Munisipaliteit
Municipality
Umasipala

NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE BANKETSAAL, MALMESBURY OP MAANDAG, 21 FEBRUARIE 2022 OM 15:25

TEENWOORDIG:

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

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

Ander raadslede:
Rdh M A Rangasamy (Speaker)

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

1. OPENING

Die voorsitter verwelkom lede.

2. VERLOF TOT AFWESIGHEID

'n Verskoning is ontvang vanaf die Munisipale Bestuurder, mnr J J Scholtz.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 20 JANUARIE 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 20 Januarie 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4.2 NOTULE VAN 'N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 14 FEBRUARIE 2022

Besluit/

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

Dat die notule van ‘n Spesiale Uitvoerende Burgemeesterskomiteevergadering gehou op 14 Februarie 2022 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULE

5.1 NOTULES VAN PORTEFEULJEKOMITEESVERGADERINGS GEHOU OP 16 FEBRFUARIE 2022

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES

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

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

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE

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

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

5.1.3 ONTWIKKELINGSDIENSTE

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

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan die regstelling van Uitvoerende Burgemeester se naam.

5.1.4 BESKERMINGSDIENSTE

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

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig, onderhewig aan (1) die regstelling van die Uitvoerende Burgemeester se naam en (2) die vervanging van rdl D G Bess se naam met rdd M van Zyl onder item 1.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

6.1 NOTULE VAN ‘N SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 14 FEBRUARIE 2022

6.1.1 ITEM 3.2: BYWONING VAN SALGA NASIONALE KONFERENSIE (WYSIGING VAN DATUM EN AANWYS VAN AFGEVAARDIGDES)

BESLUIT [ter vervanging van UBK-besluit 3.2 van 14 Februarie 2022]
(op voorstel van rdl A K Warnick, gesekondeer deur rdh T van Essen)

(a) Dat die Uitvoerende Onderburgemeester, raadslid Janetta Maria de Beer asook raadslid Nicolene Smit afgevaardig word om die SALGA Nasionale Konferensie vanaf 2 tot 4 Maart 2022 by die Kaapstadse Internasionale Konferensiesentrum by te woon as verteenwoordigers van Swartland Munisipaliteit;

(b) Dat die Munisipale Bestuurder, Joachim Jacobus Scholtz afgevaardig word om die konferensie virtueel by te woon;

(c) Dat raadslid De Beer in haar hoedanigheid as Uitvoerende Onderburgemeester aangewys word as stemgeregtigde lid van die afvaardiging;

(d) Dat die uitgawes verbonde aan die fisiese bywoning van die Konferensie vanuit die toepaslike posnommers betaal word, te wete 9/204-329-2329 (*Delegations and Congresses*) en 9/204-1209-2391 (*Travel and Subsistence: Accommodation*).

7. NUWE SAKE

7.1 WYSIGINGS AAN DIE 2021/2022 DIENSLEWERING- EN BEGROTINGIMPLEMENTERINGSPLAN (SDBIP) (2/4/2)

Die aanvaarding van 'n Aansuiweringsbegroting vir die 2021/2022 finansiële jaar deur die Raad op 27 Januarie 2022 het wysigings aan die Dienslewering en Begroting-implementersplan (SDBIP) genoodsaak.

Die gewysigde 2021/2022 SDBIP is apart tot die sakelys gesirkuleer.

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

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

7.2 TENDER L01/21/22: VERVREEMDING VAN RESIDENSIëLE ERWE TE ABBOTSDALE (12/2/B)

Die voormalige Raad het op 26 Augustus 2021 goedkeuring verleen vir die vervreemding van ses (6) erwe op Abbotsdale by wyse van 'n mededingende proses.

Die uitnodiging aan tenderaars om monitêre aanbiedinge te maak het op 19 November 2021 gesluit. Die tendervoorwaardes het toegelaat dat 'n monitêre aanbieding op meer as een erf gemaak kan word, maar die aankoop sal beperk word tot slegs een (1) eiendom. Daar is dus met tenderaars, waar nodig, gekonsulteer aangaande hul voorkeur eiendom.

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

(a) Dat Tender L01.21.22 vir die Verkoop van Residensiële Eiendomme soos volg toegeken word, BTW uitgesluit:

Erf nr	***1580***	***1581***	***1582***	***1583***	***1584***	***1585***
Joseph Kesilwe					R135000.00	
Moleko Shadrack		R136 000.00				
Daniel Frederik Grobbelaar			R140 000.00			
Mogamat Abrahams	R170 000.00					
Wilhelm Dreyer						R151 000.00
Maria Kesilwe				R140 000.00		

(b) Dat goedkeuring verleen word vir die oordrag van die erwe soos per voormelde skedule;

(c) Dat voormelde persone in kennis gestel word van die moontlike vestiging van ‘n huistaverne op Erf 107, Abbotsdale alvorens die onderskeie tenders toegeken word;

(d) Dat sou enige van die goedgekeurde transaksies nie realiseer nie, goedkeuring verleen word dat die volgende hoogste bod aanvaar mag word, totdat die transaksie suksesvol afgehandel kan word;

(e) Dat goedkeuring verder verleen word dat indien bogemelde eiendomme onverkoop bly na afloop van die betrokke mededingende proses, dit uit-die-hand-uit op ‘n ‘first come first served’ basis verkoop mag word teen die reserwepryse soos voormeld, onderhewig daaraan dat die Munisipaliteit sy voorneme om die eiendomme vanaf ‘n gegewe datum uit-die-hand-uit te verkoop, bekend sal maak, en met dien verstande dat die verkope van sodanige eiendomme beperk sal word tot hoogstens een erf per koper en dat die reservering van eiendomme vir ‘n bepaalde koper beperk sal word tot ‘n periode van hoogstens een kalendermaand.

7.3 OOREENKOMSTE VIR DIE HUUR VAN KANTOORAKKOMMODASIE TE MALMESBURY (12/1/2-8/5, K1.2-VOL 1&3)

Die ooreenkomste vir die huur van kantoorakkommodasie in die sg. Santam-gebou (Erf 497, Malmesbury) en Checkers, 1ste vloer (Erf 2552, Malmesbury) is op 4 November 2021 opgesê en verstryk op 30 Junie 2022.

Die huurooreenkoms bepaal dat die verhuurde eiendom in dieselfde toestand gelaat moet word as by die aanvang van die huurtermyn. Tydens ‘n inspeksie met die huurder is bepaal dat daar sekere herstelwerk benodig word. ‘n Kosteberaming is gedoen en beloop die uitgawe ±R80 000,00.

Die verhuurder het voorgestel om die deposito van R7 537,00 terug te hou en die huurder vry te stel van enige herstel- en reparasiewerk, aangesien die eienaar self verbeteringe wil aanbring.

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

(a) Dat daar kennis geneem word van die Munisipaliteit se kontraktuele verpligtinge rakende onderhoud en herstelwerk by beëindiging van die huurooreenkomste t.o.v. die Santam- en Checkers-huurpersele, sowel as die kostes verbonde daaraan wat beraam word op ± R80 000,00;

(b) Dat goedkeuring verleen word dat afstand gedoen word van die deposito’s ten bedrae van R19 747,50, in ag genome dat die Munisipaliteit spaar aan tyd en moeite (betrefende onder andere die verkrygingsprosesse) asook geld (d.i. ‘n beraamde besparing van R60 000,00).

7.4 VERHURING: MALMESBURY MUSEUM (12/1/3/1-8/1)

Die Direkteur: Korporatiewe Dienste, me M S Terblanche gee agtergrond tot die befondsing van die onderskeie museums in die munisipale gebied, maar ten spyte het alle museums finansiële tekorte.

Die huurooreenkoms met die Malmesbury Museum het op 31 Desember 2021 verstryk. Die Malmesbury Museum is begerig om die gebou geleë op Erf 169, Prospectstraat, Malmesbury vir ‘n verdere termyn te huur ten einde die Malmesbury Museum te akkommodeer. Die Museum het tydens ‘n vergadering met amptenary versoek dat die voorstelle, soos in die verslag vermeld, om die Museum finansieel tegemoet te kom oorweeg word.

Besluit/...

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

(a) Dat ‘n huurooreenkoms gesluit word met die Malmesbury Museum vir die huur van die fasiliteite te Erf 169, Malmesbury, vir ‘n verdere periode van 36 maande, met ingang vanaf 1 Januarie 2022;

(b) Dat ‘n huurtarief van R120,00 per jaar, plus BTW, goedgekeur word;

(c) Dat goedkeuring verleen word vir die huurder om die stoorfasiliteit op Erf 169 te mag onderverhuur, met dien verstande dat die gebruik daarvan beperk sal word tot die parameters van die huidige sonering; alternatiewelik, dat oorweging verleen word deur die Administrasie aan die moontlike gebruik van die fasiliteit deur die Munisipaliteit en – in ruil – om ‘n verhoging van die Museum se hulptoekenning te oorweeg vir doeleindes van die 90-dae konsep meerjarige bedryfsbegroting.

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

Die Raad verhuur ‘n gedeelte van die gebou geleë te Erf 1216, Abbotsdale aan Sinethemba vir die aanbied van gemeenskapsgebaseerde gesondheidsdienste.

Die huurtermyn het op 31 Januarie 2022 verstryk en Sinethemba het versoek om die huurooreenkoms vir ‘n verdere termyn van een (1) jaar te verleng.

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

(a) Dat ’n huurooreenkoms gesluit word met Sinethemba vir die huur van ’n gedeelte van die gebou op Erf 1217, Abbotsdale vir die lewering van gemeenskapsgebaseerde gesondheidsdienste;

(b) Dat ’n huurtarief van R120,00 per jaar, plus BTW, goedgekeur word;

(c) Dat die huidige voorwaardes van verhuur onveranderd bly.

7.6 VERHURING VAN GEDEELTE ERF 730, DARLING: SWARTLAND MUNISIPALITEIT/DEPARTEMENT OPENBARE WERKE (WESKUS NOOD MEDIESE DIENSTE) (K2/2/2)

Die Raad verhuur ‘n gedeelte van Erf 730, Darling aan die Departement van Openbare Werke vir die bedryf van die Ambulansdienste (Weskus Nood Mediese Dienste).

Die huurtermyn verstryk op 28 Februarie 2022 en is die Departement van Openbare Werke begerig om die huurtermyn met ‘n verdere drie (3) jaar te verleng.

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

(a) Dat ‘n huurooreenkoms gesluit word met die Departement van Openbare Werke vir die verhuring van ‘n gedeelte van Erf 730, Darling vir die bedryf van die Weskus Nood Mediese Dienste;

(b) Dat die tarief van R100,00 per maand plus BTW goedgekeur word;

(c) Dat die huidige huurvoorwaardes van toepassing bly.

7.7 HUUROOREENKOMS: LITTLE DARLINGS CRèCHE (17/9/2/R)

Die Direkteur: Korporatiewe Dienste, me M S Terblanche lig die verslag toe en noem dat Erf 4048, Darling in 2018 aan Little Darlings Crèche verhuur is vir ‘n termyn van drie (3) jaar om lg. in staat te stel om ‘n permanente struktuur op te rig.

Little Darlings Crèche het aanvanklik aangedui dat hulle nie oor die finansiële vermoëns beskik om ‘n Vroeë Kinderontwikkelingsentrum gedurende die huurtermyn te kon oprig nie en is die huurtermyn met ingang van 1 Maart 2021 met een (1) jaar verleng.

‘n Versoek is vanaf Little Darlings Crèche ontvang om die huurtermyn met ‘n verdere jaar te verleng, aangesien hulle nou finansiële ondersteuning verkry het om ‘n Vroeë Kinderontwikkelingsentrum op te rig.

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

(a) Dat ‘n een (1) jaar huurooreenkoms met Little Darlings Crèche m.i.v. 1 Maart 2022 aangegaan word vir die huur van erf 4048, Darling vir die oprigting van `n Vroeë Kinderontwikkelingsentrum;

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

(c) Dat indien Little Darlings Creće homself as behore finansieel volhoubaar bewys, oorweging geskenk sal word aan die vervreemding van die betrokke erf aan genoemde instelling in die toekoms.

7.8 HERSTRUKTURERING: KAAPSE WESKUS/SWARTLAND TOERISME-VERENIGING – NUWE AKTE VAN OPRIGTING (9/1/3/B)

Die proses om ‘n nuwe toerismemodel vir die Swartland te ontwikkel het reeds in 2019 ‘n aanvang geneem en is daar aanvanklik twee modelle oorweeg as basis vir die herstrukturering. Die goedgekeurde model behels die stigting van ‘n nie-winsgewende organisasie in 2021/2022 en die aanwys van ‘n Raad van Verteenwoordigers.

Die voorgestelde Akte van Oprigting is met die sakelys gesirkuleer en bevat die verslag ‘n tydsraamwerk van aksies wat moet volg om die nuwe toerismemodel te implementeer.

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

(a) Dat kennis geneem word van die Akte van Oprigting vir die te stigte Swartland Toerisme nie-winsgewende maatskappy;

(b) Dat kennis verder geneem word van die tydlyne en aksies om die nuwe maatskappy in bedryf te stel.

7.9 YZERFONTEIN TOERISME: SKENKING VAN TWEE YZERFONTEIN KARAVAANSTAANPLEKKE TYDENS KARAVAAN BUITELUG EKSPO WAT PLAASVIND OP 25-27 FEBRUARIE 2022 IN MIDRAND (9/1/3/B)

Die Yzerfontein toerismebeampte is afgevaardig om Swartland Toerisme tydens die jaarlikse Buitelug Karavaan Ekspo vanaf 25 tot 27 Februarie 2022 by die Gallagher Konferensiesentrum in Midrand te verteenwoordig.

Die ekspo word jaarliks deur ‘n groot aantal besoekers bygewoon – 32 665 in 2020 en 25128 in 2019.

Die toerismebeampte sal getaak word om die Weskus as ‘n gesogte bestemming aan die Gautengse toeriste te bemark. Al die dorpe van die Swartland sal verteenwoordig word deur produkte uit die Swartland, unieke besienswaardighede en buitelug aktiwiteite te bemark en te vertoon. Daar word voorgestel om twee geskenkbewyse vir Yzerfontein Karavaanstaanplekke vir twee nagte elk beskikbaar te stel tydens die Ekspo.

Besluit/...

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

(a) Dat goedkeuring verleen word dat twee Yzerfontein karavaanstaanplekke vir twee nagte elk gebruik word as geskenkbewyse deur die Kaapse/Weskus Swartland Toerisme by die Karavaan Buitelug Ekspo in Midrand op 25 – 27 Februarie 2022;

(b) Dat die geskenkbewyse nie gebruik mag word gedurende 'n Paasnaweek of Desember vakansieseisoen nie, en onderhewig sal wees aan beskikbaarheid en die normale parkreëls;

(c) Dat die geskenkbewyse nie aan enige ander persoon(e) oordraagbaar is nie.

7.10 AFSKRYWING VAN ONINBARE EN ANDER SKULD, DESEMBER 2021: DEERNISHUISHOUDINGS TEN BEDRAE VAN R3 360 515,82 EN ANDER ONINVORDERBARE SKULD TEN BEDRAE VAN R514 897,31 (5/7/3)

Die Direkteur: Finansiële Dienste, mnr M Bolton gee agtergrond tot die afskrywing van oninbare skulde. Mnr Bolton noem dat die sosio-ekonomiese omstandighede van deernishuishoudings, alhoewel hulle subisdie op dienste ontvang, dit onmoontlik maak om hul maandelikse rekening op datum te hou. Die aantal huishoudings op een erf het hoë waterverbruik tot gevolg wat verder aanleiding gee tot verhoogde skuld.

In die geval van ander uitstaande debiteure is alle moontlike pogings aangewend om gelde in te vorder en is die aanduiding dat uitstaande bedrae nie ontvang gaan word nie en vir afskrywing oorweeg moet word.

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

(a) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van R3 360 515,82 ten opsigte van deernishuishoudings, afgeskryf word as oninvorderbaar;

(b) Dat die Uitvoerende Burgermeesterskomitee goedkeuring verleen dat die bedrag van R514 897,31 ten opsigte van ander uitstaande debiteure, afgeskryf word as oninvorderbaar soos per die individuele redes;

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

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

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

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

(g) Dat die werklike bedrag afgeskryf, nadat hierdie voorlegging aan die Uitvoerende Burgemeesterskomitee gemaak is, weer tydens die volgende vergadering voorgelê sal word;

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

(i) Dat die Kredietbeheerafdeling poog om besoeke aan die deernishuishoudings te bring, ten einde die afskrywing te verduidelik en die implikasie van toekomstige verpligtinge van 'verantwoordelike verbruikers' aan hulle duidelik te maak, asook om die installeering van ‘n waterbeheermeganismestelsel en die werking daarvan aan die deernishuishoudings te verduidelik, ten einde voorkomende Kredietbeheer toe te pas;

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

(k) Dat kennis geneem word van toekomstige pogings om aansluitings te beperk in ‘n poging om verbruikers te dwing om die nodige dienste aansluitings te kom teken.

7.11 UITSTAANDE DEBITEURE: JANUARIE 2022 (5/7/1/1)

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

Rdh T van Essen versoek dat die nodige regstellings gemaak word aan die uitstaande skuld van munisipale amptenare.

