have been established, to determine their views on the establishment of SRAs.

## 2. LEGISLATION

- 2.1 In terms of section 19 of the Municipal Property Rates Act (MPRA) a municipality may not levy additional rates, except as provided for in section 22 of the Act.
- 2.2 Section 22 determines as follows:

### **Special rating areas.—**

- (1) A municipality may by resolution of its council –
  - (a) determine an area within that municipality as a special rating area;
  - (b) levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area; and
  - (c) differentiate between categories of properties when levying an additional rate referred to in paragraph (b).
- (2) Before determining a special rating area, a municipality must –
  - (a) consult the local community, including on the following matters:
    - (i) the proposed boundaries of the area; and
    - (ii) the proposed improvement or upgrading of the area; and
  - (b) obtain the consent of the majority of the members of the local community in the proposed special rating area who will be liable for paying the additional rate.

2.2/...

- (3) When a municipality determines a special rating area, the municipality –
- (a) must determine the boundaries of the area;
  - (b) must indicate how the area is to be improved or upgraded by funds derived from the additional rate;
  - (c) must establish separate accounting and other record-keeping systems regarding –
    - (i) the revenue generated by the additional rate; and
    - (ii) the improvement and upgrading of the area; and
  - (d) may establish a committee composed of persons representing the community in the area to act as a consultative and advisory forum for the municipality on the improvement and upgrading of the area, provided representivity, including gender representivity, is taken into account when such a committee is established. Such a committee must be a subcommittee of the ward committee or committees in the area, if the municipality has a ward committee or committees in the area.
- (4) This section may not be used to reinforce existing inequities in the development of the municipality, and any determination of a special rating area must be consistent with the objectives of the municipality's integrated development plan.
- (5) This section must be read with section 85 of the Municipal Systems Act if this section is applied to provide funding for an internal municipal service district established in terms of that section of the Municipal Systems Act.

2.3 Section 33 of the MPRA is not prescriptive as to the structural arrangements which need to be put in place to administer a special rating area. A municipality may therefor opt, as is the case with Overstrand Municipality, to administer an SRA by means of a Non-profit Company (NPC), to whom the additional rate collected by the municipality is to be paid over, and which NPC has to expend the funds in accordance with a business plan approved by the municipality in terms of the prescripts of its by-law and policy.

### 3. **DISCUSSION**

3.1 Of particular importance is section 22(4) of the MPRA which prescribes that the SRA may not be used to reinforce existing inequities in the development of the Municipality, and that the implementation of same must be consistent with the objectives of the Municipality's integrated development plan.

#### 3.2 **Financial Sustainability concerns and considerations**

In so deciding whether Council supports the principle of the establishment of special rating areas, the following very real potential risks must receive particular attention:

- The Municipality is required to deliver its basic services mandate and other community services over the longer term in a sustainable manner which extends beyond its multi-year budget and 5-year IDP planning cycle;
- Non-homogenous communities and further separation w.r.t. section 22(4) quoted above;
- Separate accounting processes and systems alignment and other record-keeping systems in respect of the revenue generated by the additional rate will require additional resources and oversight, having a direct impact on the Municipality's resource envelope;
- The Municipality's records relating to the payment of rates and municipal services arrears, indicate that around 70% of defaulting consumers reside in the areas serviced by ESKOM, resulting in the unsustainable increase in consumer arrears as the Municipality's leverage to exercise credit control, is severely impeded;
- The aforementioned has a direct impact on council's annual expenditure contribution appropriation provision towards the writing-off of bad debts and the impairment of same;
- Implications for the vulnerable/subsidized households constituting around 43% of the total number of households in the Swartland municipal area;

3.2/...

- Implications linked to requests for special rating areas where the boundaries are such that the income inequality between the wealthier owners and other social grouping profiles are inherently skewed, presenting unique challenges for the implementation and consideration of special rating areas in the context of where it can be supported and implemented successfully.

#### 4. **RECOMMENDATION**

The mayoral committee is to consider the establishment of SRAs in general, with a view to (or not to) include same in its Integrated Development Plan for 2022 – 2027 when the latter is finalized later this year, in order to table a recommendation in Council.

(get) J J Scholtz

**MUNISIPALE BESTUURDER**

Mst/raadsitems,SM5/May 2022/Establishment of Special Rating Areas

# RIEBEEK VALLEY RATE PAYERS ASSOCIATION

30 September 2021

Mr J Scholtz  
Municipal Manager  
Swartland Municipality  
Malmesbury

Dear Sir

## **DEVELOPMENT OF SPECIAL RATING AREAS IN THE RIEBEEK VALLEY**

The Riebeek Valley Rate Payers Association (RVRPA) has identified the desirability of following the lead of other towns within South Africa (and the Western Cape in particular) and districts within the City of Cape Town, in forming a Special Rating Area (SRA). The objective of this decision is to enable property owners to elect to pay an additional tariff in order to increase the level of service within the designated SRA geographical boundaries. Whereas the Swartland Municipality provides services at a level to satisfy the average needs of all areas under its control, the property owners in the Riebeek Valley have identified a need to explore the development of the SRA in order to provide a higher level of services in order to enhance the physical, safety and social characteristics of the area.

The SRA is a mechanism that is provided for in terms of Section 22 of the Municipal Property Rates Act, Act 6 of 2004 (MPRA). The City of Cape Town refers to an SRA as a Central Improvement District (CID) and has already established 47 CIDs within the metropolitan area. There are numerous SRAs within South Africa and the Western Cape in particular, and we have consulted with a number of these in developing our planning with respect to the establishment of an SRA or SRAs in the Riebeek Valley. The RVRPA has designated its Deputy Chairperson (Mr William Pulles) to investigate the development of the SRA concept for the Riebeek Valley and Mr Pulles has established an SRA Steering Committee which consists of property owners within the Riebeek Valley who have volunteered to serve on the committee. This Steering Committee has prepared a Memorandum of Intent that provides a broad background to the intentions of the Committee and this is attached for your information.

While the MPRA (Act 6 of 2004) sets out prescribed procedures and principles for the establishment of an SRA, it is common practice for the municipality to develop an SRA policy and appropriate SRA By-Laws to guide and govern the establishment and implementation of SRAs within its area. While a number of such policies and By-Laws have been prepared in different municipalities, we attach those that have been developed for the Overstrand Municipality as an example that we believe may provide useful guidance to the Swartland

Municipality in drafting its own policy and By-Laws that are applicable to the situation in the Swartland.

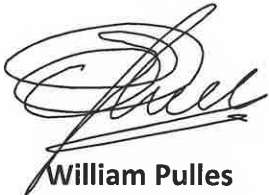
In order to enable us to proceed with the development of an SRA in the Riebeek Valley, we specifically request that the Swartland Municipality give urgent action to the following:

1. Develop, approve and publish a Special Rating Area Policy for the Swartland Municipality
2. Develop, approve and publish a Special Rating Area By-Law for the Swartland Municipality
3. Provide the RVRPA with the most recent property valuation rolls for Riebeek Kasteel, Riebeek West and Ongegund in a useable (Excel) format

With due cognisance of the municipal budget and planning schedules, we request that the above request be actioned urgently in order that the RVRPA can proceed with its SRA development process at speed with the intention of submitting a final SRA Business Plan to the Swartland Municipality by no later than September 2022. In order to meet this timeline and to comply with the significant public participation process inherent in the development of an SRA, we respectfully request that the Swartland Municipality complete the above requested actions by no later than the first quarter of 2022 and earlier if at all possible.

I am available to discuss the contents of this letter and the intentions of the RVRPA at a suitable time. Please also confirm receipt of this letter.

Yours sincerely



**William Pulles**

Deputy Chairperson: Riebeek Valley Rate Payers Association

Chairperson: Riebeek Valley SRA Steering Committee

Tel: 082 6907599      Email: [william@phd.co.za](mailto:william@phd.co.za)

# **RIEBEEK VALLEY RATE PAYER'S ASSOCIATION**

## **MEMORANDUM OF INTENT TO FORM A SPECIAL RATINGS AREA**

The Riebeek Valley Rate Payer's Association (RVRPA) has formed a Steering Committee with volunteers drawn from the Riebeek Valley, with the aim of investigating the formation of a Special Ratings Area (SRA) or Areas in terms of Section 22 of the Municipal Property Rates Act (Act 6 of 2004). As there are no specific guidelines from Swartland Municipality, we have referenced the SRA Policy and By-laws from the City of Cape Town and the Overstrand Municipality in order to guide us in commencing with the process.

Whereas Swartland Municipality provides specified municipal services to all residents and towns within the district and cognisant of the fact that the South African Police Service is under-resourced in the Riebeek Valley, the residents of the Riebeek Valley have identified the need for and desire to develop and implement an SRA (in terms of the MPRA, S22) in the Valley, whereby certain services will then be offered at a higher level by way of higher contributions on the rates bills of property owners. The background to this is as follows:

- Residential (urban and rural) property owners of the Riebeek Valley desire to live in a safe and clean environment where their property and the welfare of themselves and their families are assured.
- Business property owners (urban and rural) of the Riebeek Valley desire to operate their businesses in an environment that is safe for themselves, their employees and their clients. These conditions, in turn, enable them to offer gainful and sustainable employment to their employees, leading to the overall improvement of socioeconomic conditions in the valley. The large majority of businesses in the valley are dependent on the creation of an environment that is attractive to tourists who are a primary source of income and employment.

In order to create the conditions that are attractive to a sustainable tourism market and safety and wellbeing of residents, a higher level of service is required in the following areas:

- Safety and security (provision of foot patrols and vehicle patrols, security camera network and 24/7 monitoring of cameras to direct security patrols to proactively prevent crime)
- Cleansing and environmental services (additional effort in removal of litter and maintenance of verges and sidewalks and coordinated direction of service requests to the Swartland Municipality to attend to specific identified problems within their ambit of responsibility).
- Urban management (enhancement of public open spaces for the benefit of tourists and residents).
- Social development (addressing the problems of delinquent children, social ills and high level of unemployment through engagement with communities, residents and business owners and identification and implementation of novel approaches to address these problems).

The ultimate development of the SRA and its business plan will go through the prescribed procedures and will include the appropriate level of public consultation at key points as required by the relevant Acts, regulations and by-laws.

## ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 19 MEI 2022

**ONDERWERP: VOORLEGGING VAN KONSEP VERORDENING INSAKE DIE HOU VAN VERGADERINGS**  
**SUBJECT: TABLING OF DRAFT BY-LAW RELATING TO THE CONDUCT OF MEETINGS**

### 1. BACKGROUND

- 1.1 Meetings of Council and its committees are presently regulated in terms of the Swarthland Municipality: By-law relating to the Rules for the Conduct of Meetings as promulgated in Provincial Gazette Extraordinary 7501 dated 2 October 2015. Said by-law was tabled in the first Council meeting of the 5<sup>th</sup> Council that was held on 16 November 2021, and mention made in the cover report that the by-law would be revised in consultation with the Speaker, in order to align same with the provisions of the Structures Amendment Act, Act 3 of 2021, which came into effect on 1 November 2021.
- 1.2 The existing by-law has since been assessed and amended in terms of said legislation, but also compared and improved with reference to the model by-law as provided by the Provincial Department of Local Government. Whereas, for example, the Council had to approve a separate policy regarding the conduct of virtual meetings, the proposed by-law has now been amended to also include rules of this nature.
- 1.3 The following draft by-law is hereby submitted in terms of paragraphs 56 and 57 of the Swarthland Municipality: By-Law relating to the Rules for the Conduct of Meetings as promulgated in Provincial Gazette Extraordinary, No. 7501 dated 2 October 2015:
  - Swarthland Municipality: Draft By-law relating the the Conduct of Meetings

### 2. LEGISLATION

#### 2.1 National legislation

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

#### 2.2 Municipal legislation

- 2.2.1 Sections 56 and 57 of the Municipality's existing By-Law relating to the Rules for the Conduct of Meetings determine as follows:

##### **"56. Submission of draft by-law**

A by-law may only be introduced by a member or the executive mayor.

##### **57. First submission to council**

(1) A draft by-law submitted by a member or the mayor, must be submitted to the council in the following form –

- (a) an executive summary of the by-law;
- (b) the need to regulate the conduct addressed by the draft by-law;
- (c) the content of the draft by-law;
- (d)/...

## 2.2.1/...

- (d) any other by-law that must be repealed or amended if the draft is adopted;
- (e) any relevant comments or proposals; and
- (f) a recommendation.

(2) After consideration of the report contemplated in sub rule (1) the council must resolve to reject the draft or to adopt it in principle.

(3) When a proposed by-law is adopted in principle, it must be advertised for public comment in terms of rule 59.”

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

		Proposed timeframes
<b>Step 1</b>	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 19 May 2022, introduced in Council on 26 May 2022
<b>Step 2</b>	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 31 May 2022. Period of comment until 1 July 2022.
<b>Step 3</b>	The by-law is introduced in and debated by the council. Before passing a by-law, a council that has an executive committee or executive mayor, must first require that committee or mayor to give a report and recommendation on the by-law.	To be tabled in Council on 28 July 2022, via Executive Mayoral Committee (meeting on 13 July 2022).
<b>Step 4</b>	The Municipal council votes on the by-law, which – in terms of the Constitution – is to be carried by the majority of all councillors.	Council meeting 28 July 2022
<b>Step 5</b>	If passed by council, the by-law is published in the Provincial Gazette and becomes law on that date or a later date set in the by-law.	By .....

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

### 3.1 Draft By-law relating to the Conduct of Meetings

#### (1) Executive summary of the by-law

The newly proposed by-law aims at aligning same with the specimen provided by the Provincial Department of Local Government, and to provide for changes that came into effect as a result of the Municipal Structures Amendment Act as referred to elsewhere.

It does not only cover meeting, debate and decision-making procedures, but also sets prescripts for councillor conduct at meetings and miscellaneous other matters relating to various types of meetings, such as virtual and hybrid meetings.

#### (2) The need to regulate the conduct addressed by the by-law

The By-law gives effect to the Municipality's mandate as per sections 160(6) and 160(7) of the Constitution, in terms of which a municipal council may make by-laws which prescribe rules and orders for – *inter alia* – its internal arrangements, and its business and proceedings. It aims at setting ground rules to ensure proper conduct at meetings, to ensure effective meetings.

