Munisipaliteit
Municipality
Umasipala

NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP WOENSDAG, 17 AUGUSTUS 2022 OM 15:00

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:
Rdl D G Bess
Rdl N Smit
Rdl A K Warnick

Ander raadslede:
Rdh M A Rangasamy (Speaker)

Beamptes:
Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
(afgetrede) Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Begrotingskantoor, me H Papier
Bestuurder: Strategiese Dienste, me O Fransman
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand

1. OPENING

Die Uitvoerende Burgemeester open die vergadering en rig 'n spesiale woord van verwelkoming aan die nuut aangestelde Direkteur: Elektriese Ingenieursdienste, mnr T Möller.

2. VERLOF TOT AFWESIGHEID

Dat **KENNIS GENEEM** word van die verskoning ontvang vanaf die rdh T van Essen en die Direkteur: Finansiële Dienste.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 13 JULIE 2022

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 13 Julie 2022 goedgekeur en deur die Burgemeester onderteken word,

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERING GEHOU OP 10 AUGUSTUS 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

BESLUIT dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan die volgende toevoeging –

ITEM 6.2: OORWEGING VAN DIE KONSEP VERKEERKALMERINGSBELEID

BESLUIT VERDER

(b) Dat die Verkeerkalmeringsbeleid goedgekeur word vir implementering met ingang van 17 Augustus 2022;

(c) Dat, aangesien die versoeke tot spoedwalle in die bestaande Areaplanne ontstaan het voor die implementering van die Verkeerkalmeringsbeleid, die beleid nie van toepassing is nie en die versoeke aangespreek word met in ag neming van beskikbare befondsing.

5.1.3 ONTWIKKELINGSDIENSTE

BESLUIT

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

5.1.4 BESKERMINGDIENSTE

BESLUIT

(a) Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan die volgende toevoeging –

ITEM 5.1.1: VERKEER- EN WETSTOEPASSINGSDIENSTE

BESLUIT VERDER

(b) Dat kennis geneem word van die versoek van rdh B J Stanley om ondersoek in te stel om verkeerskantore op ‘n Saterdag vir die publiek oop te stel;

(c) Dat opdrag aan die Munisipale Bestuurder gegee word om die impak van die versoek op die onbefondse mandaat te bepaal om te verseker dat Swartland Munisipaliteit nie ‘n verdere verlies aan inkomste lei nie.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1 NERSA GOEDKEURING VAN ELEKTRISITEITSTARIEWE VIR 2022/2023 (16/2/1/2/1)

Die elektrisiteitstariewe vir die 2022/2023 finansiële jaar is op 26 Mei 2022 deur die Raad goedgekeur, onderhewig daaraan dat die tariewe deur NERSA aanvaar word.

’n Skrywe gedateer/…

7.1/…

’n Skrywe gedateer 5 Julie 2022 is vanaf NERSA ontvang ten opsigte van die goedkeuring van die elektrisiteitstariewe en is versoek dat die tariefverhoging met betrekking tot die energiekomponent van die industriële tariefstrukture (tarief 3 en tarief 10) verlaag word na 7.47% in plaas van die 8%-verhoging waarvoor aansoek gedoen is.

Die afgetrede Direkteur: Elektriese Ingenieursdienste noem dat die Raad reeds bewus is van die rasionaal om die verhoging van industriële elektrisiteitstariewe geleidelik in te faseer om sodoende residensiële tariewe te kan verlaag.

BESLUIT (vir voorlegging aan die Raad op 25 Augustus 2022)
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

(a) Dat kennis geneem word van die goedkeuring ontvang vanaf NERSA vir die 2022/2023 elektrisiteitstariewe en dat lg. aanvaar word;

(b) Dat verder kennis geneem van NERSA se erkenning dat hulle nie oor die statutêre en regulatoriese jurisdiksie beskik om die voorgestelde aktiwiteit tussen die Munisipaliteit en gebruikers van kleinskaalse ingeboude kragopwekkers te reguleer nie;

(c) Dat die volgende verlaagde elektrisiteitstariewe van toepassing op die industriële tariefstrukture, soos vasgestel en goedgekeur deur NERSA, aanvaar word:

No	Tariff Structure	NERSA approved Tariff Excl Vat	NERSA approved increase	Tariff applied for Excl Vat	% Increase applied for
3	Industrial Bulk Normal (3-phase)				
3a	Bulk Consumers: Network Charge per month	R 1 853.4300	7.47%	R 1 853.4300	7.47%
3b	Consumption: per kWh	R 0.8810	7.47%	R 0.8854	8.00%
3c	Maximum Demand: per kVA per month	R 356.5700	7.47%	R 356.5700	7.47%
10	Industrial Bulk 'Time Of Use'-Tariff (3-phase, Alternative for Tariff 3)				
10a	Time Of Use: Network Charge per month	R 1 853.4300	7.47%	R 1 853.4300	7.47%
	Low Consumption Season (Sep - May):				
10b	* Peak (per kWh)	R 1.5277	7.47%	R 1.5352	8.00%
10c	* Standard (per kWh)	R 1.0513	7.47%	R 1.0565	8.00%
10d	* Off peak (per kWh)	R 0.6667	7.47%	R 0.6701	8.00%
	High Consumption Season (Jun - Aug):				
10e	* Peak (per kWh)	R 4.6834	7.47%	R 4.7065	8.00%
10f	* Standard (per kWh)	R 1.4187	7.47%	R 1.4257	8.00%
10g	* Off peak (per kWh)	R 0.7702	7.47%	R 0.7741	8.00%
10h	Maximum Demand: per kVA per month	R 239.1500	7.47%	R 239.1500	7.47%

7.2 BEGROTING AAN DIE ONDERHOUD AAN PROVINSIALE HOOFPAAIE: 2023/2024 FINANSIëLE JAAR

Die onderstaande tabel toon die beraamde uitgawes ten opsigte van die onderhoud aan provinsiale hoofpaaie in die Swartland munisipale gebied:

RAAD	**PAD NO.**	**BESKRYWING**	**AKTIWITEIT**	**VERSOEKE 2022/2023**
Swartland	MR 226	Riebeek Kasteel (Hoof-, Sarel Cilliers- en Piet Retiefstraat)	Gereelde onderhoud	R2 021 942.20
Swartland	MR 215	Darling (Hoofstraat)	Gereelde onderhoud	R994 453.32
Swartland	MR 228	Darling (Evita Bezuidenhout Blvd)	Gereelde onderhoud	R783 933.75
Swartland	MR 174	Malmesbury (Voortrekkerstraat)	Gereelde onderhoud	R602 043.77
				R4 402 373.04

Die behoeftes word op 'n jaarlikse basis aan die Provinsiale Distrikspadingenieur voorgelê vir oorweging tydens die begrotingsproses van die betrokke departement.

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

Dat die Uitvoerende Burgemeesterskomitee die Begroting van Uitgawes aan Provinsiale Hoofpaaie vir die 2023/2024 finansiële jaar soos hierbo uiteengesit, goedkeur.

7.3 PROSESPLAN VIR DIE OPSTEL VAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN (GOP) EN RUIMTELIKE ONTWIKKELINGSPLAN (ROR) (2/1/4/4/1)

Die verslag handel met die wetgewende vereistes wat ingevolge artikels 28 en 29 van die Plaaslike Regering: Wet op Munisipale Stelsels, 2000 (Wet 32 van 2000) gevolg moet word vir die opstel van die Geïntegreerde Ontwikkelingsplan (GOP) en die gepaardgaande proses na afloop van die verkiesing van 'n nuwe munisipale raad.

Die Munisipale Bestuurder bevestig, soos versoek deur rdl A K Warnick, dat 'Sport' as fokusarea ingesluit sal word vir die voorlegging van die Prosesplan aan die Raad op 25 Augustus 2022.

Die Prosesplan is apart tot die sakelys gesirkuleer.

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

(a) Dat die Prosesplan vir die opstel van die nuwe GOP vir Swartland in terme van Artikel 28 van die Wet op Munisipale Stelsels (Wet 32 van 2000) aanbeveel word vir goedkeuring deur die Raad;

(b) Dat die program met tydraamwerke/tydskedule wat as Aanhangsel A by die Prosesplan ingesluit is, in terme van artikel 29(1)(a) van die Wet op Munisipale Stelsels asook artikel 21(1)(b) van die Wet op Munisipale Finansiële Bestuur aanbeveel word vir goedkeuring deur die Raad;

(c) Dat die Prosesplan ook die hersiening van die Swartland Ruimtelike Ontwikkelingsraamwerk rig.

7.4 WYSIGING VAN DIE MUNISIPALE RUIMTELIKE ONTWIKKELINGSRAAMWERK (15/1/4/1)

Die Swartland Munisipaliteit: Verordening insake Munisipale Grondgebruikbeplanning (PK 8226 gedateer 25 Maart 2020) bepaal die prosedures wat gevolg moet word wanneer 'n wysiging aan die Munisipale Ruimtelike Ontwikkelingsraamwerk (ROR) beoog word.

Item 7.3(c) hierbo bevestig dat die hersiening van die ROR in die GOP-Prosesplan opgeneem is en in September 2022 'n aanvang sal neem.

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

Dat die volgende stappe vir die hersiening van die Munisipale Ruimtelike Ontwikkelingsraamwerk (ROR) in terme van artikel 3 en 4 van Swartland Munisipaliteit: Verordening insake Munisipale Grondgebruikbeplanning goedgekeur word:

(a) die Munisipaliteit 'n kennisgewing plaas in twee koerante wat in omloop is in die munisipale gebied en in twee amptelike tale van die Provinsie wat hoofsaaklik in die gebied gepraat word betreffende die voorneme van die Munisipaliteit om die ROR te wysig en die proses wat gevolg staan te word in terme van artikels 28(3) en 29 van die Munisipale Stelselswet;

(b) die Munisipaliteit die Provinsiale Minister skriftelik in kennis stel van sy voorneme om die ROR te wysig, die proses wat gevolg staan te word in terme van artikels 28(3) en 29 van die Munisipale Stelselswet en dat die gewysigde ROR aan die Provinsiale Minister voorsien word vir kommentaar/insette;

(c) die Munisipaliteit 'n uitnodiging aan tersaaklike belanghebbendes rig om hulself te registreer ten einde op die gewysige ROR kommentaar/insette te lewer as deel van die beoogde proses;

(d) die Munisipaliteit 'n projekkomitee aanwys wat uit die volgende amptenare vanuit die betrokke departemente sal bestaan:

Munisipale Bestuurder	:	J J Scholtz
Kantoor: Strategiese Dienste	:	O Fransman
Ruimtelike Beplanning	:	J S Krieger
	:	A M Zaayman
	:	A J Burger
	:	H Olivier
	:	A de Jager
Ingenieursdienste	:	T Möller
	:	L D Zikmann
Plaaslike Ekonomiese Ontwikkeling	:	H Balie
Behuising	:	S Arendse

7.5 VOORLEGGING VAN KONSEP VERORDENING INSAKE BEHEER OOR ONDERNEMINGS WAT DRANK AAN DIE PUBLIEK VERKOOP (1/1)

Die Raad beskik oor 'n Verordening insake Beheer oor Ondernemings wat Drank aan die Publiek verkoop wat op 22 Mei 2015 afgekondig is.

Die Direkteur: Korporatiewe Dienste noem egter, na aanleiding van die onlangse tragiese gebeure in die land by beide gelisensieerde en ongelisensieerde persele, dit nodig geag word om sekere wysigings aan die bestaande verordening aan te bring om voorsiening te maak vir veiligheids- en sekuriteitmaatreëls op alle persele waar drank aan die publiek verkoop word.

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

(a) Dat goedkeuring verleen word dat die volgende konsepverordening op 26 Mei 2022 aan die Raad voorgelê word vir aanvaarding in beginsel:
- Swartland Munisipaliteit: Verordening insake Beheer oor Ondernemings wat Drank aan die Publiek verkoop

(b) Dat, na beginselgoedkeuring deur die Raad, die konsep verordening vir publieke kommentaar geadverteer word in terme van artikel 12(3)(b) van die Stelselswet, 2000, in die plaaslike media sowel as op die munisipale webtuiste.

7.6 WYSIGING AAN DIE PRESTASIEBESTUUR- EN ONTWIKKELINGSBELEID (2/4/2)

Die Prestasiebestuur- en Ontwikkelingsbeleid is op 19 Mei 2022 deur die Uitvoerende Burgemeester aanvaar en noodsaak die aanstelling van die nuwe Direkteur: Elektriese Ingenieursdienste 'n geringe wysiging daaraan.

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

Dat die Beleid vir Prestasiebestuur en -Ontwikkeling met ingang van 1 Augustus 2022 gewysig word deur die byvoeging van die onderstreepte gedeelte in Gedeelte 2 Paragraaf 10 (Prestasie bonusse) - hieronder in Engels aangehaal:
"The Municipality however has decided not to pay any performance bonuses, with the exception of the Municipal Manager <u>and Director Electrical Engineering Services</u> who will be eligible for a performance bonus according to the calculation table in ANNEXURE A up to a maximum of 14%."

7.7 MENSLIKE HULPBRONNE: NUWE BELEIDE EN HERSIENING VAN BESTAANDE BELEID (4/2/B)

Die nuwe Munisipale Personeelregulasies noodsaak die samestelling van 'n aantal nuwe beleide, asook die hersiening van bestaande beleide om te voldoen aan die vereistes soos bepaal deur die Regulasies.

Die konsep beleide is aan die Arbeidsforum voorgelê en beide vakbonde – Imatu en Samwu – het geleentheid gehad om daarop kommentaar/insette te lewer. Die finale konsep beleide is op 21 Julie 2022 aan die vakbonde voorgelê en word die beleide aan die Uitvoerende Burgemeesterskomitee aanbeveel vir oorweging en goedkeuring.

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

(a) Dat die Uitvoerende Burgemeesterskomitee die aangehegte Veranderings-bestuurstrategie vir die implementering van die Munisipale Personeelregulasies goedkeur met ingang van 1 September 2022;

(b) Dat die Uitvoerende Burgemeesterskomitee die aangehegte gewysigde Werwing- en Keuringsbeleid goedkeur met ingang van 1 September 2022;

(c) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Proeftydperkbeleid goedkeur met ingang van 1 September 2022;

(d) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Retensiebeleid goedkeur met ingang van 1 September 2022;

(e) Dat kennis geneem word dat die delegasies voortspruitend uit die betrokke beleide voorgelê sal word aan die Raad aan die einde van Mei 2023 as deel van die Delegasiestelsel.

7.8 VERSLAG OOR GEMEENSKAP ONTWIKKELINGSPROJEKTE 2021/2022: UITKOMSTE EN IMPAK (17/2/2)

Die Afdeling: Gemeenskapsontwikkeling moet op ’n jaarlikse basis verslag doen insake die uitkomste en impak van gemeenskapsontwikkelingsprojekte ingevolge die Swartland Munisipale Sosiale Ontwikkelingsbeleid en -Strategie.
Die verslag sluit die uitkomste en impak van die projekte in wat gedurende 2021/2022 finansiële jaar aangebied is.

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

(a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die uitkomste en impak van die gemeenskapsontwikkelingsprojekte t.o.v. 2021/2022;

(b) Dat die Gemeenskapsontwikkelingsafdeling teen Augustus jaarliks verslag moet doen oor die uitkomste en impak van gemeenskap-sontwikkelingsprojekte van die vorige finansiële jaar.

7.9 VERSKUIWING VAN VOC SEINKANON, MOORREESBURG (17/13/1)

’n Aansoek is ontvang vanaf mnr Johann Mostert van die VOC Stigting, wat namens die plaaseienaar optree, om een van die twee kanonne wat tans voor die Stadsaal in Moorreesburg geplaas is, te verskuif na sy oorspronlike seinstasie op die Plaas Kanonberg, 12 km Suidoos van Moorreesburg.

Die verslag tot die sakelys bied agtergrond tot gesprekke wat gevoer is met die onderskeie rolspelers, naamlik die Koringbedryf Museum, die VOC Stigting en die South African Heritage Resources Agency (SAHRA) aangaande die verskuiwing vna die seinkanon. Verdere gesprekke het ook plaasgevind met die Canon Association of South Africa (CAOSA) ten einde soveel as moontlik inligting in te samel insake die betrokke kanon. Bevestiging is vanaf CAOSA ontvang dat die seinkanon ter sprake wel die oorspronklike kanon is wat op die Plaas Kanonberg gebruik is.

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

(a) Dat toestemming verleen word aan Mnr Johann Mostert van die VOC Stigting vir die verskuiwing van die VOC-kanon voor die Moorreesburg stadsaal na sy oorspronklike posisie op die plaas Kanonberg, Moorreesburg;

(b) Dat publieke kommentaar, van 'n erfenisaard alleenlik, ingewin word by wyse van kennisgewings in die plaaslike media, kennisgewings op perseel, asook via die toepaslike wykskomitees en sosiale media;

(c) Dat enige besware ontvang na hierdie komitee verwys sal word vir oorweging;

(d) Dat die aansoeker ook verantwoordelik sal wees vir die vervanging van die bestaande kanon met 'n soortgelyke artefak.

7.10 AANSOEK OM VESTIGING VAN KREMATORIUM, DARLING (12/2/R)

Staan oor.

7.11 HUUROOREENKOMS: W DUCKITT & SONS CC (15/4/6)

Die Munisipaliteit huur 'n gedeelte (groot ±300 m²) van die plaas, Oude Post, geleë in die omgewing van Darling waarop 'n kabelvrye netwerkstasie opgerig is. Die verlenging van die huurooreenkoms is noodsaaklik vir die voortgesette verskaffing van Inligtings, Kommunikasie en Tegnologie-dienste in die betrokke area.

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

Dat die hernuwing van die huurooreenkoms met W Duckitt & Seuns vir die huur van 'n gedeelte (groot ±300m²) van restant van gedeelte 8 van die plaas Oude Post 577 vir die voortgesette bedryf van die Munisipaliteit se kabelvrye netwerkstasie soos volg goedgekeur word:

(a) 'n huurooreenkoms vir die tydperk 1 Oktober 2022 tot 30 September 2025 teen betaling van huurgeld van R2 072.37, plus BTW, per maand en wat jaarliks met 8% eskaleer, asook 'n opsie om verder te huur.

7.12 HUUROOREENKOMS: DARLING KLEINBOERE VERENIGING (17/2/2)

Die Raad het vir die periode 1 April 2008 tot 28 Februarie 2018 'n gedeelte grond (±68 hektaar) aan die Darling Kleinboere Vereniging verhuur, maar het weens die nie-nakoming van sekere bepalings in die oorspronklike ooreenkoms nie die huurtermyn hernu nie.

Die Direkteur: Korporatiewe Dienste meld dat daar verskeie interaksies sedertdien met die Darling Kleinboere Vereniging plaasgevind het en dat die vereniging nou in 'n gunstige posisie is om 'n langtermyn ooreenkoms te sluit. Die aangaan van 'n ooreenkoms is ook noodsaaklik om hulp vanaf ander staatsdepartemente te bekom, bv. vir die sink van boorgate en heinings.

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

(a) Dat 'n gedeelte van erf 551 (grootte ±68 hektaar) te Darling, aan die Darling Kleinboere Vereniging verhuur word, vir `n tydperk van 9 jaar en 11 maande;

(b) Dat huurgeld vasgestel word op R120.00 plus BTW, per maand;

(c) Dat die huurvoorwaardes deur die Direkteur: Korporatiewe Dienste, in oorleg met die Direkteur: Ontwikkelingsdienste bepaal word.

7.13 HUUR VAN MUNISIPALE MEENTGROND TE MALMESBURY (12/2/4-8/4)

Die Raad verhuur aan die Swartland Voortrekkers ‘n gedeelte munisipale meentgrond, groot ± 2082m², geleë oorkant die Swartland Hoërskool te Malmesbury, wat gedeeltelik in die bestaande padreserwe val.

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

(a) Dat ‘n gedeelte meentgrond (groot ±2082 m²) te Malmesbury, aan die Swartland Voortrekkerkommando verhuur word vir termyn van een (1) jaar m.i.v. 1 September 2022;

(b) Dat huurgeld vasgestel word op R120.00 plus BTW, per jaar;

(c) Dat die huurvoorwaardes onveranderd bly.

7.14 UITSTAANDE DEBITEURE: JULIE 2022 (5/7/1/1)

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

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

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

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

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

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

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Julie 2022 soos met die sakelys gesirkuleer.

7.16 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE HERSTELWERK AAN DIE VULLISVERWYDERINGSVRAGMOTOR, CK 38712 (8/1/B/2)

Die betrokke vullisverwyderingsvoertuig, CK 38712, word gebruik vir die verwydering van vaste afval in die munisipale gebied.

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

(a) Dat die Uitvoerende Burgemeesterskomiteee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;

(b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die vullisverwyderingsvragmotor, CK 38712, deur Transtech ten bedrae van R55 017.08 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:
    (i) die vragmotor sou vir ‘n geruime tyd buite werking wees indien die normale verkrygingsproses gevolg is;
    (ii) voormelde sou aanleiding gegee het tot ‘n onderbreking in die vullisverwyderingsdiens met gepaardgaande openbare gesondheids-risiko’s;
    (iii) die herstelwerk aan die vragmotor is as ‘n noodgeval hanteer;

(d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R55 017.08 (BTW uitgesluit) teen posnommer 9/241-1253-709 verreken word;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.17 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: DRINGENDE HERSTELWERK AAN DIE DROMSKERMS BY DIE INLAATWERKE VAN DIE MALMESBURY WWTW (8/1/B/2)

Die inlaatwerke by die Malmesbury WWTW is toegerus met twee dromskerms. Die dromskerms is deel van die primêre behandelingsproses waar vreemde voorwerpe soos lappe, motormotorenjins, klippe ens verwyder word ten einde meganiese toerusting verder af in die behandelingsproses te beskerm.

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

(a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;

(b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die herstelwerk aan die “drum screen” by die Malmesbury WWTW deur *G W Trautmann* ten bedrae van R66 775.52 (BTW uitgesluit) goed te keur;

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
  (i) indien die normale prosesse gevolg was, sou die dromskerm vir ‘n geruime tyd buite werking gelaat word;
  (ii) voormelde sou lei tot onafwendbare skade aan die meganiese toerusting verder af in die proses;
  (iii) die herstelwerk by die Malmesbury WWTW was dus as 'n noodgeval gehanteer;

(d) Dat kennis geneem word dat die uitgawe ten bedrae van R66 775.52 (BTW uitgesluit) teen posnommer: 9/239-851-689 verreken word en dat daar voldoende fondse beskikbaar is;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsiening-kanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.18 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: HERSTELWERK AAN DIE DEZZI-SKRAPER (8/1/B/2)

Die Dezzi-skraper word in Darling gebruik vir die instandhouding van grondpaaie en tydens normale bedrywighede is opgemerk dat die lem nie behoorlik funksioneer nie.

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

(a) Dat die Uitvoerende Burgemeesterskomiteee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;

(b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die Dezzi-skraper deur *Cape Diggers* ten bedrae van R32 126.00 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsprosedures as volg is:

- (i) die omvang van die werk deur *Cape Diggers* aan die masjien om die geaffekteerde komponente te ondersoek om ‘n kwotasie voor te berei;
- (ii) dit as onprakties beskou word om die amptelike verkrygingsprosedures te volg, aangesien dit sou beteken het dat die masjien weer aanmekaar gesit moet word met die foutiewe komponente;
- (iii) *Cape Diggers* is die gemagtigde diensagent vir Dezzi toerusting in die Weskaap;

(d) Dat daar voldoende fondse beskikbaar is en dat die uitgawe ten bedrae van R32 126.00 (BTW uitgesluit) teen posnommer 9/241-1253-709 verreken word;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.19 AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSESSE: AANSTEL VAN SEKURITEITSMAATSKAPPY MET TWEE SEKURITEITSWAGTE EN -HONE BY DIE WESBANK SPORTGRONDE (8/1/B/2)

Die Wesbank Sportgronde gaan steeds gebuk onder diefstal en beskadiging van munisipale bates en word die dienste van ‘n sekuriteitswag daar benodig in ‘n poging om die skade te probeer beperk.

Rdl A K Warnick noem dat die onderskeie sportklubs deur middel van die Sportforum ‘n besluit geneem het om eienaarskap op te neem en die sportgronde teen vandalisme te beskerm deur die Buurtwag te betaal om gereelde patrollies daar te doen.

Die Munisipale Bestuurder noem dat opdrag aan die Sportbeampte gegee sal word om voormelde inisiatief te ondersoek vir oorweging deur die onderskeie Sportforums. Aktiewe burgerskap raak al hoe meer belangrik om die Munisipaliteit by te staan om munipale bates te beskerm ten einde volgehoue dienslewering te verseker.