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

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

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

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

BESLUIT dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Januarie 2022 soos met die sakelys gesirkuleer.

7.13 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: AANKOOP VAN NOTABOEKREKENAARS VIR UITVOERENDE BURGEMEESTERSKOMITEE (8/1/B/2)

Die Covid 19-pandemie het ’n wêreldwye tekort aan rekenaartoerusting tot gevolg en kan afleweringsperiodes van tussen 4 en 11 maande verwag word indien formele tenders met spesifieke tenderspesifikasies aangevra word en toerusting gevolglik ingevoer moet word.

Daar is vasgestel dat verskaffers ’n groot aantal rekenaartoerusting op ’n keer invoer vir die algemene mark, en sal by ontvangs van ’n vaste bestelling die toerusting beskikbaar stel. Kwotasies is dus ingewin om 8 natoboekrekenaars te bekom vir die nuwe voltydse raadslede.

BESLUIT

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

(b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om nie formele tenders in te win nie, maar die kwotasie van *Technology Strategy Corp* vir die aankoop van x8 notaboektrekenaars ten bedrae van R215 960,00 (BTW uitgesluit) te aanvaar;

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
   (i) Daar is 'n wêreldwye tekort aan rekenaartoerusting as gevolg van die Covid 19-pandemie, en was dit onprakties om notaboekrekenaars deur middel van 'n formele tenderproses aan te skaf, aangesien dringende aflewering verseker moes word om die nuutverkose Burgemeester, Onderburgemeester, Speaker en lede van die Uitvoerende Burgemeesterskomitee toe te rus om hul pligte na te kom;
   (ii) Die enigste praktiese opsie was om kwotasies te vra van invoerders wat reeds notaboekrekenaars op bestelling gehad het vir die algemene mark, en om 'n kwotasie dienooreenkomstig te aanvaar;
   (iii) Aangesien drie (3) kwotasies ontvang is teen die sluitingsdatum waarvan die laagste kwotasie aanvaar is, is 'n mededingende verkrygingsproses gevolg en word die koopprys as billik en redelik beskou;

(d) Dat daar voldoende fondse beskikbaar is om die uitgawe ten bedrae van R215 960,00 (BTW uitgesluit) teen posnommer 9/118-64-729 te verreken;

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

7.14 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTEL VAN VERKEERSLIG, MALMESBURY – N7, DARLINGWEG KRUISING (8/1/B/2)

Die verkeerslig wat die verkeer by die afrit vanaf die N7 beheer het slegs af en toe gewerk en ‘n situasie geskep, waar veral swaarvoertuie, soms die verkeerslig verontagsaam het. Dringende herstelwerk is aan die foutiewe verkeerslig benodig om ernstige ongelukke te voorkom.

BESLUIT

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

(b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om nie tenders in te win nie en die kwotasie van *EJL Works (Pty)* te aanvaar ten bedrae van R32 032,18 (BTW ingesluit) vir die herstel van die verkeerslig ten einde die noodsituasie aan te spreek;

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
   (i) Die langdurige wanfunksionering van die verkeerslig wat die verkeer beheer wat die N7 verlaat, was 'n noodgeval en dringende herstel was noodsaaklik om die gevaarlike en potensieel lewensgevaarlike omstandighede te verlig;
   (ii) Die aanstelling van ‘n bekende spesialis was die enigste praktiese opsie om die vinnige herstel aan die verkeerslig te fasiliteer;
   (iii) Die koste vir die herstelwerk word as billik en redelik beskou;

(d) Dat kennis geneem word dat die uitgawe toegewys is na posnommer 99/247-1185-727 (Verkeersligte) en dat daar voldoende fondse beskikbaar is vir die bestelling ten bedrae van R32 032,18 (BTW ingesluit);

(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.

7.15 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: DRINGENDE HERSTELWERK AAN WATERPOMP VAN BRANDWEERVOERTUIG, TOYOTA LANDCRUISER, CK 28574 IN RIEBEEK VALLEI (8/1/B/2)

The Toyota Land Cruiser is die enigste brandweervoertuig wat in die Riebeek Vallei beskikbaar is om 'n brandweerdiens te lewer en daarom is die herstelwerk aan die waterpomp dringend benodig.

BESLUIT

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

(b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder ten opsigte van die goedkeuring vir die herstelwerk aan die waterpomp van brandweervoertuig, CK 28574 (Toyota Land Cruiser) deur *F.E.S. Manufacturing (Pty) Ltd* ten bedrae van R45 857,53 (BTW uitgesluit);

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
   (i) die brandbestrydingswaterpomp op die brandweervoertuig het uitgebrand, wat gelei het tot 'n noodgeval weens die aard van die diens wat gelewer moet word. Dit was nie moontlik om drie kwotasies te bekom nie, weens die feit dat die waterpomp uitmekaar gehaal moes word;
   (ii) Die brandweervoertuig is die enigste brandbestrydingsvoertuig in die Riebeek Vallei en is die herstelwerk as 'n noodgeval hanteer, aangesien daar 'n voertuig beskikbaar moet wees vir die blus van brande;

(d) Dat die uitgawe van R45 857,53 (BTW uitgesluit) teen posnommer 9/1-14/5 verreken word en dat 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.

7.16 AFWYKING VAN DIE VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTEL VAN "AIR SCOUR BLOWER", MALMESBURY WWTW (8/1/B/2)

Die "air scour blower" is 'n belangrike komponent in die membraanstelsel van die Malmesbury Rioolsuiweringswerke om te verseker dat die suiweringsprosesse die gewenste uitvloeisel van afvalwater lewer. Dit is noodsaaklik dat die meganiese komponente op 'n gereelde basis gediens en herstel word.

BESLUIT

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

(b) Dat kennis geneem word van die aksie deur die Munisipale Bestuurder om goedkeuring te verleen vir die diens en herstelwerk aan die Aerzen blower-eenheid by die Malmesbury Rioolsuiweringswerke deur Aerzen Airgas (Pty) Ltd, synde die oorspronklike vervaardiger-ondersteuner in Suid-Afria;

(c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
   (i) Aerzen Airgas (Pty) Ltd is die oorspronklike vervaardiger-ondersteuner in Suid-Afrika vir die Duits-vervaardigde Aerzen-belugtingseenhede;
   (ii) Die diens kan dus slegs gelewer word deur ‘n alleen dienste verskaffer;

(d) Dat die uitgawe teen posnommer 9/239-57-104-1128 verreken word en dat voldoende fondse beskikbaar is vir die gekwoteerde bedrag van R78 450,97 (BTW uitgesluit);

(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.

7.17 SLUITING VAN KANTORE OP 17 JUNIE 2022 (2/6)

Swartland Munisipaliteit het ten opsigte van die 2020/2021 finansiële jaar vir die negende keer 'n skoon oudit verkry. Daar word voorstel om Vrydag, 17 Junie 2022 as 'n afdag aan personeel toe te staan as beloning vir elke amptenaar se bydrae tot die skoon oudit.

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

(a) Dat, as gevolg van die verkryging van die negende skoon oudit, goedkeuring verleen word dat die munisipale kantore op Vrydag, 17 Junie 2022 mag sluit vir die dag;

(b) Die Uitvoerende Burgemeester bevestig dat hierdie ‘n eenmalige vergunning is en dat dit nie weer in die toekoms toegestaan sal word nie;

(c) Dat kennisgewings by al die betaalpunte in die munisipale gebied en op die webtuiste aangebring word om van die sluiting van kantore kennis te gee;

(d) Dat, met hierdie vergunning, oortyd betaal word vir tye gewerk teen die Saterdagtarief.

7.18 ALGEMENE JAARVERGADERING: PLAASLIKE OWERHEDE AFTREEFONDS: AANWYSING VAN AFGEVAARDIGDES (11/1/2/5)

Die 38ste Algemene Jaarvergadering van die Plaaslike Owerhede Aftreefonds vind plaas op 27 Mei 2022.

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

(a) Dat kennis geneem word dat mnr A Zaayman genomineer is om die lede te verteenwoordig by die Algemene Jaarvergadering van die Plaaslike Owerhede Aftreefonds op 27 Mei 2022;

(b) Dat raadsheer T van Essen (sekundi, rdl J M De Beer) genomineer word om die Raad by die vergadering te verteenwoordig.

7.19 BENOEMING VAN KRIEKETVELD TE GABRIEL PHARAOH SPORTGRONDE, DARLING (17/9/2/2/2-3)

‘n Skrywe is vanaf die Darling Krieket Klub ontvang waarin versoek word om die krieketveld by die Gabriel Pharaoh Sportgronde as die Gert Fortuin Oval te benoem.

BESLUIT dat die item oorstaan om verder te besin oor ‘n geskikte publieke deelnameproses.

(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, 9 MAART 2022 OM 10:00

TEENWOORDIG:

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

Daniels, C	Rangasamy, M A (rdh)
De Beer, J M	Soldaka, P E
O'Kennedy, E C	Van Essen, T (rdh)
Penxa, B J	van Zyl, M (rdd)
Pypers, D C	Vermeulen, G

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
Bestuurder: Sekretariaat en Rekordsdienste, me N Brand
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter, rdl I S le Minnie, reël dat die vergadering waargeneem word deur die ondervoorsitter, rdl N Smit, weens gesondheidsprobleme.

Rdl N Smit verwelkom lede en open die vergadering met skriflesing en gebed.

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

Verlof tot afwesigheid word verleen aan rdl A K Warnick en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 16 FEBRUARIE 2022

BESLUIT
(voorgestel deur rdd M van Zyl, gesekondeer deur rdh M A Rangasamy)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansieskomitee) gehou op 16 Februarie 2022 goedgekeur word, onderhewig aan die regstelling, dat "*virtual*" verwyder word by die opskrif op bl 2.

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.

3.2 INLIGTING: BEURTKRAG

Die Munisipale Bestuurder, mnr J J Scholtz noem dat Eskom van vandag af (9 Maart 2022) beurtkrag na stadium 4 verhoog, wat om 09:00 begin en dit sal voortduur tot Vrydag 05:00 wanneer dit na stadium 2 sal beweeg. Verder lees mnr J J Scholtz die skedule per dorp vir die res van die dag af.

3.3 INLIGTING: WYKSKOMITEES

Die Bestuurder: Sekretariaat en Rekordsdienste, me N Brand gee inligting deur, spesifiek aan die Wyksraadslede m.b.t die onderstaande wykskomitee kwessies:

- Dat daar nog 33 vakante poste beskikbaar is;
- Dat 'n verslag op 31 Maart vir die raad opgestel sal word oor die status van wykskomitees;
- Dat Wyksraadslede so spoedig moontlik kandidate identifiseer vir koöptering op die wykskomitee, waar daar nog vakatures na afloop van die verkiesing is;
- Dat teen einde Maart met die 1ste wykskomiteevergaderings, hierdie proses afgehandel word ten einde alle nuwe wykskomiteelede aan die Induksieprogram te laat deelneem;
- Dat die persone wat nie aan die kriteria voldoen het nie, moontlik genader kan word vir koöptering, hetsy daar nou wel aan die kriteria voldoen word, aangesien hulle reeds hul belangstelling getoon het;
- Dat die voltooide koöpteringsvorm voor/op Donderdag, 17 Maart 2022 ingedien word ten einde dit by die agenda van die 1ste wykskomiteevergadering in te sluit vir die wykskomitee om die koöptering te bekragtig.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

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

5.1 MAANDVERSLAG: JANUARIE 2022

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

Op navraag deur rdl B J Penxa oor die aantal werksgeleenthede geskep
deur die Munisipaliteit se kapitaalprojekte (kontrakte > R200 000), meld die Munisipale Bestuurder dat die teiken vir die 2021/2022 finansiële jaar 150 is. In terme van die kapitaalprojekte is 'n kumulatiewe syfer van 52 wat tot dusver gemeet is, wat ‘n balans van 98 meebring vir die res van die finansiële jaar.

BESLUIT
(voorgestel deur rdl D C Pypers, gesekondeer deur rdh T Van Essen)

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: JANUARIE 2022

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

BESLUIT
(op voorstel van rdd M van Zyl, gesekondeer deur rdh M A Rangasamy)

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

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: JANUARIE 2022

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer en versoek die Bestuurder: Begrotingskantoor, me H Papier, om belangrike aspekte uit te wys.

Die Bestuurder: Begrotingskantoor gee ‘n oorsig van die finansiële posisie vir die Raad, met verwysing na inkomte en uitgawes.

BESLUIT
(op voorstel van rdh T Van Essen, gesekondeer deur rdd M van Zyl)

Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir Januarie 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, 9 MAART 2022 OM 10:35

TEENWOORDIG:

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

Bess, D G
Duda, A A
Fortuin, C
O'Kennedy, E C
Pieters, C
Smit, N
Stanley, B J (rdh)
van Zyl, M (rdd)

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr R du Toit
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Bestuurder: Begrotingskantoor, me H Papier
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 rdl A K Warnick en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 16 FEBRUARIE 2022

BESLUIT
(voorgestel deur rdh T van Essen, gesekondeer deur rdl D G Bess)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 16 Februarie 2022 goedgekeur word, onderhewig aan die regstelling, dat "virtual" verwyder word by die opskrif op bl 94.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JANUARIE 2022

5.1.1 SIVIELE INGENIEURSDIENSTE

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

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

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

Rdl Bess verneem oor die hoë syfers rakende die pomp van riool tenke by Yzerfontein, in ‘n gebied waar daar ‘n rioolstelsel voorkom.

Die Direkteur: Siviele Ingenieursdienste meld dat daar geen rioolstelsels in Yzerfontein voorkom nie.

Rdh T van Essen spreek sy kommer uit oor die enorme watergebruik wat ‘n probleem gaan word in Riverlands en Chatsworth.

Die Direkteur: Siviele Ingenieursdienste meld dat dit bly 'n bekommernis, die munisipaliteit is besig om die pompstasie in Riverlands op te gradeer, wat verligting sal bring. Die toevoer na die reservoir sal vir ongeveer 5 dae gesluit moet word, vir die munisipaliteit om die installasie werk te kan doen en daar sal met die gemeenskap dienooreenkomstig kommunikeer word dat Watertenke voorsien sal word.

Rdl A A Duda spreek sy kommer uit oor geblokte rioolstelsels in llinge Lethu en of dit herstel kan word om sodoende waterverlies kan voorkom.

Die Direkteur: Siviele Ingenieursdienste meld dat hy bewus is daarvan dat die stormwater dreinering sisteem misbruik word deur die publiek, wat veroorsaak dat dit geblok word.

Verder meld die Direkteur: Siviele Ingenieursdienste dat indien daar dreine is wat reggemaak moet word, dit by die munisipale kantoor gerapporteer moet word, om sodoende personeel uit te stuur om dit te herstel.

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

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

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

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

Die Direkteur: Elektriese Ingenieursdienste verduidelik breedvoerig die onderskeie statistieke in die verslag aangaande elektrisiteitsverbruik, sowel as die beplande kragtoevoeronderbrekings.

Verder gee die Direkteur: Elektriese Ingenieursdienste inligting deur insake instandhouding van straatligte in Eskom-voorsienings dorpe.

Addisionele inligting word voorsien deur die Munisipale Bestuurder rakende die instandhouding van straatligte in Eskom-voorsienings dorpe.

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

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL R J JOOSTE
VOORSITTER

Munisipaliteit
Municipality
Umasipala

NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 9 MAART 2022 OM 11:10

TEENWOORDIG:

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

Booys, A M	Rangasamy, M A (rdh)
Daniels, C	Smit, N
Le Minnie, I S	Soldaka, P E
Pypers, D C	Stanley, B J (rdh)

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom almal teenwoordig.

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

Verlof tot afwesigheid word verleen aan die rdl M Ngozi en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-DIENSTE) GEHOU OP 16 FEBRUARIE 2022

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

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 16 Februarie 2022 goedgekeur word, onderhewig aan die regstelling, dat "virtual" verwyder word by die opskrif op bl 148.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JANUARIE 2022

Die voorsitter lê die maandverslag ter tafel.

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

Die Voorsitter meld dat rdl A M Booysen haar navrae oor behuisingskwessies op skrif aan die Direkteur: Ontwikkelingsdienste rig, om sodoende haar navrae te beantwoord.

Op navraag deur rdl P E Soldaka of die kleinboere teenwoordig was by die vergadering met die Departement van Landelike Ontwikkeling en Grondhervorming, meld die Direkteur: Ontwikkelingsdienste dat die kleinboere nie betrokke was by die vergadering nie. was Die kleinboere was sedert 2019 egter betrokke by vergaderings tussen die munisipaliteit en die Departement van Landelike Ontwikkeling en Grondhervorming.

Ten slotte meld die Direkteur: Ontwikkelingsdienste dat die munisipaliteit 'n baie goeie verhouding het met die Voorsitter van die Kleinboerevereniging en dat kommunikasie altyd oorgedra word na afloop van bogenoemde vergaderings.

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdl D G Bess)

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

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

Geen

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, 9 MAART 2022 OM 11:45

TEENWOORDIG:

RAADSLEDE:
Voorsitter, rdd M van Zyl

Bess, D G
Daniels, C
De Beer, J M
Fortuin, C
Jooste, R J
Le Minnie, I S
Papier, J R
Pieters, C
Stanley, B J (rdh)

BEAMPTES:

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

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Rdd M van Zyl bevestig die teenwoordigheid van raadslede wat dien op die Portefeuljekomitee: Beskermingsdienste.