#### (3) The content of the draft by-law – refer **Annexure A**

#### (4) Any other by-law that must be repealed or amended if the draft is adopted

Upon publication in the Provincial Gazette, the existing Swartland Municipality: By-law relating to the Rules for the Conduct of Meetings as promulgated in Provincial Gazette Extraordinary 7501 of 2 October 2015 will be repealed and replaced with the new by-law.



3.1(4)/...

Further, the Rules for Virtual Meetings that was adopted to supplement the above by-law, will be repealed with effect from date of publication of the new by-law.

(5) Any relevant comments or proposals

None

(6) Recommendation: - *refer paragraph 4 below*

#### 4. **RECOMMENDATION**

- (a) That approval be granted for the following draft by-law to be submitted in Council on 26 May 2022 for approval in principle:
- Swartland Municipality: By-law relating to the Conduct of Meetings
- (b) That, following on in principle approval by the Council, the draft by-law be published for public comment in terms of section 12(3)(b) of the Systems Act, 2000 in both the local media and on the municipal website.

#### **AANBEVELING**

- (a) Dat goedkeuring verleen word dat die volgende konsepverordening op 26 Mei 2022 aan die Raad voorgelê word vir beginselgoedkeuring:
- Swartland Munisipaliteit: Verordening insake die Hou van Vergaderings
- (b) Dat, na beginselgoedkeuring deur die Raad, die konsep verordening vir publieke kommentaar geadverteer word in terme van artikel 12(3)(b) van die Stelselwet, 2000, in die plaaslike media sowel as op die munisipale webtuiste.

(get) M S Terblanche

#### **MUNISIPALE BESTUURDER**

Mst/raadsitems, SM5/May 2022/Voorlegging van konsepverordening insake die hou van vergaderings





# Verslag Φ Ingxelo Φ Report

Department of the Director: Corporate Services

11 May 2022

4/3/1

## ITEM 7.7 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 19 MAY 2022

### **SUBJECT: IMPLEMENTATION OF THE MUNICIPAL STAFF REGULATIONS**

#### 1. REASON FOR THE REPORT

The reason for the report is to provide a progress report on the implementation of the new Municipal Staff Regulations as promulgated in Government Gazette no. 45181 dated 20 September 2021.

#### 2. BACKGROUND

The Regulations are organised into the following nine chapters:

- Chapter 1: Interpretation and application
- Chapter 2: Staff establishment, job description and job evaluation
- Chapter 3: Recruitment, selection and appointment of staff
- Chapter 4: Performance management and development system
- Chapter 5: Skills development
- Chapter 6: Dispute resolution
- Chapter 7: Disciplinary code and procedures
- Chapter 8: Remuneration related matters
- Chapter 9: General (transitional arrangements, repeal and short title)

#### 3. DISCUSSION

The key focus areas for the implementation of the regulations are the following:

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
The Regulation	Awareness Campaign	<ul style="list-style-type: none"> <li>Presentation to Management Team meeting on 26 November 2021</li> <li>Presentation to Local Labour Forum 18 February 2022</li> <li>Information e-mail to all e-mail users on 19 April 2022</li> <li>Roadshow for all staff 12-18 May 2022</li> <li>Monthly feedback to the Local Labour Forum – Municipal Staff Regulations added as standing item to the Agenda of the Local Labour Forum</li> </ul>	90%
	GAP Analysis	Senior Manager: Human Resources Services completed a readiness review for Swartland Municipality.	100%
	Human Resource Strategy	Current strategy to be reviewed. Strategy to be submitted to the LLF for consultation and to the Mayoral Committee for approval.	60%

<b>Strategic Focus</b>	IDP Alignment	Draft IDP completed.	80%
	5-Year Scorecard	A corporate scorecard was developed but will need to be reviewed often over the next 5 years.	100%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
<b>Policies</b>	Staff Bursary Policy	Policy to be reviewed.	0%
	External Bursary Policy	Policy to be reviewed.	0%
	Recruitment & Selection Policy	Policy already revised, but must still be distributed for inputs/comments.	50%
	Acting Allowance Policy	Policy already revised, but must still be distributed for inputs/comments.	30%
	Scarce Skills Policy	Policy to be reviewed.	0%
	Succession Planning Policy	Succession planning is part of Recruitment and Selection Policy as well as Education, Training and Development Policy. Stand alone policy to be developed and revised.	30%
	Retention Policy	Policy must be developed.	0%
	Education, Training & Development Policy	Policy already revised, but must still be distributed for inputs/comments.	30%
	Task Job Evaluation Policy	SALGA in process of revising the policy.	
	Induction Policy	Policy already developed, but must still be distributed for inputs/comments.	30%
	Exit Procedure Policy	Policy must be developed.	0%
	Mentoring and Coaching Policy	Policy must be developed.	0%
	Probation Policy	Policy already developed, but must still be distributed for inputs/comments.	30%
	Promotion Policy	Reference is made to promotions, secondments and transfer of staff in the revised Recruitment and Selection Policy.	100%
	Change Management Policy/Strategy	Policy/strategy must be developed.	0%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
<b>Chapter 2: Staff Establishment, Job Descriptions and Job Evaluations</b>	Organisational design metrics	Service Provider was appointed to review the organisational structure. Completion date for project is 30 September 2022.	10%
	Review of staff establishment		
	Review job descriptions to include KPA's and competencies		
	Standard documents	In process	30%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
<b>Chapter 3: Recruitment, Selection and</b>	Develop a Recruitment and Selection Strategy	A Recruitment and Selection Strategy as stipulated by Section 11 (1) (a) of the Regulation must be developed and the Competency	0%

<b>Appointment of staff</b>		Requirements as set out by Annexure A of the Regulation must be included to the Recruitment and Selection Strategy.	
	Review the Recruitment and Selection Policy	The Municipality has an approved Recruitment and Selection Policy in place. The policy is already reviewed in terms of the Regulation and will be distributed for comments/inputs.	50%
	Review advertisement of a vacant position	The prescribes as stated by Section 14 (2) of the Regulation are included in the revised Recruitment & Selection Policy. Advertisements will be placed according to the policy.	80%
	Review application form for Employment	The regulations stipulates that the Municipality should implement the prescribed application form in the regulations (Annexure B). The current application form of Swartland Municipality will be reviewed to incorporate the prescribed application form. The advertisement of a vacant position will be amended to include the completion of this form and where it can be obtained.	0%
	Review of Employment Equity Plan	The EEP has been approved (01/07/2018) and is applicable till 30 June 2023.	100%
	Critical & Scarce Skills	Included in revised Scarce Skills Policy.	100%
	Probation period reviews	Included in new Probation Policy.	100%
	Implement the Regulation templates provided (Annexures to the Regulation clearly marked for specific purposes) - note the minimum requirements	Templates will be implemented as part of the policies.	0%
	Development of SOP for Recruitment and Selection	SOP must be developed.	0%
	Conduct a Skills Audit	A full skills audit was concluded in 2021. However, the skills audit was prior to the promulgation of these Regulations and therefore a full skills audit will be conducted in the 2022/23 financial year in order to comply to the Regulation. There must be alignment between the Skills Audit and the Workplace Skills Plan and therefore this plan will have to be reviewed after the Skills Audit has been finalized.	0%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
<b>Chapter 4: Performance Management and Development</b>	Performance calendar	Annually a calendar is compiled which include the performance management/ evaluation dates. This will be included again in the calendar for 2022/23.	0%
	Review Performance Management Framework / Policy to include/adjust in terms of Regulation	The drafting of the Performance Management and Development Policy has been completed in line with the Staff Regulations. It will be submitted to the Executive Mayoral Committee on 19 May 2022.	90%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
	Roles & Responsibilities	Included in policy document.	100%
	Develop Individual Performance Implementation and Roll-out plan in line with own environment and current status in municipality	An individual performance implementation and roll-out plan will be finalised in line with the organisational review process.	0%
	Conduct Training / Workshops	Training will commence on completion of the JD's.	0%
	Ensure alignment between JD KPA's to the organisational / municipal KPA's	This will be done on completion of the JD's.	0%
	Ensure performance agreements are concluded / signed-off by 30 July	This will be done on completion of the JD's.	0%
	Probation / transfers / return from extended leave plans must be concluded within 60 days	Will form part of performance management process.	0%
	Develop performance agreements for fixed term with contracts of more than 12 months	Will form part of performance management process.	0%
	Develop POE Policy inclusive of POE SOP (Section 38(7))	Will form part of performance management process.	0%
	Implement PMDS software	Two workshops already took place with Ignite - the first was an introduction of the software and the second was to work through the library of modules required for the staff regulations. Ignite will start capturing data during May 2022.	10%
	Establishment of different Committees / Evaluation Panels (Departmental Moderation Committee and the Municipal Performance Moderation Committee)	Will commence on completion of performance agreements as the Moderation Committees' roles are during evaluation.	0%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
	Defining/ Develop the Roles and Responsibilities for the different Moderation Committees	Will commence on completion of performance agreements as the Moderation Committees' roles are during evaluation.	0%
	Conduct training to Moderation Committees	Will commence on completion of performance agreements as the Moderation Committees' roles are during evaluation.	0%
	Evaluation of mid year performance	Can only happen once all JD's have been completed and all performance agreements were signed.	0%
	Evaluation of annual performance	Can only happen once all JD's have been completed and all performance agreements were signed.	0%
	Reward & Recognition Policy	Policy must be developed.	0%

KEY FOCUS AREA	ACTION	STATUS	% COMPLIANT
<b>Chapter 5: Skills Development</b>	Development/Review of the WSP that is aligned to the skills audit	There must be alignment between the Skills Audit and the Workplace Skills Plan and therefore this plan will have to be reviewed after the Skills Audit has been finalized.	0%
	Skills Development Principles	Incorporated into the revised Education, Training & Development Policy.	100%
	Roles & Responsibilities	Incorporated into the revised Education, Training & Development Policy.	100%
	Skills Development KPA on all Senior Managers and Supervisors Performance Plans	Already included in performance agreements.	100%
	Development PDP's for all staff its section 50	PDP's will be developed after the skills audit.	0%
	Training for measuring of PDP's for all supervisors	Training will be provided	0%
	Monitoring system for PDP implementation	Must form part of Performance Management System.	0%
	Establish mentoring and coaching programme	Programme must be implemented.	0%

#### **4. LEGAL IMPLICATIONS**

- Local Government: Municipal Staff Regulations No 890 dated 28 September 2021.
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations No 891 dated 20 September 2021.

#### **5. FINANCIAL IMPLICATIONS**

A costing must be done to determine the cost if the services of an external service provider will be used. These costs include the final expenditure for the review of the organisational structure and the review of the job descriptions as well as the implementation of the new performance measurement system.

**6. RECOMMENDATION**

- (a) That the Executive Mayoral Committee take note of the report and the implementation plan for the Municipal Staff Regulations and that the regulations will not be implemented by 1 July 2022, due to the current capacity in the Department Human Resource Services and the increased workload and extended processes to be followed to ensure compliance with all the regulations;
- (b) That cognisance be taken that the proposed date for the full implementation of all aspects of the Municipal Staff Regulations, is 30 June 2023 due to the fact that there are internal processes to be followed and this is not simply a process of reviewing and implementing policies;
- (c) That approval is granted for a letter to be drafted to the Department of Cooperative Government and Traditional Affairs informing them that Swartland Municipality is committed to implement the Municipal Staff Regulations, but the deadline of 1 July 2022 is not achievable due to various challenges.

(get) M S Terblanche

**MUNICIPAL MANAGER**





## Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste  
4 Mei 2022

2/5/1; 2/5/2  
WYK: n.v.t.

### ITEM 7.8 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 19 MEI 2022

<b>ONDERWERP:</b> <b>SUBJECT:</b>	<b>HERSIENING VAN STELSEL VAN DELEGASIE</b> <b>REVISION OF SYSTEM OF DELEGATION</b>
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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 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 Amendments to be made to the SoD as per the 1<sup>st</sup> revision by the 5<sup>th</sup> Council, are explained below with reference to the applicable annexures. The full SoD was distributed to councillors during November 2021, but is available on request from the office of the Director: Corporate Services.
- 1.5 In terms of the Municipal Manager's SoD, the Director: Corporate Services has the authority to submit reports to Council on existing delegations and to make recommendations on possible changes via the Executive Mayoral Committee.

#### 2. 1<sup>st</sup> REVISION

- 2.1 The 1<sup>st</sup> revision of the SoD entails the following:

- 2.1.1 **Amendments to Part 2: Delegation by Council as Delegating Authority – Powers and Functions delegated to Director: Corporate Services (Part 2.4.4)**

**Annexure A** provides for the inclusion of delegation C-DCS/LEG7 to authorize the Director: Corporate Services to act on the Municipality's behalf in respect of the nomination of trustees/liquidators regarding claims on behalf of the Municipality in terms of the Close Corporation, Companies and/or Insolvency Acts, and to sign all documents pertaining to such claims on behalf of the Municipality.

This delegation was approved for inclusion in the SoD by the Executive Mayoral Committee at an in-committee meeting that was held on 23 November 2021.

2.1.2/...

2.1.2 **Amendments to Part 4: Delegation by Municipal Manager**  
**Delegation of duties in terms of other law, regulation, policy or standing order or council resolution (Part 4.2)**

**Annexure D** reflects the inclusion of various responsibilities in terms of the Privacy Policy adopted in terms of the Protection of Personal Information Act, Act 4 of 2013.

These amendments are only to be taken cognizance of by Council, since it pertains to the Municipal Manager'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 2017-2022 IDP.

**5. RECOMMENDATION**

(for tabling in Council)

- (a) That the amendments to the System of Delegation (1<sup>st</sup> Revision) as per Annexure A be approved, and cognizance be taken of the amendments as per Annexure B;
- (b) That cognizance be taken that no amendments were effected to the Section 53 Role Definition of political structures, political office bearers and the municipal manager, which document forms part of the System of Delegation.