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

(a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge klousule 36(2) van die Voorsieningkanaalbestuurbeleid;

(b) Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die kwotasie van *Dogs & All* te aanvaar vir die lewering van sekuriteitsdienste by die Wesbank Sportgronde ten bedrae van R96,075.00 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:

- (i) die risiko van diefstal en vandalisme van munisipale bates by die Wesbank Sportgronde is van so ‘n aard dat dit nodig is om die Raad se bates daarteen te beskerm;
- (ii) die aanstelling is as ‘n noodgeval hanteer om die munisipale bates teen diefstal en vandalisme te beskerm;

(d) Dat die uitgawe ten bedrae van R96,075.00 (BTW uitgesluit) teen posnommer: 9/237-1017-1319 verreken word en dat daar voldoende fondse beskikbaar is;

(e) Dat die Bestuurder: Finansiële State in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde rede as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

Munisipaliteit
Municipality
Umasipala

NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 14 SEPTEMBER 2022 OM 10:00

TEENWOORDIG:

RAADSLEDE:
Ondervoorsitter, rdl N Smit

Penxa, B J	Van Zyl, M (rdd)
Pypers, D C	Vermeulen, G
Soldaka, P E	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Openbare Dienste, mnr. J Spies
Hoof: Wetstoepassing/Verkeersdienste, mnr. N Matthys
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede en open die vergadering met skriflesing en gebed.

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

Verlof tot afwesigheid word verleen aan rdle T van Essen, I S le Minnie, E C O'Kennedy, M A Rangasamy, A K Warnick, die Direkteur: Beskermingsdienste, mnr P A C Humphreys en die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 10 AUGUSTUS 2022

BESLUIT
(voorgestel deur rdd M van Zyl, gesekondeer deur rdl D C Pypers)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 10 Augustus 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

3.1 SKRYWES VAN DANK EN WAARDERING AAN SWARTLAND MUNISIPALITEIT

BESLUIT

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

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

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

5.1 MAANDVERSLAG: JULIE 2022

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

BESLUIT
(voorgestel deur rdl D C Pypers, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Munisipale Bestuurder vir Julie 2022.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 SALGA: IGR-WERKGROEP GEHOU OP 16 AUGUSTUS 2022

Die Uitvoerende Burgemeester gee terugvoering oor die SALGA IGR-werkgroep wat op 16 Augustus 2022 gehou is.

Die Uitvoerende Burgemeester lig die lede in oor die onderwerpe wat bespreek was, nl:
- Onbefondsde mandate
- *IGRFA* wysigings
- die herbepaling van Munisipale Dienste
- Die *Upper Limits* van Raadslede

Addisionele inligting word deur die Munisipale Bestuurder gegee.

BESLUIT

Dat kennis geneem word van die terugvoer van die SALGA IGR-werkgroep wat op 16 Augustus 2022 gehou is.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: JULIE 2022

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

BESLUIT
(op voorstel van rdd M van Zyl, gesekondeer deur rdl D C Pypers)

Dat kennis geneem word van die maandverslag van die Direktoraat Korporatiewe Dienste vir Julie 2022.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: JULIE 2022

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

Die Direkteur: Finansiële Dienste beklemtoon die onderstaande punte, nl:

- Vir Julie 2022 is die Inkomste, R108 442 008 en die Uitgawes, R23 843 713, met 'n rekeningkundige surplus van R84 598 295, vergeleke met die begrote surplus van R59 328 315.

- In vergelyking met die vorige jaar staan die beleggings vir Julie op R 580 miljoen in vergelyking met R 560 miljoen in die vorige jaar.

- Rakende die raad se eksterne lenings, sal die balans van R 99 miljoen aan die einde van Desember 2022 met ongeveer R 5 miljoen verminder word.

- Met betrekking tot die debiteureverslag vir die maand Julie 2022 was daar 'n betalingskoers van 105%.

- Die totale uitstaande skuld is minder as 5% van die raad se totale munisipale inkomste.

- Die Raad se totale deernisregister is byna 42% van sy totale residensiële huishoudings, baie meer as sommige ander munisipaliteite.

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir Julie 2022.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL N SMIT
ONDERVOORSITTER

NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 14 SEPTEMBER 2022 OM 10:55

TEENWOORDIG:

RAADSLEDE:
Voorsitter, rdl R J Jooste

Bess, D G	Smit, N
Duda, A A	Stanley, B J (rdh)
Fortuin, C	Van Zyl, M (rdd)
Pieters, C	

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Openbare Dienste, mnr. J Spies
Hoof: Wetstoepassing/Verkeersdienste, mnr. N Matthys
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 rdle T van Essen, E C O'Kennedy, A K Warnick, die Direkteur: Beskermingsdienste, mnr P A C Humphreys en die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 10 AUGUSTUS 2022

BESLUIT
(voorgestel deur rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 10 Augustus 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JULIE 2022

5.1.1 SIVIELE INGENIEURSDIENSTE

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

Die Bestuurder: Openbare Dienste gee – onder andere – inligting deur insake die die stand van die damvlakke van Voëlvlei- en Paardenbergdam.

Die Bestuurder: Openbare Dienste meld dat die reënval tot op hede laag is in vergelyking met die vorige jare se reënval en die langtermyn gemiddeld. Swartland Munisipaliteit het sy kommer uitgespreek teenoor die Departement van Water en Sanitasie aangaande die lae damvlakke.

Rdl C Fortuin lig die lede in oor die twee skoliere se lyke wat in die munisipale swembad in Moorreesburg gevind is op Vrydag 9 September 2022. Sy versoek dat daar ondersoek ingestel word oor die insident en dat die Munisipaliteit dit moet oorweeg om die ouers van die oorledenes ondersteuning te gee.

Die Munisipale Bestuurder meld dat hy bovermelde insident met die Uitvoerende Burgemeester sal bespreek en besluit sal word tot op watter mate Swartland Munisipaliteit ondersteuning aan die families van die oorledenes sal gee.

BESLUIT
(op voorstel van rdh B J Stanley, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Direktoraat Siviele Ingenieursdienste vir Julie 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 T Möller, om belangrike aspekte uit te wys.

BESLUIT
(op voorstel van rdh B J Stanley, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir Julie 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, 14 SEPTEMBER 2022 OM 11:26

TEENWOORDIG:

RAADSLEDE:
Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

Booysen, A M	Pypers, D C
De Beer, J M	Smit, N
Ngozi, M	Soldaka, P E

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Openbare Dienste, mnr. J Spies
Hoof: Wetstoepassing/Verkeersdienste, mnr. N Matthys
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter, rdl G Vermeulen, reël dat die vergadering waargeneem word deur die ondervoorsitter, rdl D G Bess, weens gesondheidsprobleme.

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

Verlof tot afwesigheid word verleen aan rdle I S le Minnie, M A Rangasamy, C Daniels, die Direkteur: Beskermingsdienste, mnr P A C Humphreys en die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann.

2. NOTULE

2.1 NOTULES VAN ’N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-DIENSTE) GEHOU OP 10 AUGUSTUS 2022

BESLUIT
(voorgestel deur rdl N Smit, gesekondeer deur rdl D C Pypers)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 10 Augustus 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JULIE 2022

Die Voorsitter lê die maandverslag ter tafel.

Die Direkteur Ontwikkelingsdienste gee inligting deur insake die beplande projekte deur gemeenskapsontwikkeling gedurende September.

Verder gee die Direkteur Ontwikkelingsdienste 'n opsomming rakende die onderskeie behuisingsprojekte.

Rdl A Booysen spreek haar kommer uit oor die De Hoop behuisingsprojek, wat gepaard gaan met die instandhouding van die huise.

Na aanleiding van ‘n bespreking insake die prosesse wat gepaardgaan met die implementering van behuisingsprojekte, word versoek deur rdl N Smit dat ‘n werkwinkel met raadslede gehou word deur die behuisingsafdeling.

BESLUIT
(op voorstel van rdl J M de Beer, gesekondeer deur rdl D C Pypers)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Julie 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 10 Augustus 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, 14 SEPTEMBER 2022 OM 12:00

TEENWOORDIG:

RAADSLEDE:
Voorsitter, rdd M van Zyl

Bess, D G	Papier, J R
De Beer, J M	Pieters, C
Fortuin, C	Stanley, B J (rdh)
Jooste, R J	Van Zyl, M

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Bestuurder: Openbare Dienste, mnr. J Spies
Hoof: Wetstoepassing/Verkeersdienste, mnr. N Matthys
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 rdle I S le Minnie, A K Warnick, C Daniels, die Direkteur: Beskermingsdienste, mnr P A C Humphreys en die Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 10 AUGUSTUS 2022

BESLUIT
(voorgestel deur rdl D G Bess, gesekondeer deur rdl R J Jooste)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 10 Augustus 2022 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JULIE 2022

5.1.1 PRESTASIEVERSLAG
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 Hoof: Wetstoepassing/Verkeersdienste om die belangrikste aspekte uit die maandverslag aan raadslede uit te wys.

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

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDD M VAN ZYL
VOORSITTER

Munisipaliteit
Municipality
Umasipala

Item 6.1.1

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste
11 Augustus 2022

12/2R

ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 17 AUGUSTUS 2022

ONDERWERP: AANSOEK OM VESTIGING VAN KREMATORIUM, DARLING
SUBJECT: APPLICATION FOR ESTABLISHMENT OF A CREMATORIUM, DARLING

1. AGTERGROND

1.1 Die Munisipaliteit het die aangehegte aansoek (**AANHANGSEL A**) ontvang van Mnr Christo Vermaak vir die verkryging van 'n gedeelte grond by die Darling-begraafplaas vir die vestiging van 'n krematorium. Hy benodig ongeveer 300 m² vir hierdie doel, soos aangedui op die uitlegplan hierby aangeheg, gemerk **AANHANGSEL B**.

1.2 Hierdie aangeleentheid is op bestuursvlak oorweeg, en die volgende voor- en nadele daaromtrent uitgelig:

- Die grond wat benodig word, sal die leeftyd van die begraafplaas met ongeveer ses maande (50 grafte) teen die huidige aanwas verkort;
- Die voorgestelde gebruik sal (1) indien die grond verkoop word, vereis dat 'n onderverdelings- en hersoneringsproses deurloop moet word, of (2) indien dit verhuur word, 'n vergunningsgebruikaansoek vereis ten opsigte van die *footprint* area van gebruik;
- Daar potensieel heelwat teenkanting vanaf die publiek mag wees teen die betrokke bedryf naby 'n residensiële gebied, as gevolg van reuk- of ander oorlaste;
- Die tipe bedryf moontlik 'n omgewingsproses mag vereis, wat duur en tydrowend is;
- Dit nie billik is teenoor ander kommersiële beleggers indien sekere individue bevoordeel word deur die proses te vergemaklik vir hulle om munisipale grond te bekom nie, terwyl daar in die algemeen van hierdie tipe belegger verwag sou word om grond in die nywerheidsgebied aan te koop en die nodige regte te bekom.
- Die krematorium, wat skynbaar voltyds (24 uur) bedryf sal word, moontlik mag bydra tot die bekamping van vandalisme, asook (indien dit 'n voorwaarde van verkoop/verhuur gemaak sou word) die daarstel van toiletfasiliteite vir die begraafplaas deur die ontwikkelaar.

2. WETGEWING

2.1 Die vervreemding of verlening van langtermynregte in grond word gereguleer deur die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003, die *Municipal Asset Transfer Regulations*, 2008 sowel as die Raad se Verordening insake die Oordrag van Kapitale Bates, effektief vanaf 22 Mei 2015, wat vereis dat die prosesse daaromheen billik, regverdig, deursigtig en mededingend moet wees.

2.2 Die uit-die-hand vervreemding of verhuring van munisipale eiendom word slegs onder baie beperkte voorwaardes toegelaat, wat in hierdie geval nie ter sprake is nie. Gevolglik sal daar, indien die Raad in beginsel sou besluit om wel 'n gedeelte van die begraafplaasgrond vir 'n krematorium beskikbaar te stel, 'n publieke proses deurloop moet word om tenders met ontwikkelingsvoorstelle te in.

3. FINANSIëLE IMPLIKASIES

Daar sal volledig met hierdie aspekte gehandel word indien 'n verslag aan die Raad voorgehou word rakende die vervreemding of verhuring van die grond, hangende die besluit/aanbeveling van die burgemeesterskomitee.

Voorgelê vir oorweging.

BESLUIT dat die item oorstaan.

AFSKRIFTE – DK, vir voorlegging in September in oorleg met BM

"A"

Aansoek in grond:
Darling krematorium

LEAN BUSINESS START UP PLAN

MUNISIPALITEIT SWARTLAND			Reg.	
LEER No: 12/2/R			FOLIO No:	
Verwys Na	Inligting	Verslag	Afhandel	Kom/Taar
DK				
cc Karin Smit				
Ander Opdrag:				
SPERDATUM:				(get)BK

Name of business. Darling Crematorium.

Owner: Christo Adriaan Vermaak.

Physical Address and contact details: 31B Church street Darling 7345

Cell. 071 550 8243 Email. vermaakca1@gmail.com

Brief description of service.

My services will start by collecting human remains (in caskets/coffins) from funeral undertakers in and around the Swartland district and transporting them to my proposed premises in the Darling Industrial area .

This site will comprise of a building that will house a Human Cremator, also or better known as a RETORT. This retort is a big furnace built by an engineer specifically to cremate/dispose of a human body.

The overall dimensions of said "FURNACE" is 3000mm long, 1500mm wide and 2500mm high with a 400mm wide Flue stack of 15m. Overall weight is 6200 kg with Two (2) LPG gas burners, main burner being 350 kWatt and after burner 250 kWatt, thus disposing of a body in in more or less 90 minutes depending on size, weight or gender.

After the cooling off of the bones left in the retort they are then placed in a Cremulator on site in which it is then processed into what as known to the public as ashes. These ashes or cremulated remains will then be packaged and returned to the funeral undertaker to be collected by their loved ones.

Is there a need for the product/service and why?

There is an ABSOLUTE need for this service, especially in this area/district as there are only three (3) other crematoriums in the whole of the Western Cape with ridiculous turnover times and people having to wait weeks, sometimes months for the return of their loved ones .

Bodies are also stacking up at funeral undertakers and state mortuaries who then later don't know what to do with them. This can lead to health risks as some of these bodies was exposed to infectious diseases.

Also as we know that space is running out for the building of cemetaries and also with the crime rate being what it is less people are going to visit their family's graves as it is usually secluded and are prone to crimes being committed.

Cremation is also more environmentally friendly as tests are being performed on a regular basis in methods of isokinetic sampling to conform with regulations.

Oorhandig deur mnr Vermaak op 7 Junie 2022;
na bestuur op 20 Junie
Opvolgbesoek mnr Vermaak op 30 Junie → Louis Zeimann

Who is the intended market for the product/service?

The intended marked would be any legal funeral undertaker or director and their clients be it private funeral homes or state medico legal laboratories.

Who are your competitors and what do they offer ?

As mentioned above these premises will be located in Darling Swartland district Western Cape and as to date there are only Three (3) other crematoriums in the whole of Western Cape situated in Maitland, Durbanville and Paarl (Klein Drakenstein) respectively.

Two of these offer chapel services which I might consider in the future but not as for now, whereas the third offer transport services of the deceased to and from the crematorium and the funeral undertakers as this will be one of my services too. For the rest all cremation services are more or less the same.

What is different (competitive advantage) about your product/service ?

First and foremost the area where this business will be situated is non to beat as there are no other in a 60 to a 100km radius, there are an abundance of funeral homes in this area close to service eg. Atlantis, Malmesbury, Mooreesburg, Vredenburg and all along the Westcoast.

The site premises itself leads to good traffic as well as local suppliers of gas and other logistical needs on a daily basis make ease of operations, the fact that there is an absolute need for transportation between funeral directors and myself is a given and this need will also be fulfilled.

What skills do you need for the business and do I have them ?

I have honed my skills in the cremation industry for the past five (5) years. Technical skills in the operation of the systems in place with engineers that has been in the industry for more than 40 years, I have knowledge of this subject worldwide.

I also have the ability to transfer knowledge to employees in a timely fashion. More important than skills are the characteristics needed as a person in this industry as we are dealing with human beings, alive and deceased to morally have sympathy, empathy and the respect to do so to the best of our ability.

± 1 000 m² → ~~350~~ 130 m² (fasiliteite 100 m²)

Darling begraafplaas (Noord)

(sonering)

→ uit die dorp

begraafplaas tans 10 000 m²

100 m² + afdak + kombuis-/ablusiefasiliteite

grond onbruikbaar weens watertafel

24 h operasie : 12 mense 3 per skof

Companies and Intellectual Property Commission
a member of the dti group

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA

FORM COR 14.3 - REGISTRATION CERTIFICATE

Issue date:	20/05/2022
Print date:	20/05/2022
Customer code:	RSSDCM
Tracking number:	9366318388

Concerning

DARLING KREMATORIUM (Pty) Ltd 2022/497933/07

The above company has been registered in terms of section 14 of the Companies Act, 2008.

In accordance with the Notice of Incorporation, the registration of the company takes effect on 20/05/2022.

In conjunction with this certificate, the Commission has not issued another notice contemplated in section 12 (3).

Commissioner: CIPC

About this Notice

This Notice is issued in terms of section 14 of the Companies Act, 2008, and Regulation 14 of the Companies Regulations, 2011.
If the Commission has altered the name of the company, in terms of section 14 (2) (b), the company may file an amended Notice of Incorporation to change the name.
If the Commission has issued a Notice of a Potentially Contested Name in conjunction with the Certificate, the company must serve that Notice on each person identified in the Notice, and any such person has the right to challenge the use of the name, by the company.

The Companies and Intellectual Property Commission of South Africa
P.O. Box 429, Pretoria, 0001, Republic of South Africa
Docex 256, Pretoria
Contact centre 086 100 2472
www.cipc.co.za

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Certificate issued by the Companies and Intellectual Property Commission on Friday, May 20, 2022 11:00

Registration Certificate

Companies and Intellectual Property Commission

a member of the dti group

Registration number	2022 / 497933 / 07
Enterprise name	DARLING KREMATORIUM (PTY) LTD
Enterprise shortened name	NOT APPLICABLE
Enterprise translated name	NOT APPLICABLE
Registration date	20/05/2022
Business start date	20/05/2022
Enterprise type	PRIVATE COMPANY
Enterprise status	IN BUSINESS
Financial year end	FEBRUARY
Type of MOI	STANDARD (COR15.1A)
Main business/main object	BUSINESS ACTIVITIES NOT RESTRICTED.
Postal address	31B KERK STREET DARLING DARLING WESTERN CAPE 7345
Address of registered office	31B KERK STREET DARLING DARLING WESTERN CAPE 7345

The Companies and Intellectual Property Commission of South Africa
P.O. Box 429, Pretoria, 0001, Republic of South Africa
Docex 256, Pretoria
Contact centre 086 100 2472
www.cipc.co.za

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Certificate issued by the Companies and Intellectual Property Commission on Friday, May 20, 2022

Registration Certificate

Companies and Intellectual Property Commission
a member of the dti group

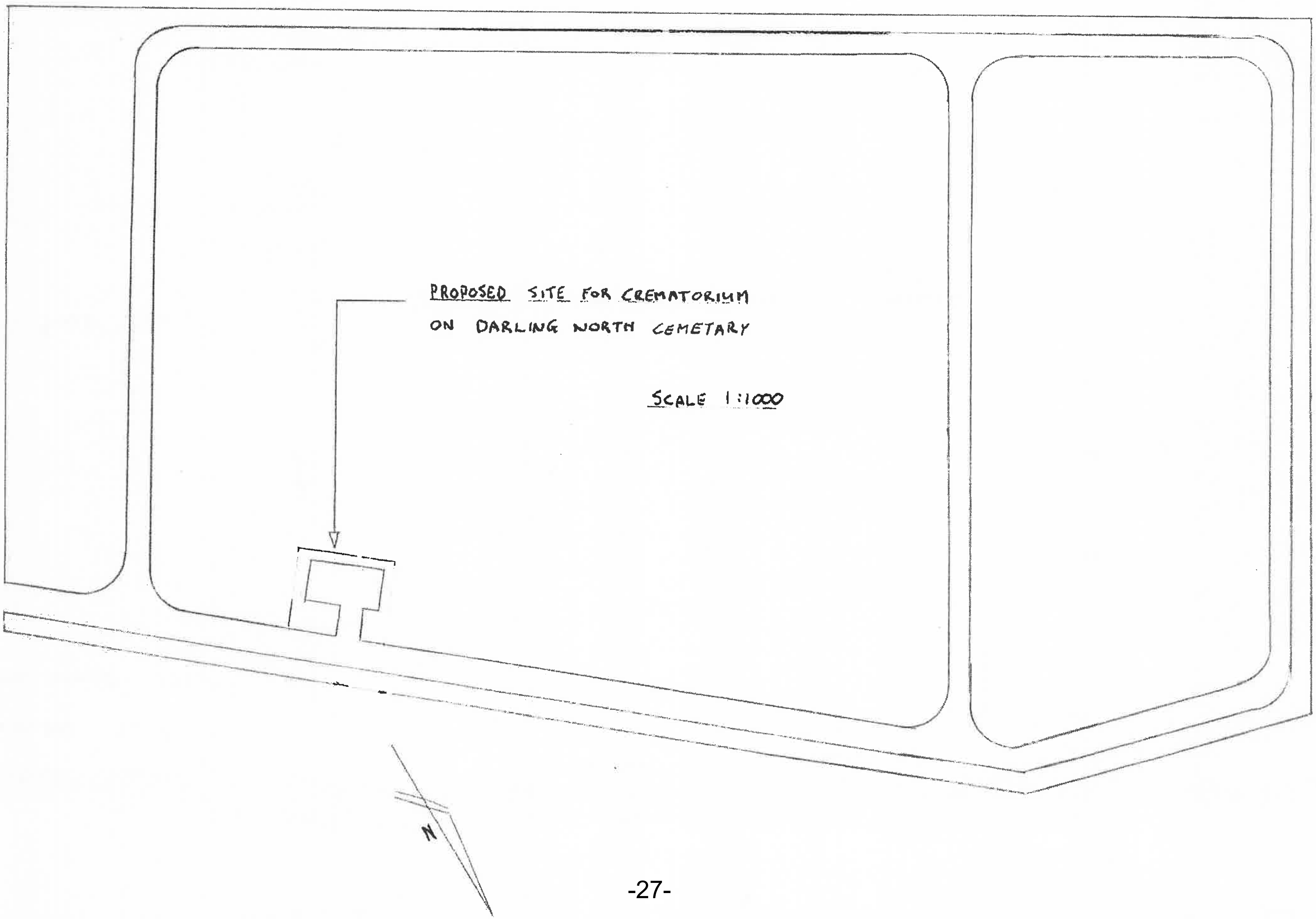
Registration number 2022/497933/07

Enterprise name DARLING KREMATORIUM (PTY) LTD

Auditors

Directors

Surname and first names	Status	ID number or date of birth	Director type	Appointment date	Addresses
VERMAAK, CHRISTO ADRIAAN	ACTIVE	7512275093083	DIRECTOR	20/05/2022	**Postal** 31B KERK STREET, DARLING, DARLING, WESTERN CAPE, 7345 **Residential** 31B KERK STREET, DARLING, DARLING, WESTERN CAPE, 7345

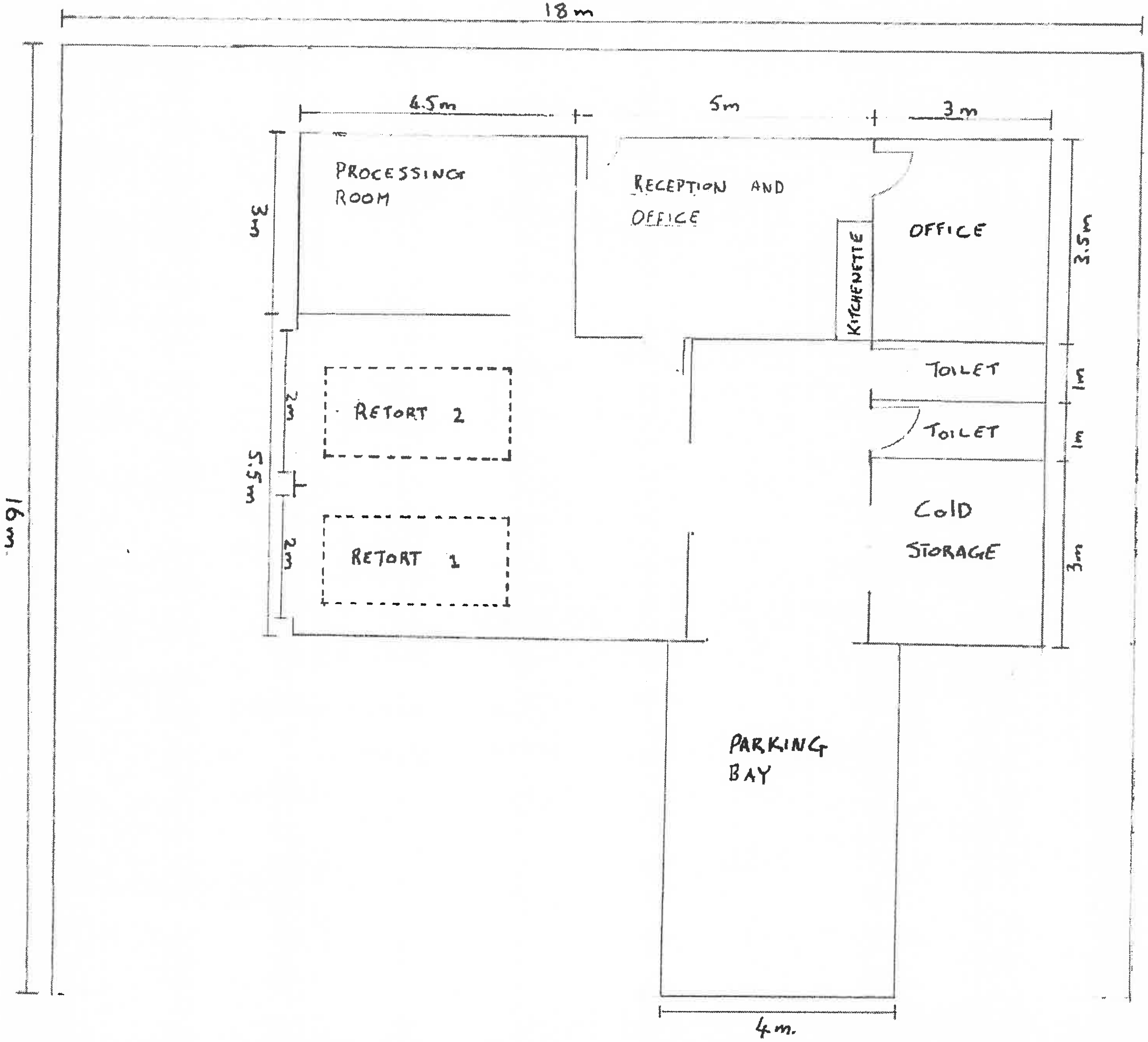

PROPOSED SITE FOR CREMATORIUM
ON DARLING NORTH CEMETARY
SCALE 1:1000
N

BUILDING: 106.25 m^2

PARKING BAY: 24 m^2

TOTAL GROUND: 288 m^2

SCALE 1:100



PROPOSED CREMATORIUM

FLOORPLAN BY: C.A VERMAAK

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

14 September 2022
5/15/1/3

ITEM 7.1 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 22 SEPTEMBER 2022

SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 24 MAY 2022

1. BACKGROUND

The minutes of the Municipality's Performance and Risk Audit Committee held on 24 May 2022 is hereby tabled. In accordance with the approved Performance and Risk Audit Committee mandate the said minutes, or a summary thereof, must be submitted to Council to be dealt with at its next ensuing meeting.