Verlof tot afwesigheid word verleen aan rdl A K Warnick en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 16 FEBRUARIE 2022

BESLUIT
(voorgestel deur rdl D G Bess, gesekondeer deur rdl I S Le Minnie)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 16 Februarie 2022 goedgekeur word, dat "virtual" verwyder word by die opskrif op bl 180.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JANUARIE 2022

5.1.1 PRESTASIEVERSLAG
5.1.2 VERKEER- EN WETSTOEPASSINGSDIENSTE

5.1.3 BRANDBESTRYDING

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

Rdl C Fortuin spreek haar kommer uit oor skoolbusse se padwaardigheid en wie verantwoordelik is om dit te toets vir padwaardigheid.

Die Direkteur: Beskermingsdienste meld dat die skoolbusse aan die begin van elke kwartaal getoets word.

Op navraag deur rdl C Fortuin oor die toets van munisipale voertuie, meld die Direkteur: Beskermingsdienste dat daar met die jaarlikse hernuwing van motorlisensies, die voertuie deur die toetsput gesit word.

Die Munisipale Bestuurder lig die komitee in oor ‘n gesprek wat plaasgevind het tussen Swartland Munisipaliteit en Weskus Distrikmunisipaliteit oor die funksies van Brandweerdienste tussen die verskeie owerhede.

Ten slotte lig die Direkteur: Beskermingsdienste die komitee in dat daar môre ‘n vreedsame optog sal plaasvind deur die vroue van Ilinge Lethu, waar hulle tot by die hof sal marsjeer.

BESLUIT
(op voorstel van rdh B J Stanley, gesekondeer deur rdl D G Bess)

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

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDD M VAN ZYL
VOORSITTER

Munisipaliteit
Municipality

Verslag ◆ Ingxelo ◆ Report

Office of the Municipal Manager
2022-03-23

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

ITEM _7.1__ OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 23 MARCH 2022

ONDERWERP:	**GOEDKEURING VAN DIE VORIGE RAAD SE 2017-2022 GOP (MET WYSIGINGS) ASOOK DIE AREAPLANNE**
SUBJECT:	***ADOPTION OF THE PREVIOUS COUNCIL'S 2017-2022 IDP (WITH AMENDMENTS) AS WELL AS THE AREA PLANS***

1. BACKGROUND AND DISCUSSION

The previous council's 2017-2022 IDP with amendments as well as the five area plans are circulated under separate cover.

In terms of section 25(3)(a) of the Municipal Systems Act (Act 32 of 2000) a newly elected municipal council may adopt the integrated development plan (IDP) of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), (c) and (d). This section is quoted below (***note the strikethrough subsections that are not applicable)***:

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

~~(a) *be in accordance with a predetermined programme specifying time-frames for the different steps;*~~

(b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -*

(i) the local community to be consulted on its development needs and priorities;

~~*(ii) the local community to participate in the drafting of the integrated development plan; and*~~

~~*(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*~~

(c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*

(d) *be consistent with any other matters that may be prescribed by regulation.*

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

The newly elected council already decided at their first Council meeting on 11 November 2021 to follow the section 25(3)(a) option of adopting the predecessors IDP for another year up to the end of June 2023.

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

2. PROCESS FOR AMENDING IDP's

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

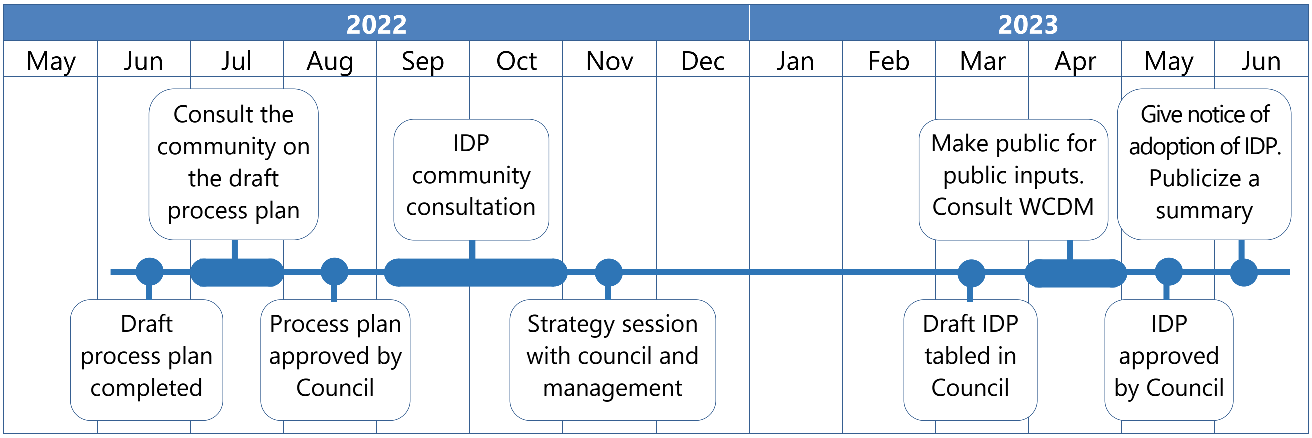
- Only a member or committee of a municipal council may introduce a proposal for amending the IDP in the council.
- Any proposal for amending the IDP must be accompanied by a **memorandum** setting out the reasons for the proposal.
- An amendment to the IDP must be adopted by a decision taken by the council in accordance with the rules and orders of the council.
- No amendment to the IDP may be adopted by the municipal council unless -
  - o all the members of the council have been given reasonable notice;

- o the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
- o the municipality has consulted the district municipality on the proposed amendment and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

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

3. COMPILATION OF NEW 2023-2027 IDP

The Council will commence with the compilation of its new IDP in terms of Section 25(1) of the MSA in June 2022 for adoption in May 2023. The process is shown in the diagram below.



This adopted new IDP will take effect on 1 July 2023 and will be for a four year term until the end of June 2027, which is the year following the next municipal elections in 2026.

4. LEGISLATION

The following legislation is applicable:

- Municipal Systems Act, Nr 32 of 2000, Sections 25, 29 and 34
- Municipal Finance Management Act, Nr 56 of 2003, Sections 21, 24 and 53
- Municipal Planning and Performance Management Regulations, 2001

5. LINK TO THE IDP

Not applicable

6. FINANCIAL IMPLICATION

None

7. AANBEVELING / *RECOMMENDATION*

(a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die wysigings aan die vorige Raad se 2017-2022 Geïntegreerde Ontwikkelingsplan (GOP) en hersiening van die areaplanne ten einde dit by die Raadsvergadering ter tafel te lê in terme van artikel 17(3) van die MFMA; en

(b) dat 'n publieke konsultasieproses gedurende April 2022 gevolg word.

(a) That the Executive Mayoral Committee take cognisance of the amendments to the previous Council's 2017-2022 Integrated Development Plan (IDP) and revision of the area plans in order to table it at the Council meeting in terms of section 17(3) of the MFMA; and

(b) that a public consultation process be followed during April 2022.

(get) J J Scholtz

MUNISIPALE BESTUURDER / MUNICIPAL MANAGER
DATUM: 23 Maart 2022 / **DATE:** 23 March 2022

Swartland Municipality

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

Amendments to the Integrated Development Plan for 2017-2023

May 2022

Sections that are updated or amended

Section		Page
Forewords		
▪ Executive Mayor, Harold Cleophas ***[Replaced]***		
▪ Municipal Manager, Joggie Scholtz ***[Updated]***		
Covid-19 ***[Updated]***		4
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	1.3 Fourth generation IDP ***[Updated]***	5
	1.4 Adoption of the IDP of its predecessor by the newly elected council ***[Replaced]***	5
Chapter 2:	Context	13
	2.1 Swartland municipal area at a glance ***[Updated]***	13
Chapter 3:	The planning process	14
	3.2 Five-year cycle of the IDP (extended to six years) ***[Updated]***	
	3.4 Process of adopting the IDP of its predecessor by the newly elected council ***[Replaced]***	14
Chapter 4:	The Organisation	15
	4.2 The council and council committees ***[Updated]***	15
Chapter 5:	International, national and provincial policy directives	16
	5.1 Sustainable Development Goals ***[Improved]***	16
	5.2(a) National Development Plan - November 2011 ***[Improved]***	
	5.3(b) Western Cape Joint District and Metro Approach ***[Updated]***	17
Chapter 6:	District and Local Municipal level policy directives	18
	6.2 West Coast District Implementation Plan ***[Updated]***	18
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	7.4(d) Top ten risks facing the Municipality ***[Updated]***	23
	7.4 Strategic Goals 1-5 ***[Updated]***	24
Chapter 8:	Financial planning and budgets	43
	8.3 Swartland Municipality's budgets ***[Updated]***	50
	8.4 Swartland Municipality's financial allocations ***[Updated]***	52
	8.5 Provincial spending in the Swartland municipal area ***[Updated]***	53
Annexure 1:	Swartland profile ***[Updated with figures from the 2021 MERO and SEP reports]***	56
Annexure 3:	Status of sector plans and policies ***[Updated]***	65

Forewords

Executive Mayor, Harold Cleophas

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

Municipal Manager, Joggie Scholtz

The following two paragraphs are changed:

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

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

Covid-19

The following paragraph is changed:

1 March 2022*: In South Africa 19.1 million individuals were vaccinated. This is 47.9% of the total adult population of 18 years and older (39.8 million). In the Western Cape 2.8 million individuals were vaccinated. This is 55.4% of the total Western Cape's adult population of 18 years and older (4.98 million).*

Chapter 1: Introduction

1.3 Fourth generation IDP

The date in last sentence changes to 30 June 2023.

The first generation IDP dealt with the period 2002-2007, the second generation IDP with the period 2007-2012 and the third generation IDP with the period 2012-2017. Municipalities entered the fourth five-year IDP cycle with the municipal elections in August 2016. The new council that was constituted after the elections immediately started preparing a new five year IDP. This fourth generation IDP will be effective from 1 July 2017 up to 30 June 2023.

1.4 Adoption of the IDP of its predecessor by the newly elected council

The whole of section 1.4 (Annual review of the IDP) is replaced by this new section.

Chapter 2: Context

2.1 Swartland municipal area at a glance

Updated with figures from the 2021 MERO and SEP reports.

Chapter 3: The planning process

3.2 Five-year cycle of the IDP (extended to six years)

The period of the predecessor's IDP is extended to six years.

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

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

Chapter 4: The Organisation

4.2 The council and council committees

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

Chapter 5: International, national and provincial policy directives

5.1 Sustainable Development Goals

The layout of this section is improved.

5.2 National policy directives

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

The contents of this section is improved.

5.3 Provincial policy directives

(b) WESTERN CAPE JOINT DISTRICT AND METRO APPROACH

Updated.

Chapter 6: District and Local Municipal policy directives

6.2 West Coast District Implementation Plan

Updated.

Chapter 7: The strategy

7.4 The Municipality's five year strategy

(d) TOP TEN RISKS FACING THE MUNICIPALITY

The top ten risks are replaced by the following:

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

STRATEGIC GOAL 1: IMPROVED QUALITY OF LIFE FOR CITIZENS

(a) CURRENT STATE OF AFFAIRS

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

(c) ACTION PLAN

- Under strategic objective 1.12 the target in respect of *the learners licence centre in Darling* has been reached.
- Under strategic objective 1.13 the target in respect of *the establishment of four neighbourhood watches* has been reached.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 1

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 1

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 2: INCLUSIVE ECONOMIC GROWTH

(a) CURRENT STATE OF AFFAIRS

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

(c) ACTION PLAN

Under strategic objective 2.7 the following strategic initiatives with its KPI and target is deleted:

"Do product assessment and compile a development and marketing strategy for the Swartland"

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 2

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 2

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 2

Updated with 2022/2023 budget figures.

STRATEGIC GOAL 3: QUALITY AND SUSTAINABLE LIVING ENVIRONMENT

(c) ACTION PLAN

- Under strategic objective 3.3 the target in respect of the r*egistration of stewardship programme with Cape Nature on municipal land* has been reached.
- Under strategic objective 3.9 the following strategic initiatives with its KPI and target is deleted:

  "Appoint credible social housing institution to build and manage social housing"
- Under strategic objective 3.10 the target in respect of the *title restoration programme in cooperation with Human Settlements* has been reached.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 3

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 3

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 3

Updated with 2022/2023 budget figures.

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

(a) CURRENT STATE OF AFFAIRS

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

(c) ACTION PLAN

- Under strategic objective 4.4 the target in respect of the *revision and implementation of ward committee constitution* has been reached.
- Under strategic objective 4.6 the target in respect of *a handover procedure to newly appointed Manager, Internal Audit* has been reached.
- Under strategic objective 4.7 the strategic initiative *Review of Long Term Financial Plan* is deleted.
- Under strategic objective 4.10 the target is changed from June 2022 to June 2023.
- Strategic objective 4.11 is moved to Goal 3 and combined with strategic objective 3.10.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 4

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 4

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 4

Updated with 2022/2023 budget figures.

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

(a) CURRENT STATE OF AFFAIRS

The following paragraph is updated:

Roads:

There are 332 km surfaced roads in the Swartland Municipal Area (2.15 million m²) with a total asset value of R568.31 billion. The maintenance requirement is to reseal roads every 12 years. This equates to 179 252 m² or R26.53 million per year.

On average 128 103 m² was resealed per year and the average spending on resurfacing over the past 5 years was R16.531 million per year. In 2022 the total backlog in resurfacing R260 million.

(c) ACTION PLAN

- Under strategic objective 5.5 the strategic initiative is changed as follows:

  Review and maintain master plans and facilitate budget approval.

(d) STRATEGIC RISKS LINKED TO STRATEGIC GOAL 5

Updated in accordance with the Municipality's Risk Register.

(e) CAPITAL BUDGET LINKED TO STRATEGIC GOAL 5

Updated with 2022/2023 budget figures.

(f) OPERATING BUDGET LINKED TO STRATEGIC GOAL 5

Updated with 2022/2023 budget figures.

Chapter 8: Financial planning and budgets

8.3 Swartland Municipality's budgets

Updated with 2022/2023 budget figures.

8.4 Swartland Municipality's financial allocations

(a) THE DIVISION OF REVENUE BILL (DORA)

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

(b) PROVINCIAL GAZETTE EXTRAORDINARY 8566 OF 14 MARCH 2022

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

8.5 Provincial spending in the Swartland municipal area

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

Annexure 1: Swartland profile

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

1.2 Education

1.3 Health

1.4 Poverty

1.7 Crime

1.8 The economy

Annexure 3: Status of sector plans and policies

Updated with information received from the different departments.

Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Munisipale Bestuurder
1 Maart 2022

3/1/1

ITEM 7.2 VAN DIE AGENDA VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP:	**AANWYS VAN VERTEENWOORDIGER OP SALGA: VROUE KOMMISSIE**
***SUBJECT*:**	***APPOINTMENT OF REPRESENTATIVE: SALGA WOMAN'S COMMISSION***

1. **BACKGROUND**

1.1 A request was received from SALGA to appoint an official representative to the SALGA Women's Commission (see circular attached)

1.2 **The purpose of this report is to nominate Cllr JM de Beer as representative of Swartland Municipal Council** (see attached from for completion).

2. **BESLUIT / *RESOLUTION***

(a) Dat rdl J M de Beer aangewys word as die amptelike verteenwoordiger van die Swartland munisipale raad op SALGA se Vroue Kommissie;

(b) Dat SALGA dienooreenkomstig in kennis gestel word.

(a) That cllr J M de Beer be appointed as the official representative of the Swartland municipal council on the SALGA Women's Commission;

(c) That SALGA be informed accordingly.

(get) J J Scholtz

MUNICIPAL MANAGER
/amm

NOMINATIONS
MUNICIPAL COUNCIL REPRESENTATIVES TO THE SALGA PROVINCIAL CHAPTER OF THE WOMAN'S COMMISSION

TO : Executive Mayor
Speaker
Municipal Manager

Dear Sir / Madam

NOMINATIONS
MUNICIPAL COUNCILLOR REPRESENTATIVES TO THE SALGA PROVINCIAL CHAPTER OF THE WOMAN'S COMMISSION (SWC)

The establishment of the Women's Commission for SALGA derives from a United Cities Local Government of Africa [UCLGA] initiative, aimed at the strengthening of gender equality within African local governments. The establishment of a UCLGA Women's Commission in 2008 [a continental mechanism] was necessitated by the largely ineffective mainstreaming of gender into local governance of many of the member countries of the UCLGA. The following were identified as major challenges requiring urgent and sustained redress: (i) limited progress towards gender equality, (ii) paucity of female leaders on the continent and (iii) social stereotyping.

The SWC was launched and established at the 2010 Women in Local Government Summit. This was followed by the launch and establishment of provincial chapters. Its mandate is to coordinate, promote and advocate for appropriate strategies and practices within member municipalities. Its objectives are to –

- Evaluate the representation of women within the local governance structures
- Identify and assess the relevance of policies and legislation designed to address and promote increased women's participation and gender inequality in local government structures that have been adopted by national government
- Identify specific social, economic, political, legal, and cultural constraints hindering the full participation of women in local governance structures
- Advocate for building and strengthening of partnerships with civil society, especially women empowerment groups
- Participate in national and regional for a to promote the united voice of women in local government
- Make recommendations on appropriate training and capacity development for women in local government

- Identify specific challenges to improve the status of women and make recommendations on appropriate remedies so as to contribute to the achievement of gender equality in local governance structures.