**AANBEVELING**

(vir voorlegging aan die Raad)

- (a) Dat die wysiging tot die Stelsel van Delegasie (1<sup>ste</sup> Hersiening) soos vervat in Aanhangsel A goedgekeur word, en kennis geneem word van die wysigings soos vervat in Aanhangsel B;
- (b) 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

**DIREKTEUR: KORPORATIEWE DIENSTE**

mst/raadsitems,SM5/Mei 2022/Delegations\_May 2022

## ANNEXURE A

2.4.4 – POWERS AND FUNCTIONS DELEGATED TO DIRECTOR: CORPORATE SERVICES						
ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR DUTY	RESPONSIBILITY	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
<b>LEGAL MATTERS - General</b>						
C-DCS/ LEG7	General	To sign all documents on behalf of the Municipality, to prove claims on behalf of the Municipality, to nominate and vote for the election of a trustee/ liquidator on behalf of the Municipality and to sign powers of attorneys, with or without powers of substitution, in favour of any person to act on behalf of the Municipality at any meeting of creditors and/or members convened in terms of the Close Corporation, Companies and/or Insolvency Acts of the Republic of South Africa to give effect to the aforementioned powers and related actions	Council	Municipal Manager / Director: Corporate Services		As per EMC resolution dated 23 November 2021

## ANNEXURE B

4.2 DELEGATION BY MUNICIPAL MANAGER IN TERMS OF OTHER LAW, REGULATION, POLICY OR STANDING ORDER OR COUNCIL RESOLUTION						
ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY/ DELEGATED FROM	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
<b>INFORMATION</b>						
<b>PRIVACY POLICY (PP) IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, ACT 4 OF 2013 (POPIA)</b>						
MM/ POPIA1	Para 19(1), PP	To ensure that the organisation meets its legal obligations in terms of POPIA	Reserved for Municipal Manager (as information officer)			
MM-DIOs POPIA2	Para 19(3)(b), PP	To encourage POPIA compliance with the conditions for lawful processing of personal information; To deal with requests pursuant to POPIA; To work with Regulator i.r.o. POPIA investigations; To ensure compliance with POPIA or as otherwise may be described in terms of POPIA	Municipal Manager (as information officer)	Deputy Information Officers		Deputy information officers to be appointed in writing. Appointees l.t.o. resolution dd 28 June 2021: <ul style="list-style-type: none"> <li>• Director: Corporate Services</li> <li>• Manager: Secretariat &amp; Records Services</li> <li>• Senior Manager: Human Resources</li> <li>• Director: Financial Services</li> <li>• Manager: Credit Control</li> <li>• Director: Development Services</li> <li>• Director: Protection Services</li> <li>• Director: Civil Engineering Services</li> </ul>
MM-DCS/ POPIA2	Para 19(3)(c), PP	To update Information Officer about information assets and personal information protection responsibilities, risks and relating issues; To review personal information protection procedures and related policies; To arrange training and advice; To check and approve contracts with third parties that may collect, handle or store personal information on behalf of the organisation	Municipal Manager (as information officer)	Director: Corporate Services		

## 4.2 DELEGATION BY MUNICIPAL MANAGER IN TERMS OF OTHER LAW, REGULATION, POLICY OR STANDING ORDER OR COUNCIL RESOLUTION

ITEM NUMBER	REFERENCE	CRYPTIC DESCRIPTION OF POWER OR FUNCTION	RESPONSIBILITY/ DELEGATED FROM	DELEGATED TO	SUB-DELEGATED TO	CONDITIONS/LIMITATIONS/ INSTRUCTION TO ASSIST
MM-ICT/ POPIA3	Para 19(3)(d), PP	To ensure ICT assets for processing personal information meet capable security standards; To perform regular checks and scans to ensure security hardware and software is functioning optimally; To evaluate third-party services the municipality is considering using to process personal informal	Municipal Manager (as information officer)	Senior Manager: ICT		
MM-CPRO/ POPIA4	Para 19(3)(f), PP	To approve any personal information protection statement attached to communications; To address personal information queries from the media; To work with other business units to ensure communication initiatives abide by privacy protection principles	Municipal Manager (as information officer)	Communication and Public Relations Officer		
MM-DCS/ POPIA5	Para 23, PP	To develop changes to the Privacy Policy	Municipal Manager (as information officer)	Director: Corporate Services		If and when required. Policy changes subject to approval by Information Officer



## ITEM 7.9 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 MAY 2022

### SUBJECT: NEW PERFORMANCE MANAGEMENT AND DEVELOPMENT POLICY

#### 1. AGTERGROND

Die huidige "*Raamwerk vir die implementering van prestasiebestuur*" is in sy oorspronklike vorm op 15 Mei 2013 deur die Burgemeesterskomitee goedgekeur. Daarna is wysigings aan die dokument op 26 Junie 2014, 14 Junie 2018, 20 Maart 2019 en 15 Junie 2021 goedgekeur.

Die proklamasie van die Munisipale Personeelregulasies in die Staatskoerant van 20 September 2021 (Kennisgewing No 45181) noodsaak die totale vervanging van die Raamwerk met 'n nuwe Beleid vir Prestasiebestuur en -ontwikkeling (**AANHANGSEL A**).

Die nuwe beleid bestaan uit drie gedeeltes:

**Gedeelte 1** (Inleiding) is van toepassing op prestasiebestuur van die Munisipaliteit in die algemeen;

**Gedeelte 2** is van toepassing op die Munisipale Bestuurder en Direkteure en is gebaseer op (i) die Munisipale Prestasieregulasies vir Munisipale Bestuurders en Bestuurders direk verantwoordelik aan die Munisipale Bestuurder, 2006 en (ii) die Regulasies vir die Aanstelling en Aanstellingsvoorwaardes van Senior Bestuurders, 2014.

**Gedeelte 3** is van toepassing op alle werknemers van die Munisipaliteit **uitgesluit** die Munisipale Bestuurder en Direkteure en is gebaseer op Hoofstuk 4 van die Munisipale Personeelregulasies, 2021.

#### 2. LEGISLATION

##### 2.1. *Municipal Systems Act No 32 of 2000*

Chapter 6 deals with performance management. The following sections are applicable:

- 38: Establishment of performance management system
- 39: Development of performance management system
- 40: Monitoring and review of performance management system
- 41: Core components
- 42: Community involvement
- 43: General key performance indicators
- 44: Notification of key performance indicators and performance targets
- 45: Audit of performance measurements
- 46: Annual performance reports

##### 2.2. *Municipal Finance Management Act No 56 of 2003*

The following sections are applicable:

- 72: Mid-year budget and performance assessment
- 121: Preparation and adoption of annual reports

##### 2.3. *Municipal Planning and Performance Management Regulations, 2001*

Chapter 2 of the Regulations deals with performance management. The chapter covers the following:

- Nature of performance management system
- Adoption of performance management system
- Setting of key performance indicators

- General key performance indicators
- Review of key performance indicators
- Setting of performance targets
- Monitoring, measurement and review of performance
- Internal auditing of performance measurements

#### **2.4. *Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006***

Chapter 3 (performance agreements) is applicable. These are the regulations that prescribe in detail how performance management is to be done in Municipalities in respect of municipal managers and managers directly accountable to municipal managers.

#### **2.5. *Regulations on Appointment and Conditions of Employment of Senior Managers, 2014***

Regulation 9 and Annexure A are applicable. Annexure A is a competency framework for senior managers and describes the leading and core competencies applicable to senior managers. It also contains a detail description of each of the six leading and six core competencies.

#### **2.6. *Municipal Staff Regulations, 2021***

Chapter 4 of the Regulations lay down requirements for a performance management and development system for all staff members of a municipality excluding members appointed in terms of sections 54A (municipal manager) and 56 (managers directly accountable to the municipal manager) of the Systems Act.

### **3. KOPPELING AAN DIE GOP**

Die GOP en prestasiemeting is aan mekaar gekoppel deurdat die KPI's en teikens in Hoofstuk 7 van die GOP deur middel van die prestasiebestuurstelsel gemonitor word.

### **4. AANBEVELING / RECOMMENDATION**

Dat die aangehegte Beleid vir Prestasiebestuur en -ontwikkeling goedgekeur word.

*That the attached Performance Management and Development Policy be approved.*

(get) J J Scholtz

**MUNISIPALE BESTUURDER  
MUNICIPAL MANAGER**





# Swartland Municipality

## Performance Management and Development Policy

19 May 2022

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## PART 1 (INTRODUCTION)

### *Applicable to performance management in the Municipality in general*

#### 1. Why is measuring performance important?

Performance information indicates how well an organisation is meeting its aims and objectives, and which policies and processes are working. Performance information is key to effective management, including planning, budgeting, implementation, monitoring and reporting. Performance information also facilitates effective accountability, enabling legislators, members of the public and other interested parties to track progress, identify the scope for improvement and better understand the issues involved.

Swartland Municipality delivers services essential to the well-being and development of its residents. To ensure that service delivery is as efficient and economical as possible, the Municipality is required to formulate a five-year strategic plan (IDP), allocate resources to the implementation of the plan, and monitor and report the results. Performance information is essential to determine whether the Municipality is delivering on its objectives and to alert managers to areas where corrective action is required.

Performance information also plays a growing role in budget allocations and will increasingly be used to monitor service delivery. This means the information must be accurate, appropriate and timely.

The most valuable reason for measuring performance is that what gets measured gets done. If an organisation knows that its performance is being monitored, it is more likely to perform the required tasks - and to perform them well. In addition, the availability of performance information allows managers to pursue results-based management approaches, such as performance contracts, risk management, benchmarking and market testing.

#### 2. Why this document?

In terms of **section 38 of the Municipal Systems Act No 32 of 2000** a municipality must -

- (a) establish a performance management system that is -
  - (i) commensurate with its resources;
  - (ii) best suited to its circumstances; and
  - (iii) in line with the priorities, objectives, indicators and targets contained in its integrated development plan (IDP);
- (b) promote a culture of performance management among its political structures, political office bearers and councillors and in its administration.

In terms of **regulation 7(1) of the Municipal Planning and Performance Management Regulations, 2001** a municipality's performance management system must entail a **framework** that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role-players.

### **3. Legal context**

#### **3.1. MUNICIPAL SYSTEMS ACT NO 32 OF 2000**

*Chapter 6* deals with performance management. The following sections are applicable:

- 38: Establishment of performance management system
- 39: Development of performance management system
- 40: Monitoring and review of performance management system
- 41: Core components
- 42: Community involvement
- 43: General key performance indicators
- 44: Notification of key performance indicators and performance targets
- 45: Audit of performance measurements
- 46: Annual performance reports

#### **3.2. MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003**

The following sections are applicable:

- 72: Mid-year budget and performance assessment
- 121: Preparation and adoption of annual reports

#### **3.3. MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001**

*Chapter 2* of the Regulations deals with performance management. The chapter covers the following:

- Nature of performance management system
- Adoption of performance management system
- Setting of key performance indicators
- General key performance indicators
- Review of key performance indicators
- Setting of performance targets
- Monitoring, measurement and review of performance
- Internal auditing of performance measurements

#### **3.4. MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS, 2006**

*Chapter 3* (performance agreements) is applicable. These are the regulations that prescribe in detail how performance management is to be done in Municipalities in respect of municipal managers and managers directly accountable to municipal managers.

#### **3.5. REGULATIONS ON APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS, 2014**

*Regulation 9 and Annexure A* are applicable. Annexure A is a competency framework for senior managers and describes the leading and core competencies applicable to senior managers. It also contains a detail description of each of the six leading and six core competencies.

### 3.6. MUNICIPAL STAFF REGULATIONS, 2021

**Chapter 4** of the Regulations lay down requirements for a performance management and development system for all staff members of a municipality excluding members appointed in terms of sections 54A (municipal manager) and 56 (managers directly accountable to the municipal manager) of the Systems Act.

## 4. Setting performance indicators and targets

### 4.1. LEGAL REQUIREMENTS

In terms of **section 41 of the Municipal Systems Act** a municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed-

- (a) set appropriate key performance indicators as a yardstick for measuring performance, including outcomes and impact, with regard to the municipality's development priorities and objectives set out in its IDP; and
- (b) set measurable performance targets with regard to each of those development priorities and objectives

In terms of **regulation 9(1) of the Municipal Planning and Performance Management Regulations, 2001** –

- (a) a municipality must set key performance indicators, including input indicators, output indicators and outcome indicators, in respect of each of the development priorities and objectives referred to in section 26(c) of the Act.
- (b) A key performance indicator must be measurable, relevant, objective and precise.

In terms of **regulation 9(2)** a municipality must, in setting performance indicators, ensure that communities are involved.

### 4.2. SMART TARGETS

A useful set of criteria for selecting performance targets is the "SMART" criteria:

- **Specific:** the nature and the required level of performance can be clearly identified
- **Measurable:** the required performance can be measured
- **Achievable:** the target is realistic given existing capacity
- **Relevant:** the required performance is linked to the achievement of a goal
- **Time-bound:** the time period or deadline for delivery is specified.

### 4.3. ELEMENTS

Performance indicators and targets tell us what progress is being made in achieving objectives. They are essentially statements that describe the dimensions of performance which are considered key when assessments and evaluations are undertaken. Three elements are important in the measuring of performance:

- **Inputs:** the costs, resources and time used to produce an output. These refer to economy and efficiency measurements.
- **Outputs:** the results and effectiveness of activities, processes and strategies of a programme of the Municipality. It measures whether a set of activities or processes yields the desired output. It shows the 'deliverables' of programmes and projects.
- **Outcomes:** the quality and/or impact of the outputs on achieving the overall objective. It measures whether the output yields the desired outcomes. It shows the broader consequences of programmes and projects.

## 5. Performance monitoring and evaluation

In terms of **section 41(c) of the Municipal Systems Act** a municipality must, with regard to each of those development priorities and objectives and against the key performance indicators and targets set in terms of paragraphs (a) and (b), -

- monitor performance; and
- measure and review performance at least once per year.

In terms of **regulation 13 of the Municipal Planning and Performance Management Regulations, 2001** a municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it.

The mechanisms, systems and processes for monitoring must -

- provide for reporting to the municipal council at least twice a year;
- be designed in a manner that enables the municipality to detect early indications of under-performance; and
- provide for corrective measures where under-performance has been identified.

## 6. Performance reporting

Monthly and quarterly performance reports must be submitted to the Council's Portfolio Committees or, in months with no Portfolio Committee meetings, to the Mayoral Committee.

Monthly reports must contain information on the performance of the Municipal Manager and directors while quarterly reports must contain information on the performance of the Municipal Manager, directors and division heads.

Quarterly reports must also include information on the performance evaluation of IDP indicators and targets.

In terms of **Section 72 of the Municipal Finance Management Act No 56 of 2003** the Municipal Manager must by 25 January of each year assess the performance of the Municipality during the first half of the financial year, taking into account, amongst others, the Municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan.