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

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance and Risk Audit Committee, arising from their meeting held on 24 May 2022 for which a Council decision is required.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie en Risiko Ouditkomitee se vergadering van 24 May 2022.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance and Risk Audit Committee of 24 May 2022.

(get) J J Scholtz

MUNISIPALE BESTUURDER

MINUTES OF THE MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 24 MAY 2022 AT 09:30

PRESENT

AUDIT COMMITTEE

Chairperson	:	Mr C De Jager (CDJ)
Members		Ms R Gani (RG)
		Mr B Gouws (BG)
OFFICIALS	:	Municipal Manager: Mr J Scholtz (JS)
		Director, Corporate Services: Ms M Terblanche (MT)
		Director, Protection Services: Mr P Humphreys (PH)
		Director, Civil Engineering Services: Mr L Zikmann (LZ)
		Director, Electrical Engineering Services: Mr R du Toit (RDT)
		Director, Development Services: Ms J Krieger (JK)
		Manager: Budget Office & Costing, Ms H T Papier (HP)
		Manager, Internal Audit: Mr P le Roux (PLR)
		Intern Risk Management: Ms T Howburg (TH)
		Committee Officer, Ms S Willemse (SW)

1. OPENING

1.1 Welcome

The Chairperson of the Audit Committee, CDJ bade everyone welcome.

Meeting in accordance with the request from the Chairperson.

Apologies

Director, Financial Services: Mr M Bolton (MB)

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

The Chairperson declared that he is also a member of the Disciplinary Committee of the municipality and a member of the MPAC.

No interests declared by other members.

3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT COMPONENT

The independence of the Internal Audit Component was confirmed.

4. ADDITIONS TO THE AGENDA

New appointments

2021 External Audit outcome

New Staff Regulations

The new IDP process

RG suggested that the following 2 items should be added to the agenda going forward:

- Communication by the Chairperson; and
- Communication by the Municipal Manager.

5. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 22 FEBRUARY 2022

Suggested changes made to the minutes during the meeting.

RESOLVED that the minutes of the Audit Committee meeting held on 22 February 2022, be accepted

6. MATTERS ARISING FROM MINUTES

6.1 Item 6.2 - Operational Risk Registers

Item discussed under item 10.2

6.2 Item 6.4 - Disaster Recovery Plan

Item discussed under item 12.4

6.3 Item 7.3 - Performance Semester 1 Report per Director

The report regarding the LGSETA Mandatory Grants 2020/21 and the Performance Semester 1 Report was sent electronically to all members.

Mandatory Grants are 20% of the organisation's skills levy paid back to the organisation and is regulated by the Skills Development Levies Act (SDLA). The SDLA provides for the levy payment system to fund skills development and increases employer investments. It further has an impact on skills development.

Municipalities are required to pay 1% of monthly remuneration in the form of a levy and may claim back the percentage of this amount in the form of either mandatory of a discretionary grant. Skills levies are paid to SARS who then forwards the levy payments to the National Skills Fund (NSF) (20% of the levy) and the Sector Education and Training Authority (SETA) (80%).

The Mandatory Grant does not get allocated to the Training Budget (9/213-1195-953). It is important for Municipalities to make provision for funds received back from the LGSETA in the form of Mandatory Grant. Funding received from LGSETA for reimbursement must only be used for training.

The report regarding the Collaborator business processes was sent electronically to all members. CDJ requested that a finalised report regarding the Collaborator processes be presented at the next meeting.

Item stands over: A finalised report regarding the Collaborator processes to be presented at the next meeting

6.4 Item 10.1 - Risk Management feedback

Item discussed under item 10.1

6.5 Item 12.4 - Land Invasion

Item discussed under item 12.3

6.6 Item 14.2 - PRAC Bi-annual report

Item discussed under item 14.1

6.7 Item 15.1 - Draft Annual Report

PLR said he had a discussion with Leon Fourie about the possibility of doing a new survey. Leon mentioned that a new survey would be a too expensive process for the Municipality.

Item finalised

7. PERFORMANCE MANAGEMENT

The Performance Management report will only be discussed every second quarter.

8. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

8.1 Progress report

There is nothing to report on MSCOA.

9. FINANCIALS-IN-YEAR REPORTING

9.1 Section 52 Report Quarterly

CDJ asked that the Interest earned – outstanding debtors stands at 21% below the YTD budgeted projections as a result of accommodating the SASSA payment dates before interest is levied, be explained.

HP stated that normally the municipality would levy the interest rates after the end of the month, but now the municipality wait until the 7^{th} of each month after the SASSA payment dates has accrued, so that they can also pay their accounts before the interest is levied.

On enquire by CDJ on why the inventory consumed stands at 43% above the YTD budgeted projections due to various items such as the fuel consumption on council's fleet, HP stated that it won't led to an overspent, it is just a monthly cash flow not in balance, because the municipality revised the cash flow in January 2022 with the mid-year adjustment budget. At the end of the year, the total will still be the same, that won't led to an overspent.

HP explained that the capital expenditure for the month of March 2022 amounts to R16 307 140 and stands at 22% below the projected YTD budget which is not aligned to the SDBIP and the budget plan as provided by the respective Director, on BG's enquire. JS also stated that the municipality will reach a target of 90%.

RG asked what the reason was for the lower 60%. JS stated that the constitutional court judgement regarding tenders that was delaying the projects in terms of spending. LZ stated that there is a major concern on the delivery of capital equipment that causes the dely. Two projects were delayed because of poor performance from the contractor side.

On enquire by BG on why the phase is on a low 20% on the Malmesbury: Saamstaan/De Hoop area: Upgrading of bulk electricity supply: Phase 1, RDT stated that it is a risk to transport the equipment for the project from Johannesburg.

On enquire by BG why the interest on the cash flow is -36%, HP stated that it is an amount against the YTD budget and the YTD actual. The interest will get accounted for year end on the cash flow.

BG expressed his concern about the dispute regarding meter installations on the outstanding creditors: 30 days and older, that is taking so long to resolve.

On enquire by BG about where funds for the consultants for the organisational review came from, MT stated that it was dealt with as a deviation, some funds was available in another vote that was allocated for the use of the consultants for the organisational review.

On enquire by RG whether the projects in the report has been concluded, CDJ asked PLR to follow up on the query with Strategic Services.

BG asked if an information session can be conducted regarding the new Municipal Staff Regulations.

JS gave a broad background regarding the progress report on the implementation of the new Municipal Staff Regulations.

Furthermore, JS stated that the Mayoral Committee took a decision 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.

In conclusion, JS stated 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.

CDJ requested that an updated presentation be conducted regarding Municipal Staff Regulations at the next meeting.

COGNISANCE TAKEN of the report as circulated with the agenda.

Item stands over: An updated presentation to be conducted of the Municipal Staff Regulations at the next meeting

10 RISK MANAGEMENT

10.1 Risk Management Feedback for the quarter

TH gave feedback regarding the Municipal Risk Management report on activities for the period February 2022 to April 2022.

BG suggested that two columns must be added, reading new risk identified and emerging risks.

<u>Non-compliance with applicable laws, regulations and policies: Libraries and Tourism</u>

CDJ enquire whether MJVV Consulting is the consultant on this project. Is the new tourism company to be registered as a NGO and who is going to be the stakeholders of this company.

JS stated that the process has been finalised and the municipality have received the reports.

PLR stated that he will get all the information from the Director: Corporate Services regarding the query and sent it to the Chairperson. Taryn obtain info from Dir Madelaine Terblanche for feedback to PRAC

Non-compliance with applicable laws, regulations and policies- Human Resource Services

RG asked for explanation on the time frames and dates for the next meeting. Taryn obtain dates from Sunet

JS stated that some of the policies has already been completed.

Unproductive Workforce: Skills Audit Performance Management all employees (Staff Regulations) Human Resource Services

BG asked whether the skills audit is linked of the staff regulations.

JS stated that the skills audit is part of what the service provider is currently doing, to compare the two with each other.

BG expressed his concern regarding the term, unproductive workforce. Taryn change to Underutilisation of Workforce – Unskilled staff and unplanned absenteeism is disruptive

BG also suggested that a progress report regarding the skills audit be submitted for the next meeting. Taryn obtain report from Sunet

Non-compliance with applicable laws, regulations and policies: Environmental and Occupational Health and Safety

CDJ commented on the awareness to be made to businesses to apply for permit/licences. Taryn gee deur aan Kobus

Impact of AARTO Challenges: Traffic and Law Enforcement

Regarding the AARTO demerit point system declared unconstitutional and invalid by High Court, CDJ asked whether the municipality is going to ignore the outcome.

PH stated that the Western Cape is not in favour of the outcome and that he is keeping up to date with the implementation process of AARTO.

Lack of skills and capacity: Internal Audit

Regarding the IT systems to be audited by external service provider w.r.t. system controls implemented, CDJ asked what the frequency of the audits going to be.

PLR stated that a tender process has started in May 2022 to appoint a service provider. The audits will be conducted as needed.

Inadequate implementation of individual performance & the management and measurement of the performance of the organisation and its staff may not be effective: Strategic Services

BG made a comment on the IGNITE system.

JS stated that for the next financial year himself and the Directors will still stay on the current performance management system, to be able to implement the staff regulations. As from July 2023, all the staff members will be on the IGNITE system.

COGNISANCE TAKEN of the feedback provided.

Item stands over: Information regarding MJVV Consulting. time frames and dates for the next meeting by HR, unproductive workforce wording, progress report regarding the skills audit and awareness of businesses to apply for permit/licences.

10.2 Operational Risk Registers

BG thanked the IA department for the improved quality of the risk registers.

BG suggested that a separate meeting should take place regarding Risk Management.

PLR stated that the Risk Management and the Performance Management is already divided and taking place separately. Risk Management will be discussed at the May and November meetings and Performance Management at the February and August meetings.

COGNISANCE TAKEN of the feedback provided.

10.3 Strategic Risk Register

BG commented on the Control Effectiveness Rating that is average on the risk title, Community safety and Law compliance.

COGNISANCE TAKEN of the feedback provided.

10.4 Risk Management Strategic Plan 2021-22 – progress

Members made no comments.

COGNISANCE TAKEN of the feedback provided.

10.5 Risk Management Strategic Plan 2022-23 for approval

Members accepted the plan and CDJ and JS will approve the document

COGNISANCE TAKEN of the feedback provided.

11. AUDITOR GENERAL / EXTERNAL AUDIT

11.1 Progress on the AG Action Plan – 2020/2021 audit

The Audit Committee congratulated the municipality for achieving another clean audit report for the 2020/2021 financial year.

COGNISANCE TAKEN of the document as circulated with the agenda

11.2 Budget vs Actual (Hours & Costs)

The Budget vs Actual (Hours & Costs) has been circulated electronically to all the members.

PLR explained in detail the difference between the AG budget and Actual budget.

COGNISANCE TAKEN of the document as circulated with the agenda and the feedback

12 COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

12.1 Eunomia report on compliance

PLR stated that all of the requirements are compiled; therefore, there are no non-compliance on the report.

COGNISANCE TAKEN of the document as circulated with the agenda

12.2 Litigation

JS commented on the joinder application (Case no. 9201/2014), and stated that there are no progress since previous report and that the end-result will not be good.

RG stated that for the financial statements that the Director: Financial Services will have to get some legal advice and to consider how the municipality want to disclose the joinder application (Case no. 9201/2014).

RDT commented on the Trusc (Pty) Ltd / Swartland Municipality (Case No. 2474/2022) and stated that the application to the High Court for, inter alia, declaring unlawful, reviewing and setting aside decisions by the municipality not to approve wayleave applications to install underground fibre infrastructure in various towns.

COGNISANCE TAKEN of the document as circulated with the agenda

12.3 Land Invasion

PH made a presentation regarding unlawful occupational of land.

PH explained the difference between private property and municipal property.

Furthermore, PH stated that he is part of a Provincial task team, establish by the Premier of the Western Cape to compile documents/ legal frameworks with regards to unlawful occupational of land, as it is a problem all over the Western Cape.

PH stated that Swartland Municipality has a Land Invasion Management Policy, SOP and MOU in place, sharing with other municipalities.

In conclusion, PH stated that structures that has not yet been occupied, can be demolish by the municipality, otherwise a court order will be needed if the people have already moved in.

JS stated that the provision of housing is not a municipal competency, however the provision of emergency housing is a municipal competency.

On question by BG on using drones, PH stated that there are currently discussions on the use of drones.

COGNISANCE TAKEN of the presentation which was very informative

12.4 Business Continuity Plan

The Senior Manager: ICT made a presentation regarding the Business Continuity Plan and stated that the plan is an ongoing process.

On enquire by CDJ on how often the security assessments will be done, The Senior Manager: ICT stated that it will be done every six months.

COGNISANCE TAKEN of the presentation

12.5 TIME action plan

Members made no comments.

COGNISANCE TAKEN of the document as circulated with the agenda

13 INTERNAL AUDIT

13.1 Report on the activities of Internal Audit for the period February 2022 to April 2022

13.1.1 Audit projects executed in accordance with the approved Annual Audit Plan

PLR gave feedback w.r.t. the activities of the internal audit component. The following audit projects have been completed or commenced:

- Housing - Execution of audit, Final report issued;
- DORA - Execution of audit, Final report issued;
- Damage to municipal vehicle – Investigation, Final report issued;
- POPIA Implementation - Update progress plan and Risk assessment;
- Follow-up Audits - Internal Audit findings – valuation roll, SCM Contract Management Administration, Property Contract Administration, Issuing of Meters;
- Risk Management - Operational Risk Assessments, Action Plans, Strategic Risk Assessment, Capture of Risk Assessment data on BarnOwl and training of officials;
- Auditor-General – Budget vs Actual hours/costs.

13.1.2 AD-HOC Requests /Special Investigations

- Investigations
  - Standard Bank card possible fraud
  - Illegal usage of sport fields
  - Illegal water connection and theft of fence – Silvertown
  - No accident report – Damage to municipal vehicle
- Ad Hoc Requests
  - Dispute tender SCM84/21/22 / Declaration of Interest (HR)
  - HBA Trust water consumption
- Consultation
  - Inputs to SCM & Property contracts workflow on Collaborator
  - Inputs to Meter issuing workflow on Collaborator
  - MPAC Terms of reference & Work Programme

13.1.3 Internal Audit Findings

The findings and recommendations in respect of the above-mentioned audits have been communicated to the relevant Directors. Management action plans with due dates for implementation and official responsible have been agreed.

MFMA Compliance

Relevant officials are informed by e-mail prior to the due dates of action to be taken in respect of compliance to legislation and to update the Eunomia system accordingly. A report is submitted on a monthly basis to the Management team for oversight.

13.1.4 Division of Revenue Act (DORA)

PLR gave feedback regarding the Division of Revenue Act (DORA)

Adequate key controls

The key controls with regards to the grant framework, reporting to Provincial Treasury and National Treasury as well as Transfer of unspent Conditional grant funds at year-end to National Revenue Fund are adequate.

100% spending rate of Grants received to date

The total amounts allocated for the Municipal Infrastructure Grant (MIG) of R22 301 00.00 and the Expanded Public Works Programme (EPWP) grant of R1 832 000.00 have been spend.

EPWP non-compliance

The non-reporting on projects registered in the EPWP system by the Department of Public Works and Infrastructure during October 2021 has been resolved. The municipality provided valid reasons and updated the business plan accordingly.

Inconsistency in reports submitted to the different transferring departments

Differences in the amounts exist between the Expenditure report, In-year Budget Statement (SC 7 (1) - Schedule) and Trial balance/ Promun in respect of the Financial Management Grant (FMG) and Integrated National Electrification Grant (INEP).

The Director, Engineering Services will indicate in the annual capital budget which projects will be financed by means of INEP funds and/ or the Energy Efficiency grant as well as projects to be financed by the municipality for which applications will be lodged for grant funding in the following financial years.

13.1.5 Housing: Project Execution and Expenditure Monitoring

Housing Projects completed

Housing units at Riebeek-West (244 houses), Riebeek-Kasteel (435 Serviced sites) and Kalbaskraal (134 Serviced sites) were physically verified for existence. The condition of the housing units is satisfactory and erected according to the specifications.

Unspent DHS funds at year-end 2020/2021

Unspent funds (savings) for projects at Riebeek-West of R1 166 963 and Kalbaskraal of R498 263 are not utilised for other projects, but transferred to Provincial Treasury at year-end.

De Hoop project in progress

a) The Department of Human Settlements (DHS) approved all applications and Simply Do Construction Ltd appointed as the developer for the Malmesbury De Hoop housing development.

b) The project feasibility application for R5 254 947.00 was approved of which an amount of R3 308 747.35 (excluding VAT) has been spent on planning fees.

c) The milestone schedule on the latest payment in January 2022 indicates the completion of the foundation of 113 units, surface beds/ wall plates of 102 units and roofs of 70 units. The total units to be completed by the 2021-22 year-end is 200 units.

d) Municipal building inspectors confirm the quality and progress against the claim submitted prior to the payment of the invoice. The project is monitored and progress reports are provided to the municipality and DHS.

e) The following challenges were identified:

   i. Funds claimed from DHS are not received timeously resulting in the municipality funds to be utilise to pay the contractor.

ii. Municipal claims from DHS does not reconcile with that of the contractor. The DHS milestone is calculated according to the % completion of the top structures and then the final competition of the units whereas the contractor's milestone report is measured according to the % completion of the various sections of the building process, such as the foundation, walls, roofs, electricity, paint, etc. The contractor is only paid for actual work performed.

13.1.6 Damage to municipal vehicle - Investigation

Record in the incident register

The request to empty a septic tanks was recorded in the incident register and allocated to a truck driver at the Sewage and Wastewater Treatment Plant. Due to the workload during the December holiday season, the Area Superintendent, Mr Malan attended to the request, but no indication was made on the incident system that the service was performed by him.

The details of the official who actually performed the service as well as the correct date and time when the service was rendered should be indicated as a note in the incident register for any future inquiries from the public (complaints), salary office (overtime) or asset and fleet management (damage).

Record in the vehicle logbook

Mr Malan did not record the detail of the accident in the logbook of vehicle CK14612 as only a total distance between Malmesbury and Darling was indicated for the day.

The driver of the truck should record a separate entry for each point of visit (municipal account) where the service is rendered in the vehicle's logbook with details of the date, arrival and departure times. The details of any damage to the vehicle or accident should be recorded in the prescribed column of the logbook.

Reporting accident to the Supervisor

The accident was not report immediately as prescribed in the Fleet Management Policy, but only reported to the Director: Civil Engineering Services after three days and to the Head: Asset and Fleet Management after a month. Mr Malan argued that the damage was minor to institute a claim against the insurance as the repair costs would be much less than the excess payment to the insurance company. The truck is a necessity during the holiday season and the service could not be rendered if the vehicle is unavailable or would be out of service for a long period.

An official should immediately report any damage to a municipal vehicle to his immediate Supervisor, Head or Director. No official has the authority to make a decision on his own to repair a vehicle himself or to have a vehicle repaired. Any decision to repair the vehicle should be taken by the relevant Director in conjunction with the Head: Asset and Fleet Management after the vehicle has been inspected by them.

The Head: Asset and Fleet Management should request the supplier of the Tracker system to develop an exception report of all events indicating a possible or actual collision with a high impact level. These reports should be followed up with the relevant Departments to identify damage to municipal vehicles timeously that have not been reported.

Non-compilation of an accident report

The prescribed vehicle accident report must be completed and submitted to the Head: Asset and Fleet Management within 48 hours. Mr Malan did not comply with the Fleet Management Policy, as the accident was only reported by e-mail a month later indicating that he fixed the damage to the truck himself.

The prescribed accident report should be completed at all times for any damage to a municipal vehicle and reported to the Asset and Fleet Management section within 48 hours. The policy must be applied consistently to treat everyone fairly and not allow officials to repair or have vehicles repaired themselves without the necessary authorisation.

The Director: Civil Engineering Services should issue a letter to the Area Superintendent: Sewage and Wastewater Treatment Plant in respect of the non-compliance with the Fleet Management Policy to compile an accident report. The letter should be filed on the personnel file of Mr. Malan at Human Resources.

Interrogation of the witness and driver

The assistant whom accompanied Mr Malan when the vehicle was damaged was first interviewed and thereafter Mr Malan who drove the vehicle. Both parties gave a similar description of the area, how the accident took place and the damage to the truck.

Outcome of the investigation

Mr Malan, Area Superintendent: Sewage and Wastewater Treatment Plant did everything in his power to prevent the accident and negligence could not be proved.

The municipality suffered no loss as Mr Malan replaced the damaged parts on the vehicle himself to avoid the vehicle to be out of service. He did not deliberately not follow the Fleet Management Policy, but acted in good faith to ensure that an efficient service would continue during the peak holiday season.

The decision to repair the municipal vehicle himself and to not submit an accident report to the Asset and Fleet Management division was contrary to the policy of the municipality.

13.1.7 FINALISATION OF AUDIT QUERIES/ FINDINGS

Management comments and dates for implementing controls were acquired within the set 10 days. Implementation of the findings is monitored through the list of audit findings not yet rectified.