The SWC operates within the constitutional and governance prescripts of SALGA and accordingly, for the current term of office, Cllr Helen Coetzee was the elected Chairperson of the provincial chapter of the SWC.

The Terms of Reference make provision for each municipality to nominate an Official Political Representative and an Official Political Secundi Representative to serve on the Provincial SWC.

Municipalities are invited to complete the enclosed form [Annexure A], indicating the representatives representing your municipality. Completed forms, with a copy of the Council Resolution/ Executive Mayor's Consent to be submitted to Mrs Marelize de Wet at mdewet@salga.org.za by no later than 31 March 2022.

A SWC Provincial Lekgotla will be convened to give effect to the Commission's activities and to elect a Deputy Chairperson for this Term of Office in May 2022 and more details will be shared with members closer to the time.

Yours faithfully

KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

7 March 2022
5/15/1/3

ITEM 7.3 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 23 MARCH 2022

SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 23 NOVEMBER 2021 AS WELL AS THEIR BI-ANNUAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021

1. BACKGROUND

The minutes of the Municipality's Performance and Risk Audit Committee held on 23 November 2021 as well as the bi-annual report for the period 1 July to 31 December 2021 are hereby tabled. In accordance with the approved Performance and Risk Audit Committee mandate the said minutes, or a summary thereof, and the bi-annual report must be submitted to the Council to be dealt with at its next ensuing meeting.

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

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision-making. There are no recommendations by the Performance and Risk Audit Committee, arising from their meeting held on 23 November 2021 or from the bi-annual report for the period ending 31 December 2021, for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment. However, management should pay special attention to the implementation of outstanding internal audit findings.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie en Risiko Ouditkomitee se vergadering van 23 November 2021 asook die halfjaarlikse verslag van die Ouditkomitee vir die tydperk geëindig 31 desember 2021.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance and Risk Audit Committee of 23 November 2021 as well as the Audit Committee's bi-annual report for the period ending 31 December 2021.

(get) J J Scholtz

MUNICIPAL MANAGER
PLR/KS

MINUTES OF THE MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 23 NOVEMBER 2021 AT 09:00

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) Manager, Budget and Costing: Ms H Papier (HP) Chief Fire and Disaster Officer: Mr R Harris (RH) Manager, Internal Audit: Mr P le Roux (PLR) Internal Auditor: Ms C Ranna (CR) Intern Risk Management: Ms T Howburg (TH)

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)
Director, Development Services: Ms J Krieger (JK)
Senior Manager, Strategic Services: Ms O Fransman (OF)
IDP/LED-officer, Mr L Fourie (LF)

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.

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

No additions to Agenda.

5. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 24 AUGUST, 30 AUGUST AND 13 SEPTEMBER 2021

Suggested changes made to the minutes during the meeting.

RESOLVED that the minutes of the Audit Committee meeting held on 24 August, 30 August and 13 September 2021, be accepted

6. MATTERS ARISING FROM MINUTES

6.1 Item 9.1 - Section 52 Report – Quarterly - section 71 ratios

Item discussed under item 9.1

6.2 Item 9.2 - Long Term Financial Plan – Meaning of % access to basic services

Comments was sent electronically to all members.

6.3 Item 10.2 - Operational Risk Registers - Disaster Recovery Plan

Item discussed under item 12.1

6.4 Item 12.4 - Draft Combined Assurance plan

Item discussed under item 12.3

6.5 Item 13.5 – External Quality Review Implementation (30/08/2021)

Item discussed under item 13.4

6.6 Item 13.10 - IA Draft Strategy & Work Procedures Jun'21 (13/09/2021)

Item discussed under item 15.1

6.7 Item 14.4 - PRAC Annual Report for the period 1 Jul’20 to 30 Jun’21

Item discussed under item 14.4

6.8 Item 15.2 - SM Risk Management Policy June '21

Item discussed under item 15.2

6.9 Item 6.1 - Schedule of a Quality Assessment Review

Item discussed under item 13.2

7. PERFORMANCE MANAGEMENT

1st Quarter Internal Audit Performance report 2021/22

Based on tests performed, audit is of the opinion that the performance management system is functioning well, however some of the controls need improvement especially those identified as repeated findings.

COGNISANCE TAKEN of the report as circulated with the agenda

8. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

Progress report

HP stated that there is nothing to report on MSCOA.

9. FINANCIALS – IN-YEAR REPORTING

9.1 Section 52 Report – Quarterly

The quarterly budget statement for the period ended 30 September 2021 has been prepared to meet the legislative requirements of the Municipal Budget and Reporting Regulations and the MFMA.

HP commented on the question by BG regarding the low collection rate of 60.33% for water indicated on page 8. HP explained that the collection rate is actually 92.74% for 2021/22, which has improved in comparison with 2020/21. The rate of 60.33% in 2020/21 was due to estimations of the meter readings during the COVID restrictions.

CDJ asked regarding the Electricity Bulk Purchases of 11% higher than the budget on page 11, if it is also due to the increase in tariffs and not only usage. RDT explained that it is due to the higher usage during the higher consumption period and higher rates according to the various usage scales and usage during peak hours.

RG requested an explanation regarding the Capital expenditure of 65% below budget on page 12. HP mentioned that the expenditure does not include the commitments already made by the various departments.

The high Water Distribution Losses of 21.54% on page was discussed and LZ explained that the benchmark of NT is below 30%. JS mentioned that is indicative of the challenges that municipalities are facing. Circular 71 in which the various benchmarks are indicated will be distributed to the members.

HP explains the Debtors Age Analysis YTD variance of R18mil indicated on page 16.

CDJ required the reason for the long outstanding payment to WCDM. LZ explained that since 2019 WCDM could not indicate where the meters have been installed. JS stated that the dispute regarding meter installations will be escalated to the Water Monitoring Committee, since it is the only platform to discuss it.

CDJ requested for HP that the reason should be provided for the long outstanding payment to Koordom.

BG asked why the interest rate for ABSA bank is much lower than the other two banks indicated on page 27. HP explained that it is due to the lower amount that is invested.

COGNISANCE TAKEN of the report as circulated with the agenda.

9.2 Unspent Conditional Grants for 2020/21

The letter from National Treasury was sent electronically to all members. HP explained that all conditional grants had been spent and that there are no need to apply for a roll-over.

No comments were made by the members.

COGNISANCE TAKEN of the report as circulated with the agenda.

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 August 2021 to October 2021.

CDJ requested that at the next meeting load shedding to be added to the risk register. PLR also indicated the effect it has on the provision of water in certain areas. LZ explain that when the power is down the reservoirs' levels drop. This is restricted to Kalbaskraal, Riverlands and Chatsworth. To mitigate the risk, mobile generators will be hired to serve these areas.

CR indicated that Load shedding is indicated as a contributing factor under Strategic Risk 23 - Security of electricity supply.

COGNISANCE TAKEN of the feedback provided.

10.2 Operational Risk Registers

CDJ asked regarding progress with the implementation of POPIA Act. PLR mentioned that a POPIA Coordinating committee has been established, awareness campaign in process, and a POPIA inventory list to be completed by different divisions. The impact assessment will be done as soon as the inventory lists have been received from the directorates.

RG asked where the emerging risks are indicated and requested that the POPIA risk assessment should be made available. PLR mentioned that it is part of the Strategic risk register as well as the Operational risk registers of HR and Records. The emerging risk forms part of the Operational risk registers of the relevant divisions, such new HR regulations, AARTO, POPIA, etc.

BG asked how Time and Attendance is going to address the unproductivity of staff under HR, as the action should be a performance management issue. MT mentioned that the Time and Attendance will be implemented as part of PayDay, but productivity is difficult to measure although various KPI's have been implemented. JS mentioned that the INVOCOM method has been implemented, e.g. at the Civil Directorate whereby meetings are held on a daily basis to monitor the progress of work allocated.

BG suggested that the IA findings/ recommendations to be indicated as part of the Action plan under Contract Management. PLR mention that the report has been issued and will be discuss as part of the agenda. The recommendations will be indicated in the action plan.

BG stated that a reason should be given why the due date is extended on the action plan progress table and to also indicate the original due date.

Under Community Development action plan 8, the % progress should be indicated.

BG requested that under Housing the scope/ implementation plan of the "Continuous improvement depending on circumstances" and the due date to be made available for the Committee to understand what needs to be done to reduce the risk.

Effective administration of flats – what is measure and the % progress should be indicated.

Under Built Environment BG ask if it's only a structure capacity or is it also the process. JS mentioned that the solution is not to employ more people as it is a permanent cost to the municipality, but to review the process to automate certain functions. Capacity building and more resources are not always the solution to address problems/ risks. This is not an issue in this department only.

BG enquired regarding the impact that AARTO has on the municipality and if the municipality has a risk assessment. He also suggested that the risk assessment be submitted to the PRAC. What needs to be in place and the % progress made? PLR explain that AARTO not only has an impact on Protection Services, but also on e.g. Civil Services and HR as Drivers can loss their driver's licences and be unproductive. PH explained that Council made a decision that Swartland is not ready to implement AARTO as the IT systems are not in place and training of Law Enforcement Officers not yet performed. This is a national programme whereby everyone was forces to make use of the system. Currently there is a court case opposing the implementation of AARTO. The financial impact is currently being determine by the Law Enforcement department as all traffic offenses needs to go through the Post Office, which will cost the municipality millions.

PH mentioned that this was discussed by PLR at their risk assessment meeting as an emerging risk to be aware of the risk and what effect it will have on the municipality. Further discussions will take place at their next meeting.

BG mentioned that "Due date to be determined" is indicated several times in the action plans, e.g. under Assets and Fleet Management. Due dates needs to be indicated.

Suggested changes were made to the document during the meeting.

Consistency regarding the headings need to be ensured throughout all departments.

COGNISANCE TAKEN of the risk registers and action plans as circulated with the agenda

10.3 Strategic Risk Register

Members made no comments.

COGNISANCE TAKEN of the risk management strategic plan as circulated with the agenda

10.4 Risk Management Strategic Plan 2021-22 – progress

PLR mentioned that the Risk Management policy has been submitted to the Risk Forum for discussion regarding the "3 Lines of Defence" and the "3 Lines of Assurance".

COGNISANCE TAKEN of the report as circulated with the agenda

11. AUDITOR GENERAL / EXTERNAL AUDIT

11.1 Update AG Audit File on Server and AG Shared Folder

PLR gave verbal feedback regarding the updated AG Audit file on Server and AG Shared Folder.

11.2 Budget vs Actual (Hours & Costs)

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

CDJ asked what the progress is with the fieldwork. PLR mentioned that a Draft Management Report has been compiled and needs to be finalised.

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

11.3 ComAF's Register

PLR gave verbal feedback regarding the ComAF's Register.

PRAC is awaiting the Final Management report, which should be provided to the Committee for discussion at their next meeting.

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

12 COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

12.1 Disaster Recovery Plan

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

The scope of this plan is limited to the Swartland Municipal assets, which include all its buildings. This is a business continuity plan, not a daily problem resolution procedures document. It details how employees will stay in touch and keep doing their jobs in the event of a disaster or emergency, such as a fire at the office.

CDJ requested that a progress report regarding the Business Continuity and Disaster Recovery Plan be presented at the next PRAC meeting.

COGNISANCE TAKEN of the document as circulated with the agenda

12.2 Eunomia report on compliance

CDJ stated that it is clear on the document that all of the requirements are complied with.

COGNISANCE TAKEN of the document as circulated with the agenda

12.3 Draft Combined Assurance plan

PLR gave a broad background regarding the Combined Assurance Framework and the Draft Combined Assurance Plan. Drakenstein municipality is the pilot for the development of Combined Assurance.

PLR stated that the members can sent their comments regarding the Combined Assurance Framework to him via email.

Suggested changes were also made to the Draft Combined Assurance Plan during the meeting.

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 August 2021 to October 2021

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

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

- Review Annual Financial Statements (AFS) – Feedback notes;
- Annual Performance Report (APR) - Execution of audit, Final IA Report issued;

- AFS and APR submitted to AGSA on 31 August 2021- Supporting documents and Requests for Information have been uploaded on the AG Audit server as well as on their Shared Folder (off-site access);
- Tender T14/21/22 - Construction of new netball/ tennis courts - Execution of audit completed; Final IA Report issued, Letter to Fhixer Pty Ltd i.r.o. objection;
- Tender T20/21/22 - UHF Radio Network - Preliminary review, Awaiting reasons for objection;
- Performance Management 1st Quarter 2021/22 - Execution of audit completed, Final IA Report issued;
- Follow-up Audits - Internal Audit findings – Valuation roll, SCM Contract Management Administration, Property Contract Administration;
- Risk Management - Operational Risk Assessments, Action Plans;
- Auditor-General – Coordinate request for information, ComAF's and Budget vs Actual hours/costs, Attend Steercom meetings.

13.1.2 AD-HOC Requests /Special Investigations

Investigations	Possible misuse of vehicle – WWTW Malmesbury
Ad Hoc Requests	Review of AFS and internal controls of NGO's - Jo-Dolphin, Huis van Heerde, Darling Outreach, Koringbedryf, SPCA & Haven Night Shelter
	Radiolady Pty Ltd objection
	Fhixer Pty Ltd objection
	Salary increase review
Consultation	Inputs to SCM contracts workflow on Collaborator
	POPIA Implementation plan/ Risk Assessment/ Inventory
	Vandalism and Rewards discussion with Communications

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.

Review of Annual Performance Report 2020/21

CR gave feedback of the review of the annual performance report 2020/21.

- ***Differences identified between IDP, SDBIP and Annual Performance Report (APR)***

  Some minor differences were identified where objectives, targets and key performance indicators were included in the IDP and SDBIP, but excluded in the Annual Performance Report (APR).

  Differences immediately rectified during the audit.

Tender T14/21/22 - Construction of New Netball/ Tennis Courts

PLR gave feedback regarding tender T14/21/22.

- **Acceptance of tender conditions**

  Tenderers, namely Perfect Bounce Consultants, Magbu Traders Pty Ltd and Fhixer Pty Ltd accepted the conditions as stipulated in the tender document T14/21/22.

- **Specifications**

  The Bid Specification Committee evaluated the specification of the tender prior to it being advertised and all the required information was provided by the relevant bidders.

- **Pre-evaluation**

  Two tenders did not meet the eligibility criteria and therefore considered non-responsive.

  The objector, Fhixer (Pty) Ltd did not provide sufficient evidence that the minimum criteria of the scope of works will be met. The roadworks, surfacing and concrete work projects submitted with tender as previous completed projects indicated a lack of relevant experience in the quality of the final surfacing of the netball/ tennis courts.

- **Tenders evaluated by the the Bid Evaluation - and Bid Adjudication Committees**

  Seven tenders passed the eligibility criteria and were subject to further evaluation. Perfect Bounce Consultants' key personnel has sufficient experience and all their completed projects relate to the construction and maintenance of netball/ tennis courts. Preferential points were calculated in favour of Perfect Bounce Consultants and the tender was awarded to them.

- **Objection by Fhixer (Pty) Ltd**

  Fhixer (Pty) Ltd submitted all the required documents and information as indicated in the tender specification. However, the completed projects that they indicated in their tender were not convincing to ensure that they have the necessary experience to complete the project successfully.

- **Audit opinion and recommendation**

  The tender has been fairly and transparently assessed as the standard tender evaluation procedures were followed and applied throughout the process. Fhixer (Pty) Ltd was therefore informed that their objection is unsuccessful.

Tender T20/21/22: Extension and Upgrading of the UHF Radio Network

PLR gave feedback regarding tender T20/21/22.

- **Preliminary review**

  Radiolady (PTY) Ltd officially lodge an objection on 27 October 2021 and indicated that they will shortly be lodging reasons why their tender should be reconsidered. A copy of the Bid Adjudication Committee's report that indicate the reasons for their tender to be found non-responsive was submitted to Radiolady (PTY) Ltd.

  Internal audit reviewed the tender and confirmed the accuracy and validity of the reasons indicated by the Bid Evaluation Committee in their report to the Bid Adjudication Committee. Radiolady (PTY) Ltd did not provide the reasons for their objection within the prescribed time and the objection was considered as finalised.

1st Quarter Performance Management Audit 2021-2022

CR gave feedback regarding the audit.

- **Consistency between IDP, SDBIP and Performance Report**

  Planning and reporting information between the IDP, SDBIP and Performance Report are consistent.

- **Measurability of key performance indicators and targets**

  New Key Performance Indicators (KPI) and amendments to KPI's conforms to the SMART (Specific, Measurable, Achievable, Reliable and Time-bound) principles.

- **Incorrect ratings allocated to targets**

  Zero ratings allocated to targets that are not relevant or applicable in a specific quarter and zero ratings allocated whilst achieving targets fully can be interpreted as underperformance. The performance system and incorrect ratings need to be adjusted to indicate a correct score.

  The finding has been rectified during the audit.

- **No reasons indicated for ratings overridden**

  The reasons for the decision to adjust the actual scores for targets that were not met have not been indicated on the system.

  During the Performance Management audit, the above finding has been rectified.