In terms of **Section 121 of the Municipal Finance Management Act** the Municipality must prepare an annual report which must be dealt with by the Council within nine months after the end of a financial year (end of March). The annual report must however be tabled in Council by the Executive Mayor within seven months after the end of a financial year (end of January) (**Section 127**). The annual report must include the annual performance report of the municipality in terms of **section 46 of the Municipal Systems Act**.

## **7. Performance auditing**

**Regulation 14(1) of the Municipal Planning and Performance Management Regulations, 2001** deals with internal auditing of performance measurements. It stipulates the following:

- The Municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes;
- Any auditing of performance measurements must include assessments of the functionality of the performance management system, whether the system complies with the Municipal Systems Act and the extent to which the measurements are reliable in measuring performance on indicators; and
- The Municipality's Internal Auditor must on a continuous basis audit the performance measurements of the Municipality and submit quarterly reports on the audits to the Municipal Manager and the Audit Committee.

In terms of **regulation 14(4) of the Municipal Planning and Performance Management Regulations, 2001** the Audit Committee must –

- review the quarterly reports mentioned above; and
- review the Municipality's performance management system and make recommendations in this regard to the Council.

In reviewing the Municipality's performance management system, the Audit Committee must focus on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the Municipality are concerned.

## **8. Review and improvement of the PMS**

In terms of **regulation 11 of the Municipal Planning and Performance Management Regulations, 2001** the Municipality must review its key performance indicators annually as part of the performance review process referred to in **regulation 13**. Secondly, the Municipality must, whenever it amends its IDP, also review those key performance indicators that will be affected by such an amendment.

The mechanisms, systems and processes developed in terms of **regulation 13 of the Municipal Planning and Performance Management Regulations, 2001** must allow the local community to participate in the review process.

The review of the key performance indicators and targets runs concurrently with the review process of the IDP. The community participation that happens during the review process of the IDP is used to consult communities on the amendments to key performance indicators and targets. The amendments are therefore formally advertised for inputs and comments annually in April.



The management team must review the past year's municipal performance and identify where changes are needed. The review must take cognisance of any input received from the community as well as input provided by departments.

## PART 2

### *Applicable to the Municipal Manager and Managers directly accountable to the Municipal Manager*

Part 2 is based on the *Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006* and the *Regulations on Appointment and Conditions of Employment of Senior Managers, 2014*.

### 1. Performance cycle

The performance cycle for the Municipality runs from 1 July to 30 June in line with the financial year. It must be an integral part of the IDP process and implemented as follows:

Component	Annual timeframes
<b><i>Performance indicators and targets</i></b>	
Drafting or review	Between January and March
Approval in draft format by Council as part of the IDP	End of March
Advertising for public input and comments	During April
Final approval by Council as part of the IDP	End of May
<b><i>Performance agreements</i></b>	
Preparation	During June
Signing after submission to the Executive Mayor	June
<b><i>Performance monitoring and evaluation</i></b>	
Performance monitoring	Monthly
Performance evaluation and appraisal	Quarterly
Panel evaluation of annual performance	After end of financial year
<b><i>Auditing</i></b>	
By Internal Audit	Throughout the year
By the Auditor-General	Between September and November
<b><i>Reporting</i></b>	
In-year reporting	Monthly and quarterly
Mid-year performance assessment report in terms of section 72 of the MFMA	By 25 January
Annual Report in terms of section 121 of the MFMA	January (draft) and March (final)
Audit report to Council	Bi-annually in March and September

### 2. Components

In terms of *regulation 26(5) of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006* and *Annexure A of the Regulations on Appointment and Conditions of Employment of Senior Managers, 2014* the criteria upon which the performance of the employee must be assessed consist of two components:

- The key performance areas (KPA's) covering the main areas of work that will account for 80% of the final assessment.
- The Competencies that will account for 20% of the final assessment.

### 3. Key Performance Areas and Weights

The Municipal Manager's KPA's are prescribed in *regulation 26(6) of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006*. The directors' key performance areas must be determined according to the functional areas of his or her department. Weights must be used to align performance ratings with the proportional importance of tasks. Within this context it means that the higher the weight, the more value is attached to a certain key performance area.

The following KPA's and weights were agreed upon for the different departments:

#### ***Municipal Manager***

Basic service delivery	15%
Municipal institutional development and transformation	15%
Good governance and public participation and LED	15%
Municipal financial viability and management	15%
IDP Implementation	40%

#### ***Civil Engineering Services***

General Management	30%
Building Services	5%
Operation and Maintenance	20%
Trade Services	15%
Public Services	10%
IDP Implementation	20%

#### ***Corporate Services***

General Management	30%
Human Resource Services	25%
Secretariat and Record Management	10%
Administration: Properties and Contracts	5%
Communication and Public Relations	10%
IDP Implementation	20%

#### ***Development Services***

General Management	30%
Community Development	10%
Human Settlements	10%
Built Environment	20%
Occupational Health and Facilities	10%
IDP Implementation	20%

### ***Electrical Engineering Services***

General Management	30%
Operations, maintenance & construction	20%
Planning & Design	20%
Information Management	10%
IDP Implementation	20%

### ***Financial Services***

General Management	30%
Budgeting	10%
Credit Control	5%
Financial Statements	10%
Financial Systems Administration	5%
Supply Chain Management	5%
Income	5%
Expenditure	5%
Asset and Vehicle Management	5%
IDP Implementation	20%

### ***Protection Services***

General Management	30%
Traffic and Law Enforcement Services	30%
Fire and Emergency Services	20%
IDP Implementation	20%

## **4. Implementation of the Municipality's IDP**

What is clear from the weights above is the importance attached to the implementation of the Municipality's IDP. It carries a weight of 40% with the Municipal Manager and 20% with each of the directors. The key performance indicators and targets in the IDP are incorporated into the performance management system and form part of the monthly and quarterly monitoring and evaluation.

## **5. Competencies**

The Competencies make up 20% of the employee's assessment score. ***Annexure A of the Regulations on Appointment and Conditions of Employment of Senior Managers, 2014*** provides for the following six leading competencies and six core competencies:

<b>LEADING COMPETENCIES</b>	
Strategic Direction and Leadership	<ul style="list-style-type: none"><li>• Impact and Influence</li><li>• Institutional Performance Management</li><li>• Strategic Planning and Management</li><li>• Organisational Awareness</li></ul>

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

## 6. Monitoring and evaluation

The key performance indicators (KPI's) and performance targets must be monitored on a monthly basis and formal evaluation and rating on the five-point scale below done on a quarterly basis. The directors are responsible for the monitoring and evaluation of the division heads that report to them and the Municipal Manager for the monitoring and evaluation of the directors.

During the monitoring and evaluation sessions the actual performance of each employee must be captured on the Municipality's electronic database together with reasons for underperformance (if any) and interventions where necessary. Employees must be able to provide evidence for each KPI and performance target for audit purposes. Evidence must either be linked directly to the electronic database system or clearly referenced (e.g. the Collaborator number) in the field provided for this purpose in the database. Evidence must be sufficient to proof the actual performance.

During the quarterly evaluation sessions the ratings must also be captured.

After each quarterly evaluation session the results must be checked and signed off electronically on the Municipality's electronic database by the Executive Mayor (with respect to the Municipal Manager), by the Municipal Manager (with respect to the directors) and by each director (with respect to the division heads that report to him or her).

Competencies must be evaluated and rated annually in June / July and the results captured on the Municipality's electronic database in the same way as described above.

## 7. Rating scale for KPI's

*Regulation 27(4)(c) of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006* prescribes the following five-point scale for the purposes of rating employees' performance in respect of KPI's:

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

## 8. Rating scale for competencies

The *Regulations on Appointment and Conditions of Employment of Senior Managers, 2014* prescribes the following scale for the purposes of rating employees' performance in respect of Competencies:

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

A full description of achievement levels per competency are found in Annexure A of the Regulations.

## 9. Annual performance evaluation by panel

In terms of *regulation 27(4)(d) of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006* the Municipality must, for purposes of evaluating the annual performance of the Municipal Manager and directors, establish evaluation panels constituted of the following persons:

### ***For the Municipal Manager -***

- The Executive Mayor
- The Chairperson of the Audit Committee
- A member of the Mayoral Committee
- The mayor and/or municipal manager from another municipality
- A member of a ward committee as nominated by the Executive Mayor

### ***For the directors -***

- The Municipal Manager;
- The Chairperson of the Audit Committee
- A member of the Mayoral Committee
- The municipal manager from another municipality

The annual performance evaluation by panel must be done after the financial year-end.

## 10. Performance bonuses

In terms of *Regulation 32(2) of the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006* a performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance.

The Municipality however has decided not to pay any performance bonuses, with the exception of the Municipal Manager who will be eligible for a performance bonus according to the calculation table in **ANNEXURE A** up to a maximum of 14%.

The performance bonus may be paid to the employee after -

- the annual report for the financial year under review has been tabled and adopted by the Municipal Council;
- an evaluation of performance in accordance with the provisions of Regulation 23; and
- approval of such evaluation by the Municipal Council as a reward for outstanding performance

## **11. Employee resigns or retires during a financial year**

If an employee who receives a performance bonus in terms of paragraph 7.10 above resigns or retires during a financial year and thus not working the full 12 months of that financial year, the employee's performance bonus will still be paid but will be calculated pro rata based on the number of months of the financial year that he or she was employed by Swartland Municipality.



## PART 3

### ***Applicable to all staff members of the Municipality excluding the Municipal Manager and Managers directly accountable to the Municipal Manager***

Part 3 is based on *Chapter 4 of the Municipal Staff Regulations, 2021 and Chapter 3 of the Guidelines for the implementation of the Municipal Staff Regulations, 2021.*

#### **1. Performance management and development system phases**

- 1.1. Performance management and development is the systematic process of -
- (a) planning work and setting expectations of the municipality from staff members or teams;
  - (b) continually monitoring performance of staff members or teams;
  - (c) developing the capacity of staff members or teams to perform optimally;
  - (d) periodically rating performance of staff members and teams; and
  - (e) rewarding outstanding performance.
- 1.2. The performance management and development system of a municipality must consist of different phases relating to performance planning, coaching, review and reward as provided in these guidelines.
- 1.3. The performance management and development system must consist of the following phases:

Phase	Timeframe	Activities
(a) Planning	(i) Occurs annually at the start of the financial year or the starting date in a specific post	(aa) Supervisor schedules a meeting with a staff member or team to discuss and agree on the performance objectives for the year; (bb) Supervisor and a staff member or team are required to prepare for this meeting; and (cc) Performance agreement must be signed or processed electronically where applicable by the supervisor and a staff member or team within 60 days after the commencement of the performance cycle.
(b) Monitoring, coaching and feedback	(i) Occurs formally; and (ii) Informally throughout the year	(aa) The supervisor will complete on- the-job monitoring of the performance of a staff member or team; (bb) The supervisor may create formal and informal opportunities to provide feedback or coaching support to a staff member or team in relation to progress made towards agreed performance objectives and on areas requiring implementation; and (cc) A staff member or team may request feedback and support at any time during the performance cycle.

Phase	Timeframe	Activities
(c) Review and evaluation	(i) Mid-year review must occur at the end of the second quarter. The details of the engagement must be in writing; and (ii) Annual performance evaluation must occur at the end of the fourth quarter (after the end of performance cycle); and (iii) Annual performance must occur within 60 days after the end of performance cycle. The details of the performance evaluation must be must be in writing clearly outlining the staff member's career development needs.	(aa) The supervisor must set up a formal mid- year evaluation with a staff member or team within 1 month after the end of quarter 2, inclusive of formal documented engagement to provide feedback on targets achieved to date of a staff member or team; (bb) At mid-year review, interventions and corrective actions must be identified in relation to achievement /under-achievement of performance outputs/ outcomes; (cc) During annual performance evaluation, each staff member must be afforded an opportunity to complete self-rating and provide evidence to support ratings; (dd) The supervisor must set up the formal final performance evaluation with a staff member or team after the end of the fourth quarter; (ee) The final performance evaluation scores must be recorded as a formal engagement between the staff member and supervisor; and (ff) The supervisor must formally provide verbal and written performance feedback to the staff member or team.
(d) Reward and recognition	(i) After the formal annual performance assessment; and (ii) After moderation by the Municipal Moderation Committee and approval by municipal manager.	Rewards shall be dealt with as stipulated in chapter 4 of the Regulations.

## 2. Planning

### 2.1. During the planning phase -

- (a) the supervisor and staff member must jointly identify organisational, departmental as well as the performance expectations of a staff member or team and secure the staff member or team's commitment to achieve the performance expectations;
- (b) the supervisor must explain to the staff member how the performance agreement and PMDS operates;
- (c) all staff members, including management, must be capacitated through training on-
  - (i) what the process entails;
  - (ii) why the municipality uses the PMDS process;
  - (iii) how the PMDS works, including the phases, purpose of linkage with the competency framework and how performance of competencies are measured;
  - (iv) the expectation from a staff member in a specific role; and
  - (v) when performance will be evaluated and reviewed;

- (d) the municipality must ensure that every supervisor has undergone training to acquire the relevant coaching skills needed for ongoing implementation of the PMDS;
- (e) the supervisor and staff member must develop a performance agreement wherein the performance standards will be defined in terms of quality, quantity, time and process. The following documents can assist -
  - (i) the staff member's job description;
  - (ii) the IDP and departmental SDBIP;
  - (iii) the supervisor's performance agreement, where applicable;
  - (iv) the staff member's previous year performance assessment, where applicable; and
  - (v) any other document considered relevant to the process;
- (f) planned KPAs, KPIs and targets as contained in the performance agreement must meet the SMART criteria as outlined in the table below -

<b>S</b>	Specific, clear and understandable.
<b>M</b>	Measurable in terms of quantity, and, if possible, quality, money, and time. It must be possible to determine whether the activity took place and to decide how well it was done.
<b>A</b>	Attainable in that the activities to be performed have been agreed upon and must be within the capabilities and under control of the staff member.
<b>R</b>	Relevant in that each task should be related directly to the functional areas or specific projects assigned to the staff member.
<b>T</b>	Time-based in that the supervisor and staff member should be able to track progress against specified target dates and timeframes and assessment can take place within the annual reporting cycle of the performance agreement.