13.1.8 Investigations of fraud, corruption, theft and irregularities

Previous investigations not finalised

- None

Cases finalised

- Irregular expenditure reported by the AG
- Standard Bank card – Fraud – R63 849.70 was refunded on the 12 April 2022 Investigation performed by Standard Bank Forensic Unit
- Illegal usage of sport fields
- Theft of fence – Silvertown

New cases reported not yet finalised

- Illegal water connection – Silvertown

13.1.8 Miscellaneous and Ad Hoc Tasks

Time not spent on audits.

- Ad Hoc requests, interdepartmental liaison and interactions:
  - Inputs to SCM contracts workflow on Collaborator
- Attendance of workshops, seminars and training:
  - SARPA Essential Infrastructure Crime workshop
  - West Coast Internal Audit & Risk Forum & training
  - Consequence Management and Accountability Framework (CMA) on 14 April 2022
  - Western Cape Internal Audit Forum on 21 April 2022
  - Western Cape Risk Management Forum & training on 22 April 2022
  - On the Job training of Intern Risk Management
- Performance & Risk Audit Committee
  - Compile IA Quarterly Report to the PRAC;
  - Preparation and attendance 22 February 2022 meeting;
  - Payments to PRAC members for meeting held on 22 February 2022;
  - Minutes of the meeting on 22 February 2022; and
  - PRAC work plan for 2021/22 – updated.
- Other
  - Performance Management, Eunomia (Compliance) and Seafile – Update of systems;
  - Update the RBAP of 2021/22 according to the execution of audits;
  - Provide information requested by Provincial – and National Treasuries MGAP;
  - Prepare and attend TIME engagement meeting (virtual);
  - Information session with Mentees regarding Risk Management;
  - PRAC recommended changes to the Annual Report submitted to Strategic Services;
  - Investigate electronic AG Audit File on MS TEAMS;
  - Compile report for submission of the MPAC ToR and work plan to Council;
  - Attend MPAC meeting on 11 March 2022:
  - Payment to PRAC Chairperson for attendance of the MPAC meeting of 11 April 2022
  - Compile interview questionnaire and practical test for appointment of Internal Auditor;
  - Compile shortlist from applications for candidates to be interviewed;
  - Review and evaluation of three candidates practical test for appointment of Internal auditor position;
  - Attend interview for appointment of Internal Auditor;
  - Attend MPAC meeting on 26 April 2022;
  - Payment to PRAC Member for attendance of the interview for the Manager, Internal Audit position on 8 April 2022;
  - Management meetings
  - CRF workshop on 26 April 2022; and
  - Move of Internal Audit offices to the ground floor.

COGNISANCE TAKEN of the report as circulated with the agenda and feedback given.

13.2 Outstanding Internal Audit findings

COGNISANCE TAKEN of the report as submitted.

13.3 Progress w.r.t. the Annual Internal Audit Plan 2021-22

COGNISANCE TAKEN of the report as submitted.

13.4 Revised Internal Audit Plan 2021-22

CDJ suggested that the members review the report on their own time and sent their comments to PLR by Friday, 27 May 2022.

COGNISANCE TAKEN of the report as submitted.

14 PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

14.1 PRAC Annual Work Programme 2021/2022 – progress

The action plan is based on the Performance and Risk Audit Committee (PRAC) Charter that sets out the specific responsibilities delegated by Council to the AC and spells out the manner in which the Committee will operate as the Performance and Risk Audit Committee.

COGNISANCE TAKEN of the report as submitted.

15 GENERAL

15.1 Green Drop Report

RG asked what the municipality's action plan is, regarding the Green Drop Report.

LZ explained the different wastewater treatment works in the Swartland area, as well as the wastewater risk ratings.

LZ stated that Swartland Municipality delivered an excellent performance and improved from its 2013 baseline of 72% to a 2021 score of 89%.

Furthermore, LZ stated that the Riebeek Valley wastewater treatment works was also upgraded.

JS stated that with in indulgent of what LZ explained, the upgrading works currently taking place in Moorreesburg and Darling, the 89% is not too bad under any circumstances, especially when we compare it to the other municipalities in the Western Cape.

BG congratulated the municipality on an excellent performance on getting a score of 89%.

COGNISANCE TAKEN of the report as submitted.

15.2 External Quality Review Progress

COGNISANCE TAKEN of the improvements implemented

15.3 New Appointments

JS gave feedback on the progress of filling the post of Director Electrical Engineering Services.

Furthermore, JS explained regarding the recruitment advertisement in order to relax the advertised requirements within the requirements of the Regulations on Appointment and

Conditions of Employment of Senior Managers, GG 37245 dated 17 January 2014, in order to recruit suitably qualified candidates, and that the vacancy be re-advertised.

JS stated that the vacancies of the Manager: Internal Audit and Internal Auditor has been filled.

CDJ wished PLR all the best and thanked him for all his excellent work through the years.

PLR thanked the PRAC for all their input and the great functioning of the Internal Auditing.

COGNISANCE TAKEN of the report as submitted.

15.4 New Staff Regulations

The New Staff Regulations has already been discussed under 10.1.

COGNISANCE TAKEN

15.5 2021 External Audit Outcome

The 2021 External Audit Outcome has already been discussed under 11.1.

COGNISANCE TAKEN of the report as submitted.

15.6 The New IDP Process

The IDP Process has already been discussed.

COGNISANCE TAKEN of the process

16 NEXT MEETING

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

- Tuesday, 23 August 2022 at 09:30
- Tuesday, 29 August 2022 at 09:30
- Tuesday, 29 November 2022 at 09:30

Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Ontwikkelingsdienste
15 September 2022

ITEM 7.2 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSVERGADERING WAT GEHOU SAL WORD OP 22 SEPTEMBER 2022

ONDERWERP: AANPASSING VAN DIE KOSPAKKIE VIR SLAGOFFERS VAN KLEINSKAALSE RAMPE

SUBJECT: AMENDMENT OF THE FOOD PARCEL FOR THE VICTIMS OF SMALL-SCALE DISASTERS

1. BACKGROUND / DISCUSSION

Swartland Municipality has a policy on the support in case of small case disasters with specific reference to fires namely the burning down of dwellings and other smaller disasters. The Department Protection Services is the responsible department for small case disasters and financial aid is provided for victims against the Swartland Municipality's disaster-management post. In the policy, a section refers to **EMERGENCY RELIEF OTHER THAN FINANCIAL AID:**

1.1. Emergency relief other than financial aid (as determined by the Manager: Community Development) will take place in the form of blankets and food parcels to relieve the immediate trauma and need of victims.
1.2. Emergency supply (blankets, food parcels, etc.) will be kept at the Wesbank Community Hall to ensure that it is accessible within 48 hours (excluding weekends) in the case of an incident**. The Manager: Community Development (Department of Development Services) has the responsibility for handling the emergency supply.**

Previously Swartland Municipality received food parcels from the Red Cross Organization, but in 2019 that support to municipality was terminated. Swartland Municipality procured food parcels from the Swartland Municipality's disaster vote since then. During the Disaster Management meeting on 8 August 2022, the Manager Community Development was tasked to get the women Executive councilor's input to review the content of the current food parcel, due to the indication of the Disaster Management team that felt the food parcel ingredients is not sufficient and we want to restore the dignity of the victims.

The food parcels content was reviewed on 15 August 2022 with the input of the Executive Councilors. (Attached is the amended ingredient list. Annexure A).

The following decisions was taken at the meeting:

a) That a food parcel will be provided to a family of ten (10) people on an erf.
b) That irrespective of the number of dwellings on the erven, only one (1) food parcel will be provided to ten (10) people (e.g., Should it be that the main house and dwellings are affected, the owner of the main house is responsible to provide food from the food parcel to the other people of the dwellings on the same erven. In the instance where a dwelling is affected, one (1) food parcel will be provided to ten (10) people.
c) That the ward councillors provide two loafs of bread to the affected victims from their own expenses because bread is not included in the food parcel.
d) That Swartland Municipality procure "see-through" bags for the ingredients of the food parcel (e.g., 500 medium hamper bags must be in stock).

That Swartland Municipal stickers (1000) be placed on the back and front of the bags for victims to know that they were supported by the municipality.

2. LEGISLATION

2.1 Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

2.2 Disaster Management Act 2016

3. ALIGNMENT TO THE IDP

This project directly links with the Integrated Development Plan of 2017-2022.

- Strategic Goal 1: Improved quality of life for citizens

4. FINANCIAL IMPLICATION

- The current food parcel provided to small-scale disaster victims is currently at a cost of R192.90 and with the amendment of the food parcel, it will cost the municipality R417.24. The difference between the current and amended food parcel amounts to R224.34. The municipality must also take into consideration the cost of the see-through bags and stickers that is approximately R50. **In total, the new expenses for the municipality that includes the ingredients as well as the bag and stickers is approximately R467.24 per food parcel.**

5. RECOMMENDATION

5.1 That the attached amended list of ingredients for the small case disaster victims be approved and reviewed annually to determine if the ingredients is still applicable.

5.2 that Swartland Municipality procure 500 see - through bags for the ingredients.

5.3 that Swartland Municipality procure 1000 stickers with the Municipal Logo on to be pasted on the front and back of the see-through food parcel bag as an indication to small scale disaster victims that they received support from the municipality.

(get) J S Krieger

MUNISIPALE BESTUURDER

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

16 September 2022

8/1/B

ITEM 7.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 22 SEPTEMBER 2022

ONDERWERP:	**AANNAME VAN KONTRAKBESTUURSBELEID**
SUBJECT:	**ADOPTION OF CONTRACT MANAGEMENT POLICY**

1. LEGISLATIVE BACKGROUND

1.1 Section 116(2) of the Municipal Finance Management Act, Act 56 of 2003 stipulates as follows:

"The accounting officer of a municipality or municipal entity must –
(a) take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity is properly enforced;
(b) monitor on a monthly basis the performance of the contractor under the contract or agreement;
(c) establish capacity in the administration of the municipality or municipal entity –
(i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and
(ii) to oversee the day-to-day management of the contract or agreement; and
(d) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contractor."

1.2 The attached Contract Management Policy has been drafted to ensure compliance with said legislation, *inter alia* to ensure that all contracts (and not only those procured through the Supply Chain Management system) are properly managed in all respects throughout their life cycles.

1.3 The Contract Management Policy will replace the municipality's Contract Administration Policy as adopted on 18 August 2009.

2. ALIGNMENT TO THE IDP

Implementation of the policy will contribute to Strategic Goal 5 of the Municipality's Integrated Development Plan for 2017-2022, i.e. to establish sufficient, affordable and well-run services.

3. FINANCIAL IMPLICATION

The policy itself will have no financial implication for the Municipality, but will contribute to and is essential for good financial manament.

4. AANBEVELING/RECOMMENDATION

a) Dat die aangehegte Kontrakbestuursbeleid goedgekeur word vir implementering met ingang vanaf 1 Oktober 2022;
That the attached Contract Management Policy be approved for implementation with effect from 1 October 2022;

b) Dat kennis geneem word dat die delegasies voortspruitend uit die beleid ingesluit sal word in die Munisipale Bestuurder se stelsel van delegasies, en vir kennisname aan die Raad voorgehou sal word aan die einde van Mei 2023.
That it be noted that the delegations arising from the policy will be included in the Municipal Manager's system of delegations, and will be tabled in Council at the end of May 2023 for cognisance.

(get) M S Terblanche

MUNICIPAL MANAGER

Mst/raadsitems,SM5/September 2022/Contract Management Policy_EMC report

DRAFT CONTRACT MANAGEMENT POLICY

DATE APPROVED: #

TABLE OF CONTENTS

1. PREAMBLE

1.1 Effective contract management is vital for the efficient operation of any organisation, and – in respect of local government – has been emphasized by the introduction of the MFMA, more particularly section 116[1] of said Act.

1.2 Properly managed contracts by all stakeholders involved, can ensure that services are delivered within specifications as set and agreed by all during the specifications phase and at the agreed cost (inclusive of escalation clauses in contracts), time period and qualities of the goods and services procured.

1.3 All contracts must be managed throughout the contract life cycle, based on the level of management control appropriate for the classification of that contract.

1.4 Improperly managed contracts may impact negatively on service delivery. Adverse effects of poor contract management include but are not limited to:

1.4.1 goods and services outside of specification;

1.4.2 cost overruns;

1.4.3 poor supplier, buyer or other stakeholder relations;

1.4.4 negative public perception;

1.4.5 potentially complete service delivery failures; and

1.4.6 irregular expenditure or unauthorized expenditure.

1.5 Hence, good contract management by all stakeholders involved is essential for good financial management and will contribute greatly to the effectiveness and efficiency of service delivery. In effect it would give strategic direction to all directorates following a centralised strategy of contract management.

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[1] *"A contract or agreement procured through the supply chain management system of a municipality or municipal entity must*

- *be in writing;*
- *stipulate the terms and conditions of the contract or agreement, which must include provisions providing for:*
  - *the termination of the contract or agreement in the case of non- or underperformance;*
  - *dispute resolution mechanisms to settle disputes between the parties;*
  - *a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years; and*
  - *any other matters that may be described."*

2. PURPOSE AND APPLICATION

2.1 This policy aims at regulating the conclusion and management of contracts following the procurement of goods and services or awards made in terms of the municipality's SCM policy, and must be read in coincidence with said policy.

2.2 Except where it is clearly inappropriate, the policy measures contained herein, shall also apply to the administration of formal contracts of another nature, entered into by the accounting officer or his/her duly authorised nominee, not limited to but including land sales, purchase or lease agreements, subject to the municipality's asset transfer policy where applicable.

3. DEFINITIONS AND ABBREVIATIONS

In this policy, unless the context indicates otherwise, the following words and abbreviations shall have the meaning assigned to them in this clause:

accounting officer	means the municipal official referred to in section 60 of the MFMA, and includes a person acting as the accounting officer
Act or MFMA	means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
Circular 62	means communication from National Treasury by means of a circular to enhance compliance and accountability to SCM Regulations and the MFMA
contract	means the agreement, based on consensus, that results from the acceptance of a bid by the municipality, including a legally binding agreement between one or more parties (e.g. SLAs, sales/lease agreements), which is physically possible, complies with the prescribed formalities and which is reached with the intention of creating a legal obligation with resultant rights and duties
contract amendment	means changing the scope, nature, duration, purpose or objective of the agreement or contract [in context of Circular 62 and section 116(3) of the MFMA]

contract champion	means the official within a specific directorate, responsible for all day to day activities (including performance management and dispute resolution) during the life cycle of the contract, relevant to his/her department. The contract champion can also be seen as the budget holder
contract owner (director)	means the senior manager that is ultimately accountable for all activities during the life cycle of the contract, relevant to his/her directorate
delegation *(in relation to a duty)*	includes an instruction or request to perform or to assist in performing the duty. Such delegation must be in writing.
long-term contract	means a contract with a duration period exceeding one year
municipality	means the Swartland Municipality
official	means - an employee of the municipality - a person seconded to the municipality to work as a member of the staff of the municipality; or - a person contracted by the municipality to work as a member of the staff of the municipality otherwise than as an employee
records management policy	means the records management policy of the municipality approved by the Provincial Archivist on 26 May 2008, as may be amended from time to time
SCM	means Supply Chain Management
SCM manager	means the SCM official responsible for all Supply Chain related activities in terms of applicable legislation and policies
SDA	means service delivery agreement, and has the meaning assigned to it in section 1 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)[2]
SLA	means service level agreement

[2] *"service delivery agreement" means – an agreement between a municipality and an institution or person mentioned in section 76(b) of the MSA in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality*

4. OBJECTIVES

4.1 To give effect to section 217[3] of the Constitution of South Africa (1996);

4.2 To advance effective and efficient control of all contracts by ensuring:

4.2.1 proper recording and enforcement of contracts throughout the contract life cycle;

4.2.2 support to the demand management framework as set out in Circular 62, optimizing proper planning, resulting in effective service delivery;

4.2.3 management of contract performance;

4.2.4 compliance with the regulatory framework;

4.2.5 assistance to officials in understanding their legal and managerial responsibilities with regards to contract management;

4.2.6 the optimization of efficient and sustainable financial wellbeing of the municipality, resulting in lower cost drivers; and

4.2.7 the continuous development of effective management information systems, resulting in strategic support and risk preventions.

5. ROLES AND RESPONSIBILITIES OF OFFICIALS

5.1 **All officials** must implement this policy and in a way that gives effect to:

5.1.1 Section 217 of the Constitution;[4]
5.1.2 Section 116 of the MFMA;[5]
5.1.3 Section 33 of the MFMA;[6]
5.1.4 the SCM policy;
5.1.5 the municipal asset transfer policy (where applicable);
5.1.6 the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013) to process and protect personal information as identified in said act and collected during all contract related activities; and
5.1.6 any other application policies and regulations pertaining to SCM.

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3 "*When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is equitable, transparent, competitive, cost-effective and fair.*"

4 Refer footnote 3

5 Refer footnote 1

6 Section 33 of the MFMA regulated contracts having future budgetary implications, i.e. contracts which will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year.

5.2 The **accounting officer** must

5.2.1 take all reasonable steps to ensure that a contract or agreement procured through the SCM policy of the municipality or municipal entity is properly enforced;

5.2.2 at least annually review the implementation of this policy;

5.2.3 when he/she considers it necessary, submit proposals for the amendment of this policy to the applicable authority;

5.2.4 in terms of section 62(1)(f)(iv) of the Act, take all reasonable steps to ensure that the policy is implemented; and

5.2.5 is responsible to establish a dispute resolution mechanism as required by section 116(1) of the MFMA and paragraph 50 of the SCM policy.

5.3 The **accounting officer and delegated officials** must take all reasonable steps to:

5.3.1 ensure that a contract or agreement procured through the SCM policy of the municipality is properly enforced;

5.3.2 monitor on a monthly basis the performance of the contractor under the contract or agreement;

5.3.3 administrate the contract with the necessary competencies and delegations, ensuring effective management of contracts.

5.4 The relevant **contract owner (director)**:

5.4.1 with delegated powers from the accounting officer, must establish capacity in his/her directorate to assist the accounting officer in carrying out the duties set out in section 116(2) of the MFMA;

5.4.2 is ultimately accountable for all activities during the life cycle of the contract, relevant to his/her directorate; and

5.4.3 is responsible for ensuring that contract champions are assigned to all contracts.

5.5 The **Contract Champion** is ultimately responsible for the management of the following contract related activities:

5.5.1 planning and budgeting for contracts;

5.5.2 ensuring that all the necessary legal formalities in entering into the contract are adhered to;

5.5.3 ensuring that all applicable contract information is maintained in the applicable electronic contract system;

5.5.4 ensuring that purchase orders are processed on the financial system in accordance with the pricing schedule;

5.5.5 maintaining adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;

5.5.6 inform the asset management section of newly procured assets for asset register and insurance purposes; and

5.5.7 where appropriate, in terms of council's delegations, authorise invoices due for payment;

5.5.8 to take appropriate action in consultation with the SCM manager, where a contractor is underperforming or is in default or breach of the contract;

5.5.9 to ensure performance of suppliers is managed appropriately to the terms and conditions of the contract, and, subject to paragraph 19 of this policy, perform monthly performance assessments;

5.5.10 relationship management; and

5.5.11 risk management.

6. APPROVAL OF PROCUREMENT AWARDS NOT TO BE ANTICIPATED

No official shall anticipate the approval or acceptance of tenders, quotations or offers in respect of purchases, sales or the rendering of services and shall not enter into contracts verbally or in writing or place orders before the prescribed procedure for the consideration of tenders, quotations and offers has been performed and unless authority therefore has been duly granted.

7. NO RIGHTS TO ACCRUE

No rights in terms of an awarded contract will accrue before the SCM appeal period and/or appeal has been finalised.

8. COMMUNICATION OF AWARDS

8.1 Subject to paragraph 8.2, an official to whom the power to make a final award for the procurement of goods and services has been granted in terms of the municipality's SCM policy may only communicate the acceptance of a tender, quotation or offer, i.e. conclude the contract if the following conditions have been adhered to:

8.1.1 all internal policies and procedures; and

8.1.2 the value of business awarded is within the level of his/her powers to contract in terms of the municipality's SCM policy or he/she has otherwise been duly authorised thereto.

8.2 Tenders awarded by the municipality's bid adjudication committee and which have been confirmed by the accounting officer shall be communicated by the Director: Corporate Services (or his/her delegate) in concurrence with the relevant directorate which invited the tender or on whose behalf the tender was invited.

8.3 As soon as possible after a final award for the procurement of goods and/or services has been made, both the successful and unsuccessful tenderer shall be notified of the decision regarding his tender, quotation or offer:

8.3.1 by the SCM manager in respect of goods/services procured by the SCM unit with a transaction value or more than R30 000 up to R200 000, VAT included;

8.3.2 by the Director: Corporate Services (or his/her delegate) in respect of tenders awarded by the bid adjudication committee and confirmed by the accounting officer.

9. DELIVERY OF ACCEPTANCE OR NON-ACCEPTANCE OF TENDER

Any notice or correspondence given in writing shall:

9.1 if delivered by email, be deemed to have been duly received by the addressee one hour after the date of the email;

9.2 if delivered by hand, be deemed to have been duly received by the addressee one day after the date of the letter; or

9.3 if posted, be deemed to have been received by the addressee seven days after the date of the letter.

10. FORM OF CONTRACT TO BE ENTERED INTO

10.1 Subject to paragraphs 10.2 and 10.3 below, a formal written contract shall be entered into with the successful tenderer, unless the goods or services are for immediate delivery or execution.

10.2 In respect of goods and services procured below a transaction value of R200 000 (VAT inclusive), which goods are to be delivered or services are to be rendered at intervals over a period of time, the acceptance in writing of a tender, quotation or offer, setting forth all the material terms agreed upon (i.e. exchange of letters agreement) shall be sufficient.

10.3 in respect of goods or services awarded by the bid adjudication committee, i.e. in respect of transaction values above R200 000 (VAT inclusive) or long-term contracts, a formal contract shall be entered into if so required. In all other instances, the terms and conditions contained in the tender documents and letter of acceptance shall constitute a formal contract and thus be legally binding.

10.4 All contracts procured by the municipality in terms of the SCM policy shall be in writing and must at least include the following:

10.4.1 termination of the agreement in the case of non- or underperformance;

10.4.2 dispute resolution mechanisms to settle disputes between the parties;

10.4.3 price of the goods or services to be delivered/rendered to the municipality;

10.4.4 performance assessments;

10.4.5 penalties in the case of non-performance or underperformance;

10.4.6 duration of the contract (commencement and end dates); and

10.4.7 a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years.

10.5 All once-off purchases shall have a specified end delivery date.

10.6 No payments shall be made in the absence of documentary proof of a contractual commitment existing on the part of the municipality.

11. PARTY TO AND SIGNING OF CONTRACTS

11.1 Formal contracts are to be entered into in the name of the municipality and shall be signed for and on behalf of the municipality by the accounting officer or an official duly authorized thereto.[7]

11.2 The contract must be signed by all parties concerned, and shall only be enforceable after all the signatures of the relevant parties are documented.

12. PERIODS OF CONTRACTS AND OPTIONS

12.1 The municipality may not enter into any contract that will impose financial obligations beyond the three years covered in the annual budget for that financial year, unless the requirements of Section 33 of the MFMA have been fully complied with.[8]

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[7] Refer Council's System of Delegations: signing powers limited to accounting officer and director: corporate services

[8] Refer footnote 6

12.2 When it is the intention to stipulate in a contract an option to extend or renew the contract period, and such contract falls within the jurisdiction of the bid adjudication committee, the initial recommendation to the bid adjudication committee in respect of the tender, quotation or offer shall include particulars of the proposed option.

12.3 Should it be decided to exercise the option during the course of the contract, the recommendation to exercise the option shall be submitted to the bid adjudication committee for approval, subject to confirmation by the accounting officer.

13. CONTRACT PRICE ESCALATIONS

13.1 An appropriate contract price adjustment formula or specified terms of escalation must be specified in the bid documents.

13.2 Escalation notification must be in writing and presented before the implementation date thereof.

13.3 Contract champions are responsible to manage, verify and implement price escalations as per originally agreed terms and conditions set out in the specifications of the contract and keep proof of evidence to the newly agreed escalations on the electronic document system for all other relevant stakeholders to access.

14. AMENDMENT OF CONTRACTS

14.1 A contract or agreement procured through the SCM policy of the municipality may be amended by the parties, in exceptional circumstances in order to mitigate abuse, to prevent financial inefficiencies and influencing financial sustainability.