- **Interventions for improvement of performance not disclosed (Repeated finding)**

  Reasons and interventions have not been indicated where some planned targets were not achieved, which can result in poor performance not being addressed.

  Management will ensure that reasons and interventions are recorded when targets are not met as indicated in the monthly exception reports provided by Strategic Management.

- **Evidence not attached to substantiate performance (Repeated finding)**

  Evidence is not attached to the Performance Management system to substantiate the achievement of the targets.

The Senior Manager, Strategic Services makes the exception reports available to the Directors prior to their monthly meeting. Officials will be encouraged to attach sufficient evidence and if possible electronic evidence at all times.

13.1.5 Investigations of fraud, corruption, theft and irregularities

<u>Previous investigations not finalised</u>

- None

<u>Cases finalised</u>

- Vehicle accident – Driver don't have licence – Disciplinary hearing held – cost of damage recovered from official
- Allegation of bribery

<u>New cases reported not yet finalised</u>

- Possible misuse of vehicle – WWTW Malmesbury

13.1.6 Miscellaneous and Ad Hoc Tasks

Time not spent on audits.

- Ad Hoc requests, interdepartmental liaison and interactions:
  - Review of AFS and internal controls of NGO's
  - Inputs to SCM contracts workflow on Collaborator
  - POPIA Implementation plan/ Risk Assessment/ Inventory
  - Vandalism and Rewards discussion with Communications

- Attendance of workshops, seminars and training:

  Cindy attended the following virtual training/ workshop sessions:
  - Audit of the Annual Financial statements - SALGA
  - Financial Misconduct – National Treasury
  - Predetermined Objectives - WCLG

  Pierre, Cindy and Taryn attended the following virtual forum meetings:
  - Chief Risk Officers' forum – 7 September 2021
  - Internal Audit forum – 8 September 2021
- Performance & Risk Audit Committee
  - Preparation and attendance 24, 30 August and 13 September 2021 meetings;
  - Payments of the meeting on 24, 30 August and 13 September 2021;
  - Minutes of the meeting on 24, 30 August and 13 September 2021;
  - Audit Committee work plan for 2021/22 – updated; and
  - Reappointment of the Chairperson of the Performance & Risk Audit Committee for a second term.
- Other
  - Quality Assessment Review – Update action plan, compile recommended documents;
  - 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;
  - Update the Three Rolling Internal Audit Plan for 2019/22 as recommended by PRAC;

- Update of policies – Fraud & Corruption and UIF&W Expenditure as recommended by PRAC;
- Attend the 1st and 2nd AG Steercom meetings on 1st September and 12th October 2021; and
- Management meetings.

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

13.2 Outstanding Internal Audit findings

On enquire by CDJ regarding control over water meters, PLR stated that instances have been identified where meters were issued by the General Store, but do not appear on the installed meter report or stock on-hand report. These meters have also not been linked to a municipal account or returned to the municipal store at year-end. The implementation of the automated workflow on Collaborator became effective from February 2020, therefore some of the meters identified were issued before the implementation of the automated workflow.

COGNISANCE TAKEN of the report as submitted.

13.3 Progress w.r.t. the Annual Internal Audit Plan 2020-21

Members made no comments.

COGNISANCE TAKEN of the report as submitted.

13.4 External Quality Review Implementation

On enquiry from BG regarding the timeline due day on enhance the proficiency of the IAA, PLR stated that he is still busy with compiling the document and the document will be available for the next meeting.

PLR gave a broad background regarding the Swartland Municipality Risk Universe 2021/2022. The information in the report provides an overview of the average Inherent Risk versus the average Residual Risk per risk area.

Suggested changes was made to the Swartland Municipality Risk Universe 2021/2022 document during the meeting.

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 (AC) 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.

BG asked if there are any feedback regarding the September Performance Assessments.

CDJ stated he had a meeting with the Municipal Manager to discuss the areas PRAC did not give full marks to both the Audit Committee and IAA.

COGNISANCE TAKEN of the report as submitted.

14.2 PRAC Annual Report for the period 1 July'20 to 30 June'21

The Performance and Risk Audit Committee is pleased to present its report for the financial year ended 30 June 2021 as required by Section 166 of the Municipal Finance Management Act, 56 of 2003 (MFMA). This report is provided by the Performance and Risk Audit Committee in respect of the 2020/2021 financial year of the Swartland Municipality.

PLR stated that the report has change from last year's report.

Suggested changes was made to the Final Report of the Independent Performance and Risk Audit Committee document during the meeting.

COGNISANCE TAKEN of the report as submitted.

15 GENERAL

15.1 IA Draft Strategy & Work Procedures Jun'21

The overall objective of the internal audit activity is to provide all levels of management with an independent assessment of the quality of the internal controls, administrative processes and the extent to which they are assisting the organisation in achieving its objectives in terms of the Integrated Development Plan (IDP).

The purpose of this document is to establish a minimum guideline for the development and operation of the Internal Audit Department within Swartland Municipality.

Suggested changes was made to the IA Draft Strategy & Work Procedures Jun'21 during the meeting.

COGNISANCE TAKEN of the report as submitted.

15.2 SM Risk Management Policy June '21

The objective of this policy is to safeguard Swartland Municipality's property, interests and people.

Inputs and comments was made regarding the SM Risk Management Policy June '21 during the meeting.

COGNISANCE TAKEN of the report as submitted.

15.3 Rewards Policy

Swartland Municipality encourages employees, members of the public or providers of goods and/or services who suspect fraud and corruption to contact any member of Management, the Municipal Manager and/or Internal Audit to report the alleged activity.

An employee or member of the public who reports suspected fraud and/or corruption and/or theft and/or vandalism and/or any other criminal activity may remain anonymous should he/she so desire.

Inputs and suggested changes were made to the Rewards Policy during the meeting.

COGNISANCE TAKEN of the report as submitted.

16 NEXT MEETING

PLR suggested that the meetings for next year should start at 09:30, in order for the PRAC members to meet at 09:00 with IA to have a discussion before the meeting.

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

- Tuesday, 22 February 2022 at 09:30
- Tuesday, 24 May 2022 at 09:30
- Tuesday, 23 August 2022 at 09:30
- Monday, 29 August 2022 at 09:00
- Tuesday, 29 November 2022 at 09:30

SWARTLAND MUNICIPALITY

REPORT TO COUNCIL

1. SUBJECT

REPORT OF THE SWARTLAND MUNICIPALITY PERFORMANCE AND RISK AUDIT COMMITTEE FOR THE PERIOD 01 JULY 2021 TO 31 DECEMBER 2021.

2. MEMBERS OF THE PERFORMANCE AND RISK AUDIT COMMITTEE:

Chairperson: Mr C De Jager
Members: Ms R Gani
Mr B Gouws

3. DATES OF MEETINGS HELD

24 August 2021

30 August 2021 (Financial Statements Overview)

13 September 2021 (Review of Policies, Charters and Evaluations)

23 November 2021

4. REFERENCE NUMBER: 1 – 2021/22

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5. PURPOSE

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

The report also includes reference to the Performance and Risk Audit Committee's assessment of the Municipality's Performance Management System for the period 01 July 2021 to 31 December 2021 as required by Regulation 14 of the Municipal Planning and Performance Management Regulations.

6. FOR DECISION BY

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

7. EXECUTIVE SUMMARY

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

- Completed the annual Performance and Risk Audit Committee (PRAC) Report for the 2020/21 financial year;
- Completed a self-evaluation of performance of the Performance and Risk Audit Committee;
- Reviewed financial in-year reports;
- Reviewed and provided input to risk management and related documents;
- Monitored the implementation of Auditor-General's recommendations for 2019/2020 financial year audit;
- Reviewed the Annual Financial Statements prior to the hand-over to the Auditor-General;
- Attended the Auditor-General's Audit Strategy meeting on 12 October 2021 and gave input in respect of the scope and budget of the 2020/21 audit;
- Attended the discussion of the Auditor-General's Draft management Report and Draft audit report on 23 November 2021;
- Monitored the development and implementation of Combined Assurance;
- Reviewed and provided input to Swartland`s Municipality`s Business Continuity and Disaster Recovery Plan;
- Considered National Treasury`s: Municipal Financial Management Act No 56 of 2003 - Circular No 111 - Unauthorized, Irregular, Fruitless And Wasteful Expenditure Reduction Strategy and Plans;
- Reviewed the Eunomia Report on compliance;
- Reviewed and monitored the implementation of the recommendations in respect of the 5-yearly External Quality Review of the Internal Audit Activity;
- Studied Internal Audit Reports:
    - Performance Management – 4th Quarter 2020/21
    - SCM and Other Contract Administration
    - Property Contract Administration
    - Stock Count Year-end - June 2021
    - Evaluation of Tender for the Supply of Digital Photocopy Equipment
    - Evaluation of Tender for the Provision of Security Services
    - Annual Financial Statements review notes
    - Review of Annual Performance Report 2020/21
    - Tender T14/21/22 - Construction of New Netball/ Tennis Courts
    - Tender T20/21/22: Extension and Upgrading of the UHF Radio Network
    - 1st Quarter Performance Management Audit 2021-2022
- Monitored the implementation of Internal Audit recommendations;
- Reviewed progress against the PRAC working programme;
- Reviewed progress against Internal Audit Plan;

- Approved the Internal Audit Annual audit plan for 2021/22;
- Approved the adjustments to the Three-Year IA Rolling Plan 2019 to 2022;
- Reviewed the Internal Audit and the Performance & Risk Audit Committee Charters;
- Reviewed and gave input to the IA Strategy & Work Procedures, Fraud Prevention & Anti-Corruption Strategy and Risk Management policy: and
- Evaluated Internal Audit performance.

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

8. PERFORMANCE MANAGEMENT

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

The municipality's internal auditors must:

(a) On a continuous basis, audit the performance measurements of the municipality; and

(b) Submit quarterly reports on their audits to the municipal manager and the audit committee.

The audits conducted must include assessments of:

(a) The functionality of the municipality's performance management system;

(b) Whether the municipality's performance management system complies with the Act (Municipal Finance Management Act);

(c) The extent to which the municipality's performance measurements are reliable in measuring performance of municipalities on performance indicators.

The Performance and Risk Audit Committee must:

(a) Review the quarterly reports submitted by internal auditors;

(b) Review the municipality's performance management system and make recommendations in this regard to Council and at least twice during a financial year submit a report to Council.

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

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

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

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

9. RECOMMENDED

That Council note the Performance and Risk Audit Committee's report for the period 01 July 2021 to 31 December 2021 and the recommendations that:

(a) Management continue to enhance the risk management process;

(b) Management continue to enhance the compliance management process;

(c) Management continue to enhance the control environment and internal controls;

(d) Management continue to implement recommendations by the Auditor-General;

(e) The audit committee reviews quarterly performance reports specifically focusing on the indicators showing negative variances;

(f) The audit committee reviews quarterly financial reports;

(g) Management implement the necessary controls in the Financial and Performance Management Systems to ensure the accuracy of the documentary evidence which supports the municipality's financial and performance results and that the necessary supervisory controls are exercised to verify the integrity of financial and performance information reported to Council; and

(h) Management should pay special attention to the implementation of long outstanding internal audit findings.

10. CONGRATULATIONS

The Performance and Risk Audit Committee congratulates Council and Management on obtaining a clean audit for the financial year 2020/2021.

CB de Jager
Chairperson of the Performance and Risk Audit Committee
Date: 7 March 2022

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur Beskermingsdienste
4 Maart 2022

17/5/B; 17/5/1/1
WYK: Alle wyke

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP: HERSIENING VAN DIE RAMPBESTUUR PLAN VIR SWARTLAND

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

1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

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

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

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

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

*Attached is the reviewed **2022 Core Municipal Disaster Management Plan** for perusal. On page 4 & 5 is a summary of all the changes.*

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

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

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

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

2. WETGEWING / *LEGISLATION*

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

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

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

Within the current IDP (2017-2022) this Disaster Management Plan is aligned to:
Strategic goal 1: Improved quality of life for citizens

4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

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

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

5. AANBEVELINGS

5.1. Dat kennis geneem word van die inhoud van die 2022 hersiende rampbestuursplan asook die instemming van al die departemente om as deel van hul daaglikse take aandag te gee aan ramprisiko vermindering.

5.2. Dat die Burgemeesterskomitee die 2022 hersiende Rampbestuursplan vir die Swartland Munisipale area,goedkeur met die onderneming dat die plan jaarliks hersien sal word om sodoende seker te maak dat die inhoud altyd relevant en op datum is.

5.3. Dat, soos deur die Rampbestuurswet voorgeskryf, 'n afskrif van die goedgekeurde hersiende plan voorsien word aan die Weskus Rampbestuursentrum, Provinsiale Rampbestuursentrum asook die Nasionale Rampbestuursentrum.

5. *RECOMMENDATIONS*

5.1. *That the content of the 2022 reviewed disaster management plan be noted as well as the agreement of all departments to pay attention to risk reduction as part of their daily tasks.*

5.2. *That the Mayoral Committee approves the 2022 reviewed Disaster Management Plan for the Swartland Municipal Area with the undertaking that the plan will be reviewed annually to ensure that the content is always relevant and up to date.*

5.3. As prescribed by the Disaster Management Act, a copy of the approved reviewed plan is provided to the West Coast Disaster Management Centre, Provincial Disaster Management Centre as well as the National Disaster Management Centre.

(get) P A C Humphreys)

MUNISIPALE BESTUURDER
MUNICIPAL MANAGER
PACH/ch

Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Office of the Director: Corporate Services
17 March 2022

Ward 8

17/11/B; 17/9/2/2/2-2

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP:	**BESTUUR VAN KLIPKOPPIE BEWARINGSGEBIED, MALMESBURY**
SUBJECT:	***MANAGEMENT OF KLIPKOPPIE PROTECTED AREA, MALMESBURY***

1. BACKGROUND

1.1 On 9 November 2016 the former Council identified and approved the followings areas as so-called biodiversity offset areas and committed itself to have these areas declared and managed as protected areas in terms of the National Environmental Management Protected Areas Act, 2003 (NEMPA) in cooperation with *CapeNature*:

- Klipkoppie (± 250 ha)
- Driehoekpad (± 67 ha)
- Darling Groenekloof: Erf 2271, Darling (15,3746 ha)
- Darling Renosterveld: Erf 4369, Darling (35,1236 ha)
- Yzerfontein: 26 erven, ± 83,9767 ha in extent

1.2 Council also instructed that the declaration of the abovementioned protected areas as well as the drafting of management plans with agreed budgetary provisions, be institutionalized and included in the Integrated Development Plan (currently being drafted) as Key performance area of the designated senior manager, to ensure compliance of the above resolution.

1.3 'Biodiversity offsets' in terms of the Western Cape Draft Biodiversity Offset Guidelines is defined as *"conservation actions intended to compensate for the residual, unavoidable harm to biodiversity caused by development projects, so as to aspire to no net loss of biodiversity. Before developers contemplate offsets, they should have first sought to avoid and minimize harm to biodiversity*." The areas were identified in terms of the 30:1 offset criteria to compensate for the development of Erf 946 in Chatsworth as community sports facility, whereby for every 1 ha of habitat lost 30 ha of similar habitat must be conserved. Erf 946 was identified as Critical Biodiversity Area, following a site assessment by *CapeNature* during June 2016.

1.4 It must be noted that the Darling Groenekloof, Darling Renostervald and Yzerfontein areas were at that stage already in the process of being registered as protected areas in terms of a previous Council resolution. Hence, following a further Council resolution taken in January 2018, a Notarial Agreement was signed with *CapeNature* for the management of the Malmesbury areas, which were surveyed and subdivided as follows:

- Erf 12353 Malmesbury - 60,8057 hectares in extent (Driehoekpad)
- Erf 12357 Malmesbury - 19,0860 hectares (Klipkoppie)
- Erf 12355 Malmesbury - 285,6723 hectares (Klipkoppie)

1.5 Declaration of the protected areas require that management (including maintenance) of these areas must be funded by the owner, i.e. Council.

1.6/…

1.6 The Darling and Yzerfontein protected areas are presently being managed by the Darling Wildflower Association and the Yzerfontein Conservancy respectively, and being funded by means of an annual grant-in-aid. Provision has also been made in the multi-year budget for the payment of a grant-in-aid in respect of the Malmesbury areas, but no management body has been identified to date.

1.7 The Municipality recently received a proposal by the *Swartland Floral Heritage Foundation*, a non-profit organization based in Paarl, to be granted the opportunity to actively maintain the Driekhoekpad Municipal Nature Reserve on behalf of the Municipality, at no cost, with a view to possibly extend their responsibility to also manage the Klipkoppie and Paardeberg Municipal Nature Reserve in future.

1.8 The foundation is sponsored by Veenwouden Wine Cellars in Paarl, who is also the majority shareholder in Swartland Wine Cellars. Veenwouden is presently developing a range of canned wines, containing illustrations of the endangered endemic plant species.

1.9 The proposal is attached hereto as **Annexure A**, giving an overview of the present situation in the reserve and the much-needed actions to be taken to safeguard the valuable biodiversity of the area.

1.10 The Area Superintendent: Parks and Recreation, Ms Renate du Plessis and Manager: Solid Waste and Landfill Management, Mr Pieter Marais, indicated their willingness to work in close cooperation with the foundation to ensure its success.