- (g) Job specific competencies can be selected from the relevant occupational streams as prescribed in the Local Government: Competency Framework attached to the Regulations as Annexure A, including any other specific functional competency requirements as may be identified;

2.2. The following documents will assist in the performance planning process -

- (a) performance agreement (*Annexure A of the Guidelines for the implementation of the Municipal Staff Regulations, 2021*); and
- (b) monitoring, coaching, feedback and review (*Annexure B of the Guidelines for the implementation of the Municipal Staff Regulations, 2021*).

### 3. Monitoring, coaching and feedback

- 3.1. Effective performance monitoring, coaching and feedback must be monitored continuously throughout the performance cycle.
- 3.2. Performance monitoring, coaching and feedback involve ongoing collaborative engagements between the supervisor and staff member or team aimed at improving a staff member's skills and competencies to meet or exceed the set standards of performance through -

- (a) observation, motivating and encouraging the staff member;
  - (b) frequent and infrequent exchanges of feedback about the staff member's performance;
  - (c) regular evaluation of whether the staff member performs according to the set objectives as outlined in the performance agreement;
  - (d) formal coaching and informal performance evaluation sessions;
  - (e) reinforcing the discussions that took place during the planning phase culminating in the performance agreement;
  - (f) affording the supervisor the opportunity to encourage the development of the staff member or team;
  - (g) proactive identification of challenges and solutions to enable achievement;
  - (h) identification of accomplishments or challenges by the staff member or team that have been resolved, which otherwise may not have come to the supervisor's attention;
  - (i) coaching that reinforces effective performance or brings the performance of the staff member closer to the expected standards; and
  - (j) a staff member or team who participated in several coaching sessions being aware of what is required of him or her to meet performance outcomes.
- 3.3. A municipality must ensure that every supervisor has received adequate training in performance coaching processes and is capable of effectively assessing progress and evaluating the performance of staff or team.
- 3.4. Development needs of staff identified during performance monitoring and coaching processes must be evaluated and addressed to encourage good performance, improves job-related skills and competencies that support staff to keep up with changes in the workplace.

## **4. Mid-year performance review**

- 4.1. The mid-year performance review -
- (a) is a formal bi-annual performance appraisal where a staff member or a team is given feedback on his or her performance;
  - (b) must be recorded;
  - (c) offers an opportunity -
    - (i) between the supervisor and staff member to assess the staff member or team's performance against set performance objectives;
    - (ii) for the supervisor to monitor, coach and provide feedback to ensure effective performance;
    - (iii) for the supervisor and staff member to -
      - (aa) jointly identify performance challenges and agree on solutions to overcome identified challenges;
      - (bb) agree on developmental needs of the staff member and address such needs;
      - (cc) review the performance targets resulting from workplace changes beyond the staff member or team's control; and
    - (iv) to reinforce good performance.

- 4.2. If the review of the performance agreement is warranted -
- (a) the Regulations and item 2 of these Guidelines apply;
  - (b) the mid-year performance review will be based on the existing performance agreement;
  - (c) the amended performance agreement or addendum must be co-signed by the supervisor and staff member; and
  - (d) a record of the amendments must be kept for purposes of annual performance assessment.

## **5. Annual performance evaluation**

- 5.1. The objectives of the performance evaluation are to -
- (a) formally discuss the performance outcome achieved by the staff member against agreed performance indicators and targets based on the work performed during performance cycle of 12 months;
  - (b) rate the performance of a staff member or team against each measurable KPI using the five-point rating scale;
  - (c) recognise positive achievements and provide feedback on unsatisfactory performance; and
  - (d) identify areas of improvement and develop action plans to be included in personal development plans to address identified areas for improvement.
- 5.2. Every staff member or team must be subjected to annual performance assessment at the end of the performance cycle of a municipality.
- 5.3. The annual performance evaluation must be preceded by the staff member's self-rating against predetermined objectives, and where necessary supported by portfolio of evidence.
- 5.4. Rating entail evaluating the staff member or team's performance against performance standards in a staff member's performance plan and assigning a numeric rating for each KPI.
- 5.5. The supervisor and staff member must -
- (a) formally and objectively confirm the staff member's performance outcomes against agreed KPAs, KPIs and job specific competencies;
  - (b) rate the performance of each staff member or team against each measurable KPI and job specific competencies using the 5-point rating scale;
  - (c) recognise positive achievements;
  - (d) identify deficient performance;
  - (e) identify the staff member's developmental needs, which will inform the Personal Development Plan of the employee; and
  - (f) sign the final annual performance assessment.
- 5.6. At the end of the performance cycle a rating scale is used which has a bearing on rewarding and recognising performance above fully effective.
- 5.7. The supervisor must submit the final annual performance assessment, performance scores and any related evidence supporting performance to Human Resources.

- 5.8. Performance ratings for KPAs and competencies are calculated using the 5-point rating scale-
- (a) KPA ratings are calculated where individual ratings have been assigned to each KPI using the five-point rating scale;
  - (b) No rounding of calculations is allowed and 2 decimal points must be used;
  - (c) The table below reiterates the 5-point rating scale applied to score overall performance-

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

## 6. Team-based performance

- 6.1. A supervisor working in collaboration with individual team members must -
- (a) rate the performance of a staff member working within a team-based performance arrangement; and
  - (b) identify challenges relating to individual staff member(s) working within a team and identify appropriate interventions aimed at improving the staff member's performance;
- 6.2. The following templates will assist in the PMDS process -
- (a) team registration ***Annexure C of the Guidelines for the implementation of the Municipal Staff Regulations, 2021***; and
  - (b) team performance agreement ***Annexure D of the Guidelines for the implementation of the Municipal Staff Regulations, 2021***.

## 7. Performance evidence

- 7.1. The submission of evidence is subject to the following -
- (a) during the planning phase, agreement must be reached on what evidence is to be used with the aim of minimising time and effort; and
  - (b) evidence must be gathered during the course of the performance cycle as this will inform and substantiate the scores according to the rating scale.
- 7.2. The staff member or team must gather, collate and present evidence against the measurable KPIs and, where applicable, job specific competencies as contained in the performance agreement -
- (a) it is particularly important to ensure that evidence is gathered during the performance cycle in preparation for the mid-year performance review and annual performance evaluation, as it will be used to substantiate scores related to achievement of KPIs and job specific competencies; and
  - (b) the ultimate accountability for the submission of the portfolio of evidence rests with the staff member or team being evaluated.
- 7.3. The nature of work must determine the type of evidence that should be provided. This may, *inter alia*, include -
- (a) official records;
  - (b) confirmation by a supervisor;
  - (c) confirmation by other stakeholders such as letter from a government department; and
  - (d) inspection or viewing of evidence by supervisor such as filing system, memorandums, reports, etc.
- 7.4. A supervisor may, at the latest by mid-year review, -
- (a) accept other evidence that substantiate achievement of KPIs or competencies and
  - (b) assist the staff member or team to obtain such evidence.

## **8. Performance Moderation Committee**

### **8.1. The Municipal Performance Moderation Committee -**

- (a) must be duly constituted by the municipal council;
- (b) may, to the extent possible, be constituted as follows -
  - (i) municipal manager or his or her delegate who will act as the chairperson;
  - (ii) all heads of departments of a municipality;
  - (iii) manager responsible for PMDS;
  - (iv) manager responsible for organisational development;
  - (v) manager responsible for organisational performance;
  - (vi) a representative from finance, where applicable;
  - (vii) a representative from governance, where applicable; and
  - (viii) a representative from audit, where applicable.

### **8.2. Departmental representatives -**

- (a) will be invited to attend the performance moderation committee to present on the results of their respective departments;
- (b) must be on senior management level; and
- (c) may request a specialist on the departmental performance management to provide technical advice where needed.

### **8.3. Members should collectively possess the necessary expertise and must demonstrate knowledge and competencies -**

- (a) local government;
- (b) municipal human resource environment;
- (c) corporate governance practices;
- (d) corporate strategy;
- (e) performance management and development system;
- (f) human capital management;
- (g) organisational development;
- (h) financial management;
- (i) business management;
- (j) operations management; and
- (k) leadership.

### **8.4. The main objectives of the committee are to -**

- (a) ensure fair and consistent application of the PMDS;
- (b) ensure that the integrity of the PMDS is protected;
- (c) ensure that performance is evaluated consistently;
- (d) ensure that individual ratings reflect the overall performance of the department;
- (e) advise on financial affordability for the municipality; and



- (f) recommend performance rewards to the municipal manager for approval.

**8.5. The committee may -**

- (a) develop and approve the terms of reference;
- (b) review the performance management and development system across the municipality and make recommendations regarding implementation;
- (c) monitor the performance evaluation process by obtaining an overall sense of whether norms and standards are being applied realistically and consistently both horizontally and vertically across the municipality;
- (d) determine the overall performance of departments and align that with summary results based on individual performance;
- (e) moderate scores of a department(s) or a unit;
- (f) recommend reward levels for performance;
- (g) make recommendations regarding actions to be considered where supervisors do not implement the system properly;
- (h) provide oversight in terms of the application of the PMDS;
- (i) prepare a comprehensive report, based on its observations, reflecting performance of staff members or teams and the applicable reward levels; and
- (j) ensure that the minutes and supporting information on matters dealt with by the panel, shall be available for examination upon authorisation by the municipal manager.

## **9. Managing sub-standard performance**

### **9.1. PURPOSE**

- (1) These procedures are intended to -
  - (a) create an enabling environment to facilitate effective performance by the staff members;
  - (b) provide the staff members with access to skills development and capacity building opportunities in order to promote efficient and effective performance;
  - (c) provide remedial and developmental support to assist the staff members to deal with substandard performance; and
  - (d) ensure that the municipal council and staff members work collaboratively to generate solutions to problems and improve the performance of staff members.

### **9.2. POLICY AND PRINCIPLES**

- (1) These procedures must be read in conjunction with the Regulations.
- (2) The Code of Good Practice provided for in Schedule 8 of the Labour Relations Act, 1995, constitutes part of these procedures, in respect of poor work performance.
- (3) The municipality must evaluate the staff member's performance by considering -
  - (a) the extent to which the substandard performance impacts on the work of the municipality and the achievement of municipal goals;

- (b) the extent to which the staff member fails to meet the required performance standards set by the municipality;
- (c) the extent to which the staff member lacks the necessary skills, competencies and expertise to meet the performance objectives and targets for his or her post as contained in the performance agreement; and
- (d) the nature of the staff member's work and responsibilities.

### **9.3. PROCEDURES FOR DEALING WITH SUBSTANDARD PERFORMANCE**

- (1) If the municipality has reason to believe that a staff member is not performing in accordance with the minimum performance standards of his or her post, the supervisor must -
  - (a) convene a meeting to give feedback to the staff member on his or her performance;
  - (b) furnish the staff member with reasons why it is necessary to initiate this procedure.
- (2) During the meeting contemplated in paragraph (a), the supervisor must -
  - (a) explain the requirements, level, skills and nature of the post;
  - (b) evaluate the staff member's performance in relation to the performance agreement;
  - (c) explain the reasons why the performance is considered substandard; and
  - (d) afford the staff member or his or her representative an opportunity to respond to the performance outcomes referred to in paragraph (c); and
- (3) After considering the staff member's reasons, the supervisor may, if necessary -
  - (a) initiate a formal programme of counselling and training to enable the staff member to meet the required standard of performance, which must include -
    - (i) assessing the time that it will take for the staff member to deal with substandard performance;
    - (ii) establishing realistic timeframes within which the staff member is expected to meet the required performance standards; and
    - (iii) identifying and providing appropriate training for the staff member to reach the required standard of performance.
  - (b) establish ways to address any factors that may affect the staff member's performance that lie beyond the staff member's control.
- (4) If the staff member fails to meet the required performance standard for the post after being subjected to a formal programme of counselling and training as contemplated in paragraph (3), the supervisor, may -
  - (a) regularly evaluate the staff member's performance; or
  - (b) provide further remedial or developmental support to assist the staff member to eliminate substandard performance.
- (5) If the staff member's performance does not improve after he or she received appropriate performance counselling and the necessary support and reasonable time to improve his or her performance as contemplated in paragraph (4), or he or she refuses to follow a formal programme of counselling and training contemplated therein -

- (a) the supervisor, must bring the allegations of substandard performance against the staff member to the attention of the municipal manager in the form of a report.
  - (b) the supervisor, must table the report contemplated in subparagraph (a) before the municipal manager.
- (6) If the municipal manager is satisfied that sufficient evidence exists to institute disciplinary proceedings against the staff member on the basis of the alleged substandard performance the municipal manager, must furnish the staff member with written reasons why it is necessary to initiate this procedure in accordance with applicable procedures.