14.2 In terms of section 116(3) of the MFMA, amendments (in compliance with SCM procedures) may only be made after:

14.2.1 the reasons for the proposed amendment have been tabled in the council;

14.2.2 the local community has been given reasonable notice of the intention to amend the contract or agreement; and

14.2.3 has been invited to submit representations to the municipality.

14.3 In those cases where the terms of reference of a tender which had already been approved by either the SCM manager or the bid adjudication committee in terms of delegated authority and which as a matter of sheer necessity has to be adjusted or/…

or expanded, the accounting officer may – in conjunction with the chief financial officer – authorise the adjustment or expansion of such a contract, provided that the adjustment or expansion of the contract does not result in an increase of more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services or the original approved contract amount.

14.4 Amendments of contracts where the expansion or variation is more than the threshold prescribed by National Treasury (Circular 62), must be dealt with in terms of the provisions of section 116(3) of the MFMA, and are exempt from this process.

14.5 Amendments to the contract, without influencing the value or term of the contract, within the scope of the original terms and conditions, may be altered, provided that both parties have consensus on the amendment and the contract amendment is in writing and signed by both parties.

14.6 No agreement to amend or vary a contract shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties.

14.7 When an amendment has a budgetary implication for a term longer than 3 (three) years, section 33 of the MFMA will apply to this amendment.

15. LIABILITY OF CONTRACTOR WHO FAILS TO PERFORM

15.1 Where applicable, provision must be made in the tender documents (as well as in the eventual contract) for the municipality to terminate a contract where the contractor fails to perform in terms of the contract or is in breach of any of the material terms and conditions of the contract.

15.2 The tender documents and contract must also allow for the municipality to claim damages arising from such breach.

15.3 Provided that it was a tender condition, the contract shall furthermore allow for the penalty clause to be invoked in instances where the contractor commenced the work but delivered/completed it only after the contractual completion date.

15.4 Termination shall be without prejudice to the aggrieved party's rights in law or in terms of the contract.

16. REVIEW OF CONTRACTS

In terms of section 116(1) of the MFMA, a contract or agreement procured through the SCM system must have a periodic review once every three years in the case of a contract or agreement that are longer than three years.

17. SAFE CUSTODY OF CONTRACTS

17.1 Safe custody of all contract documents must be enforced by all relevant users.

17.2 Proper records regarding all aspects of the contract must be maintained and kept in accordance with the relevant legislation.

17.3 All original contracts shall be kept in safe custody at the municipality's registry office located at its head office and shall be filed and maintained by the records division in terms of the municipality's records management policy, which include the registration thereof on the municipality's electronic document management system by the Manager: Secretariat and Records Services (or his/her nominee) and the Manager: Properties, Contracts and Legal Administration, in terms of the Standard Operating Procedures to be determined by the Director: Corporate Services.

17.4 No contract champion may keep original contract documents in their offices, but may keep copies thereof for assessment purposes.

17.5 The contract owner (director) of the directorate overseeing the signing of any formal contract, shall ensure that an original copy of such contract is filed with the municipality's registry office upon final signature of the contract.

17.6 The registry office is responsible for the administration of archived contract documentation in terms of applicable legislation and the municipality's records management policy.

17.7 The Director: Corporate Services (or his/her delegate), by means of the municipality's electronic contract management system, shall monitor the expiry of contracts which require to either be renewed after a specified period or in respect of which new tenders are required to be invited.

16.8 The Manager: Secretariat and Records Services shall inform the relevant director three to six months prior to the expiry of the contract to ensure that tenders are timeously obtained. The early warning function on the electronic document management system will be set accordingly on registration of the contract.

18. NATURE AND REGISTRATION OF SECURITY

18.1 When security has to be provided by successful tenderers in terms of the contract, the contract champion, whether or not in concurrence with a consultant acting on the municipality's behalf, shall ensure that adequate security as may be required in terms of the contract, is obtained for the fulfilment of the contract and that such security is filed for safe custody at the municipality's registry office located at its head office.

18.2 The Administrator: Records and Archives shall ensure the proper filing and safe-keeping of all securities in accordance with the municipality's records management policy.

18.3 The contract owner (director) or his/her nominee of the directorate concerned shall ensure that the security does not lapse before the contract is completed.

19. ASSESSMENT OF PERFORMANCE

19.1 Contract champions must ensure that performance monitoring is done throughout the contract life cycle. Where applicable, key performance indicators (or deliverables) with clear target dates/periods are to be included in a formal contract/tender.

19.2 The contract champion overseeing a project, shall

19.2.1 where applicable, monitor the service provider's performance according to the above set key performance indicators, in order to give effect to the municipality's service delivery and budget implementation plan; and

19.2.2 complete the service provider assessment on the electronic contract management system at the end of each month (or any such other intervals that may be appropriate to the contract), in terms of the ratings/scoring therein provided.

19.3 The accounting officer shall, on a quarterly basis, submit a consolidated report on the supplier performance assessments to the executive mayoral committee, in a manner determined by him/her, in compliance with section 116(2)(d) of the MFMA.[9]

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[9] The accounting officer of a municipality or municipal entity must regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contractor.

19.4 In the instance of underperformance:

19.4.1 The contract owner (director) will facilitate support interventions to service providers in the identified areas of underperformance;

19.4.2 Service providers who have been identified as underperforming in identified areas must be informed of these support interventions;

19.4.3 The impact of support interventions must be monitored by the contract champion, who must document all corrective action in writing; and

19.4.4 The records of support interventions must be documented, signed by both parties and appropriately filed with the original contract with the records division of the municipality.

19.4 The contract champion shall record poor supplier performance on the municipality's electronic document system, for appropriate action by the SCM manager.

20. PLACEMENT OF CONTRACTS ON WEBSITE

20.1 The SCM manager must ensure that the particulars of contracts exceeding the amount determined by National Treasury are posted on the municipality's website for public perusal.

20.2 The Director: Corporate Services shall ensure that the particulars of all SDAs are posted on the municipality's website.

21. LAW GOVERNING CONTRACT

The law of the Republic of South Africa shall govern the contract created by the acceptance of a tender, quotation or offer. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the tenderer in his/her tender, quotation or offer, at which all legal documents may be served on the tenderer who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa.

22. IMPLEMENTATION AND REVIEW PROCESS

22.1 The municipality's contract administration policy as adopted on 18 August 2009 is hereby repealed.

22.2 This policy will come into effect on #.

	Approved by executive mayoral committee	Effective Date
Current policy	#	#
Next review	May 2023	

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

15 September 2022

4/2/B

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 22 SEPTEMBER 2022

ONDERWERP:	**MENSLIKE HULPBRONNE: NUWE BELEIDE EN HERSIENING VAN BESTAANDE BELEID**
SUBJECT:	**HUMAN RESOURCES: NEW POLICIES AND REVIEW OF EXISTING POLICY**

1. **BACKGROUND/DISCUSSION**

1.1 The implementation of the new Municipal Staff Regulations as promulgated in Government Gazette no. 45181 dated 20 September 2021, necessitates the compilation of a number of new policies as well as the review of existing policies in order to meet the requirements as stated in the regulations.

1.2 The policies indicated in this report were submitted to the Local Labour Forum on 21 July 2022 for discussion and all stakeholders, including SAMWU and IMATU, were requested to provide inputs on the policies by 8 August 2022, after an informal session with the trade unions on 1 August 2022 to discuss the policies concerned. Inputs were received and processed and the final drafts of the following policies were submitted to the Local Labour Forum on 18 August 2022 for recommendation.

1.2.1 Acting Allowance Policy (review of existing policy)
1.2.2 Exit Management Policy (new)
1.2.3 Induction Policy (new)
1.2.4 Scarce Skills Policy (new)
1.2.5 Succession Planning Policy (new)

1.3 During the meeting of the Local Labour Forum held on 18 August 2022 the policies were discussed and both IMATU and SAMWU recommended the policies with the exception of the Acting Allowance Policy for approval by the Executive Mayoral Committee.

1.4 With regards to the Acting Allowance Policy, SAMWU proposed an amendment to paragraph 6 of the Policy, but such proposal first had to be analysed to determine what the cost implication should be. The employer undertook to deal with the proposal separately and if it was approved, the policy could be amended at a later stage. SAMWU did not accept the employer undertaking and therefore did not recommend the policy for approval before the SAMWU proposal was accepted. IMATU supported SAMWU in this regard. The implementation date of the Municipal Staff Regulations was 1 July 2022 and it is therefore urgent that the policy amendments be implemented as soon as possible. In the meantime the employer also approached SALGA in this regard and SALGA provided the following opinion:

"The Collective Agreement does not make provision for a Relief allowance as described in paragraph 6 of the Policy. The payment of such a Relief Allowance for a period shorter than the prescribed 10 consecutive working days will be in contradiction with the Collective Agreement if it is being classified as an acting allowance and be dealt through an Acting Allowance Policy. SALGA would suggest that the municipality develop a Relief Allowance Policy with all the conditions as per the Executive Mayoral Committee resolution of 2008. It should only cater for the specific conditions as per the resolution and not be use as a vehicle to bypass the Collective Agreement.

There/...

There is no valid reason or argument for SAMWU's request. SAMWU's argument which SALGA does not agree with, is in SALGA's view applicable to all employees, not only essential employees. The Municipality will have to apply for exemption if it wants to agree with SAMWU. SALGA will not support such a request. It will also create a presedent for other municipalities. SAMWU should take the matter up with their Provincial leadership if they felt strongly about it, for the leadership to table it as part of negotiating changes to the current Agreement."

The employer therefore submits the amended policy to the Executive Mayoral Committee for approval deleting paragraph 6 on SALGA's recommendation and will develop a separate Relief Allowance Policy as recommended by SALGA.

1.5 An amendment to paragraph 9.5 of the Overtime Policy, namely a new paragraph 9.5.4, was also submitted to the Local Labour Forum on 18 August 2022 for recommendation. During the meeting the amendment was discussed and both IMATU and SAMWU recommended the amendment to the policy for approval by the Executive Mayoral Committee.

1.6 The Relocation Assistance Policy for New Employees (new) was submitted to the Local Labour Forum on 18 August 2022 for discussion and all stakeholders, including SAMWU and IMATU, were requested to provide inputs on the policy by 6 September 2022. Inputs were received and processed and the final draft of the policy was submitted to the Local Labour Forum on 15 September 2022 for recommendation. During the meeting of the Local Labour Forum held on 15 September 2022 the policy was discussed and both IMATU and SAMWU recommended the policy for approval by the Executive Mayoral Committee.

1.7 The policies concerned are attached and any amendments are indicated in bold italics.

2. LEGISLATION

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

3. ALIGNMENT TO THE IDP

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

4. FINANCIAL IMPLICATION

The new and reviewed existing policies have no financial implication for Swartland Municipality.

5. RECOMMENDATION

a) Dat die Uitvoerende Burgemeesterskomitee die aangehegte gewysigde Waarnemings-toelaebeleid goedkeur met ingang van 1 Oktober 2022 met inagneming van die vakbonde se besware;
That the Executive Mayoral Committee approve the attached amended Acting Allowance Policy with effect from 1 October 2022 taking cognisance of the unions' objections;

b) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Diensuitrede-bestuursbeleid goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached new Exit Management Policy with effect from 1 October 2022;

c) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Induksiebeleid goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached new Induction Policy with effect from 1 October 2022;

d) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Skaarsvaardigheidsbeleid goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached new Scarce Skills Policy with effect from 1 October 2022;

e)/...

e) Dat die Uitvoerende Burgemeesterskomitee die aangehegte nuwe Opvolgbeplanningsbeleid goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached new Succession Planning Policy with effect from 1 October 2022;

f) Dat die Uitvoerende Burgemeesterskomitee die aangehegte gewysigde Oortydbeleid goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached amended Overtime Policy with effect from 1 October 2022;

g) Dat die Uitvoerende Burgemeesterskomitee die aangehegte Hervestigingsbystandbeleid vir Nuwe Werknemers goedkeur met ingang van 1 Oktober 2022;
That the Executive Mayoral Committee approve the attached Relocation Assistance Policy for New Employees with effect from 1 October 2022;

h) Dat kennis geneem word dat die delegasies voortspruitend uit die betrokke beleide voorgelê sal word aan die Raad aan die einde van Mei 2023 as deel van die Delegasiestelsel.
That cognisance is taken that the delegations arising from the policies concerned will be submitted to Council at the end of May 2023 as part of the System of Delegation.

(get) M S Terblanche

MUNICIPAL MANAGER

SWARTLAND
Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of the Director of Corporate Services
22 Augustus 2022

9/1/3/2/1

ITEM 7.5 OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 22 SEPTEMBER 2022

ONDERWERP: CAPE/WEST COAST SWARTLAND TOURISM ORGANISATION, 2021/2022 FINANCIAL YEAR

(i) CHAIRMAN'S REPORT
(ii) KEY PERFORMANCE INDICATORS
(iii) FINANCIAL STATEMENTS

1. **BACK GROUND**

In terms of the Service Level Agreement between Cape West Coast/Swartland Tourism Association and the Municipality, the association has to submit the following documents annually:

(i) CHAIRMAN'S REPORT

The Chairman's report for the year ending 30 June 2022 attached hereto.

(ii) KEY PERFORMANCE INDICATOR'S

The KPI document from 1 July 2021 to 30 June 2022 attached hereto.

(ii) FINANCIAL STATEMENTS

The statements are attached hereto for perusal.

The Chairman's report and financial statements of the three other advice committees are not attached hereto due to the bulky volume thereof, but are available for perusal at the office of Ms I Loock. These will be for the towns of Yzerfontein, Darling, Moorreesburg, and the Riebeeck Valley. Malmesbury tourism office is dormant at the moment.

2. **RECOMMENDATION**

That cognisance be taken of:

(I) the content of the Chairman's report;
(i) the key performance areas as measured for the period 1 July 2021 to 30 June 2022; and
(ii) the contents of the financial statements for the 2021/22 financial year.

(get) M S Terblanche

DIRECTOR: CORPORATE SERVICES

Swartland Tourism

JAARVERSLAG
1 JULIE 2021 – 30 JUNIE 2022

Geagte Lede,

Verlede jaar het u vir ons die mandaat gegee om Swartland Toerisme te bestuur en ons primêre doel was om 'n klimaat in die toerisme omgewing te skep waarbinne die privaatsektor graag wil belê.

Dit was nogmaals uitdagend met die Covid-pandemiebeperkings op samekomste, drankverkope en restaurant regulasies en ons werkswyse word dus deur aangeleenthede bepaal waaroor ons geen beheer het nie.
Ook verander die voorkeure van toeriste voortdurend en moet ons daarby aanpas.

'n Onlangse opname deur Wesgro toon dat misdaad die enkele grootste factor is wat toerisme negatief raak en teen 'n verlies van R800 miljoen per dag is dit 'n groot terugslag.
Tog was die totale inkomste al R140 biljoen per jaar in die verlede en alhoewel toeriste veral uit die VSA met 280% in die laaste 6 maande gestyg het is dit nog steeds ver minder is as voor die Covid Pandemie.

SWARTLAND:

1. Lidmaatskap

	2021/2022	2020/2021
Akkommodasie	136	86
Restaurante	48	36
Besighede	74	73
Vriende van Toerisme	8	5
Toer Operateurs	2	1
Kuns & Kultuur	9	7
Aktiwiteite en Attraksies	39	36
TOTAAL:	**316**	**244**

2. Statistieke

	2021/2022	2020/2021
Besoekers aan kantore		
Nasionale Besoekers	7935	7395
Internasionale Besoekers	2379	805
TOTAAL:	**10314**	**7454**

Besoekers getalle in streek	2021/2022	2020/2021
Akkommodasie	44375	41660
Restaurante	159234	135952
Museums	7256	7143
Attraksies	99234	97063
Events	51397	45211

3. Bemarking

(a) Brosjures:

Gedruk: 0	01/07/2021: 3650 beskikbaar	30/06/2022: 1335 beskikbaar
Brosjures is gereeld versprei aan:		
1. ***Dorpe Toerisme kantore:*** Malmesbury, Moorreesburg, Riebeek Vallei, Darling & Yzerfontein		
2. ***Wynkelders*** op die Swartland Wyn & Olyfroete en in die Darling omgewing		
5. ***Ander:*** Canal Walk Winkelsentrum Inligtingstoonbank , Weskus dorpe, Toerisme lede		

(b) Publikasies : (Koerante en Tydskrifte)
Die Burger Blombylaag - 27 Julie 2021

(c) Radio en TV onderhoude gevoer:
Die streek het 'n permanente tydgleuf op Vrydae om 12:30 op Radio Namakwaland in hul Kontreinuus program. Luisteraars word meer vertel van die Swartland, die dorpe en gebeure wat plaasvind. Verskeie lede, organiseerders en beamptes is kans gegee om die onderhoude te doen.

Radio Onderhoude : Radio Namakwaland	Die Swartland Toerisme beampte reël vir elke vrydag se tydgleuf om 12:30 sprekers wat kan praat oor "Events" en ander interressanthede in die Swartland.	Elke Vrydag om 12:30 2021/2022

(d) E-bemarking

www.swartlandtourism.co.za:
Nuwe gebeure en inligting word weekliks/maandeliks bygevoeg en opgedateer soos vanaf die dorpe ontvang. Gereelde verbetering vind ook plaas op die blad, soos die toegang vanaf mobiele toestelle vir die Swartland Voëlkykroete skakel, om in lyn te bly met webblad en internet gebruik veranderinge.

(e) Sosiale media (facebook, blogs, twitter, groupon promosies):

Facebook: Die "Cape West Coast/Swartland Tourism facebook" blad is baie aktief en daagliks/weekliks word gebeure, inligting en interressantehede geplaas wat met verskeie ander blaaie gekoppel word om 'n wyer besoeker getal te verkry.

Die Swartland Voëlkykroete se facebook blad is ook is baie aktief. Lede van die blad doen gereeld plasings en hou inligting baie op datum en relatief

Twitter: @planetswartland. Alle status opdaterings op facebook word geskakel met twitter deur #Swartland en verskeie ander # skakels te gebruik in plasings wat baie meer twitter gebruikers bereik.- volgelinge
'n Tweede rekening is ook oopgemaak wat baie goed doen.

(f) Toerisme Ekspo's

Swartland Toerisme het uitgestal by die Caravan Expo in Midrand (Februarie 2022) Kyknet Buite Expo (Maart 2022), en die WTMAfrica Expo in April 2022.
Bemarking en voorsiening van inligting van die Swartland streek en dorpe se toerisme kantore.

(g) Feeste gehou

Verskeie feeste is weer in die verskillende dorpe aangebied en dinge isstadigaan besig om terug te keer na normal na die Covid Pandemie.

(h) Ander aksies geloods

SWARTLAND TOERISME	• ,n Bemarkingsaksie is geloods waar 4 toer operateurs, 4 media persone, 2 bloggers en een sosiale media persoon genooi was om toerisme in die Swartland te ervaar van 20 – 22 April 2021. Hiermee het ons heelwat blootstelling op sosiale media en in die gedrukte media gekry. • Reisplan is uitgewerk vir Nomad Adventures vir dag- en naweektoere na die Swartland

4. Ontwikkeling

(a) Opleiding en ondersteuning

- Weskus Toerisme Beampte Opleiding – 4 dorpsbeamptes woon dit by in November 2021
- Opvolg toerisme werkswinkel word aangebied te Chatsworth in samewerking met WDM
- Tydens Covid-19 Pandemie is vele webinars bygewoon en ondersteuning deurgegee aan SMMEs rakende befondsingshulp en TERS WVF.

5. Toerisme Struktuur

Personeel:

Helena van Rooyen (Okt'19 tot hede) – Streekstoerisme Beamptes, Grachen de Jager

BESTUURSKOMITEE

Dorpe	Afgevaardigdes	Beamptes
DARLING	Mnr Tewie Roos & Me Hannelie van As	Dianne le Roux
MALMESBURY	Geen	
MOORREESBURG & KORINGBERG	Me. Tania Le Roux & Me Karin Theron	Anél Hanekom
RIEBEEK VALLEI	Mnr. Sean Cleary le Grange & Mnr Zakkie Bester	Ann Heyns
YZERFONTEIN	Mnr Henk Bruwer & Dawie Scholtz	Lin Coetzee

SWARTLAND MUNISIPALITEIT

RAADSLEDE	Me.Marlene van Zyl & Me Nicolene Smit
VERTEENWOORDIGER	Me.Ilse Loock

SWARTLAND WYN & OLYFROETE

BESTUURDER	Me. Jolene Janse van Rensburg

VOORSITTER: Mnr. Henk Bruwer
ONDER VOORSITTER: Mnr. Tewie Roos
TESOURIER: Mnr. Dawie Scholtz

6. Algemeen

Graag wil ek 'n paar **aksies** uitlig van die afgelope jaar.

- Eerstens is die Herstrukturering van toerisme in die Swartland na 'n tydsameproses afgehandel.
- Tweedens het Stanford Universiteit in die VSA R360 000 geskenk aan Yzerfontein Toerisme vir die beskerming en bewaring van die middle-steentydperk uitgrawings by die Yzerfontein hawe, wat ongeveer 113 000 jaar oud is.
- Derdens is 'n aksie begin om sensitiewe kulturele areas in die Swartland dorpe te identifiseer en te bewaar.

Gedurende die afgelope klompie jare was daar baie hoogtepunte maar het ons ook baie uitdagings gehad.

Die **Hoogtepunte** sou wees dat ons 'n verskil kon maak en Swartland Toerisme na nuwe vlakke neem. Ook die wonderlike kameradie en vriendskappe wat gevorm is en sodoende mekaar se dilemmas en uitdagings leer verstaan.

Uitdagings bly maar 'n kroniese gebrek aan fondse en die karinge salarisse van die personeel was baie frustrurend. Die nuwe struktuur spreek egter hierdie problem grootliks aan.

7. Dankbetuigings

Hartlike dank aan :

- die **bestuurskomitee** wat vrywillig hul kragte en energie gegee het ter wille van die saak en teen geen vergoeding nie.
- al die **personeellede** wat gekom en gegaan het en probeer het om 'n verskil te maak.
- **Swartland Munisipaliteit** wat ons veral die afgelope paar jaar sterk ondersteun en in besonder dankie aan **Ilse Loock** vir haar hulp en ondersteuning.
- Veral aan **Kiewiet van Rooyen** wat ons die afgelope 3 jaar deurgetrek het met haar kennis, ywer en toewyding,
- Ons **Hemelse Vader** vir al Sy wonderlike seëninge.