2. WETGEWING / LEGISLATION

The following legislation applies:

- *The **National Environmental Management: Biodiversity Act 10 of 2004**, which provides, amongst other, the framework for biodiversity management and planning, comprising a national biodiversity framework, bioregions and bioregional plans, and biodiversity management plans and agreements. It also provides for the listing of threatened and protected ecosystems (s52) and threatened species (s56), and for activities or processes within those ecosystems to be listed as 'threatening processes', thus triggering the need to comply with the NEMA EIA regulations.*

- ***National Environmental Management Protected Areas Act 57 of 2003 (NEMPA)** – The objectives of this Act include the protection and conservation of ecologically viable areas of SA's biological diversity.*

3. ALIGNMENT TO THE IDP

The project links to Strategic Goal 3 (Quality and sustainable living environment), more specifically Strategic Objective 3.3 (Enhance conservation and biodiversity) as per Council's Integrated Development Plan 2017-2022.

4. FINANCIAL IMPLICATION

4.1 The Driehoekpad reserve will be managed by the Foundation at no cost.

5. AANBEVELING

Dat daar soos volg besluit word:

5.1 Magtiging verleen word aan die *Swartland Floral Heritage Foundation* om verantwoordelikheid te aanvaar vir die onderhoud van die Driehoekpad Munisipale Reservaat vir 'n periode van drie jaar beginnende 1 Julie 2022, teen geen kostes nie;

5.2 Hernuwing van die mandaat om die reservaat vir 'n verdere periode te onderhou, vroeg in 2025 oorweeg sal word, gebaseer op die prestasie van die stigting;

5.3 Die Areasuperintendent: Parke en Rekreasie en Bestuurder: Vaste Afval en Stortingsterreinbestuur aangewys word om die projek te oorsien en toesig te hou, en om op gereelde intervalle aan bestuur te rapporteer rakende die resultate en vordering daarvan;

5.4 Die Direkteur: Korporatiewe Dienste gemagtig word om 'n Magtigingsbrief namens die Munisipaliteit te mag onderteken;

5.5 Goedkeuring verleen word vir 'n naambord om by die reservaat aangebring te word wat die stigting se betrokkenheid toon, binne die vereistes van die toepaslike verordening;

5.6 Die Munisipaliteit sy waardering uitspreek teenoor die *Swartland Floral Heritage Foundation* vir sy bereidwilligheid om die reservaat namens die Raad te onderhou, en om die diens gratis te lewer.

RECOMMENDATION

That it be resolved as follows:

5.1 Authorisation be granted to the *Swartland Floral Heritage Foundation* to assume responsibility for the maintenance of the Driekhoekpad Municipal Nature Reserve for a period of three years commencing 1st July 2022, at zero charge;

5.2 Renewal of the mandate to maintain the reserve for a further period to be considered early 2025 based on the performance of the foundation;

5.3 The Area Superintendent: Parks and Recreation and Manager: Solid Waste and Landfill Management be designated to oversee and supervise the project, and to report to management at regular intervals regarding the results and progress of same;

5.4 The Director: Corporate Services be mandated to sign a Letter of Authorization on the Municipality's behalf;

5.5 Approval be granted for signage to be erected at the reserve, indicating the foundation's involvement, within the requirements of the applicable by-law;

5.6 The Municipality's expresses its gratitude to the *Swartland Floral Heritage Foundation* for its willingness to maintain the reserve on Council's behalf, and for rendering the service free of charge.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems,SM5/Maart 2022/Bestuur van Klipkoppie bewaringsgebied

17th March 2022

The Council
Swartland Municipality
Malmesbury
7300

Dear Honourable Members ,

PROPOSAL BY SWARTLAND FLORAL HERITAGE FOUNDATION

MAINTENANCE OF DRIEHOEKPAD NATURE RESERVE ON BEHALF OF SWARTLAND MUNICIPALITY

I am writing to you on behalf of the Swartland Floral Heritage Foundation based in Paarl.

By way of background, the Swartland Floral Heritage Foundation is a young and energetic organization dedicated to the protection and conservation of the Swartland's flora, particularly its endemic plant species of limited range. The Swartland Municipality comprises a biodiversity hotspot of global importance and is home to an exceptionally high concentration of endangered plant species which are narrowly endemic to the Swartland region.

We are tremendously excited at the prospect of managing/maintaining the Driehoekpad Municipal Nature Reserve on behalf of the Swartland Municipality. We view this important project as stepping stone to deeper and more ambitious cooperation between the foundation and the Swartland Municipality in our joint endeavours to protect our precious Swartland flora. Wildflower conservation initiatives such as the Driehoekpad project are also expected to boost tourism to the area with associated positive economic spin offs.

My colleagues and I greatly look forward to working closely with your excellent municipality over the coming years to improve our living and natural environment for the benefit of the current and future generations.

Yours faithfully,

Greg Lishman

Swartland Floral Heritage Foundation
Veenwouden Wine Estate, R45 Malmesbury Road, Paarl 7646
Email: ceo@swartlandrenosterveld.org.za I Call/WhatsApp: +27 79 667-8236
www.swartlandrenosterveld.org.za

Background

Contrary to its scrubby appearance, Swartland Renosterveld represents one of the world's greatest treasure troves of floral diversity and endemism.

The Swartland is home to over one hundred narrowly endemic plant species. These endemic plant species are found solely in the region and nowhere else. In other words, if they are not looked after in the Swartland, they will be forever lost to humankind. Notable endemics in the Swartland are bulbs/geophytes (especially those of the Iris family) and the genus *Marasmodes* (Autumn-asters), most of whose members are restricted to the region.

Three hundred years of continuous agricultural development has seen much of the Swartland's natural lowland vegetation transformed into uninterrupted monocultures of wheat, with devastating consequences for the region's endemic plants, most of which are now endangered or critically endangered.

Urban and suburban sprawl has also been responsible for the destruction of vast tracts of species-rich renosterveld, particularly in the southern portions of its former geographical range. The continuing rapid growth of urban satellite nodes on the peripheries of the greater Cape Town area is unfortunately accelerating the loss of Swartland renosterveld and increasing extinction risks.

The extinction of plant species within the Cape Floral Region is not without precedent. Close to 40 plant species have already been "officially" lost to mankind. Many species in the Cape Floral Region have been missing from sight for many decades, but are not yet acknowledged as officially extinct, as there is a faint glimmer of hope that someone somewhere might once again locate them. Examples of "missing-in-action" Swartland endemics are *Oxalis involuta* and *Oxalis perineson* which were last seen circa 1935.

Unfortunately, the hard reality is that the Swartland region is experiencing a biodiversity crisis of tremendous proportions.

Based in Paarl, the Swartland Floral Heritage Foundation is a young and energetic non-profit organization dedicated to protecting and conserving the Swartland's natural flora, with a particular focus on saving its imperilled endemics from extinction.

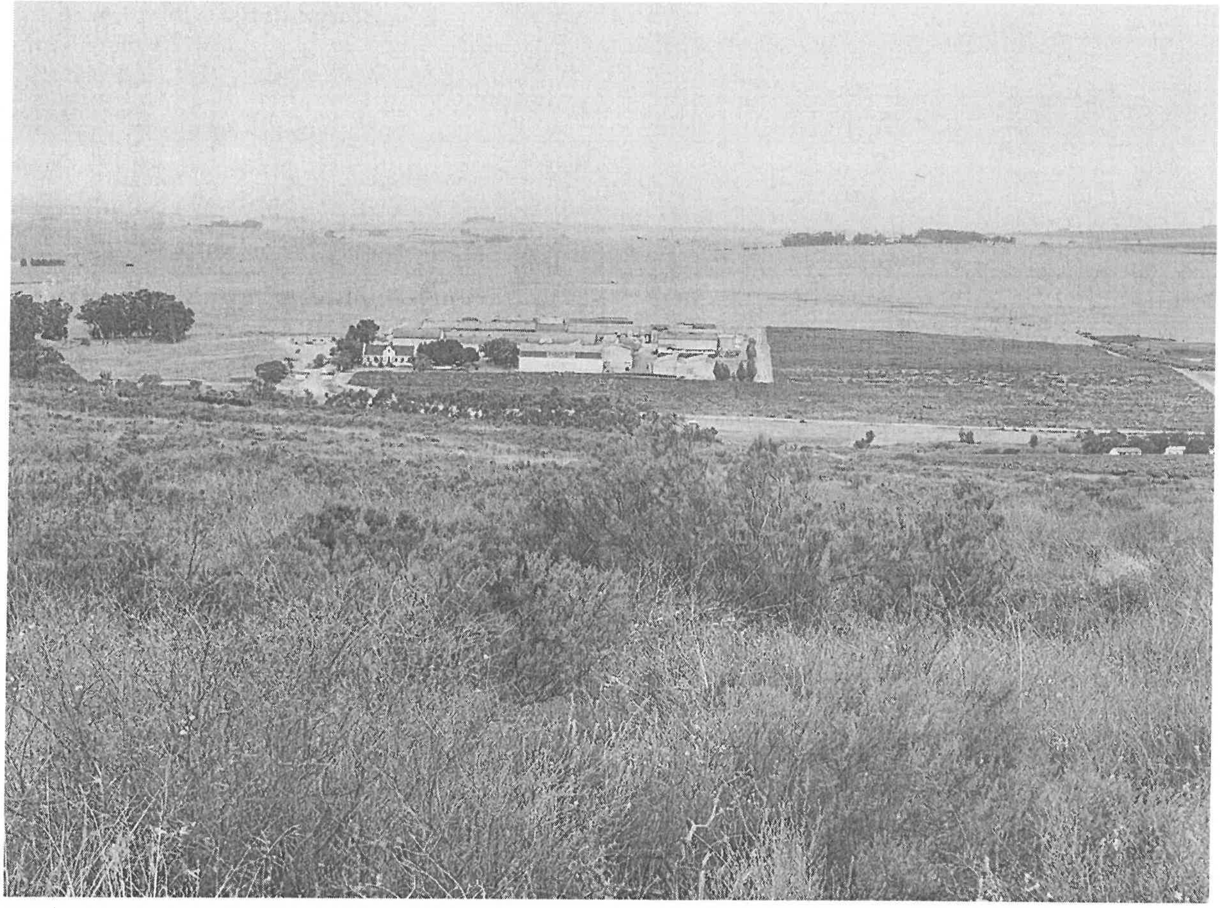
In working towards achieving this goal, the foundation would like to be granted the opportunity to actively maintain the Driehoekpad Municipal Nature Reserve on behalf of the Swartland Municipality.

It is envisaged that this project will serve as a test case and once successfully implemented will lead to additional initiatives and greater cooperation between the foundation and the Swartland Municipality with regard to floral protection and conservation in the Swartland region.

Driehoekpad Municipal Nature Reserve

The Driehoekpad Municipal Nature Reserve is 64 hectares in extent and is situated on the eastern outskirts of Malmesbury, bordering the R45 route to Paarl.

The vegetation of the nature reserve comprises Swartland Granite Renosterveld which was recognized as critically endangered in 2006 (by Mucina and Rutherford in their seminal work titled "The Vegetation of South Africa, Lesotho and Swaziland").



Swartland Granite Renosterveld vegetation of Driehoekpad Municipal Nature Reserve (looking towards Swartland Winery)

Driehoekpad Municipal Nature Reserve is exceptionally biodiverse and is home to a wide variety of rare and endemic plant species found solely in the Swartland region.

Malmesbury can be considered to be a hotspot for threatened and endemic plant species, as it lies at the very "epicentre" of the Swartland Centre of Plant Endemism. Regrettably, many of the Swartland's endemic plant species verge on extinction and have been listed as "Endangered" or "Critically Endangered" on South Africa's Red List. Some of the Swartland's imperilled plant species survive precariously on tiny fragments of veld e.g. within road reserves and face the prospect of extinction at any time.

Driehoekpad Municipal Nature Reserve is therefore of tremendous conservation importance and warrants active rather than passive management.

Threats to Floral Diversity at Driehoekpad

The natural vegetation of the Driehoekpad Municipal Nature Reserve is considered to be in good condition.

However, there are several insidious but growing threats to the nature reserve's sensitive renosterveld vegetation which need to be addressed as early as possible.

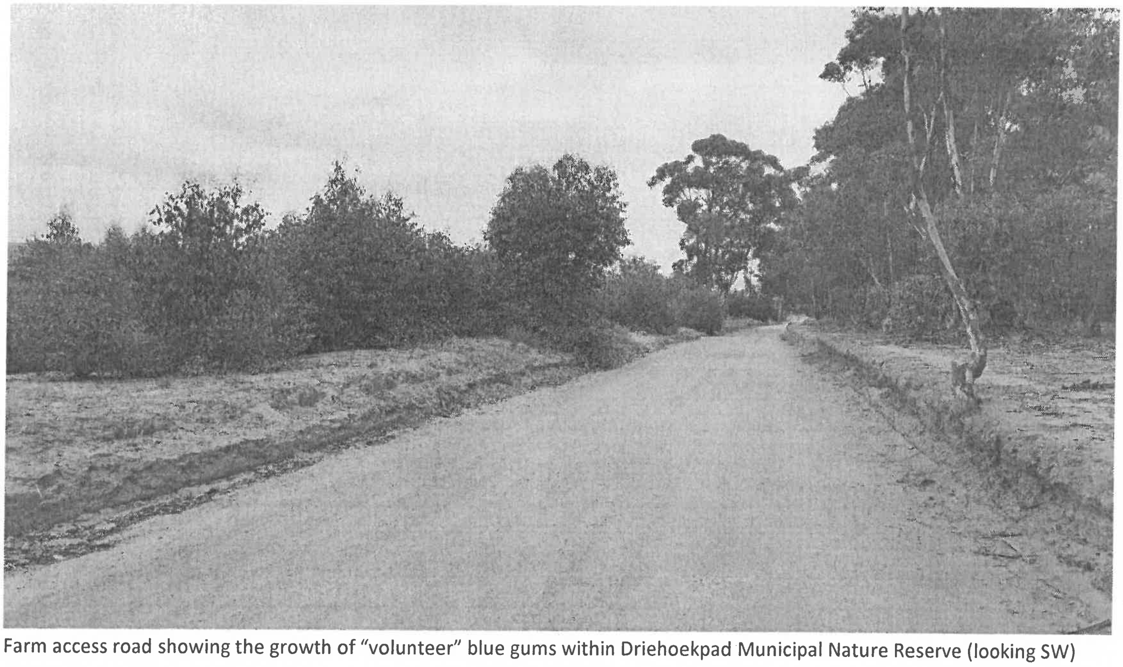
a) Invasive Alien Plants (IAPs)

The nature reserve is currently being invaded by several alien plants, namely:

- *Acacia saligna* (Port Jackson willow) - woody shrub native to Australia
- *Eucalyptus* sp. (Blue gum) - tree native to Australia
- *Cenchrus clandestinus* (Kikuyu grass) - grass native to Kenya

Eucalyptus trees originating from the blue gum plantation situated on the western edge of Driehoekpad are invading the near pristine renosterveld of the nature reserve.

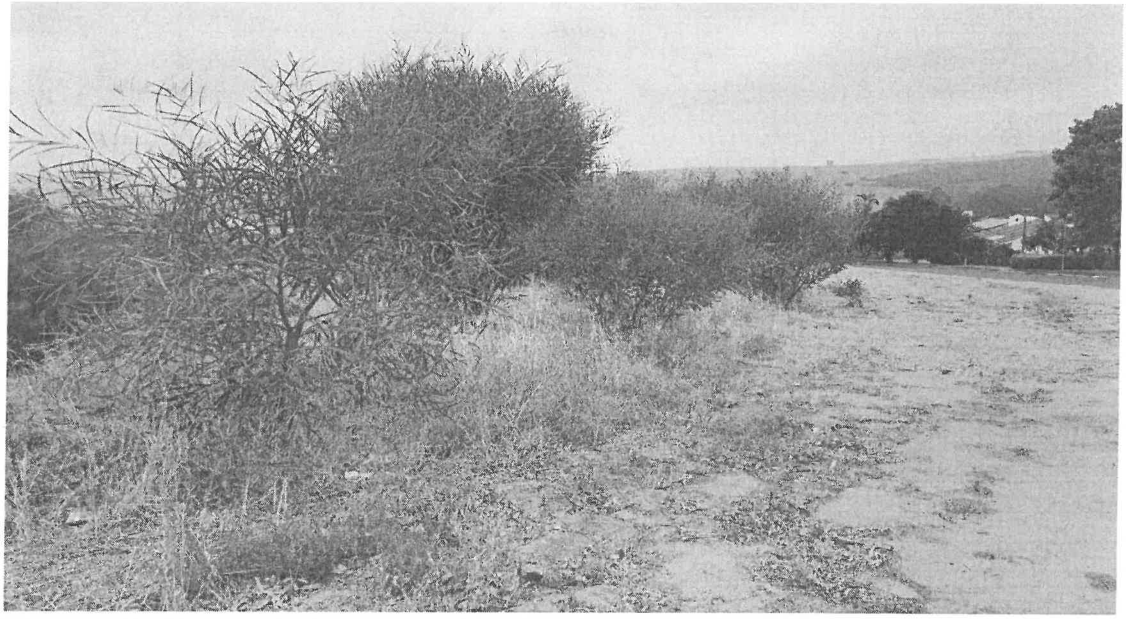
The access road to Kweperfontein farm forms a clear delineation between the blue gum plantation and the nature reserve. Nevertheless, many blue gum saplings have managed to "jump the road" and establish themselves within the nature reserve's western boundary (following seed dispersal from parent trees within the plantation).