## Annexure A: Performance calculation

<b>POINTS AWARDED</b>	<b>% BONUS</b>
2.5	5.0%
2.51-2.55	5.2%
2.56-2.60	5.6%
2.61-2.65	6.0%
2.66-2.70	6.4%
2.71-2.75	6.8%
2.76-2.80	7.2%
2.81-2.85	7.6%
2.86-2.90	8.0%
2.91-2.95	8.4%
2.96-2.99	8.8%
3.0	9.0%

3.01	10.0%
3.02-3.05	10.2%
3.06-3.10	10.6%
3.11-3.15	11.0%
3.16-3.20	11.4%
3.21-3.25	11.8%
3.26-3.30	12.2%
3.31-3.35	12.6%
3.36-3.40	13.0%
3.41-3.45	13.4%
3.46-3.49	13.8%
3.50	14.0%



## Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager  
2022-05-19

2/1/4/4/1  
WARD: N/a

### ITEM \_7.10\_ OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 MAY 2022

**ONDERWERP: KONSEP PROSESPLAN VIR DIE OPSTEL VAN DIE GOP EN ROR**

**SUBJECT: DRAFT PROCESS PLAN FOR THE COMPILATION OF THE IDP AND SDF**

*The process plan is circulated under separate cover.*

#### 1. BACKGROUND AND DISCUSSION

The Municipal Systems Act (Act 32 of 2000) stipulates the following regarding the IDP compilation process:

##### **Section 28. Adoption of process.**

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

##### **Section 29. Process to be followed.**

- (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must -
  - (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
  - (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -
    - (i) the local community to be consulted on its development needs and priorities;
    - (ii) the local community to participate in the drafting of the integrated development plan; and
    - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
  - (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
  - (d) be consistent with any other matters that may be prescribed by regulation.
- (2) [district municipality]
- (3) A local municipality must -
  - (a) align its integrated development plan with the framework adopted in terms of section 27; and
  - (b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

## **2. LEGISLATION**

The following legislation is applicable:

- Municipal Systems Act, Nr 32 of 2000, Sections 28 and 29

## **3. LINK TO THE IDP**

Not applicable

## **4. FINANCIAL IMPLICATION**

None

## **5. AANBEVELING / RECOMMENDATION**

- (a) Dat kennis geneem word van die konsep Prosesplan;
  - (b) dat 'n werksessie in verband met die Prosesplan met die Raad gehou word op 9 Junie 2022;
  - (c) dat die plaaslike gemeenskap gedurende Junie en Julie 2022 gekonsulteer word deur middel van kennisgewings in die plaaslike koerante en op die Munisipaliteit se Facebookblad en webtuiste; en
  - (d) dat die finale Prosesplan in Augustus 2022 aan die Raad voorgelê word vir goedkeuring.
- 
- (a) That the draft Process Plan be noted;*
  - (b) that a working session in connection with the Process Plan be held with the Council on 9 June 2022;*
  - (c) that the local community be consulted during June and July 2022 by means of notices in the local newspapers and on the Municipality's Facebook page and website; and*
  - (d) that the final Process Plan be submitted to Council in August 2022 for approval.*

(get) J J Scholtz

**MUNISIPALE BESTUURDER / MUNICIPAL MANAGER**

**DATUM:** 19 Mei 2022 / **DATE:** 19 May 2022

## ITEM 7.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 19 MEI 2022

**ONDERWERP: MOBIELE KIOSKS TE YZERFONTEIN HAWE EN VISMARK**

**SUBJECT: MOBILE KIOSKS AT YZERFONTEIN HARBOUR AND FISHMARKET**

### 1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Tydens n Uitvoerende Burgemeesterskomitee vergadering gehou 14 Maart 2012 was die volgende besluit geneem:

- a) *"Dat gedelegeerde bevoegdheid aan die wetstoepassingsbeampte te Yzerfontein verleen word om versoeke vir die verkoop van goedere te Yzerfontein hawe en vismark, te hanteer, welke bevoegdheid uitgeoefen moet word binne die voorwaardes soos gelys onder (b) en (c) hieronder;*
- b) *Dat die voorgeskrewe toegangsfooie by die hawe en vismark deur goedgekeurde aansoekers betaalbaar sal wees.*
- c) *Dat die volgende goedkeuringsvoorwaardes sal geld:*
  - i. *Dat die mobiele kiosk slegs gedurende die normale ure wat die hawe bedryf word handel mag dryf, en dat die mobiele kiosk voordat die hawehek saans gesluit word, op 'n daaglikse basis vanaf die perseel verwyder moet word;*
  - ii. *Dat die gebruik van gastoerusting toegelaat sal word vir verhittings- en verkoelingsdoeleindes, maar dat n gemeterde elektriese kragpunt van maksimum 30-ampere op aanvraag oorweeg kan word. Kragopwekkers sal nie toegelaat word nie. Die mobiele kiosk moet geparkeer word op n bepaalde plek soos deur die Raad aangewys. Geen waterpunt word voorsien nie;*
  - iii. *Dat voldoende brandblustoerusting, tot bevrediging van die Raad, te alle tye in die mobiele kiosk teenwoordig moet wees;*
  - iv. *Dat die mobiele kiosk aan alle munisipale gesondheidsvereistes moet voldoen, sowel as oor n padwaardigheidsertifikaat beskik;*
  - v. *Dat geen musiek of geraas toegelaat sal word nie;*
  - vi. *Dat alle items waarin handel gedryf word in die mobiele eenheid geakkomodeer moet word;*
  - vii. *Dat handeldrywing in enige vorm van alkoholiese drank en dwelmmiddels verbode is;*
  - viii. *Dat die Raad die reg voorbehou om die mobiele kiosk te enige tyd, gedurende die ure wat handel gedryf word, deur 'n gemagtigde personeel te laat betree om hom/haarself daarvan te vergewis of die eienaar aan al die Raad se vereistes voldoen al dan nie;*
  - ix. *Dat die tipe items waarin handel gedryf mag word kan insluit, visgerei en aanverwante produkte, verversings en geriefprodukte".*

Die munisipaliteit ontvang gereeld versoeke van klein besighede om die hawe te gebruik vir verhuur van items, verkoop van verversings asook ontvangsplek vir gaste wie per boot op die see wil uitgaan. Tans is daar twee sulke versoeke op die tafel vanaf *Yzerfontein Whale Watching Expedition* en *Yzerfontein Sea Sports*.

Hierdie verslag het ten doel om die bestaande 2012 delegasie aan die wetstoepassingsbeampte/dorpsbestuurder te bevestig asook om toepaslike voorwaardes in plek te stel.

## **2. WETGEWING / LEGISLATION**

Verordening insake die beheer oor die Yzerfontein Hawegebied (Kennisgewing 180/2003)

By-Law pertaining to the control of the Yzerfontein Harbour area (Notice 180/2003)

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

This item is aligned to the following strategic goals:

- Strategic goal 1: Improved quality of life of citizens
- Strategic goal 2: Inclusive economic growth

## **4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

No financial implications to the municipality. Municipality will get the entrance fees from Mobile Kiosks when they use the harbour.

## **5. AANBEVELINGS**

- 5.1. Dat die Raad die gedelegeerde bevoegdheid aan die wetstoepassingsbeampte/Dorpsbestuurder bevestig om versoeke vir die gebruik van die Yzerfontein hawe en vismark deur Mobiele Kiosks, te hanteer, welke bevoegdheid uitgeoefen moet word binne die voorwaardes soos gelys onder 5.2 en 5.3 hieronder.
- 5.2. *Dat die voorgeskrewe toegangsfooie by die hawe en vismark deur goedgekeurde aansoekers betaalbaar sal wees.*
- 5.3. *Dat die volgende goedkeuringsvoorwaardes sal geld:*
  - a) *Dat die mobiele kiosk slegs gedurende die normale ure wat die hawe bedryf word handel mag dryf, en dat die mobiele kiosk voordat die hawehek saans gesluit word, op n daaglikse basis vanaf die perseel verwyder moet word; Geen permanente strukture sal toegelaat word nie.*
  - b) *Dat die gebruik van gastoerusting toegelaat sal word vir verhittings- en verkoelingsdoeleindes, maar dat n gemeterde elektriese kragpunt van maksimum 30-ampere op aanvraag oorweeg kan word. Kragopwekkers sal nie toegelaat word nie. Die mobiele kiosk moet geparkeer word op n bepaalde plek soos deur die Raad aangewys. Geen waterpunt word voorsien nie;*
  - c) *Dat voldoende brandblustoerusting, tot bevrediging van die Raad, te alle tye in die mobiele kiosk teenwoordig moet wees;*
  - d) *Dat die mobiele kiosk aan alle munisipale gesondheidsvereistes moet voldoen, sowel as oor n padwaardigheidsertifikaat beskik;*
  - e) *Dat geen musiek of geraas toegelaat sal word nie;*
  - f) *Dat handeldrywing in enige vorm van alkoholiese drank en dwelmmiddels verbode is;*
  - g) *Dat die Raad die reg voorbehou om die mobiele kiosk te enige tyd, gedurende die ure wat handel gedryf word, deur 'n gemagtigde personeel te laat betree om hom/haarself daarvan te vergewis of die eienaar aan al die Raad se vereistes voldoen al dan nie;*
  - h) *Dat die tipe items waarin handel gedryf of verhuur mag word kan insluit, visgerei en aanverwante produkte, verversings, kajakke en geriefsprodukte.*



- i) Goedgekeurde gebruikers moet uitvoering gee aan die Verordening insake die beheer oor die Yzerfontein hawegebied (n Afskrif van die verordening sal aan die gebruikers verskaf word).*
- j) Die hawegebied word gebruik op die uitsluitlike risiko van die gebruiker en die Munisipaliteit is nie aanspreeklik vir enige eis, skade of verlies wat spruit uit die dood of besering van enige persoon of skade aan of verlies van enige eiendom nie.*
- k) Goedgekeurde gebruikers is onderhewig aan die instruksies van die Hawemeester en mag toegang geweier word indien die vis "loop" of indien daar ander geleenthede/events in die hawe plaasvind.*
- l) Dat goedkeuring vir hoogstens een jaar sal geld, en jaarliks heroorweeg sal word.*

**(get) MUNISIPALE BESTUURDER**  
**(sgnd) MUNICIPAL MANAGER**  
PACH/ch





## Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services  
10 May 2022

6/1/1  
WARDS: All

ITEM 7.12 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 MAY 2022

<b>ONDERWERP:</b> VOORRAADOPNAME - 2022 <b>SUBJECT:</b> INVENTORY STOCK TAKE - 2022
--

1. **BACKGROUND**

An inventory stock take is scheduled to take place on **29 June 2022** 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. **FINANCIAL IMPLICATION**

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 Hoof Magasynmeester graag om **09:00** stiptelik aanvang wil neem met die voorraadopname by die hoof magasyn te Malmesbury.

*Appointed councillors should take note that the Senior Storeman will commence at **09:00** with the stock take in Malmesbury.*

(get) M Bolton

.....  
**DIREKTEUR: FINANSIËLE DIENSTE**





## Verslag ♦ Ingxelo ♦ Report

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

**ITEM 7.13 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 MAY 2022**

**ONDERWERP: UITSTAANDE DEBITEURE – APRIL 2022**  
**SUBJECT: OUTSTANDING DEBT – APRIL 2022**

### 1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

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

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

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

### 2. WETGEWING / LEGISLATION

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

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

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

### 4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

- 4.1 Die uitstaande debiteure vir Maart 2021 het R42 296,891.71 beloop terwyl die uitstaande debiteure vir April 2021 R42 126,723.53 beloop het en was 'n vermindering van R170 168.18
- 4.2 Die uitstaande debiteure vir Maart 2022 het R34 962,960.18 beloop terwyl die uitstaande debiteure vir April 2022 R36 781,216.35 beloop - 'n vermeerdering van R1 818,256.17
- 4.3 Die uitstaande debiteure vir April 2021 het R42 126,723.53 beloop terwyl die uitstaande debiteure vir April 2022 R36 781,216.35 beloop - 'n vermindering van R5 345,507.18 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir April 2022 is 5.59% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir April 2021 7.35% was van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

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

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

(get) M Bolton

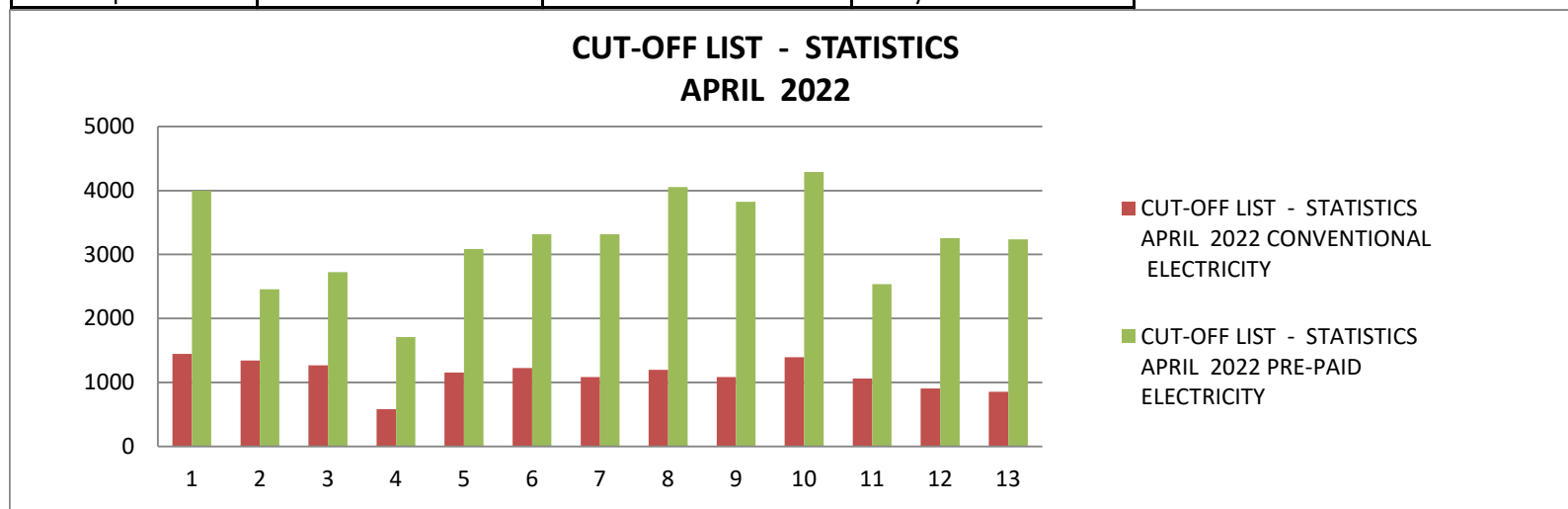
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**M BOLTON**  
**DIREKTEUR: Finansiële Dienste**