Die uwe

Henk Bruwer
VOORSITTER:
KAAPSE WESKUS/SWARTLAND TOERISME ORGANISASIE (KWSTO)

CAPE WEST COAST/SWARTLAND TOURISM - PERFORMANCE MEASUREMENT 2021/2022 - End of year June 2022

National KPI	IDP Objective		KPI Name		KPI Description	Target	Target reached	2021-2022
Local Economic Development	Promotion of Tourism in Swartland Municipal Region	1	**Regional Tourism growth per annum**		% increase in visitors per annum compared to the previous year: **TOURISM OFFICE- Telephone, Fax, Emails, Website, Domestic, International visitors.**	2%	This was a very good year with especially domestic travellers visiting the Swartland. There was an increase of more than 100% after the Covid Pandemic Regulations were lifted.	371,403
					Accommodation, Restaurants, Museums, Attractions and Events	2%	After the Covid Pandemic Regulations were lifted tourism is flourishing and showed an increase of more than 100%	984,995
		2	**Promotional Activities per annum**	2.1	Advertisements and Articles in Printed Media	5	Yes - Combined figure of CWCST and 5 towns.	43
				2.2	Radio and television coverage.	10	Yes - Combined figure of CWCST and 5 towns.	57
				2.3	Social Media	100 Friends & Followers	Yes - Combined figure of CWCST and 5 towns.	782,684
				2.4	Website	500 no of visits	Yes - Combined figure of CWCST and 5 towns.	185,654
				2.5	Exhibitions & Marketing Events	1	Yes, Swartland Tourism exhibited at three exhibitions.	Caravan Expo -Gauteng, KykNET Buitelug Expo & WTMAfrica Trade show - CT
				2.6	Initiatives within the Swartland - Festivals & other.	2	Yes - Combined figure of CWCST and 5 towns.	156 included 2 educationals to 12 tour operators and media people 10 - 14 April 2022
				2.7	Electronic newsletters.	6	Yes - Combined figure of CWCST and 5 towns.	66
		3	**Revision of Swartland tourism Strategy**		Review Strategy.	0	No - Tourism Strategy was revised in June 2017 for 2017 - 2022 and will be revised this year with the implementation of the new Tourism Model for the Swartland	0
		4	**Growing tourism and assist with job creation and transformation**		BEE assisted through training and awareness programmes.	5 people	Yes - Potential and Existing BEE businesses and product owners.	1 x tourism awareness workshops were hosted and 6 people were mentored
		5	**Updated Database**		Updated membership database submitted to mun for evaluation.	1	Yes - 5 towns updated their database in July 2022 with members details who's membership fees is fully paid up.	5
		6	**Reporting**	6.1	Quarterly reporting on tourism activities and financial management to Swartland Municipality. *Oct = (Jul - Sep 21) Jan 22 (Oct - Dec 21) Apr 22 (Jan - Mrch 22) Jul 22 (Apr - Jun 22)	Handed in by: *Oct 2021 Jan 2022 April 2022 July 2022	Yes	4
				6.2	Yearly/Chairmans report annualy in August with AGM.	1	Yes.	1
				6.3	Financial Statements to be handed in by October annually	1	Audited Financial Statements were handed in on 17 August 2022	1

KAAPSE WESKUS / SWARTLAND TOERISME

FINANSIëLE JAARSTATE OP 30 JUNIE 2022

DE JAGER BOSHOFF

KAAPSE WESKUS / SWARTLAND TOERISME
FINANSIËLE JAARSTATE OP 30 JUNIE 2022

ALGEMENE INLIGTING

Land van Inkorporasie en Domisilie:	Suid-Afrika
Aard van Besigheid en Bedrywighede:	Die bevordering van toerisme in die omgewing en vervolgens ekonomiese ontwikkeling
Komitee:	H Bruwer (Voorsitter) T Roos (Onder-voorsitter) D Scholtz (Tesourier) JJ van Rensburg T le Roux K Theron S Cleary Z Bester T Marsh
Geregistreerde Adres:	Kerkstraat 1 Malmesbury 7300
Posadres:	Posbus 591 Malmesbury 7299
Vlak van Gerusstelling:	Hierdie finansiële jaarstate is geoudit in ooreenstemming met die Grondwet.
Ouditeur:	De Jager Boshoff Inc CB de Jager Geoktrooieerde Rekenmeester (SA) Geregistreerde Ouditeur Direkteur
Samesteller:	Unik Professional Services Inc Hierdie finansiële jaarstate is onafhanklik saamgestel onder toesig van: O Boshoff Professionele Rekenmeester (SA) Direkteur
Datum Uitgereik:	12 Augustus 2022

KAAPSE WESKUS / SWARTLAND TOERISME

FINANSIëLE JAARSTATE OP 30 JUNIE 2022

INHOUD

KAAPSE WESKUS / SWARTLAND TOERISME

VERANTWOORDELIKHEIDSVERKLARING EN GOEDKEURING DEUR DIE BESTUUR

FINANSIëLE JAARSTATE OP 30 JUNIE 2022

Algemeen Aanvaarde Rekeningkundige Praktyk vereis dat die bestuur toereikende rekeningkundige rekords moet handhaaf en verantwoordelik is vir die inhoud en integriteit van die finansiële jaarstate en verwante finansiële inligting wat by hierdie verslag ingesluit is. Dit is hul verantwoordelikheid om te verseker dat die finansiële jaarstate 'n redelike weergawe is van die stand van sake van die organisasie soos op 30 Junie 2022 en die resultate van die organisasie se bedrywighede en kontantvloei vir die tydperk wat op daardie datum geëindig het, in ooreenstemming met algemeen aanvaarde rekeningkundige praktyk.

Die finansiële jaarstate is ooreenkomstig algemeen aanvaarde rekeningkundige praktyk opgestel en is gebaseer op toepaslike rekeningkundige beleid wat konsekwent toegepas is en wat deur redelike en verstandige oordeel en ramings ondersteun word.

Die bestuur erken dat hulle uiteindelik verantwoordelik is vir die stelsels van interne finansiële beheer wat deur die organisasie ingestel is en plaas aansienlike klem op die handhawing van 'n streng beheeromgewing. Die bestuur stel standaarde vir interne beheer wat daarop gemik is om die risiko van foute of verlies op 'n koste-effektiewe wyse te verminder om die bestuur in staat te stel om hierdie verantwoordelikhede na te kom. Die standaarde sluit in die behoorlike delegasie van verantwoordelikhede binne 'n duidelik gedefinieerde raamwerk, effektiewe rekeningkundige prosedures en toereikende skeiding van pligte om 'n aanvaarbare risikovlak te verseker. Hierdie beheermaatreëls word regdeur die organisasie gemonitor en alle werknemers word verplig om die hoogste etiese standaarde te handhaaf om te verseker dat die organisasie se besigheid uitgevoer word op 'n wyse wat in alle redelike omstandighede bo verdenking is. Die organisasie se fokus op risikobestuur is gerig op die identifisering, evaluering, bestuur en monitering van alle bekende risiko's in die organisasie. Hoewel die bedryfsrisiko nie heeltemal uitgeskakel kan word nie, poog die organisasie om dit tot 'n minimum te beperk deur te verseker dat die toepaslike infrastruktuur, kontroles, stelsels en etiese gedrag binne voorafbepaalde prosedures en beperkings toegepas en bestuur word.

Die bestuur is van mening dat die interne beheerstelsels redelike sekerheid bied dat daar vir die voorbereiding van die finansiële jaarstate op die finansiële rekords gesteun kan word. Enige interne finansiële beheerstelsel kan egter slegs redelike, en nie absolute nie, versekering bied teen enige wesenlike wanvoorstelling of verlies.

Die eksterne ouditeure is verantwoordelik vir die onafhanklike ouditering en verslagdoening van die organisasie se finansiële jaarstate. Die finansiële jaarstate is deur die organisasie se eksterne ouditeure ondersoek en hul verslag is uiteengesit op bladsye 4 tot 5.

Die finansiële jaarstate wat uiteengesit is op bladsye 6 tot 12, en voorberei is op die likwidasie basis, is deur die bestuur goedgekeur en onderteken deur:

VOORSITTER

ONDER-VOORSITTER

TESOURIER

12 Augustus 2022

VERSLAG VAN DIE ONAFHANKLIKE OUDITEUR AAN
DIE BESTUUR VAN KAAPSE WESKUS / SWARTLAND TOERISME

Ouditmening

Ons het die finansiële state van Kaapse Weskus / Swartland Toerisme soos uiteengesit op bladsye 8 tot 12, geoudit. Hierdie finansiële state bestaan uit die staat van finansiële posisie soos op 30 Junie 2022, staat van wins of verlies en ander omvattende inkomste, staat van kontantvloei en 'n opsomming van beduidende rekeningkundige beleid en ander verduidelikende aantekeninge.

Na ons mening, is hierdie finansiële state in alle wesenlike opsigte 'n redelike voorstelling van die finansiële posisie van die organisasie op 30 Junie 2022, en van die resultate van die bedrywighede en kontantvloei vir die jaar wat op daardie datum geëindig het, ooreenkomstig algemeen aanvaarde rekeningkundige praktyk toepaslik op die besigheid van die organisasie.

Grondslag vir Mening

Ons het ons oudit ooreenkomstig die *International Standards on Auditing ("ISAs")* uitgevoer. Ons verantwoordelikhede ingevolge daardie standaarde word verder beskryf in die Ouditeur se Verantwoordelikhede vir die Oudit van die Finansiële State afdeling van ons verslag. Ons is onafhanklik van die organisasie in ooreenstemming met die *Independent Regulatory Board for Auditors ("IRBA")* se *Code of Professional Conduct for Registered Auditors (Revised January 2018) ("IRBA Code (Revised January 2018)")*, Deel 1 en 3 van die *Independent Regulatory Board of Auditors* se *Code of Professional Conduct for Registered Auditors (Revised November 2018) ("IRBA Code (Revised November 2018)")* en ander onafhanklikheidsvereistes wat van toepassing is op oudits van finansiële state in Suid-Afrika. Ons het ons ander etiese verantwoordelikhede, soos van toepassing, in ooreenstemming met die *IRBA Code (Revised January 2018)*, die *IRBA Code (Revised November 2018)* en in ooreenstemming met ander etiese vereistes van toepassing op die uitvoering van oudits in Suid-Afrika, nagekom. Afdeling 290 en 291 van die *IRBA Code (Revised January 2018)* is konsekwent met Afdeling 290 en 291 van die *International Ethics Standards Board for Accountants* se *Code of Ethics for Professional Accountants*. Deel 1 en 3 van die *IRBA Code (Revised November 2018)* is konsekwent met Deel 1 en 3 van die *International Ethics Standards Board for Accountants* se *Code of Ethics for Professional Accountants (including International Independence Standards)*. Ons glo dat die ouditbewyse wat ons verkry het, toereikend en toepaslik is om 'n grondslag vir ons ouditmening te bied.

Beklemtoning van Aangeleentheid

Sonder om ons ouditmening in hierdie verband te kwalifiseer, vestig ons u aandag daarop dat die organisasie op jaareinde ontbind het en dus is die finansiële state voorberei op die likwidasie basis ooreenkomstig algemeen aanvaarde rekeningkundige praktyk toepaslik op die besigheid van die organisasie. Verwys na aantekening 7 in die finansiële state.

Ander Inligting

Die bestuur is verantwoordelik vir die ander inligting. Die ander inligting bestaan uit die Verslag van die Bestuur. Ander inligting sluit nie die finansiële state en ons ouditeursverslag daaroor in nie. Ons mening oor die finansiële state dek nie die ander inligting nie en ons spreek geen ouditopinie of enige vorm van gerusstelling daaroor uit nie.

In verband met ons oudit van die finansiële state is dit ons verantwoordelikheid om die ander inligting te lees, en sodoende te oorweeg of die ander inligting wesenlik teenstrydig is met die finansiële state of kennis verkry gedurende die oudit, of andersins blyk om wesenlik wanvoorgestel te wees. Indien ons, op grond van die werk wat ons uitgevoer het op die ander inligting verkry voor die datum van die ouditeursverslag, tot die gevolgtrekking kom dat daar 'n wesenlike wanvoorstelling van hierdie ander inligting is, word van ons vereis om daardie feit te rapporteer. Ons het niks om in hierdie verband te rapporteer nie.

Verantwoordelikhede van Bestuur vir die Finansiële State

Die organisasie se bestuur is verantwoordelik vir die opstel en redelike voorstelling van hierdie finansiële state ooreenkomstig algemeen aanvaarde rekeningkundige praktyk toepaslik op die besigheid van die organisasie, en op die wyse wat deur die Grondwet van die organisasie vereis word.

As deel van die opstel van die finansiële state is die bestuur daarvoor verantwoordelik om die organisasie se vermoë om as 'n lopende saak voort te bestaan te beoordeel, en soos toepaslik aangeleenthede wat verband hou met lopende saak en die gebruik van die lopendesaakgrondslag van verslagdoening te openbaar, tensy bestuur beplan om die organisasie te likwideer of om bedrywighede te staak, of geen realistiese alternatief het as om dit te doen nie. Die organisasie het op jaareinde ontbind. Verwys na aantekening 7 in die finansiële state.

Ouditeur se Verantwoordelikhede vir die Oudit van die Finansiële State

Ons doelwitte is om redelike gerusstelling te verkry of die finansiële state as 'n geheel vry is van wesenlike wanvoorstelling, hetsy weens bedrog of foute, en om 'n ouditeursverslag uit te reik wat ons mening bevat. Redelike gerusstelling is 'n hoë vlak van gerusstelling, maar is nie 'n waarborg dat 'n oudit wat ooreenkomstig die *ISAs* uitgevoer is altyd 'n wesenlike wanvoorstelling sal opspoor indien dit bestaan nie. Wanvoorstellings kan ontstaan as gevolg van bedrog of foute, en word individueel of in totaal wesenlik geag indien dit redelikerwys verwag kan word dat sodanige wanvoorstellings die ekonomiese besluite van gebruikers wat op grond van hierdie finansiële state geneem word, sal beïnvloed. As deel van 'n oudit ooreenkomstig die *ISAs* oefen ons professionele oordeel uit en handhaaf ons professionele skeptisisme deurlopend deur die oudit. Ons doen ook die volgende:

- Identifiseer en beoordeel die risiko's van wesenlike wanvoorstelling van die finansiële state, hetsy weens bedrog of foute, ontwerp en voer ouditprosedures uit na aanleiding van daardie risiko's, en verkry ouditbewyse wat voldoende en toepaslik is om 'n grondslag vir ons ouditmening te bied. Die risiko van nie-opsporing van 'n wesenlike wanvoorstelling as gevolg van bedrog is groter as vir 'n wesenlike wanvoorstelling as gevolg van foute, aangesien bedrog samespanning, vervalsing, doelbewuste weglatings, wanvoorstellings of die omseiling van interne beheer kan behels.
- Verkry 'n begrip van interne beheer relevant tot die oudit ten einde ouditprosedures te ontwerp wat toepaslik is in die omstandighede, maar nie vir die doel om 'n mening uit te spreek oor die effektiwiteit van die organisasie se interne beheer nie.
- Evalueer die toepaslikheid van rekeningkundige beleid wat gebruik is en die redelikheid van rekeningkundige ramings en verwante openbaarmaking wat deur die bestuur gemaak is.
- Kom tot 'n gevolgtrekking oor die toepaslikheid van die bestuur se gebruik van die lopendesaakgrondslag van verantwoording, en gebaseer op ouditbewyse verkry, kom tot 'n gevolgtrekking oor die bestaan van 'n wesenlike onsekerheid wat verband hou met gebeure of omstandighede wat beduidende twyfel kan laat bestaan oor die organisasie se vermoë om as 'n lopende saak voort te bestaan. Waar ons tot die gevolgtrekking kom dat 'n wesenlike onsekerheid bestaan, word daar van ons vereis om in ons ouditeursverslag aandag te vestig op die toepaslike openbaarmaking in die finansiële state, of, indien sodanige openbaarmaking onvoldoende is, om ons mening te wysig. Ons gevolgtrekkings word gebaseer op ouditbewyse verkry tot en met die datum van ons ouditeursverslag. Toekomstige gebeure en omstandighede mag egter daartoe aanleiding gee dat die organisasie ophou om as 'n lopende saak voort te bestaan.
- Evalueer die algehele voorstelling, struktuur en inhoud van die finansiële state, insluitende die openbaarmaking, en of die finansiële state die onderliggende transaksies en gebeure op só 'n manier weergee dat redelike voorstelling bereik word.

Ons kommunikeer met bestuur oor, onder andere, die beplande omvang en tydsberekening van die oudit en beduidende ouditbevindinge, insluitende enige beduidende tekortkominge in interne beheer wat ons tydens ons oudit identifiseer.

Ons voorsien bestuur ook met 'n bevestiging dat ons relevante etiese vereistes rakende onafhanklikheid nagekom het, en ons kommunikeer aan hulle alle verhoudings en ander aangeleenthede wat redelikerwys geag kan word om ons onafhanklikheid te beïnvloed, sowel as voorsorgmaatreëls, waar dit van toepassing is.

CB DE JAGER GR (SA)
Direkteur
Geregistreerde Ouditeur

12 Augustus 2022

KAAPSE WESKUS / SWARTLAND TOERISME

VERSLAG VAN DIE BESTUUR AAN DIE LEDE

Die bestuur het genoeë om oor die finansiële jaar geëindig 30 Junie 2022 as volg te rapporteer:

1 AARD VAN BESIGHEID EN BEDRYWIGHEDE

Die hoofbesigheid van die organisasie is die bevordering van toerisme in die omgewing en vervolgens ekonomiese ontwikkeling.

2 OORSIG VAN BEDRYFSRESULTATE

Die bedryfsresultate van die organisasie is volledig uiteengesit in die meegaande finansiële jaarstate.

3 BESTUURSKOMITEE

Die bestuur gedurende die rekenpligtige tydperk was:

Voorsitter	H Bruwer
Onder-voorsitter	T Roos
Tesourier	D Scholtz
Lede	JJ van Rensburg
	T le Roux
	K Theron
	S Cleary
	Z Bester
	T Marsh

4 GEBEURE NA REKENPLIGTIGE TYDPERK

Soos vereis deur die Grondwet van die entiteit, is die netto bates by ontbinding van die organisasie op 30 Junie 2022 oorgedra na 'n entiteit met dieselfde doel as Swartland Toerisme, naamlik Swartland Tourism NPC. Die bankrekeningsaldo's en die Eiendom, Aanleg en Toerusting is na jaareinde oorgedra na Swartland Tourism NPC. 'n Voorsiening vir die oordrag van die saldo's is voorsien onder Kapitaal en Reserwes in die Staat van Finansiële Posisie.

Die bestuur is nie bewus van enige wesenlike gebeurlikhede wat plaasgevind het na die verslagdoeningsdatum tot en met die datum van die goedkeuring van die finansiële jaarstate nie.

5 LOPENDE SAAK

U aandag word daarop gevestig dat die organisasie op jaareinde ontbind het soos deur die bestuur besluit op 24 Augustus 2021, en dat die finansiële jaarstate vir die jaar geëindig 30 Junie 2022 dus op likwidasie basis opgestel is.

Die bestuur is nie bewus van enige wesenlike nie-nakoming van statutêre of regulatoriese vereistes nie, of van enige hangende veranderinge aan wetgewing wat die organisasie mag affekteer nie.

12 Augustus 2022

VERSLAG VAN DIE SAMESTELLER

aan die lede van

KAAPSE WESKUS / SWARTLAND TOERISME

Op grond van inligting wat deur die bestuur van die organisasie verstrek is, het ons, in ooreenstemming met die Internasionale Standaard op Verwante Dienste (ISRS 4410) soos van toepassing op kompilasie aanstellings, die staat van finansiële posisie soos op 30 Junie 2022, staat van wins of verlies en ander omvattende inkomste en staat van kontantvloei vir die jaar geëindig op daardie datum, 'n opsomming van beduidende rekeningkundige beleid en ander verduidelikende aantekeninge, soos uiteengesit op bladsye 8 tot 12, saamgestel.

Ons het ons kundigheid in rekeningkunde en finansiële verslagdoening toegepas om die lede by te staan in die voorbereiding en aanbieding van hierdie finansiële jaarstate in ooreenstemming met algemeen aanvaarde rekeningkundige praktyk toepaslik op die besigheid van die organisasie. Ons het voldoen aan relevante etiese vereistes, insluitend die beginsels van integriteit, objektiwiteit, professionele bevoegdheid en behoorlike sorg.

Ons het nie hierdie finansiële jaarstate geoudit of onafhanklik hersien nie, en spreek dus geen gerusstelling daaroor uit nie.

Die bestuur van die organisasie is verantwoordelik vir die opstel en redelike voorstelling van hierdie finansiële jaarstate ooreenkomstig algemeen aanvaarde rekeningkundige praktyk opgestel en is gebaseer op toepaslike rekeningkundige beleid wat konsekwent toegepas is en wat deur redelike en verstandige oordeel en ramings ondersteun word.

O BOSHOFF
Professionele Rekenmeester (SA)
Praktyknommer: PRAC665

12 Augustus 2022

Unik Professional Services Inc. | Reg. No. 2020/770819/21
Director: O Boshoff | B Compt, H Dip Tax, LLM (Tax), Professional Accountant (SA)
De Jager Boshoff Building, 5 Church Street, Malmesbury, 7300 | PO Box 107, Malmesbury, 7299
+27 22 482 1169 | info@unikone.co.za | www.unikone.co.za

KAAPSE WESKUS / SWARTLAND TOERISME

STAAT VAN FINANSIëLE POSISIE OP 30 JUNIE 2022

	Aantekeninge	2022 R	2021 R
BATES			
Nie-Bedryfsbates			
Eiendom, Aanleg en Toerusting	2	0.00	25,026.75
Bedryfsbates			
Kontant en Kontantekwivalente	3	0.00	130,288.62
Totale Bates		0.00	155,315.37
EKWITEIT EN LASTE			
Kapitaal en Reserwes		0.00	154,391.51
Saldo aan begin van die jaar		154,391.51	156,304.61
Regstelling van Vorige Tydperk Fout	5	0.00	11,860.28
Voorsiening vir Oordrag na Swartland Tourism NPC	6	(167,976.60)	0.00
Netto Surplus/(Tekort) vir die jaar		13,585.09	(13,773.38)
Bedryfslaste			
Handels- en Ander Krediteure	4	0.00	923.86
Totale Laste		0.00	923.86
Totale Ekwiteit en Laste		0.00	155,315.37

KAAPSE WESKUS / SWARTLAND TOERISME

STAAT VAN WINS OF VERLIES EN ANDER OMVATTENDE INKOMSTE

VIR DIE JAAR GEëINDIG 30 JUNIE 2022

	2021 - 2022		2021 - 2022	2020 - 2021	
	R	R	R	R	R
	WERKLIK	BEGROOT	AFWYKING Werklik vs Begroot	WERKLIK	VERSKIL Werklik 2021 vs 2020
INKOMSTE	1,006,771.46	1,004,000.00	2,771.46	820,798.47	185,972.99
Rente Ontvang	6,771.46	4,000.00	2,771.46	4,309.47	2,461.99
Subsidie - Swartland Munisipaliteit	1,000,000.00	1,000,000.00	0.00	816,489.00	183,511.00
Min: UITGAWES	993,186.37	972,331.00	20,855.37	834,571.85	158,614.52
Advertensies	122,202.48	100,000.00	22,202.48	52,445.40	69,757.08
Bankkoste	4,354.51	4,000.00	354.51	3,857.50	497.01
Befondsing Toerisme Buro's	481,950.00	481,950.00	0.00	459,000.00	22,950.00
Depresiasie	5,407.55	1,562.00	3,845.55	1,561.80	3,845.75
Drukwerk en Skryfbehoeftes	2,939.25	2,600.00	339.25	918.68	2,020.57
Herstrukturering	0.00	5,500.00	(5,500.00)	0.00	0.00
Kantooruitgawes	2,555.41	7,500.00	(4,944.59)	537.51	2,017.90
Kleingereedskap	1,078.99	0.00	1,078.99	0.00	1,078.99
Ongevalleversekering	1,673.50	2,500.00	(826.50)	1,970.22	(296.72)
Onthaalkoste	2,994.46	3,000.00	(5.54)	1,950.00	1,044.46
Ontwikkeling en Opleiding	10,000.00	10,000.00	0.00	7,000.00	3,000.00
Ouditeursvergoeding	19,550.00	20,000.00	(450.00)	18,009.00	1,541.00
Posgeld en Koerierkoste	0.00	500.00	(500.00)	0.00	0.00
Rekenmeestersgelde	14,547.50	15,000.00	(452.50)	13,225.00	1,322.50
Reis- en Verblyfkoste - Plaaslik	20,759.54	20,000.00	759.54	10,390.14	10,369.40
Rekenaaruitgawes	1,248.30	2,000.00	(751.70)	680.20	568.10
Salarisse en Lone	277,595.29	263,525.00	14,070.29	238,296.30	39,298.99
Subskripsies	689.00	950.00	(261.00)	954.00	(265.00)
Telefoon en Posgeld	23,640.59	27,000.00	(3,359.41)	19,032.09	4,608.50
Versekering	0.00	4,744.00	(4,744.00)	4,744.01	(4,744.01)
NETTO SURPLUS/(TEKORT) vir die jaar	13,585.09	31,669.00	(18,083.91)	(13,773.38)	27,358.47

KAAPSE WESKUS / SWARTLAND TOERISME

STAAT VAN KONTANTVLOEI VIR DIE JAAR GEËINDIG 30 JUNIE 2022

	2022 R	2021 R
KONTANTVLOEI UIT BEDRYFSAKTIWITEITE	18,068.78	(11,407.06)
Netto Surplus/(Tekort) vir die jaar	13,585.09	(13,773.38)
Aangepas vir:	(1,363.91)	(2,747.67)
Depresiasie	5,407.55	1,561.80
Rente Ontvang	(6,771.46)	(4,309.47)
Bedryfswins/(-verlies) voor Veranderinge in Bedryfskapitaal	12,221.18	(16,521.05)
Veranderinge in Bedryfskapitaal	(923.86)	804.52
(Toename)/Afname in Handels- en Ander Debiteure	0.00	1,388.70
Toename/(Afname) in Handels- en Ander Krediteure	(923.86)	(584.18)
Kontant uit Bedrywighede Voortgebring	11,297.32	(15,716.53)
Rente Ontvang	6,771.46	4,309.47
KONTANTVLOEI UIT BELEGGINGSAKTIWITEITE		
Toevoegings tot Eiendom, Aanleg en Toerusting	0.00	(23,074.50)
KONTANTVLOEI UIT FINANSIERINGSAKTIWITEITE		
Oordrag van Kapitaal en Reserwes	(148,357.40)	0.00
Netto Afname in Kontant en Kontantekwivalente	(130,288.62)	(34,481.56)
Kontant en Kontantekwivalente aan begin van die jaar	130,288.62	164,770.18
Kontant en Kontantekwivalente aan einde van die jaar	0.00	130,288.62

KAAPSE WESKUS / SWARTLAND TOERISME

AANTEKENINGE BY DIE FINANSIëLE JAARSTATE OP 30 JUNIE 2022

1 REKENINGKUNDIGE BELEID

Die finansiële jaarstate is opgestel op die likwidasie basis ooreenkomstig algemeen aanvaarde rekeningkundige praktyk toepaslik op die besigheid van die organisasie. Die vernaamste rekeningkundige beleidsrigtings gevolg, wat ooreenstem met dié van die vorige jaar (behalwe in die gevalle waar die toepassing van die likwidasie basis dit wysig), word uiteengesit onder die aantekeninge waar van toepassing.