Farm access road showing the growth of "volunteer" blue gums within Driehoekpad Municipal Nature Reserve (looking SW)

Part of the nature reserve's southern boundary (Barocca Street) has become infested with several clumps of Port Jackson willows of various ages, ranging from seedlings to established trees.

Failure to attend to this localized infestation will inevitably lead to its spread to other portions of the nature reserve over the long-term, with congruent difficulty in control and removal.



Vigorous growth of Port Jackson willows (*Acacia saligna*) on the nature reserve's southern boundary with Barocca Street

There is a relatively small patch of non-indigenous Kikuyu grass on the southern boundary of the nature reserve (Barocca Street) which probably escaped from the gardens of the neighbouring suburbs.

Kikuyu grass (*Cenchrus clandestinus*) growing next to the path at the nature reserve's entrance on Barocca Street

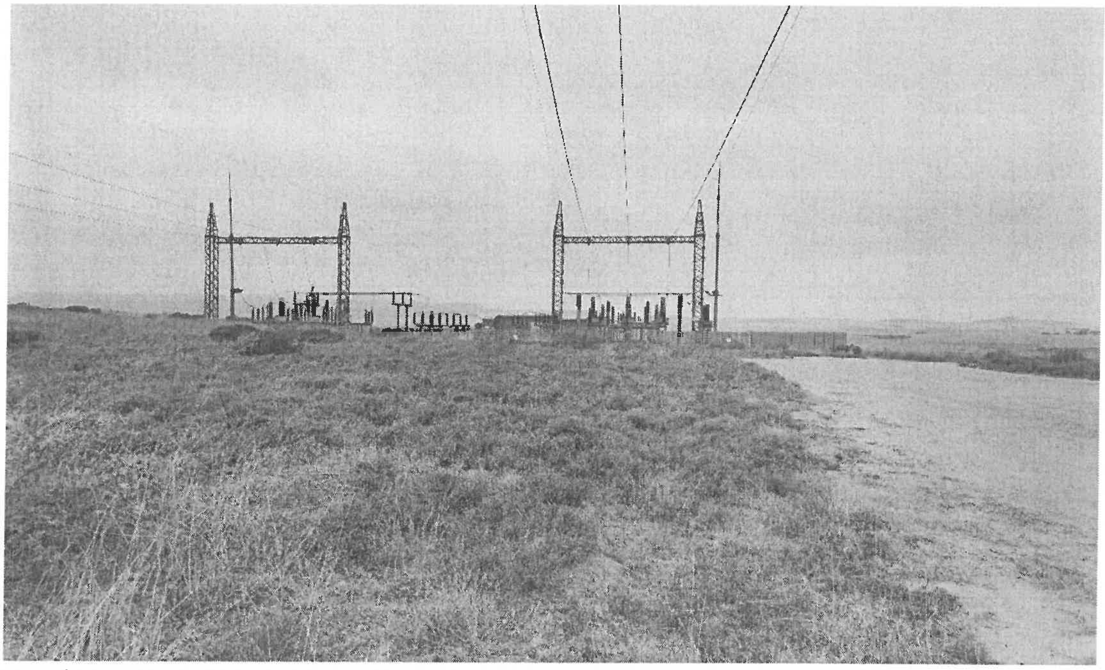
b) Unsupervised vehicular access and edge effects

The numerous roads and jeep tracks that criss-cross Driehoekpad pose a challenge to the management of the nature reserve by granting numerous access points for nefarious activities including illegal dumping, littering, drinking-in-public, off-road driving, bulb harvesting etcetera.

The reserve's roads and jeep tracks also create so-called edge effects and "zones of influence" which alter the species composition of exposed renosterveld vegetation. The nature reserve is divided into northern and southern sections by a farm access road (Loedolff Street extension) which leads to Kweperfontein farm. Repeated grading of this route has created marked road shoulders and runoff channels which have disturbed the natural renosterveld to some extent by smothering the original vegetation and providing a potential foothold for weeds and other exotic species. Pioneer species will initially dominate these disturbed edges and it will take a long time before optimal plant diversity is again achieved on these edges.

Another detrimental impact on the nature reserve's flora is the incidental spraying (and accumulation) of fine road dust onto the leaves of sensitive renosterveld plants by fast moving trucks and other vehicles. In this regard, we would like to explore, together with the municipality, the possibility of erecting speed restriction signs along the farm access road in order to encourage more responsible driving.

Access Road to Kweperfontein farm being used by a heavy vehicle (blue gum plantation in background)



View of Eskom Distribution's Klipfontein 132/11KV Substation (looking east)

Several well-worn jeep tracks radiate out from the Kweperfontein access road and lead to various critical infrastructure points including Eskom Distribution's Klipfontein Substation, powerlines and a municipal water reservoir.

Some of these jeep tracks have become severely eroded by surface runoff. However, this has been mitigated in places through infilling with quarry stones and building rubble (which serves the purpose but is rather unsightly).

View of Jeep Track leading to Eskom Distribution's Klipfontein Substation showing infilling with building rubble

c) Illegal dumping and littering

Although evidence of illegal dumping and littering is visible on portions of the nature reserve near access roads and jeep tracks, the problem is not deemed to be severe at present.

We believe that this is largely thanks to the success of the joint municipal/community initiative which recently cleaned up the blue gum plantation adjacent to the nature reserve (resulting in the removal of several truckloads of garbage).

Example of Illegal dumping in the precincts of the nature reserve

Judging by the quantity of broken glass in the vicinity, the water reservoir on the hilltop overlooking Driehoekpad is used as a weekend party venue, leading to booze bottles being strewn randomly along the jeep tracks and access roads leading to the site.

Example of broken glass on the roof surface of the Municipal Water Reservoir

d) Soil eutrophication

The dog faeces prevalent on the nature reserve's walking paths (especially the access path from Barroca Street) are not only a hygiene issue and eyesore, but also pose a longer-term threat to the nature reserve's floral diversity.

As several researchers have recently elucidated, canine faeces introduce significant quantities of external nutrients, e.g. nitrogen and phosphorus, into the ecosystem. Much like the addition of fertilizers, this progressively leads to soil eutrophication and a consequent loss of plant diversity, as many renosterveld plants are not adapted to cope with excessive fertilizing. Nutrient enrichment also encourages the rampant growth of invasive species such as Kikuyu grass.

Management Strategy

The Swartland Floral Heritage Trust aims to maintain the Driehoekpad Municipal Nature Reserve in optimal condition in order to safeguard its valuable biodiversity.

The management approach used by the foundation will be proactive and hands-on. The foundation's staff will conduct weekly walk-throughs of the nature reserve for inspection purposes and will then take appropriate physical action to solve or mitigate any problems uncovered.

We believe that maintaining the nature reserve in tip-top condition will act as a deterrent to deleterious activities such as illegal dumping, littering, drinking-in-public, off-road driving, bulb harvesting etcetera (along the lines of the broken window theory espoused in 1982 by Wilson and Kelling and used to great effect in reducing crime in New York City during the 1990s).

The foundation's day-to-day management of Driehoekpad Municipal Nature Reserve will involve, inter alia:

i) Removal of invasive alien plants on an ongoing basis.

The Port Jackson willow infestations on the nature reserve's southern boundary will be removed, as will the Eucalyptus invasion on the reserve's western boundary (which has spilled over from the adjacent blue gum plantation). Alien plants occurring elsewhere within the nature reserve, for example near the Eskom substation, will also be removed.

Due to the build-up of extensive seed banks by alien invaders and the risk of re-infestation, it will be necessary to monitor and remove IAP seedlings and saplings on a weekly basis.

The Kikuyu grass on the southern boundary of the nature reserve (Barocca Street) should be controlled or removed as far as possible to prevent further invasion (which will likely follow surface runoff downslope).

ii) Removal of litter and illegally dumped material

Garden refuse, building rubble, tyres, litter and other foreign debris will be removed from Driehoekpad Municipal Nature Reserve and delivered to Malmesbury's designated landfill or a collection point nominated by the municipality.

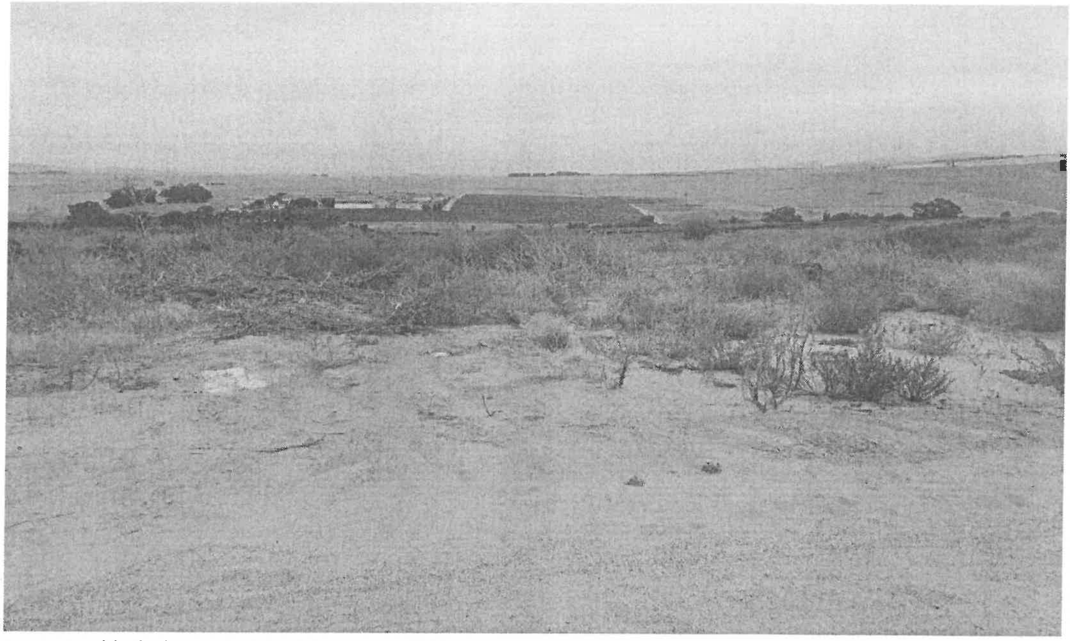
To prevent the accumulation of refuse in the nature reserve, inspection walk-throughs will take place on a weekly basis, as will refuse removal. Similarly, discarded and broken bottles left by weekend revellers will be removed on a regular basis as part of the weekly clean-up of the nature reserve.

iii) Closure/rehabilitation of superfluous vehicle tracks

The nature reserve's sensitive renosterveld vegetation becomes damaged when motor vehicles leave extant roads and jeep tracks to drive off-road and enter areas of pristine vegetation.

The act of driving through and parking on top of virgin renosterveld destroys sensitive plants and must be monitored and controlled on a proactive basis.

Informally created truck turning circle which has destroyed natural renosterveld and is now a magnet for illegal dumping



Renosterveld which was parked on by motor vehicles and is now severely damaged (looking southeast)

Access to critical infrastructure points by technicians and other key personnel is required at all times.

However, the foundation would like to conduct an inventory of the nature reserve's secondary jeep tracks and close those which are deemed superfluous (e.g. leading to the same point). These will be cordoned off with bollards to prevent vehicular access, although parkrun members and hikers may still enjoy access.

Cordoning-off of superfluous jeep tracks will only be done after thorough consultation with the relevant parties including the municipality and Eskom.

Jeep track which was successfully cordoned off by the municipality in the past using gum poles as bollards

iv) Educational signage to combat soil eutrophication

Dog walkers at Driehoekpad must be encouraged to keep their canine friends on a leash and "scoop their poop".

It is envisaged that this mitigatory measure can be achieved through the use of appropriate education signage (in schematic format) explaining the role of dogs as agents of soil eutrophication.

The possibility of providing "plastic bags on a roll" for this purpose will also be explored (being careful not to create the problem of additional litter).

The foundation's management of the Driehoekpad Municipal Nature Reserve will not be limited to the issues highlighted above, but will extend to any activity or occurrence that threatens the nature reserve's renosterveld flora, including so-called "Black Swan" events which are not yet on our radar so to speak.

Newly identified issues will be brought to the attention of the municipality for brain-storming and discussion followed by appropriate action. We aim to be agile and flexible and ready to tackle new challenges head-on as they appear.

Management Exclusions

At this stage, veld burning is specifically excluded from the management mandate and responsibility granted to the foundation by the Swartland Municipality. The foundation bears no responsibility for veldfire prevention or any fires that might break out in the Driehoekpad Municipal Nature Reserve or its surroundings, including the blue gum plantation. Firefighting and the prevention of veldfires remains the responsibility of the Swartland Municipality's Fire and Emergency Services.

The use of fire as a veld management tool should not be taken lightly. Although it is widely believed that periodic veldfires are necessary for maintaining healthy vegetation (to remove moribund material), the recommended interval between fires is not well established for renosterveld (although fynbos is thought to be optimally managed through burning every 10-14 years). The foundation will therefore adopt a cautious approach pending the results of a thorough investigation into the matter in consultation with researchers and academics.

By way of background, incorrect burning regimes can have devastating effects on threatened plant species. There have been several instances where veld burning has been inappropriately used to ostensibly encourage the rejuvenation of endangered species with the unintended consequence of pushing the targeted species closer to the brink of extinction. The case of *Protea odorata* (Swartland Sugarbush) comes to mind. *P. odorata* plants are unable to resprout after burning and population regeneration is entirely reliant on seedbanks which are often inviable (due to too frequent burning in the past). Several populations of *P. odorata* have been unintentionally wiped out by planned veldfires in the hope that fire would somehow activate dormant seedbanks. Sadly, the current consensus is that *P. odorata* is now extinct in the wild.

At present, fencing of the nature reserve is deemed inappropriate due to the exceptionally high cost (R 7,000/m), visual impact and the high risk of theft or vandalization.

Future Plans

The Swartland Municipality controls a network of nature reserves which is crucial for the survival of the Swartland's flora and its imperilled plants, many of which are endemic to the region.

Subject to its satisfactory performance at Driehoekpad Municipal Nature Reserve, the foundation wishes in future to be granted additional authorization by the Swartland Municipality to manage two additional municipal nature reserves, namely:

i) Klipkoppie Municipal Nature Reserve (comprising critically endangered Swartland Granite Renosterveld)

ii) Paardeberg Municipal Nature Reserve (comprising endangered Boland Granite Fynbos)

The above nature reserves have serious invasive alien plant challenges and their proactive management will necessitate the allocation and release of sufficient funds by the foundation's sponsor in due course.

Swartland Living Plant Library

As a separate matter, the foundation plans to establish a "Swartland Living Plant Library" in order to properly safeguard the Swartland's flora.

The foundation's Living Plant Library will comprise an ex situ collection of the Swartland region's most threatened plants. The library will be focused on collecting, propagating and maintaining living stocks of the Swartland's approximately one hundred threatened endemics, commencing with those recognized as closest to extinction i.e. endangered or critically endangered.

Clearly, the in situ conservation of plant species within their natural habitat is first prize. However, the tremendous scale of the biodiversity crisis in the Swartland means that many imperilled endemics are "hanging by a thread" and their future survival may depend solely on ex situ propagation including tissue culture.

Thus, the Living Plant Library will serve as an emergency backup in case a plant species becomes extinct in the wild (or is no longer able to reproduce in the wild). In other words, the library will serve as a bank of valuable genetic material for the propagation and rewilding of the Swartland's most threatened plant species.

It is envisaged that the foundation's Living Plant Library will be established near Malmesbury on an environmentally degraded tract of land (so as not to disturb natural vegetation). Ideally, the Living Plant Library should be established close to either the Driehoekpad or Klipkoppie Municipal Nature Reserves, as this will ensure availability of the correct wild pollinators (insects, birds etc.) from near pristine renosterveld thereby increasing the chances of viable seed set.

It is hoped that the municipality may be in a position to grant such a portion of land to the foundation in the future. Alternatively, the foundation will purchase the land necessary to establish the library with the support of its sponsor.

Responsible person

The responsible person for the Driehoekpad Municipal Nature Reserve project will be Greg Lishman (tel/whatsapp: 079 667-8236, email: ceo@swartlandrenosterveld.org.za), who is a director of the Swartland Floral Heritage Foundation.

Greg's experience in business and international trade stands him in good stead to grow the foundation's activities and make a meaningful contribution to the protection and conservation of the Swartland's precious flora. Having majored in botany at Rhodes University and holding an Honours degree in botany from the University of Witwatersrand, Greg will ensure that the Driehoekpad Múnicipal Nature Reserve is carefully and sensitively managed, for the benefit of its flora as well as Malmesbury residents and the wider public.

Conclusion

The Swartland Floral Heritage Foundation requests that the Swartland Municipality authorizes it to assume responsibility for the maintenance of the Driehoekpad Municipal Nature Reserve for a period of three years commencing 1st July 2022, with the option to renew for a further ten years.

The foundation's mandate to maintain the reserve will be subject to its satisfactory performance. Performance will be subject to oversight and supervision by the Swartland Municipality, represented by Renate du Plessis (Area Supt: Parks & Amenities) and Pieter Marais (Manager: Solid Waste). It is suggested that the municipality's representatives conduct regular inspections of the nature reserve accompanied by Greg Lishman in order to verify that the project is on track and showing satisfactory results.