<b>OUTSTANDING DEBTORS (FUTURE EXCLUDED)</b> <b>MONTH END</b> <b>RESIDENTIAL - BUSINESS - GOVERNMENT</b> <b>STAFF - COUNCILLORS</b> <b>APRIL 2022</b>									2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2019/2020 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments			
									R 658 069 842	R 573 330 277	R 540 939 135
Nov-21	R -7 937 090	R 31 989 643	R 29 460 275	R 963 071	R 1 561 520	R 4 777	R -	EFT payments day after month end received amounted to <b>R1 093,464.63</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R963,070.71</b> . Staff outstanding in the amount of <b>R4777.10</b> . Four(4) Staff members have outstanding accounts (2 X Staff members have Pre-paid electricity, 1 Staff member has conventional electricity and 1 x Staff members account are availability fees.). The Government outstanding amounted to <b>R1 561,519.92</b> as a result of annual rates. The amount of <b>R65 658.32</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	4,86%	6,96%	3,71%
Dec-21	R -1 871 413	R 34 258 913	R 29 610 732	R 2 941 128	R 1 705 977	R 1 075	R -	EFT payments day after month end received amounted to <b>R1 553,427.94</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R2 941,128.48</b> . Staff outstanding in the amount of <b>R1075.16</b> . Three (3) Staff members have outstanding accounts (3 X Pre-paid electricity). The Government outstanding amounted to <b>R1 705,977.32</b> as a result of annual rates. The amount of <b>R28 072.45</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,21%	6,30%	3,77%
Jan-22	R -3 109 527	R 37 014 702	R 31 628 156	R 3 560 820	R 1 823 367	R 2 359	R -	EFT payments day after month end received amounted to <b>R2 124,814,50</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R3 560,819,50</b> . Staff outstanding in the amount of <b>R2359,30</b> . Three (3) Staff members have outstanding accounts (2 X Pre-paid electricity and 1X Conventional Electricity). The Government outstanding amounted to <b>R1 823,367,35</b> as a result of annual rates. The amount of <b>R2463,12</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,62%	7,00%	4,09%
Feb-22	R -10 310 073	R 34 074 037	R 29 352 739	R 2 816 184	R 1 904 994	R 120	R -	EFT payments day after month end received amounted to <b>R2 618,166,33</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R2 816,183,85</b> . Staff outstanding in the amount of <b>R120,18</b> . One (1) Staff member has an outstanding account ( Pre-paid electricity ) The Government outstanding amounted to <b>R1 904,993,75</b> as a result of annual rates. The amount of <b>R45 611,00</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,18%	7,74%	4,38%
Mrt-22	R -7 333 932	R 34 962 960	R 29 398 765	R 3 518 544	R 2 044 380	R 1 271	R -	EFT payments day after month end received amounted to <b>R2 388,138,20</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R3 518,544,01</b> . Staff outstanding in the amount of <b>R1271,16</b> . Three (3) Staff members have outstanding accounts ( 3 X Pre-paid electricity ) The Government outstanding amounted to <b>R2 044,379,75</b> as a result of annual rates. The amount of <b>R5678,44</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,31%	7,38%	4,23%
Apr-22	R -5 345 507	R 36 781 216	R 31 758 964	R 2 809 920	R 2 212 209	R 124	R -	EFT payments day after month end received amounted to <b>R1 863,428,13</b> (OTM account) and <b>R0.00</b> (Sundries account) The businesses outstanding amounted to <b>R2 809,919,80</b> . Staff outstanding in the amount of <b>R123,88</b> One (1) Staff member has an outstanding account ( Pre-paid electricity ) The Government outstanding amounted to <b>R2 212,208,58</b> as a result of annual rates. The amount of <b>R1 586,76</b> is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.	5,59%	7,35%	5,50%

CUT-OFF LIST - STATISTICS APRIL 2022			
MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
Apr-21	1446	3997	6 May 2021
May-21	1343	2456	7 June 2021
June-21	1266	2724	14 July 2021
July-21	580	1712	17 August 2021
Aug-21	1156	3088	8 September 2021
Sep-21	1227	3317	11 October 2021
Oct-21	1083	3316	8 November 2021
Nov-21	1196	4053	8 December 2021
Dec-21	1084	3823	11 January 2022
Jan-22	1397	4290	7 February 2022
Feb-22	1062	2539	9 Maart 2022
Mar-22	907	3257	11 April 2022
Apr-22	853	3237	9 May 2022

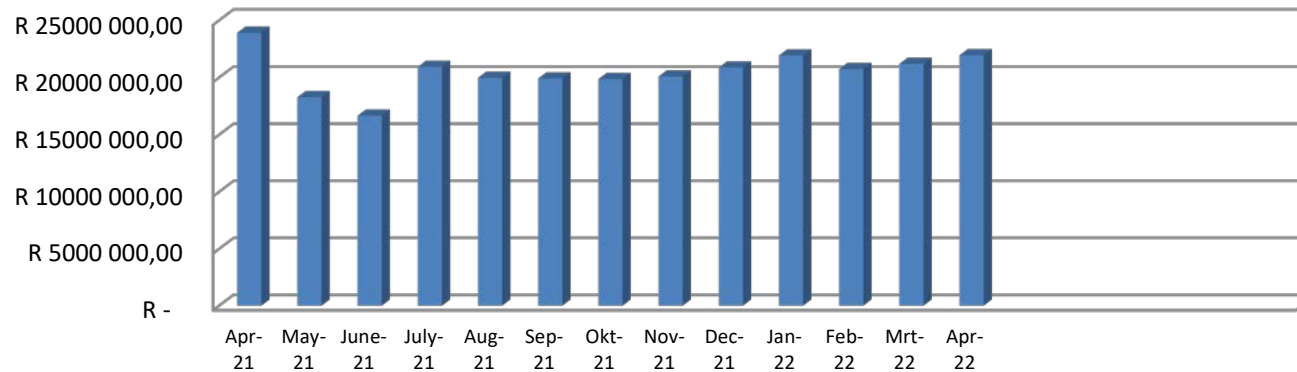
Or as soon as System had been updated





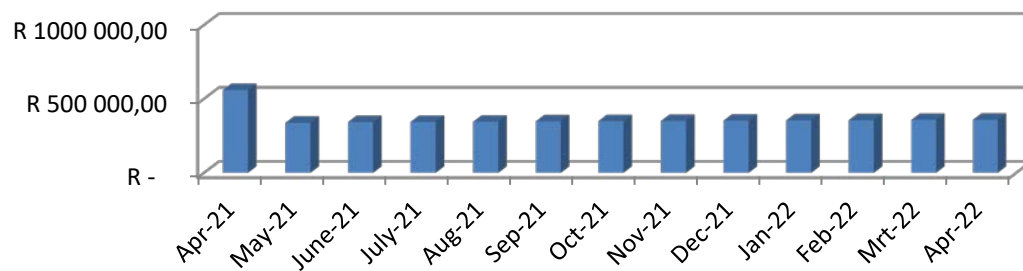
<b>OUTSTANDING DEBT 150 DAYS &amp; OLDER Before Levy (MONTH END) APRIL 2022</b>		<b>Comparative Period 2021- 2022</b>	
Month	Before Levy		
Apr-21	R 23 903 109,28	R	8 489 050,69
May-21	R 18 271 285,07	R	2 288 600,56
June-21	R 16 653 868,77	R	569 440,86
July-21	R 20 923 800,76	R	4 296 994,28
Aug-21	R 19 966 573,48	R	2 616 541,12
Sep-21	R 19 908 658,19	R	2 999 098,74
Okt-21	R 19 853 986,01	R	2 658 773,12
Nov-21	R 20 084 499,60	R	2 388 638,26
Dec-21	R 20 866 464,09	R	2 446 905,55
Jan-22	R 21 917 794,24	R	2 483 818,47
Feb-22	R 20 726 613,85	R	-1 438 747,40
Mrt-22	R 21 183 174,94	R	-1 731 362,35
Apr-22	R 21 937 941,09	R	-1 965 168,19

**OUTSTANDING DEBT  
150 DAYS & OLDER  
Before Levy(MONTH END)  
APRIL 2022**

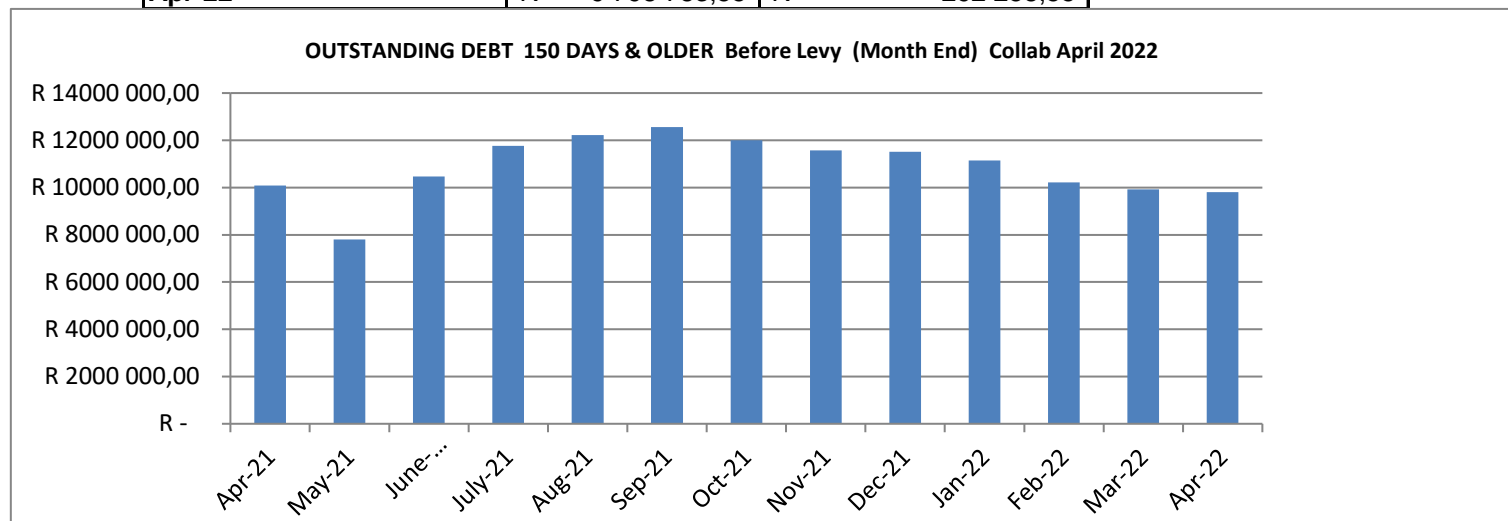


<b>OUTSTANDING DEBT 150 DAYS &amp; OLDER Before Levy (MONTH END) - Legal Suite APRIL 2022</b>		<b>Comparative Period 2021-2022</b>	
Month	Before Levy		
Apr-21	R 558 622,04	R	44 989,87
May-21	R 337 234,22	R	-179 558,86
June-21	R 342 129,24	R	-178 540,30
July-21	R 343 330,59	R	-179 951,88
Aug-21	R 344 574,10	R	-181 168,33
Sep-21	R 347 106,52	R	-181 334,19
Oct-21	R 348 349,94	R	-180 088,25
Nov-21	R 349 602,60	R	-183 531,80
Dec-21	R 352 261,84	R	-182 762,06
Jan-22	R 353 514,02	R	-183 820,41
Feb-22	R 354 951,12	R	-184 233,53
Mrt-22	R 356 799,06	R	-194 152,44
Apr-22	R 358 156,35	R	-200 465,69

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



<b>OUTSTANDING DEBT 150 DAYS &amp; OLDER Before Levy (Month End) Collab APRIL 2022</b>		<b>Comparative Period 2021 - 2022</b>
Month	Before levy	
Apr-21	R 10 091 042,10	R 1 654 224,46
May-21	R 7 795 684,58	R -675 139,72
June-21	R 10 465 959,06	R 2 219 124,88
July-21	R 11 760 817,56	R 3 694 873,05
Aug-21	R 12 215 709,12	R 4 078 471,77
Sep-21	R 12 563 120,61	R 4 558 677,36
Oct-21	R 11 995 030,50	R 4 110 825,53
Nov-21	R 11 566 035,99	R 1 413 830,35
Dec-21	R 11 507 219,77	R 1 205 785,91
Jan-22	R 11 150 473,54	R 598 011,87
Feb-22	R 10 211 399,53	R -611 603,56
Mar-22	R 9 921 086,49	R -464 947,57
Apr-22	R 9 798 783,55	R -292 258,55







## Verslag ♦ Ingxelo ♦ Report

Office of the Director: Financial Services  
4 May 2022

5/14/3/5  
WARDS: All

ITEM: 7.14 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 MAY 2022.

<b>ONDERWERP:</b>	<b>VORDERING MET UITSTAANDE VERSEKERINGSEISE</b>
<b>SUBJECT:</b>	<b>OUTSTANDING INSURANCE CLAIMS PROGRESS</b>

### 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 2021 – 30 April 2022	:R 455 725.16 (paid)
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Excess	Outstanding claims	:R 120 803. (outstanding)
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### 5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/  
Tabled for cognisance

(Get) M BOLTON

.....  
**DIREKTEUR: Finansiële Dienste**

**OUTSTANDING CLAIMS: COUNCIL**

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2019/49	LAUA/CPT/P13988/41	Development Services	01/03/2019	13/03/2019	Motor Damaged: CK50308	11 173,99	5 000,00	SASRIA claim after vehicle was damage during protest. Insurance requests second quote on March 27. Outstanding documents send to Marsh on 29 May 2020. The claim was closed by Sasria but no reason was given why. A dispute was submitted to Sasria on the 12 November 2020 requesting them to review the rejection. Followed up on claim 17 March 2021. We referred the claim to our broker on 6 April 2021 to investigate the matter and provide feedback. Documents were again send to Lion of Africa on 31 August 2021 for their final review. Digicall confirms on 15 October 2021 that they requested SASRIA to re-open the file and assist with the claim. Sasria still busy with claim. Followed up on claim 20 December 2021. Follow up made with Sasria on 26 January and 25 February 2022 await feedback SASRIA still to respond
2022/19	CLGRMUM-856809	Civil Services: Water	01/10/2021	11/10/2021	Property Loss: Burst Geyser, Malmesbury Swimming Pool	10 735,25	1 000,00	The plumber confirms that the geyser burst at Malmesbury swimming pool. Guardrisk confirms on 28 October 2021 that they have appointed an Assessor to assist with the assessment. Guard Risk appointed an independent contractor to investigate the geyser. The geyser was replaced without any cost as it was under warranty. There is still a query on ceiling to be replaced as part of the claim. Contractor to still replace ceiling
2022/29	CLGRMUM-859131	Civil Services: IT Department	18/10/2021	01/12/2021	Property Loss: Stolen CCTV Cameras	17 652,33	2500,00	Upon investigation officials discovered that the CCTV camera in Moorreesburg was either driven off by a truck or it was vandalized. Confirmation to replace the CCTV camera was received on 25 February 2022. Invoice outstanding
2022/31	SWA2021-22/SW/27/E	Civil Services: IT Department	27/11/2021	07/12/2021	Property Loss: Stolen CCTV Cameras	20 815,00	2500,00	In the early hours of 27 November 2021 the CCTV camera in Moorreesburg was stolen. Awaiting approval from insurers for the claim. We have requested feedback on 26 January, 17 February, 23 March and 19 April 2022
2022/35		Civil Services: Water	04/01/2022	24/01/2022	Property Loss: Riebeek Kasteel Store	9 059,40	7 500,00	Officials discovered that Riebeek Kasteel Store had been broken into on 4 January 2022. Several items were stolen in the process. Awaiting approval from insurers for the claim. We have requested feedback on 19 April 2022
2022/38	CLGRMUM-861619	Civil Services: Refuse Removal	17/02/2022	21/02/2022	Motor Damaged, CK27606	121 872,68	15 000,00	While dumping a load of waste at the dumping site, the vehicle's hydraulic system failed which led to the vehicle tipping over and damaging the left side of the truck. Quotations send to insurer on 11 March 2022 and an assessor was appointed on 25 March 2022 to investigate the claim.
2022/42	CLGRMUM-862366	Civil Services: Parks and Recreational Areas	01/03/2022	03/03/2022	Motor Damaged, CK39191	47 965,83	10 000,00	On route to Kalbaskraal sportsground a taxi bus collided with tractor CK39191. Guardrisk appointed an Assessor to assist with the assessment. Confirmation to repair the tractor was received on 31 March 2022. Invoice outstanding
2022/43	CLGRMUM-862436	Civil Services: Sewerage	21/02/2022	15/03/2022	Motor Damaged, CK53982	6 763,62	5 000,00	On 21 February damages to vehicle was identified. Assessor appointed on 22 March 2022. Confirmation to repair CK53982 was received on 30 March 2022
2022/45	CLGRMUM-862561	Civil Services: Sewerage	14/02/2022	15/03/2022	Property Loss: Stolen Fencing Malmesbury Sewerage	266 145,65	26 614,57	Upon inspection of the site, it was discovered that +/- 350 meter of fencing was stolen. Awaiting approval from insurers for the claim. We have requested feedback on 19 April 2022. Assessor was appointed and awaiting feedback form assessor.
2022/47	CLGRMUM-862559	Civil Services: Parks and Recreational Areas	28/02/2022	16/03/2022	Property Loss: Damaged Fencing, Sports & Community Centre	26 220,00	10 000,00	On 28 February officials discovered that +/- 12 meter of fencing was damaged. Awaiting approval from insurers for the claim. Confirmation to repair the fencing was received on 5 April 2022.
2022/49	CLGRMUM-862824	Fire Department	01/03/2022	23/03/2022	Property Loss: PPE Bag	26 887,00	2 688,70	Upon returning from a wildfire the official discovered his personnel protection equipment bag was not in the fire vehicle and was lost during the incident. Confirmation to replace the stolen items was received on 28 April 2022