2 EIENDOM, AANLEG EN TOERUSTING

	2022 R	2021 R
Rekenaartoerusting		
Drabedrag aan begin van die jaar	25,026.75	3,514.05
Kosprys	32,445.20	9,370.70
Opgelope Depresiasie	(7,418.45)	(5,856.65)
Toevoegings	0.00	23,074.50
Depresiasie	5,407.55	1,561.80
Voorsiening vir Oordrag na Swartland Tourism NPC	(19,619.20)	0.00
Kosprys	(32,445.20)	0.00
Opgelope Depresiasie	12,826.00	0.00
Drabedrag aan einde van die jaar	0.00	25,026.75
Kosprys	0.00	32,445.20
Opgelope Depresiasie	0.00	(7,418.45)
Totale Eiendom, Aanleg en Toerusting	0.00	25,026.75

Depresiasie op Eiendom, Aanleg en Toerusting word soos volg voorsien:

Rekenaartoerusting - 6 jaar op die reguitlynmetode

Alhoewel die finansiële jaarstate op die likwidasie basis opgestel is, word Eiendom, Aanleg en Toerusting teen drabedrag oorgedra na Swartland NPC soos ooreengekom.

		2022 R	2021 R
3	**KONTANT EN KONTANTEKWIVALENTE**		
	ABSA Bank	0.00	118,390.69
	Depositor Plus	0.00	105,106.30
	Tjekrekening	0.00	13,284.39
	Eerste Nasionale Bank		
	Besigheidsrekening	0.00	11,860.28
	Kontant Voorhande	0.00	37.65
		0.00	130,288.62
4	**HANDELS- EN ANDER KREDITEURE**		
	Handelskrediteure	0.00	923.86

5 **VORIGE TYDPERK FOUT**

Kontant en Kontantekwivalente was onderstateer in die vorige jaar.

Die regstelling van die fout het die volgende wysigings tot gevolg gehad:

Toename in Kontant en Kontantekwivalente	11,860.28
Toename in Ekwiteit	11,860.28

6 **GEBEURE NA REKENPLIGTIGE TYDPERK**

Soos vereis deur die Grondwet van die entiteit is die netto bates by die ontbinding van die organisasie op 30 Junie 2022 oorgedra na 'n entiteit met dieselfde doel as Swartland Toerisme, naamlik Swartland Tourism NPC. Die bankrekeningsaldo's en die Eiendom, Aanleg en Toerusting is na jaareinde oorgedra na Swartland Tourism NPC. 'n Voorsiening vir die oordrag van die saldo's is voorsien onder Kapitaal en Reserwes in die Staat van Finansiële Posisie.

7 **LOPENDE SAAK**

In terme van die besluit geneem deur die bestuur op 24 Augustus 2021 is die entiteit ontbind op jaareinde. Die finansiële jaarstate is dus op die likwidasie basis opgestel en nie die lopendesaakgrondslag nie.

Die bestuur is nie bewus van enige wesenlike nie-nakoming van statutêre of regulatoriese vereistes nie, of van enige hangende veranderinge aan wetgewing wat die organisasie mag affekteer nie.

Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste
5 September 2022

17/13/3

ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 22 SEPTEMBER 2022

ONDERWERP / *SUBJECT*: RIEBEEK KASTEEL: '*THE OUKLOOF HERITAGE LEGACY*'

1. BACKGROUND

1.1 The attached letter with annexures speaks for itself, but – in essence – seeks support from the Municipality for the above-mentioned heritage project, more specifically the possible erection of a memorial on the Riebeek Kasteel town square in commemoration of those persons who were forcibly removed from their homes in Oukloof, Riebeek Kasteel during 1965.

1.2 It is

RECOMMENDED

That the Municipality expresses its support for *The Oukloof Heritage Legacy* project, subject thereto that all public participation and legislative requirements shall be complied with where applicable.

AANBEVEEL

Dat die Munisipaliteit sy steun vir *The Oukloof Heritage Legacy* projek uitspreek, onderhewig daaraan dat alle publieke deelname en wetlike vereistes nagekom sal word, waar toepaslik.

(get) M S Terblanche

MUNICIPAL MANAGER

Mst/raadsitems,SM5/September 2022/Legacy Challenge Riebeek Kasteel

to: Madelaine Terblanche
Swartland Municipality
Private Bag X52
Malmesbury 7299

24 August 2022

re: Oukloof Memorial

Dear Madelaine

I would like to approach you regarding a project underway in Riebeek Kasteel.

Some years ago a number of people came together to form a working group with the aim of dealing with the forced removals which occurred in a part of the village in 1965, called Oukloof. The initial stage was to approach the surviving Ouklowers to discover their views and solicit their aspirations. Through a number of meetings the support was overwhelming.

It might be considered that awareness of what had happened was highlighted by Anna Bohlin, now an Associate Professor at the University of Gothenburg in Sweden, on visits to the village in 2003, 2005 and 2006, when she discovered no acknowledgement or attempt of reconciliation had been made. She particularly noted the lack of representation in the museum.

During a Ward Committee meeting in 2018, it was proposed that a project to erect a memorial on the square should be attempted. The meeting was attended by Tijmen van Essen as mayor, who endorsed the concept, making note that the present heritage items, the red ox and cannon, must be retained.

During the course of this year progress has been furthered with a number of meetings between the Ouklowers and the working group striving to achieve finality. The idea is to create awareness of the forced removals via a memorial, the format of which is still undecided. The reason is that the notion is going to be a public competition so an interesting and different solution might be found.

The project is being driven by representatives from three different entities: The Oukloof Heritage Legacy, For Life Centre and the Riebeek Valley Museum. Ultimately, though, all the decisions are made by the Ouklowers themselves.

One of reasons I was invited to join, besides my connection to the museum, is from a heritage perspective. As you will be aware a permit for a new layout for the square in Riebeek Kasteel was issued by Heritage Western Cape on 6 July 2018 with an approved layout. This has not been implemented and local inhabitants have taken it on themselves to attempt to uplift the area by planting trees and generally sprucing it up. This does not take away from the legal obligations of the permit and it is envisaged that once a design for a memorial is chosen a new application will have to be submitted.

The purpose of this email is to seek support for the concept from Swartland Municipality.

It would be appreciated if you could share your and Swartland Municipality's views regarding this project and whether it will be supported.

Regards

Chris Murphy

CHRIS MURPHY

Attached: From the minutes of the Ward 12 Committee meeting, 31 May 2022.
Layout for the square approved by Heritage Western Cape, 6 July 2018.
Copies of leaflets 9, in Afrikaans and English, which are being circulated to create awareness of the project.

Oukloof HERITAGE LEGACY

riebeek valley riebeek vallei museum

FOR LIFE CENTRE

8. ADDISIONELE ITEMS

8.1 Die voorstel van 'n Ou Kloof-gedenkteken op die Plein in Riebeek Kasteel

Die voorlegging word gedoen deur mnr Koos de Bruin wat van die begin af betrokke was by die Oukloof-projek.

Mnr de Bruin noem dat daar in 2018 begin is om inligting in te samel vir die projek en dat die gemeenskap aktief betrek is by die proses. Die projek is nou op die stadium dat die Oukloof-gedenkteken op die Plein in Riebeek Kasteel opgerig kan word. Daar is reeds voorlopige goedkeuring vanaf die Munisipaliteit verkry om die gedenkteken op te rig by die kanon en Rooi Os.

Daar volg 'n bespreking oor die proses vorentoe – onder andere – noem mnr King dat daar verskeie planne op die tafel is insake die opgradering van die Plein, onder andere, die moontlikheid dat die Kanon en Rooi Os verskuif kan word.

Na 'n verdere bespreking word –

BESLUIT (op voorstel van me F Davids)

(a) Dat die wykskomitee die aksies van die voormalige wykskomitee van Wyk 12 ondersteun om 'n Oukloof-gedenkteken op die Plein te laat oprig ter herdenking van die gedwonge verwydering van die Oukloof-inwoners;

(b) Dat die wykskomitee die 'Ons Erfenis"-proses ondersteun met gepaargaande publieke konsultasie en publieke betrokkenheid ten einde 'n Oukloof-gedenkteken op te rig wat inklusief en wetlik is;

(c) Dat die wykskomitee versoek dat 'n skrywe (Letter of Authority) vanaf die Swartland Munisipaliteit ontvang word ter ondersteuning van die proses en oprigting van 'n Oukloof-gedenkteken.


PROPOSED HARD SURFACING FOR PARKING & DRIVEWAYS.
BROWNSTONE
COURSE EXPOSED BROWNSTONE PAVERS.
GRANITE
COURSE EXPOSED GRANITE PAVERS.
MUDDY
FINE MUDDY BRICK PAVERS.
INSITU CAST EXPOSED AGGREAGTE SURFACE.
EXPOSED AGGRE TYPES OF BRICK PAVERS.
N
PRIVATE HOUSE
Culvert
MAIN ROAD
TOURIST SHOPS
Canon.
Red Lix.
WYKLAND PROPERTIES
HISTORICAL ARTIFACTS AND SURROUNDING TREES TO REMAIN AS IS.
PICK 'n PAY
SAREL CILLIERS STREET
Culvert
KATARINNAS GEUST HOUSE
FONTEIN STREET
Existing retaining stone wall.
CASTEELBERG COUNTRY-IN AND LOUNGE
BEANS ABOUT COFFEE
PLEIN STREET
SWARTLAND MUNICIPALITY
RIEBEEK VALLEY TOURISM
PAM GOLDING
De JONGE CAFE
PRIVATE HOUSE
RESTUARANT
ALL EXISTING TREES TO BE RETAINED. HOWEVER IF REMOVAL OF SMALLER TREES IS NECESSARY. THESE ARE TO BE REPLACE ELSEWHERE.
PROPOSED FININSHES FOR PATHWAYS.
RIVER COBBLES
STABILIZE LATERITE GRAVEL
OPTION 3
TYPICAL PORTRAIL OF TREES.
PROPOSED TYPE OF TREES
ERYTHRINA LYSISTEMON
LOPHOSTEMON CONFERTUS
POPULUS SIMONII
QUERCUS CERRIS
QUERCUS-NIGRA
Warrick Raubenheimer architecture
Client
SWARTLAND MUNICIPALITY
Project
MARKET SQUARE - RIEBEEK KASTEEL

'N PART, NIE APART NIE

Die kwotasies in die groen panele is deur die oorspronklike Oukloof bewoners wat die projek ondersteun.

Vir verdere inligting:
www.oukloof.riebeeklegacy.org

OUR LEGACY CHALLENGE

RIEBEEK KASTEEL

'N PART, NIE APART NIE

OUKLOOF

ons erfenis uitdaging

'n Part, nie apart nie

As jy een slegte oggend hoor jy sal uit jou plek geskop word, is dit meer as jou huis wat op die spel is. Jou lewe, jou geliefdes, jou plek in die samelewing, dit val alles uitmekaar. Hoe sou jy gevoel het?

Dit het gevoel asof jy vullis is, nie menslik nie, weggegooi, as iets sonder waarde.

In 1965 is 'n hele gemeenskap ontwortel: Oukloof, deel van Riebeek-Kasteel. Die eiendom waarop hulle hul huise lank, lank tevore gebou het, is deur die kerk besit, met die doel om bruin mense te huisves. Selfs voordat die wet 'hiermee te doen' in werking getree het, is al 60 gesinne na Esterhof verwyder.

As kind het jy die lyding gevoel van jou ouers en grootouers wat ons huise self gebou het. Ons is daardie plek gegee, om te lewe om te werk, om te speel, om gesinne te hê. Daardie belofte het net verdwyn en ons is op 'n plek geplaas waar mense hul dooie donkies en honde begrawe het.

Dit was een van honderde sulke gedwonge skuiwe in ons land. Oukloof is dalk nie so 'bekend' as Distrik 6 nie, maar nie minder pynlik nie. En terwyl Distrik 6 ten minste aangespreek word, is baie ander, insluitend Oukloof, nie.

Die Ouklowers, hul afstammelinge en al die ander ontwortelde mense verdien ons respek en begrip vir hul lyding en die onreg wat aan hulle gedoen is. Vir Oukloof was daar 'n halfhartige vergoedingskema, maar in die praktyk het dit nooit gewerk nie. Dit alles is goed gedokumenteer en dan weggesit, maar in detail opspoorbaar.

Hierdie onverwagte onreg sal vir ewig by my wees, ek durf skaars terugkom na daardie plek, want ons was gelukkig daar en daardie geluk is van ons gesteel.

Liewe dorp, as ons hierdie geskiedenis nie aanspreek nie, wys gebeure reg oor die wereld dat die gevolg daarvan sal terugkom om by ons as 'n gemeenskap te spook. Of, meer presies, dit sal verhoed dat ons ooit een gemeenskap word. Ons sal twee bly, verdeel deur die spoorlyn.

Ons eie gesinne weet skaars meer van die uitsettings. Dit is so belangrik dat hulle weet en verstaan wat ons deurgemaak het, maar ook om sterk te wees, lank te staan en saam 'n lewe te bou.

Die Riebeekvallei Museum, die FORLIFE-sentrum, die Riebeek Legacy en die Ouklowers, met die ondersteuning van die Swartland-munisipaliteit, streef daarna om die gemeenskap te fasiliteer om 'n gebaar van versoening te skep, beginnende met 'n openbare konsultasie in die Vallei. Ons sal die publiek vra of en hoe hulle wil sien dat Oukloof nie in anonimiteit verdwyn nie. Hoe ons wysigings kan aanbring. Hoe ons daaruit kan leer en in die toekoms beter kan doen.

Ek sal daarvan hou as ons 'n plek in die dorp het, wat ons herinner aan die Oukloof-uitsettings en die moeilike tye daarna. Dit moet 'n respekvolle geheue wees, maar ook 'n sterk begeerte vir die toekoms uitdruk. Mense moet nooit vergeet nie, hulle moet aanhou om daaroor te praat en daarop voort te bou.

As 'n deel hiervan 'n gedenkteken op die plein sou wees, hoe moet dit lyk en hoe moet dit besoekers tot stand bring? Hoe kan ons almal betrek wat 'n rol gespeel het en hulle vra om 'n bydrae te lewer? Hoe kan ons dit deel maak van die lewende geskiedenis en hoop vir die toekoms? Hoe kan ons so 'n gedenkteken tot lewe bring?

Die dorp sal namens Oukloof van ons hoor in die vorm van 'n konsultasie en 'n openbare wedstryd. Ja, een met pryse vir die beste idees. Ons vertrou op u om positief te wees en ons te help om hulle en ons almal te help.

In Oukloof het ons as een geleef. Naby die dorpskern. As 'n gemeenskap. Nou is dit weg. Ek onthou hoe goed dit was. Ons moet weer een wees, dit is my wens vir die toekoms, vir my kinders.

'n Part, nie apart nie

A PART, NOT APART

The quotes in the green panels are by the original Oukloof inhabitants who support this project.

Oukloof Heritage Legacy · riebeek valley museum · FOR LIFE CENTRE

For further information:
www.oukloof.riebeeklegacy.org

OUR LEGACY CHALLENGE

RIEBEEK KASTEEL

A PART, NOT APART

OUKLOOF

our legacy challenge

A part, not apart

If one bad morning you hear you will be kicked out of your place, it's more than your home which is at stake. Your life, your loved ones, your place in society, it all falls apart. How would you feel?

It felt like you're garbage, not human, thrown away, as something without value.

In 1965 a whole community was displaced; Oukloof, part of Riebeek Kasteel. The property on which they built their houses a long, long time before, was owned by the church, with the purpose of housing coloured people. Even before the law 'dealing with this' came into effect, all 60 families were removed to Esterhof.

As a child you felt the suffering of your parents and grandparents who had built our houses themselves. We were given that place, to live to work, to play, to have families. That promise just vanished and we were put in a place where people buried their dead donkeys and dogs.

It was one of hundreds of such forced moves in our country. Oukloof may be not as 'well known' as District 6, but no less painful. And whereas District 6 is at least being addressed, many others, including Oukloof, are not.

The Ouklowers, their descendants and all the other displaced people deserve our respect and understanding for their suffering and the injustice done to them. For Oukloof, there was a half-hearted compensation scheme, but in practice it never worked. All of this has been well documented and then put away, yet traceable in detail.

This unexpected injustice will be with me forever, I dare hardly come back to that place, because we were happy there and that happiness was stolen from us.

Dear village, if we do not address this, this history, events all over the world show, this ghost will come back to haunt us, as a community. Or, more precisely, it will prevent us from ever becoming one community. We will stay two, divided by the railway line.

Our own families hardly know about the eviction any more. It is so important that they know and understand what we went through, but also to be strong, stand tall and build a life together.

This is why we, the Riebeek Valley Museum, the FORLIFE centre and the Riebeek Legacy with the support of the Swartland municipality and the Ouklowers, aim to facilitate the community in making a gesture of reconciliation, starting with a public consultation in the Valley. We will ask the public if and how they want to see that Oukloof does not disappear in anonymity. How we can make amends. How we can learn from it and do better in the future.

I would love it when we have a place in the village, which reminds us of the Oukloof eviction and the difficult times thereafter. It should be a respectful memory, but also express a strong desire for the future. People must never forget, they must keep talking about it and build on it.

If part of this would be a monument on the square, what should it look like and what should it bring about in visitors? How can we involve all those who played a role, and ask them to contribute? How can we make this a part of living history and of hope for the future? How can we make such a monument come to life?

The village will hear from us, on behalf of Oukloof, in the form of a consultation and a public contest. Yes, one with prices for the best ideas. We count on you to be positive and help us help them, and all of us.

In Oukloof we lived as one. Close to the village centre. As a community. Now that's gone. But I remember how good it was. We need to be one again, that's my wish for the future, for my kids.

A part, not apart

Municipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

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

ITEM 7.7 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 22 SEPTEMBER 2022

ONDERWERP:	**UITSTAANDE DEBITEURE – AUGUSTUS 2022**
SUBJECT:	***OUTSTANDING DEBT – AUGUST 2022***

1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

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

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period August 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 Julie 2021 het R29 371,229.05 beloop terwyl die uitstaande debiteure vir Augustus 2021 R33 425,776.94 beloop het en was 'n vermeerding van R4 054,547.89

4.2 Die uitstaande debiteure vir Julie 2022 het R33 346,637.75 beloop terwyl die uitstaande debiteure vir Augustus 2022 R31 200,412.34 beloop - 'n vermindering van R2 146,225.41

4.3 Die uitstaande debiteure vir Augustus 2021 het R33 425,776.94 beloop terwyl die uitstaande debiteure vir Augustus 2022 R31 200,412.34 beloop - 'n vermindering van R2 225,364.60 in uitstaande debiteure.

4.4 Die uitstaande debiteure vir Augustus 2022 is 4.38% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Augustus 2021 5.08% 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 Augustus 2022.

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

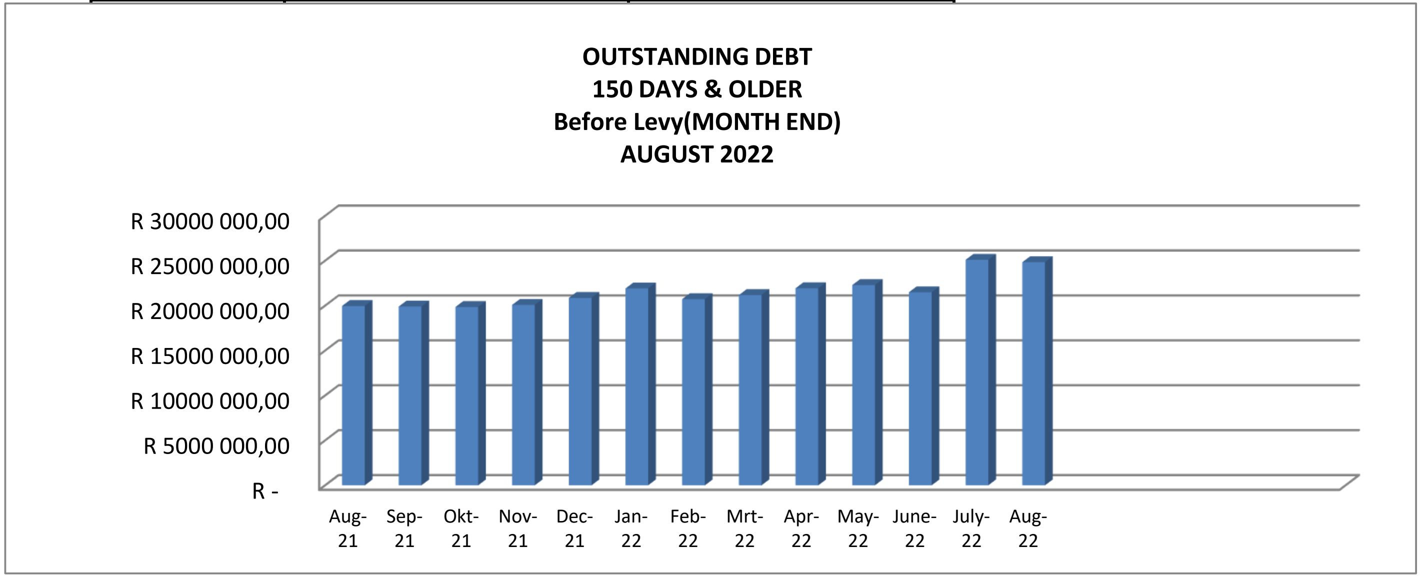
(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

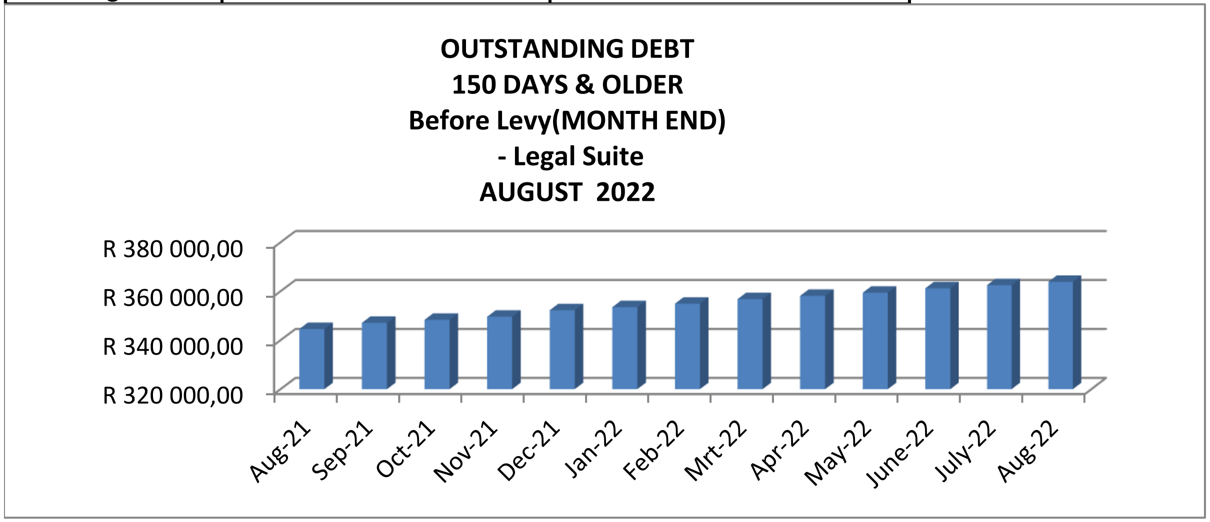
OUTSTANDING DEBTORS (FUTURE EXCLUDED)
MONTH END
RESIDENTIAL - BUSINESS - GOVERNMENT
STAFF - COUNCILLORS
AUGUST 2022

Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2020/2021 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
									R 713 057 993	R 658 069 842	R 573 330 277
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 **R2 388,138,20(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R3 518,544,01.** Staff outstanding in the amount of **R1271,16.** Three (3) Staff members have outstanding accouns (3 X Pre-paid electricity) The Government outstanding amounted to **R2 044,379,75** as a result of annual rates. The amount of **R5678,44** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		5,31%	7,38%
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 **R1 863,428,13(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 809,919,80.** Staff outstanding in the amount of **R123,88** One (1) Staff member has an outstanding account (Pre-paid electricity) The Government outstanding amounted to **R2 212,208,58** as a result of annual rates. The amount of **R1 586,76** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		5,59%	7,35%
May-22	R 3 747 258	R 35 092 588	R 31 683 448	R 593 230	R 2 815 136	R 774	R -	EFT payments day after month end received amounted to **R1 493,716,56(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R593,229,67.** Staff outstanding in the amount of **R744,28** Two (2) Staff members have outstanding accounts (1 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to **R2 815,135,71** as a result of annual rates. The amount of **R2016,62** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		5,33%	5,47%
June-22	R 5 488 094	R 35 198 806	R 30 088 519	R 2 411 046	R 2 697 612	R 1 629	R -	EFT payments day after month end received amounted to **R2 336,797,15(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 411,045,65** Staff outstanding in the amount of **R1 629,09** Three (3) Staff members have outstanding accounts (1 X Pre-paid electricity - 1X Conventional Electricity and 1x Eskom electricity) The Government outstanding amounted to **R2 697,611,55** as a result of annual rates. The amount of **R758 922,13** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		5,35%	5,18%
July-22	R 3 975 409	R 33 346 638	R 30 797 319	R 1 193 799	R 1 354 961	R 559	R -	EFT payments day after month end received amounted to **R2 712,574,75(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R1 193,799,27** Staff outstanding in the amount of **R558,66** Three (3) Staff members have outstanding accounts (2 X Pre-paid electricity and 1X Conventional Electricity) The Government outstanding amounted to **R1 354,961,06** as a result of annual rates. The amount of **R0,00** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.	4,68%	4,46%	5,05%
Aug-22	R -2 225 365	R 31 200 412	R 30 311 272	R 2 108 321	R -1 219 311	R 130	R -	EFT payments day after month end received amounted to **R1 075,419,33(**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 108,321,44** Staff outstanding in the amount of **R129,82 -** One(1) Staff member has an outstanding account - Pre-Paid electricity)) The Government outstanding amounted to **-R1 219,310,98** as a result of annual rates. The amount of **R5 977,547,40** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.	4,38%	5,08%	5,84%

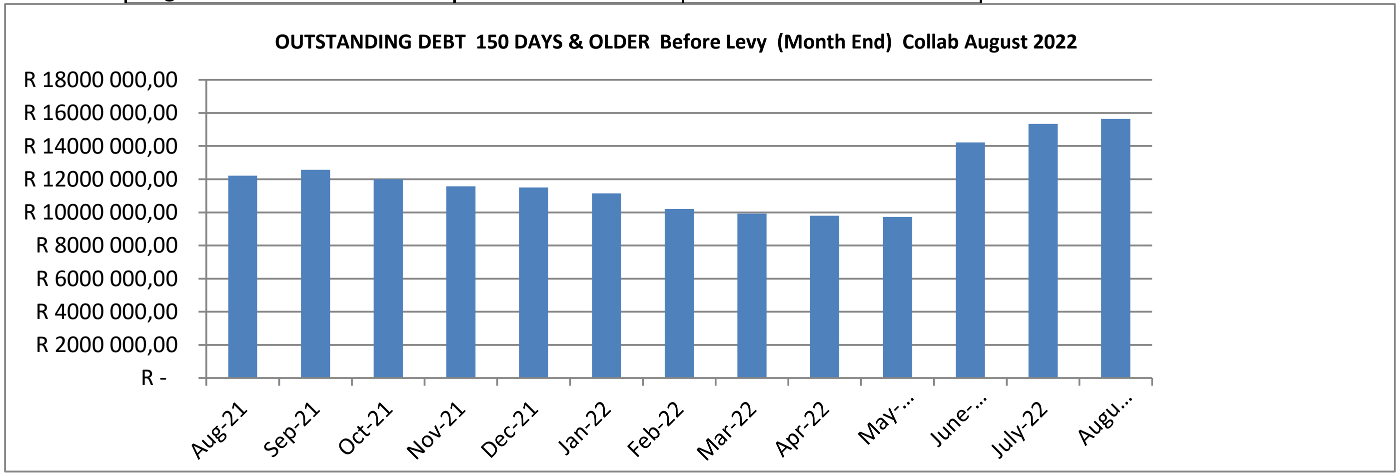
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) AUGUST 2022				
Month	**Before Levy**		**Comparative Period 2021- 2022**	
Aug-21	R	19 966 573,48	R	2 616 541,12
Sep-21	R	19 908 658,19	R	2 999 098,74
Okt-21	R	19 853 986,01	R	2 658 773,12
Nov-21	R	20 084 499,60	R	2 388 638,26
Dec-21	R	20 866 464,09	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
May-22	R	22 291 862,23	R	4 020 577,16
June-22	R	21 490 622,35	R	4 836 753,58
July-22	R	25 101 162,41	R	4 177 361,65
Aug-22	R	24 842 160,04	R	4 875 586,56



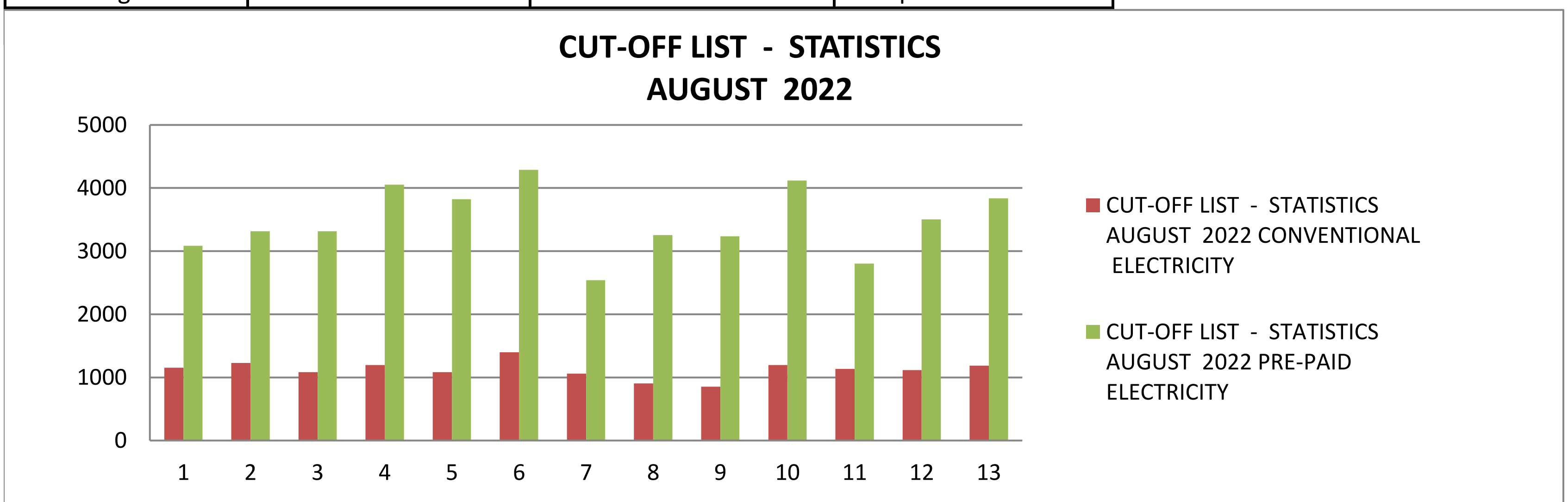
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite AUGUST 2022			**Comparative Period 2021-2022**	
Month	**Before Levy**			
Aug-21	R	344 574,10	R	-181 168,33
Sep-21	R	347 106,52	R	-181 334,19
Oct-21	R	348 349,94	R	-180 088,25
Nov-21	R	349 602,60	R	-183 531,80
Dec-21	R	352 261,84	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
May-22	R	359 422,48	R	22 188,26
June-22	R	361 211,91	R	19 082,67
July-22	R	362 518,56	R	19 187,97
Aug-22	R	363 868,39	R	19 294,29



OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab AUGUST 2022		Comparative Period 2021 - 2022
Month	**Before levy**	
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
May-22	R 9 724 119,16	R 1 928 434,58
June-22	R 14 220 633,79	R 3 754 674,73
July-22	R 15 350 180,25	R 3 589 362,69
August-22	R 15 648 685,84	R 3 432 976,72



CUT-OFF LIST - STATISTICS AUGUST 2022			
MONTHS	**CONVENTIONAL ELECTRICITY**	**PRE-PAID ELECTRICITY**	**COMMENCEMENT DATE PHYSICAL CUT-OFF**
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
May-22	1195	4120	8 May 2022
June-22	1136	2804	11 July 2022
July-22	1115	3504	10 August 2022
Aug-22	1185	3837	12 September 2022



Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
5 September 2022

5/14/3/5
WARDS: All

ITEM: 7.8 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 22 SEPTEMBER 2022.

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

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

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

2. **WETGEWING / *LEGISLATION***

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

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

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

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

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

Excess	1 July 2022 – 31 August 2022	:R 5 000.00 (paid)
Excess	Outstanding claims	:R 139 350.44 (outstanding)

5. **AANBEVELING / *RECOMMENDATION***

Voorgelê vir u kennisname/
Tabled for cognisance

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

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2022/38	CLGRMUM-861619	Civil Services: *Refuse Removal*	17/02/2022	21/02/2022	Motor Damaged, CK27606	121 872,68	15 000,00	During operation, the vehicle's hydraulic system failed which resulted therein that the vehicle tipped over, causing damage to the left side of the truck. The claim has been approved. One of the parts to be repaired is not available in the country. The claim will be finalised once repairs can be completed.
2022/45	CLGRMUM-862561	Civil Services: Sewerage	14/02/2022	15/03/2022	Property Loss: Stolen Fencing Malmesbury Sewerage	150 000,00	25 000,00	Upon inspection of the site, it was discovered that +/- 350 meter of fencing was stolen. Agreement of Loss (AOL) send to Guardrisk on 29 August 2022. Payment outstanding.
'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 confirmed that the burst geyser was due to high water pressure. Invoice send to Opulentia on 26 July 2022. The insurer has requested additional information before finalising the claim.
'2022/52	CLGRMUM-863166	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, Rosenhof Community Hall	9 310,00	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. Invoice send to Opulentia on 26 July 2022. The insurer has requested additional information before finalising the claim.
'2022/53	CLGRMUM-863164	Municipal Property	25/03/2022	01/04/2022	Property Loss: Burst Geyser, Gene Louw Sports Ground	9 956,01	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. Invoice send to Opulentia on 26 July 2022. The insurer has requested additional information before finalising the claim.
2022/60	SWA2021-22/SW/51/C	Civil Services: Water	12/05/2022	20/05/2022	Property Loss: Riverlands Borehole	183 827,95	25 000,00	Upon inspection the official discovered that the borehole control panels were vandalised at Riverlands borehole. Confirmation to replace the stolen items was received on 30 August 2022. Agreement of Loss (AOL) send to Guardrisk on 31 August 2022. Payment outstanding.
2022/61	SWA2021-22/SW/52/C	Civil Services: Sewerage	08/02/2022	24/05/2022	Property Loss, Dissolved Oxygen Probes	388 654,00	25 000,00	The dissolved oxygen probes on the membrane bioreactor at the WWTW was damaged due to loadshedding causing the temperature compensation sensor to fail. Guardrisk has escalated the claim to their management on 13 July 2022 for approval due to the late submission of the claim. An assessor was appointed and such assement report is outstanding to date.
2022/62	CLGRMUM-865648	Civil Services: Water	30/05/2022	01/06/2022	Property Loss: Burst Geyser, Multipurpose Centre	9 312,01	1 000,00	The plumber confirmed that the burst geyser was due to high water pressure. Geyser has been replaced. Excess payment outstanding due to the fact that the supplier used by insurance is not registered on the CSD. Our Supply Chain Management unit is currently assisting the supplier to register on CSD.
2022/65	SWA2021-22/SW/58/C	Civil Services: Sewerage	18/05/2022	13/06/2022	Property Loss: Moorreesburg Sewerage Plant	18 242,05	10 000,00	On 19 May 2022 the responsible official discovered that there was a break-in at the Moorreesburg Sewerage plant (currently under construction). Due to the nearby construction and the nature of items stolen, the insurer has been questioning the claim. Awaiting approval from insurers for the claim.
2023/01	CLGRMUM-867252	Traffic Department	15/06/2022	04/07/2022	Motor Damaged, CK41293	10 500,00	5 000,00	SASRIA claim was submitted after the vehicle was damaged during a protest. Opulentia to give feedback on progress of claim.
2023/03	MUM2022-010	Traffic Department	30/06/2022	12/07/2022	Motorglass: CK49017	2 933,83	1 032,61	A stone reflected from a third party vehicle and hit the windscreen of CK49017. Confirmation from the insurer to replace the windscreen was received on 18 July 2022. Invoice outstanding.
2023/04	SWA2022-23/SW/02/M	Civil Services: Water	14/07/2022	15/07/2022	Motor Damaged: CK10564	30 317,63	5 000,00	A thrid party collided with a municipal vehicle (CK10654) while such was stationary at a traffic signal. Confirmation from the insurer to repair the vehicle was received on 31 August 2022.
2023/06	SWA2021-22/SW/60/M	Traffic Department	16/06/2022	21/07/2022	Motor Damaged: CK44780	7 550,00	5 000,00	SASRIA claim was submitted after vehicle was damaged during a protest. Opulentia to give feedback on progress of claim.
2023/07	SWA2022-23/SW/04/M	Civil Services: Water	06/07/2022	21/07/2022	Motor Damaged: CK53067	7 295,61	5 000,00	Municipal vehicle (CK53067) was damaged after a third party reversed into the parked vehicle. Confirmation from the insurer to repair CK53067 was received on 31 August 2022.
2023/08	SWA2022-23/SW/06/C	Civil Services: Sewerage	27/07/2022	12/08/2022	Property Loss, Moorreesburg Sewerage Plant	11 626,00	10 000,00	On 28 July 2022 the responsible official discovered that there was a break-in at the Moorreesburg Sewerage plant (currently under construction). Due to the nearby construction and the nature of items stolen, the insurer has been questioning the claim. Awaiting approval from insurers for the claim.
2023/09	MUM2022-153	Civil Services: Sewerage	27/07/2022	10/08/2022	Motorglass: CK18526	6 875,77	3 500,00	A stone reflected from a third party vehicle and hit the windscreen of CK18526. Confirmation from the insurer to replace the windscreen was received on 31 August 2022. Invoice outstanding.
2023/12	CLGRMUM-868656	Civil Services: *Refuse Removal*	31/08/2022	31/08/2022	Motorglass: CK21380	3 271,34	817,83	A stone reflected from a third party vehicle and hit the windscreen of CK21380. Confirmation from the insurer to replace the windscreen was received on 31 August 2022. Invoice outstanding.
						980 854,88	**139 350,44**	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments

REPUDIATE

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2023/02	SWA2022-23/SW/01/C	Municipal Property	06/07/2022	07/07/2022	Property Loss: Burst Geyser, 24 Hill Street, Darling	10 077,91	1 000,00	The claim was repudiated due to the fact that the geyser is still under warranty. Geyser will be replaced.
2023/05	SWA2022-23/SW/03/C	Traffic Department	18/07/2022	20/07/2022	Property Loss: Geyser, Moorreesburg Traffic	18 911,75	25 000,00	Officials discovered that Moorreesburg Traffic Station had been broken into on the 19 July 2022.The Geyser was damaged. The claim was repudiated due to the fact that it falls within the excess amount.
2023/10	CLGRMUM-868375	Civil Services: Street and Stormwater	08/08/2022	15/08/2022	Property Loss: Riebeek Kasteel Store	8 139,00	25 000,00	There was a break-in at the Riebeek Kasteel Storeroom on 8 August 2022. The claim was repudiated due to the fact that it falls within the excess amount.
2023/11	CLGRMUM-868525	Civil Services: Parks & Recreation	08/08/2022	15/08/2022	Property Loss: Riebeek Kasteel Store, CK28881	3 835,25	25 000,00	The claim was repudiated due to the fact that it falls within the excess amount.
						40 963,91		

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of Directorate: Electrical Engineering Services
17 August 2022

8/1/B/2

ITEM 7.9 FOR AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 22 SEPTEMBER 2022.

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : EMERGENCY REPAIR OF 11kV N7 FEEDER 1 CIRCUIT BREAKER PANEL AT KLIPFONTEIN SUBSTATION

1. **BACKGROUND**

Due to a strong ozone smell in Klipfontein substation an investigation was launched and it was found that there was a discharge between phases and earth on the three current transformers in the N7 feeder 1 circuit breaker panel. For safety reasons the feeder was taken out of service. The feeder cannot be energised until the faulty current transformers have been replaced. A catastrophic insulation failure with possible severe damage to the circuit breaker panel and also adjacent panels were prevented.

ABB the manufacturer of the 11kV circuit breaker panels and the only company with access to spares was contacted to provide a quotation for the repair work and replacement of parts. The quotation amounts to R90 896.00 excluding VAT which is considered fair and reasonable.

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. Since an emergency has occurred, the Municipal Manager and Director Financial Services approved the acceptance of one quotation at the management meeting of 15 July 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 R90 896.00 excluding VAT is allocated to vote number 9/117-547-342 where sufficient funding is available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

5.1 That the action of the Municipal Manager be condoned not to invite tenders but to approve the acceptance of the quotation for the emergency repair of the 11kV circuit breaker by the company ABB for the amount of R90 896.00 excluding VAT.

5.2 That the reasons for the deviation from the prescribed procurement process to alleviate the emergency situation be recorded as follows:

- If the breakdown is not repaired by experts on the specific circuit breaker panel there is a risk of damage to adjacent municipal infrastructure.
- The risk of overload on the existing 11kV network.
- The risk of failure of another 11kV feeder can disrupt the electrical supply to the Tafelzight, Panorama, Mount Royal and Wesbank areas.

5.3 That it be noted that the expenditure was allocated to mSCOA vote 9/117-547-342 and that there was sufficient funding available for the order in the amount of R90 896.00 excluding VAT.

5.4 That the Manager: Financial Statements and Control be requested to include the above reasons as a note to the financial statements, when they are compiled.

Sgn T Möller

Director: Electrical Engineering Services

Munisipaliteit
Municipality
Umasipala

- MEMORANDUM -

Direkteur Elektriese Ingenieursdienste
Roelof du Toit
13 Julie 2022

8/1/B/2

AAN: MUNISIPALE BESTUURDER
DIREKTEUR: FINANSIES

GOEDKEURING VIR AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: NOOD HERSTEL EN VERVANGING VAN STROOMTRANSFORMATORS: KLIPFONTEIN SUBSTASIE

Daar is vasgestel dat die 11kV stroomtransformators van die N7 voerder 1 in Klipfonteinsubstasie besig is om te faal. Die stroombrekers is vervaardig en geinstalleer deur ABB. ABB is ontbied en daar is vasgetsel dat die drie stroomtransformators se insulasie besig is om te faal en 'n kortsluiting kan veroorsaak. Die verskaffing en vervanging van die stroombrekers kan slegs deur ABB gedoen word. Die herstelwerk is dringend om die sekuriteit van die elektriese toevoer na N7 substasie te herstel en om 'n algehele kragonderbreking te verhoed.

Die koste vir die aankoop en indiensstelling van nuwe stroombrekers beloop R90 896.00 sonder BTW en kan uit posnommer 9/117-547-342 befonds word. Die kwotasie is redelik en billik.

Die dringende goedkeuring dat afgewyk word van die voorgeskrewe verkrygingsprosedures deur slegs een kwotasie van die deskundige en alleen diensverskaffer te aanvaar word aanbeveel.

Met u goedkeuring kan die herstelwerk en vervanging van die stroomtransformators te Klipfontein Substasie onmiddellik afgehandel word deur ABB vir die bedrag van R 90 896.00 (BTW uitgesluit).

DIREKTEUR: ELEKTRIESE INGENIEURSDIENSTE
RDT/ma

Ek bevestig dat ek die motivering vir die afwyking in die meegaande verslag ondersteun.

13 Julie 2022

DIREKTEUR FINANSIES | **DATUM**
M BOLTON

Hiermee verleen ek, die ondergetekende, goedkeuring vir die afwyking van die voorgeskrewe verkrygingsproses vir die herstelwerk en vervanging van die stroomtransformators te Klipfontein Substasie om onmiddellik afgehandel te word deur ABB vir die bedrag van R 90 896.00 (BTW uitgesluit).

15.07.2022

MUNISIPALE BESTUURDER | **DATUM**
JJ SCHOLTZ

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
1 September 2022

8/1/B/2

ITEM 7.10 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 22 SEPTEMBER 2022

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

1. BACKGROUND

The municipality deploys a Volvo front-end loader (FEL) in the Swartland municipal area as a key component of the illegal dumping clean-up team. It was noted during normal operations that the brakes were not functioning properly. The original equipment supplier and service agent for Volvo equipment in the Western Cape, Babcock Equipment, was requested to inspect and prepare a quotation for the required repairs. In order to do so the FEL had to be moved to their workshop and considerable work had to be done as and major components had to be stripped and removed. Babcock Equipment reported that the brake friction plates on all four wheels and brake piston O-rings required replacement. The quotation was received which amounts to R 49,276.12 (excluding VAT).

Considering the extent of work Babcock Equipment has done to strip and inspect the faulty components in order to prepare the quotation and the fact that they are the authorised service agents, it would have been impractical to follow the official procurement processes given the specialised equipment supported by the aforementioned.

The Municipal Manager has therefore allowed forgoing with the official procurement process and allowed the repairs to be done by Babcock Equipment.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense 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 9/241-1253-709 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The delivery of waste removal services align 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 to the Volvo front-end loader by Babcock Equipment.

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The extent of work Babcock Equipment has done on the machine to be able to inspect the faulty components and prepare a quotation;
- It would be impractical to follow the official procurement processes as it would require re-assembly and re-fitting of the faulty components and transporting the FEL to a different work shop; and
- The fact that Babcock Equipment is the authorised service agent for Volvo equipment in the Western Cape.

5.4 That it be noted that the expenditure was allocated to mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R49,276.12 (excluding VAT).

5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
PSM/psm

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
23 August 2022

8/1/B/2

ITEM 7.11 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 22 SEPTEMBER 2022

SUBJECT:	**DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : URGENT REPAIR WORK TO WASTE REMOVAL TRUCK CK44823**

1. BACKGROUND.

The Municipality deploys a compactor truck CK44823 in Darling and Yzerfontein to deliver waste removal services. The truck is a 2018 Nissan UD truck model UD330.

The blade and side assembly of the compactor back-end unit required repairs and was taken to Transtech, the local service support agents for the Heil 5000 compactors in the Western Cape, for an assessment. It was found that the left hand side blade trunnion was broken and required to be rebuild. The Municipality was supplied a quote of R 101 624.90 excluding VAT. Transtech reported that they consider repairs to the said amount reasonable as the compactor unit is still in a good condition and it is further justified when compared to a replacement cost of R 1,200,000.00 excl VAT, for the complete unit.

CK44823 performs an essential waste collection and removal service and taking it out of service impairs on the Municipality's capacity to deliver the service. Not delivering the waste removal services to the required standard will lead to public unrest and environmental health risks. It is therefore extremely important that the truck is repaired and put back into service in the shortest possible time. The workshop has indicated a repair time of approximately nine working days. The solid waste department will be able to absorb the loss of the truck for that duration, but not for an extended period.

Currently the vehicle is not scheduled for replacement within the next five (5) years and repair works are at 30% of the allowable limit. It was therefore decided to have it repaired.

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

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense 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 the vehicle-repair vote number 9/241-1253-709 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The delivery of the waste removal service 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 waste removal truck CK44823, for the amount of R 101 624.90 excluding VAT.

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The truck would have been left out of service for an extended period of time;
- This would have resulted in a failure in the waste removal services capacity and public health risks;
- The repair works to the truck therefore is handled as an emergency.

5.4 That it be noted that the expenditure was allocated mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R 101 624.90 excluding VAT

5.5 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
PSM/psm