The foundation will commence management activities, such as invasive alien plant removal, at Driehoekpad as soon as it receives the green light from the municipality in the form of a "Letter of Authorization".

Given the foundation's non-profit approach, the project will be entirely voluntary and provided gratis at zero charge.

Additional background on the flora of the Swartland region and the Swartland Floral Heritage Foundation can be obtained on the foundation's website at: www.swartlandrensoterveld.org.za

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

ITEM 7.6 VAN DIE AGENDA VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

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

1. **AGTERGROND**

1.1 Die Uitvoerende Burgemeesterskomitee het op 20 Januarie 2022 goedkeuring verleen dat voorstelle ingewin word vir die verhuring van 'n gedeelte (groot ± 17.7 ha) van erf 1133, Moorreesburg vir 'n periode wat nie twaalf maande oorskry nie, met ingang vanaf 1 April 2022. Gemelde gedeelte grond is die restantgedeelte wat gedurende 2014 weens die onderverdeling van erf 1133 om erf 5520 te skep, tot stand gekom het.

1.2 'n Openbare mededingingsproses is deurloop om die grond vir akkerboudoeleindes beskikbaar te stel, ten behoewe van 'n plaaslik (Moorreesburg)-gebaseerde openbare weldaadsorganisasie, wat met hetsy welsyns-, humanitêre of kulturele aktiwiteite gemoeid moet wees.

1.3 Tenders (Tender L02/21/22) het op Vrydag, 18 Februarie 2022 om 12:00 gesluit. Slegs een tender, dié van die Koringbedryfmuseum is ontvang. Die aangebode huurgeld beloop R800,00 per jaar, synde R100,00 meer as die huurgeld wat vir die periode 1 April 2021 tot 31 Maart 2022 betaalbaar was.

2. **WETGEWING / KOPPELING AAN DIE GOP**

2.1 Hierdie aspekte is reeds volledig mee gehandel in die verslag wat op 20 Januarie 2022 voor die burgemeesterskomitee gedien het.

3. **FINANSIËLE EN ANDER IMPLIKASIES**

3.1 Op grond van die tender sal die Raad 'n nominale inkomste van R800,00 per jaar uit die verhuring verdien. Die gemeenskapsvoordeel wat die projek inhou, is egter die grootste oorweging, aangesien die opbrengs uit die grond ten behoewe van 'n plaaslike weldaadsorganisasie (die museum) aangewend sal moet word.

4. **AANBEVELING**

(a) Dat Tender L02/21/22 vir die verhuring van 'n gedeelte (groot ± 17.7 ha) van erf 1133, Moorreesburg ten bedrae van R800,00 per jaar, BTW uitgesluit, aan die Koringbedryfmuseum toegeken word, vir 'n periode van een jaar, met ingang vanaf 1 April 2022 tot 31 Maart 2023;

(b) Dat die Direkteur: Korporatiewe Dienste volmag verleen word om die voorwaardes van die huurkontrak te finaliseer en die ooreenkoms te mag onderteken;

(c) Die huurder daarop bedag gemaak word dat erf 5520 wat aan Piketbergweg grens, in die toekoms ontwikkel staan te word, en hulle moet toesien dat gemeld grond nie besaai word nie.

RECOMMENDATION

(a) That Tender L02/21/22 for the lease of a portion (± 17.7 ha in extent) of erf 1133, Moorreesburg at the amount of R800,00 per annum, excluding VAT, be awarded to the Wheat Industry Museum for a period of one year, with effect from 1 April 2022 until 31 March 2023;

(b) That the Director: Corporate Services be authorized to finalise the conditions of the lease agreement and to sign same;

(c) That the lessee be made aware that erf 5520 which borders on Piketberg Road stands to be developed in future, and that they are to ensure that said land is not sown on.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems,SM5/Maart 2022/verhuring van grond in Moorreesburg vir akkerboudoeleindes

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Kantoor van die Direkteur: Koporatiewe Dienste
17 Maart 2022

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ITEM 7.7 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP:	**VERHUUR VAN RAADSEIENDOM TE MOORREESBURG**
SUBJECT;	**LEASE OF COUNCIL PROPERTY AT MOORREESBURG**

1. AGTERGROND/BACKGROUND

1.1 Die Raad verhuur die buitegebou op erf 3432, Moorreesburg sedert 1 Desember 2014 aan me C Alberts, eienaar van 'n aangrensende eiendom.

1.2 The outbuildings on erf 3432 are used by the lessee as a store room.

1.3 The term of lease of 12 months expired on 30 November 2021 and has ms Alberts now applied to lease the building for a further term of 12 months.

1.4 Die maandelikse huurgeld het R300,00 (BTW uitgesluit) per maand beloop.

2. WETGEWING / *LEGISLATION*

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

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

3. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

Geen uitgawe vir die munisipaliteit. Die huurder betaal maandelikse huurgeld van R300,00 plus BTW, asook vir gebruik van elektrisiteit soos benodig.

4. RECOMMENDATION

4.1 That the aforementioned lease property be leased to ms C Alberts for a further term of 12 months as from 1 December 2021 for storeroom purposes;

4.2 That the lease tariff be increased to R300,00, plus VAT, per month;

4.3 That the existing conditions of lease remain unchanged.

4. AANBEVELING

4.1 Dat die voormelde huurperseel vir ‘n verdere termyn van 12 maande met ingang van 1 Desember 2021 aan me C Alberts verhuur word vir doeleindes van ‘n stoorkamer;

4.2 Dat die huurgeld na R300,00 plus BTW, per maand verhoog word;

4.3 Dat die bestaande huurvoorwaardes dieselfde bly.

(get) M S Terblanche

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Kantoor van die Direkteur: Korporatiewe Dienste
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ITEM 7.8 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP: VERHURING VAN 'N GEDEELTE VAN DIE ILINGE LETHU THUSONG SENTRUM
SUBJECT : RENTAL OF PORTION OF ILINGE LETHU THUSONG CENTRE

1. AGTERGROND/*BACKGROUND*

1.1 Die Raad verhuur tans `n gedeelte (groot 22m$^2$) van die Ilinge Lethu Thusong Center aan Cape Access vir die bedryf van `n IKT-sentrum, sogenaamde *e-centre*, ten behoewe van die publiek.

1.2 *Cape Access has expressed their wish to enter into a new lease agreement for a further period of three (3) years, with effect from 1 April 2022.*

1.3 *A lease tariff of R1929,24 per month, VAT excluded, is proposed.*

2. WETGEWING

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

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2022 <u>indirek</u> aansluiting by

- <u>*Strategic Goal 1:*</u> *Improved quality of life for citizens, en*
- <u>*Strategic Goal 5:*</u> *Sufficient, affordable and well-run services*

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4. FINANSIËLE IMPLIKASIE

Huurgeld sal 'n bedrag van R1929,24 BTW ingesluit, per maand beloop vir die huurtermyn van drie jaar.

5./…

5. *RECOMMENDATION*

5.1 That a lease agreement be entered into with Cape Access for the use of a portion of the Ilinge Lethu Thusong Centre (22m^2) for operating an ICT-centre, for the benefit of the community, for a further term of three (3) years as from 1 April 2022;

5.2 That the rental tariff of R1929.24, VAT excluded, per month be charged;

5.3 That the existing conditions of lease remain unchanged.

5. AANBEVELING

5..1 Dat 'n huurooreenkoms met die Cape Access aangegaan word vir die gebruik van `n gedeelte (groot 22m$^2$) van die Ilinge Lethu Thusong Center vir die bedryf van `n IKT-sentrum ten behoewe van die publiek, vir `n verdere driejaartermyn, met ingang 1 April 2022.

5.2 Dat die huurgeld op R1929.24 per maand, BTW uitgesluit, vasgestel word;

5.3 Dat die huurvoorwaardes wat tans geld, van krag sal bly.

(get) M S Terblanche

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ITEM 7.9 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP:	**HUUROOREENKOMS: MALMESBURY POSDUIFVERENIGING**
SUBJECT:	***LEASE AGREEMENT: MALMESBURY PIGEON CLUB***

1. **AGTERGROND/BACKGROUND**

1.1 Die Raad verhuur die gedeelte van die Dieprivier Sportgronde, waarop `n klubhuis opgerig is aan die Malmesbury Posduifklub, sedert 1 Julie 2019.

1.2 The rental payable is R120-00 plus VAT per annum.

1.3 The lease agreement expires on 30 June 2022.

1.4 Malmesbury Pigeon Club has expressed their desire to renew their lease lease agreement for a further period of three years.

1.5 Malmesbury Pigeon Club also requested permission, according to Clause 3.1 in the current lease agreement, to add a braai room, worth approximately R50 000.00, to the existing structure, subject to approval of building plans.

2. WETGEWING

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

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

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2022 <u>indirek</u> aansluiting by

- <u>Strategic Goal 1:</u> Improved quality of life for citizens, en
- <u>Strategic Goal 3:</u> Quality and sustainable living environment

4. FINANSIËLE IMPLIKASIE

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

5. ***RECOMMENDATION***

(a) That a lease agreement be entered into with the Malmesbury Pigeon Club for the lease of the club house facilities at the Dieprivier Sportsgrounds for a further period of 3 years (36 months) with effect from 1 July 2022;

(b) That the rental be determined at R120.00 plus VAT, per annum;

(c) That the conditions of lease as per prior lease agreements with the pigeon club be maintained;

(d) That approval be granted to the club to add a braai room to the existing structure, subject to the approval of building plans.

5. AANBEVELING

5..1 Dat 'n huurooreenkoms met die Malmesbury Posduifvereniging aangegaan word vir die huur van die klubhuis fasiliteite te Dieprivier Sportgronde, vir `n verdere driejaartermyn, met ingang 1 Julie 2022.

5.2 Dat die huurgeld op R120.00 per jaar, BTW uitgesluit, vasgestel word;

5.3 Dat die huurvoorwaardes wat tans geld, van krag sal bly;

5.4 Dat toestemming verleen word vir die aanbou van `n braaikamer, onderhewig aan die goedkeuring van bouplanne.

(get) M S Terblanche

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ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP:	**HUUROOREENKOMS: MTN**
SUBJECT:	**LEASE AGREEMENT: MTN**

1. AGTERGROND/BACKGROUND

1.1 Die Raad verhuur spasie op die munisipale watertoring te Wesbank aan MTN vir doeleindes van 'n telekommunikasienetwerk.

1.2 Die huurooreenkoms vir 'n termyn van vyf jaar verstryk op 31 Maart 2022.

1.3 Huurgeld beloop tans 'n bedrag van R6431.50 per maand, BTW uitgesluit.

1.4 MTN doen aansoek dat die perseel vir 'n verdere termyn van vyf (5) jaar aan hulle verhuur word vir doeleindes van hul basisstasie.

1.5 Die lewering van 'n kommunikasienetwerk deur MTN is tot voordeel van die inwoners van die gebied.

2. WETGEWING / *LEGISLATION*

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

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

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

Hierdie projek vind in die Geïntegreerde Ontwikkelingsplan 2017-2022 <u>indirek</u> aansluiting by

- *<u>Strategic Goal 1:</u> Improved quality of life for citizens, en*
- *<u>Strategic Goal 5:</u> Sufficient, affordable and well-run services*

4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

Geen uitgawe vir die munisipaliteit. Die huurder betaal huurgeld van R6817.38 per maand, BTW uitgesluit, wat `n eskalasie van 6% per jaar behels.

5. RECOMMENDATION

5.1 That the premises of the Westbank Watertower be leased to MTN for a further term of five (5) years for the rendering of communication network services with effect from 1 April 2022;

5.2 That a monthly rental of R6817.38 (VAT exclusive) be charged, which escalates at a rate of 6% per annum;

5.3 That the current conditions of lease remain unchanged.

5. AANBEVELING

5..1 Dat ‘n huurooreenkoms met die Cape Access aangegaan word vir die gebruik van die Wesbank Watertoring vir die bedryf van telekommunikasiedienste, vir `n verdere vyfjaartermyn, met ingang 1 April 2022.

5.2 Dat die huurgeld op R6817.38 per maand, BTW uitgesluit, vasgestel word, met `n jaarlikse eskalasie van 6%;

5.3 Dat die huurvoorwaardes wat tans geld, van krag sal bly.

(get) M S Terblanche

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17 Maart 2022

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ITEM 7.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 23 MAART 2022

ONDERWERP: HUUR VAN STOORRUIMTE TE MALMESBURY
SUBJECT : RENTAL OF STORAGE SPACE AT MALMESBURY

1. AGTERGROND/*BACKGROUND*

1.1 Die Raad huur tans stoorruimte te Malmesbury van die Bester Familietrust vir 'n termyn van een jaar teen 'n tarief van R1155-00 per maand, BTW ingesluit. Die huurtermyn verstryk op 31 Maart 2022.

1.2 *The Department of Financial Services recommended that the lease of the storage space be extended for a further term of 12 months.*

1.3 *An unchanged lease tariff of R1235-00, VAT included, per month is proposed.*

1.4 *The facility is utilized as a storage space for municipal refuse bags and water meters.*

2. FINANSIËLE IMPLIKASIE

Huurgeld sal 'n bedrag van R1235,00, BTW ingesluit, per maand beloop vir die huurtermyn van een jaar, waar Swartland Munisipaliteit die opsie behou om die huurooreenkoms met een maand kennisgewingstydperk te beëindig.

3. AANBEVELING

3.1 Dat 'n huurooreenkoms met die Bester Familietrust aangegaan word vir 'n verdere termyn van 12 maande vir die huur van stoorruimte te Malmesbury, met ingang vanaf 1 April 2022;

3.2 Dat die huurgeld ten bedrae van R1235,00, BTW ingesluit, per maand betaal word vanuit posnommer 9/241-369-3007 (aankoop van vullissakke);

3.3 Dat die huidige huurvoorwaardes van krag bly.

RECOMMENDATION

3.1 That a rental agreement be entered into with Bester Family Trust for the use of storage space in Malmesbury, for a further term of 12 months as from 1 April 2022;

3.2 That the rental tariff of R1235.00, VAT included, per month be paid from voting number 9/241-369-3007 (purchase of refuge bags);

3.3 That the existing conditions of lease remain unchanged.

(get) M S Terblanche

MUNISIPALE BESTUURDER
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Office of Directorate: Civil Engineering
17 Maart 2022

8/1/B/2

ITEM 7.12 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 23 MARCH 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES : URGENT REPAIR WORK TO WASTE REMOVAL TRUCK CK 37359

1. BACKGROUND.

The Municipality deploys a compactor truck CK37359 in Malmesbury to deliver waste removal services. The truck is a 2014 model UD 330.

The Heil 5000 compactor body required maintenance and the truck was taken to Transtech, the agents for Heil compactor units, for an inspection and assessment at their workshop. It was determined that the lower blade assembly and shaft bottle pin were faulty and required replacement. The Municipality was supplied a quote of R 75 211.52 excluding VAT.

CK37359 performs an essential waste collection and removal service and taking it out of service impairs on the Municipality's capacity to deliver the service. Not delivering the waste removal services to the required standard will lead to public and environmental health risks. It is therefore extremely important that the truck is repaired and put back into service in the shortest possible time.

Currently the vehicle is scheduled for replacement in the 2024/2025 financial year and therefore the repair works are warranted.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Acting Municipal Manager has approved that the repairs to waste removal truck CK37359 be treated as an emergency to prevent prolonged impairment to the waste removal service.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1) 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 will be 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 approved by the Municipal Manager with regards to the repair of the waste removal truck CK37359 for the amount of

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

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

5.3 That it be noted that the expenditure will be allocated mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R 75 211.52 excluding VAT

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

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
PSM/psm

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Office of Directorate: Civil Engineering
14 February 2022

8/1/B/2

ITEM 7.13 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 23 MARCH 2022

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR SWITCH GEAR OF AN AIR SCOUR BLOWER, MALMESBURY WWTW

1. BACKGROUND

The Malmesbury wastewater treatment works utilises membrane technology for the tertiary treatment process. The treatment process require course bubble aeration for the scouring of membranes and for biological treatment. Aeration is achieved by four air blowers units. Failure of the air blower units will result in fouling of the membranes and failure of the biological treatment process.

The switch gear of one of the blower units (number two) became faulty. Quotations for the repairs were obtained from two local service providers with demonstrated ability to perform the work. The quotations are as follows:

WJ Cotter: R209 200.00 (excluding VAT)
Johan Bester Electrical: R240 580.00 (excludingVAT)

The Supply Chain Management Policy states that for any amount higher than R30 000 (including VAT), a formal tender process must be followed. However, damages would have been incurred to the membranes as well as a failure in the biological treatment process while following due process. The Municipal Manager has therefore approved that the repairs be handled by WJ Cotter as an emergency.

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 9/239-57-1041 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

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

5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve that the repairs to the switchgear of blower unit number four at the Malmesbury wastewater treatment works be performed by WJ Cotter.

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

- The blower unit would have been left out of service for an extended period of time following due process;
- This would have resulted in damages to the membranes and a failure in the biological treatment process:
- The repair work to the switch gear therefore had to be handled as an emergency.

5.3 That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/239-57-1041128 and that there is sufficient funding available for the quoted amount of R209 200.00 (excluding VAT).

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

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
LDZ/ma