**OUTSTANDING CLAIMS: COUNCIL**

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
'2022/50	CLGRMUM-862857	Civil Services: Water	28/02/2022	28/03/2022	Property Loss: Burglary Sewerage Pump station	40 105,10	25 000,00	The official discovered that there was a break-in and a pump at the Malmesbury Sewerage works was damaged. Awaiting approval from insurers for the claim. Confirmation to repair work was received on 12 April 2022
'2022/51	CLGRMUM-863110	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, 21 Alfa Street	9 310,00	1 000,00	The plumber confirms that the geyser burst due to high water pressure. Pending confirmation from insurers whether the claim has been approved or not. Insurer investigating if geyser was still under guarantee or needs to be replaced
'2022/52	SWA2021-22/SW/43/C	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, Rosenhof Community Hall	9 310,00	1 000,00	The plumber confirms that the geyser burst due to high water pressure. Pending confirmation from insurers whether the claim has been approved or not. Insurer investigating if geyser was still under guarantee or needs to be replaced
'2022/53	SWA2021-22/SW/44/C	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, Gene Louw Sports Ground	9 956,01	1 000,00	The plumber confirms that the geyser burst due to high water pressure. Pending confirmation from insurers whether the claim has been approved or not. Insurer investigating if geyser was still under guarantee or needs to be replaced
2022/54	CLGRMUM-863801	Civil Services: Sewerage	15/03/2022	12/04/2022	Motor Damaged, CK53979	10 482,85	5 000,00	While conducting an industrial Sample at Darling Brew the official reversed the vehicle and the hatchback's jack foot pressed under the tail light. An assessor was appointed by the insurance on April 2022 to investigate the claim
						<b>644 454,71</b>	<b>115 803,27</b>	

**FINALISED CLAIMS**

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2022/46	CLGRMUM-862529	Civil Services: Water	19/02/2022	15/03/2022	Motor Damaged, CK53067	7 416,86	5 000,00	The excess amount was paid to the supplier on 28 April 2022
2021/54	CLGRMUM-851254	Municipal Property		04/05/2021	Property Damage: Standard Bank Building	1 172 729,00	0	A settlement amount of R173 913,04 was paid out on 28 April 2022.
						<b>1 180 145,86</b>	<b>5 000,00</b>	







## Verslag♦Ingxelo♦ Report

Office of the Director: Protection Services  
15 March 2022

8/1/B/2

### ITEM: 7.15 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 19 MAY 2022

**SUBJECT: DEVIATION FROM THE PRESCRIBED PROCUREMENT PROCEDURES: APPOINTMENT OF A SECURITY COMPANY FOR USE OF SECURITY GUARDS AND SECURITY DOG FOR SWARTLAND MUNICIPALITY , AT THE WESBANK SPORTS FIELD**

#### 1. BACKGROUND

Westbank Sportsground is suffering from a wave of crime and theft, and as a result, a lot of damage is done to the buildings and other municipal assets. The theft and vandalism have worsened since the COVID epidemic. Alarm systems are broken, power boxes and copper wires are damaged and stolen, the burglaries and damage caused only get worse.

Security companies were asked to quote to deliver the service with immediate effect. It was only **Dogs and All** who was willing to start immediately with the service.

The quotation from Dogs and all to the amount of R 146 107, 50 (Incl. Vat) includes:

- 1 x Night Security Guard with K-9 security dog (Mon-Sun) from 02 March 2022 to 30 June 2022.
- 1 x Day Armed Security Guard (Mon- Sun) from 02 March 2022 to 30 June 2022.

The Municipal Manager approved the appointment of **Dogs & All** to render security services at Westbank Sportsground from 2 March to 30 June 2022.

#### 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 R 146,107.50 (Incl. vat) will be offset against vote number **9/237-1017-1319**.

There is sufficient funding available for the quoted amount.

Location	Vote number	Cost (Incl Vat)
Wesbank Sports Field Malmesbury	9/237-1017-1319	R146,107.50

### 4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

This item is in aligned to Strategic goal 5.6:

*Maintenance and upgrading that sustain and improve the current condition of electrical infrastructure.*

### 5. RECOMMENDATION

- 5.1 That the action of the Municipal Manager be condoned not to invite further tenders but to approve the acceptance of the quotation for the appointment of Dogs & All to render security services at the Westbank Sportground for the amount of R 146 107,50 (VAT Incl.).
- 5.2 That the reasons for the deviation from the prescribed procurement process be recorded as:
  - The risk of burglaries and vandalism to the municipal assets will be of such a nature that Council needed to secure it against damage and vandalism.
  - The appointment is an emergency to safeguard municipal property against vandalism.
- 5.3 The expenditure be allocated against vote number 9/237-1017-1319 and that there is sufficient funding available.
- 5.4 That the Manager Financial Statements and Control be instructed to include the above mentioned reasons as a note to the financial statements.

(get) P A C Humphreys

**MUNICIPAL MANAGER**



## - MEMORANDUM -

Kantoor van die Direkteur Beskermingsdienste  
Philip Humphreys

01 Maart 2022

7/1/2-3

**AAN: MUNISIPALE BESTUURDER**

**GOEDKEURING VIR AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES:  
AANSTELLING VAN N SEKURITEITSMATSKAPPY VIR DIE BESKERMING VAN MUNISIPALE  
EIENDOM (WESBANK SPORTGRONDE)**

Meegaande is die item vir die Uitvoerende Burgemeesterskomitee vergadering wat gehou sal word op 20 April 2022. Kan u asseblief oorweging gee aan die verduideliking in die verslag.

**In kort:** Die Wesbank Sport gronde gaan gebuk onder 'n vloed van inbrake en vandalisme, en moet daar gereeld groot bedrae geld spandeer word om toerusting/spreiligte en ander items van die Munisipaliteit te vervang. Om inbrake en vandalisme te verhoed het die munisipaliteit nie 'n keuse om sekuriteits wagte en 'n sekuriteits hond vir Wesbank Sportgronde aan te stel nie. Kwotasies was ingewin en was **Dogs & All** al maatskappy wat bereid was om op kort kennisgewing die nodige beveiliging te verskaf ten bedrae van R146 107.50 (BTW ingesluit).

Die aanbeveling is dat ons gebruik maak van **Dogs & All** om die volgende diens op 'n dringende basis te verskaf:

- 1 x Night Security Guard with K-9 security dog (Mon-Sun) from 02 March 2022 to 30 June 2022.
- 1 x Day Armed Security Guard (Mon- Sun) from 02 March 2022 to 30 June 2022.

Hierdie uitgawe sal verreken word teen posnommer **9/237-1017-1319**.

Hiermee versoek ek dus u goedkeuring vir afwyking van die Verkrygingsprosedure vir die nood aanstelling van Dogs & all.

  
**DIREKTEUR: BESKERMINGSDIENSTE**

Hiermee verleen ek, die ondergetekende, goedkeuring vir die afwyking van die voorgeskrewe verkrygingsproses vir die nood aanstelling van Dogs & All ten bedrae van R146,107.50 (BTW ingesluit) teen posnommer 9/237-1017-1319 aan te gaan.

  
**DIREKTEUR FINANSIELE DIENSTE**

2022-03-01  
**DATUM**

  
**MUNISIPALE BESTUURDER  
JJ SCHOLTZ**

2022-03-01  
**DATUM**





# Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering  
09 May 2022

8/1/B/2

## ITEM 7.16 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 19 MAY 2022

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : REPAIR OF  
HACH DISSOLVED OXYGEN MEASURING EQUIPMENT**

### 1. BACKGROUND

A waste water treatment works utilises micro-biological activity in a controlled environment to achieve the removal of organic pollutants in waste water. The controlled environment is created in a biological reactor through the continuous addition of variable volumes of oxygen to fuel micro-biological activity according to organic loading rates. Levels of dissolved oxygen are constantly measured by online dissolved oxygen measurement instrumentation. The measurement feeds to the central processing unit of the waste water treatment works that in turn controls the amount of oxygen introduced to the biological reactor by controlling the speed of air blower units.

The Malmesbury WWTW is equipped with six units of online dissolved oxygen measurement instrumentation from the HACH brand. HACH instrumentation is manufactured in Germany and local service and support is available through Agua Africa.

It was found that the temperature compensation sensor in the probes of all six of the units suffered failure simultaneously. The cause of failure is due to repeated on and off switching caused by load shedding.

Repairs had to be done as an emergency as the failure of the probes has resulted in treatment process failure and poor quality final effluent. The local service and support agency, Agua Africa, was requested to prepare a quotation which amounts to R 337,960.00 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that the repair work be performed by Agua Africa as an emergency to prevent detrimental environmental effects caused by poorly treated effluent.

### 2. LEGISLATION

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

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

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

### **3. FINANCIAL IMPLICATIONS**

The expenditure was allocated to vote number 9/239-851-689 and there is sufficient funding available for the quoted amount.

### **4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK**

The operation of waste water treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

### **5. RECOMMENDATION**

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve repairs of the probes of the dissolved oxygen measurements units at the Malmesbury wastewater treatment works by Agua Africa.
- 5.2 That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - The dissolved oxygen measurements units would have been left out of service for an extended period of time following due process;
  - This would have resulted in treatment process failure with consequent poor quality effluent which is detrimental to the environment;
  - The repair work to the dissolved oxygen measurements units therefore had to be treated as an emergency.
- 5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 337,960.00 (excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

**DIRECTOR: CIVIL ENGINEERING SERVICES**  
LDZ/ma



# Verslag Φ Ingxelo Φ Report

Departement van die Munisipale Bestuurder  
k  
5 Mei 2022

2/6

## ITEM 7.17 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOUD OP 19 MEI 2022

<b>ONDERWERP:</b>	<b>SLUITING VAN KANTORE OP 23 DESEMBER 2022 IN PLAAS VAN 17 JUNIE 2022</b>
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1. Tydens 'n vergadering van die Uitvoerende Burgemeesterskomitee gehou 21 Februarie 2022 is goedkeuring verleen dat die munisipale kantore op Vrydag, 17 Junie 2022 mag sluit vir die dag, as 'n eenmalige vergunning aan werknemers weens die negende skoon oudit wat verkry is ten opsigte van die 2020/21 finansiële jaar.
2. Bedenkinge is intussen geopper, ook in konsultasie met die vakbonde, oor of die sluiting van die kantore op 'n tradisionele werks-/besigheidsdag vir die publiek aanvaarbaar sal wees, en of dit nie eerder – soos in die verlede – verskuif behoort te word na 'n datum laat in Desember wanneer die publieke aanvraag vir munisipale dienslewering tradisioneel, weens die feesseisoen, laer is nie.
3. Dit word derhalwe aan die hand gedoen dat die afdag eerder op 23 Desember moet geskied, in plaas van 30 Desember 2022, weens die feit dat munisipale rekeninge op laasgenoemde datum betaalbaar is.
4. Oortydbetalings op hierdie datum sal geskied teen die Saterdagtarief.
5. Die afdag sal op die verlofstelsel geregistreer word as 'n nie-werksdag.

### AANBEVELING

- (a) Dat goedkeuring verleen word dat die munisipale kantore op Vrydag, 23 Desember 2022 mag sluit vir die dag, in plaas van 17 Junie 2022 soos voorheen besluit;
- (b) Dat, ooreenkomstig die oorblywende gedeelte van die besluit soos geneem op 21 Februarie 2022,
  - hierdie 'n eenmalige vergunning is en dat dit nie weer in die toekoms toegestaan sal word nie;
  - kennisgewings by al die betaalpunte in die munisipale gebied en op die webtuiste aangebring word om van die sluiting van kantore kennis te gee;
  - met hierdie vergunning, oortyd betaal word vir tye gewerk teen die Saterdagtarief.

### RECOMMENDATION

- (a) That approval be granted for the municipal offices to close for the day on Friday, 23 December 2022 instead of 17 June 2022 as decided previously;
- (b) That, in terms of the remaining part of the resolution as taken on 21 February 2022,
  - this is a once-off reward that would not be granted again in the future;
  - notices be placed at all pay points in the municipal area and on the website to give notice of the closing of the offices;
  - with this reward, overtime for time worked on the day will be paid at the Saturday tariff.

(get) J J Scholtz

**MUNISIPALE BESTUURDER**