Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Municipal Manager
2025-08-27

2/1/4/4/1
WARD: All wards

**ITEM 8.1 OF THE AGENDA OF A COUNCIL MEETING TO BE HELD ON 27 AUGUST 2025**

***SUBJECT: APPROVAL OF THE IDP/ BUDGET TIME SCHEDULE***

## 1. BACKGROUND AND DISCUSSION

Section 21(1) (b) of the Municipal Finance Management Act, Act 56 of 2003 stipulates the following:

*The mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*

*(i) the preparation, tabling and approval of the annual budget;*

*(ii) the annual review of-*

*(aa) the IDP in terms of section 34 of the Municipal Systems Act; and*

*(bb) the budget-related policies;*

*(iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and*

*(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

The dates in the time schedule are dictated to a large extent by the deadlines in terms of the Municipal Finance Management Act (MFMA) and the Municipal Systems Act.

## 2. INPUTS AND COMMENTS

The time schedule was compiled in collaboration with the Budget Office, Corporate Services Department, and the Municipal Manager.

## 3. LEGISLATION

The following acts are applicable:

- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act 56 of 2003
- Municipal Property Rates Act 6 of 2004
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
- Municipal Budget and Reporting Regulations, 2009

## 4. LINK TO THE IDP

The time schedule contains the IDP and budget process stipulations in terms of the Municipal Systems Act and the Municipal Finance Management Act.

## 5. FINANCIAL IMPLICATION

None

6. **AANBEVELING / *RECOMMENDATION***

*(a)* Dat die aangehegte GOP/Begrotingskedule vir die hersiening van die GOP en die opstel van die jaarlikse Begroting kragtens artikel 21 (1) van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003, goedgekeur word.

*(b) That the time schedule for the revision of the IDP and the compilation of the annual budget be approved in terms of section 21(1) of the Municipal Finance Management Act, Act 56 of 2003.*

(sgd) J J Scholtz

**MUNICIPAL MANAGER**

# Swartland Municipality

# IDP/Budget Time Schedule

## September 2025 - August 2026

## 1. ACRONYMS

| | |
|---|---|
| MSA | Municipal Systems Act 32 of 2000 |
| MPPMR | Municipal Planning and Performance Management Regulations, 2001 |
| MFMA | Municipal Finance Management Act 56 of 2003 |
| MPR | Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 |
| MBRR | Municipal Budget and Reporting Regulations, 2009 |
| SPLUMA | Spatial Planning and Land Use Planning Act 2013 |
| WCLUPA | Western Cape Land Use Planning Act 2014 |
| MSDF | Municipal Spatial Development Framework |
| BYLAW | Swartland Municipality: Land Use Planning Bylaw, 2017 |

## 2. GENERAL LEGAL REQUIREMENTS RELEVANT TO THE INTEGRATED DEVELOPMENT PLAN (IDP) / BUDGET PROCESS

### 2.1. Municipal Systems Act, Section 21A(1) - Documents to be made public

All documents that must be **made public** by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -
(a) by displaying the documents at the municipality's head and satellite offices and libraries;
(b) by displaying the documents on the municipality's official website, **and**
(c) by notifying the local community, in accordance with **Section 21**, of the place, including the website address, where detailed particulars concerning the documents can be obtained.

### 2.2. Municipal Systems Act, Section 21(1) - Communications to local community

Where ever a municipality is required to notify the local community through the media in terms of this Act or any other applicable legislation, such notification must be given –
(a) in the local newspaper or newspapers of its area;
(b) in a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record; **or**
(c) by means of radio broadcasts covering the area of the municipality.

### 2.3. Municipal Systems Act, Section 25(1) - Adoption of IDPs

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which -
(a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
(b) aligns the resources and capacity of the municipality with the implementation of the plan;
(c) forms the policy framework and general basis on which annual budgets must be based;
(d) complies with the provisions of this Chapter; and
(e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

### 2.4. Municipal Systems Act, Section 28 - Adoption of process

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

### 2.5. Municipal Systems Act, Section 34 - Annual review and amendment of IDP

A municipal council-
(a) **must** review its IDP-
  (i) annually in accordance with an assessment of its performance measurements in terms of Section 41; and
  (ii) to the extent that changing circumstances so demand; and
(b) **may** amend its IDP in accordance with a prescribed process.

### 2.6. Municipal Planning and Performance Management Regulations, 2001, Regulation 3 - Process for amending IDPs

(1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's IDP in the council.

(2) Any proposal for amending a municipality's IDP must be-
   (a) accompanied by a memorandum setting out the reasons for the proposal; and
   (b) aligned with the framework adopted in terms of Section 27 of the Act.

(3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.

(4) No amendment to a municipality's IDP may be adopted by the municipal council unless-
   (a) all the members of the council have been given reasonable notice;
   (b) 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;
   (c) *[district municipality];* and
   (d) the municipality, if it is a local municipality, has complied with subregulation (6).

(5) *[district municipality]*

(6) A local municipality that considers an amendment to its IDP must -
   (a) consult the district municipality in whose area it falls on the proposed amendment; and
   (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

## 3. KEY DEADLINES PER MONTH

### SEPTEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | *10 Sept: Portfolio Committee* |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | *17 Sep: Executive Mayoral Committee* |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | *24 Sep: Heritage Day* |
| 28 | 29 | 30 | | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Commence with the spreadsheets for multi-year capital and operating budgets (Budget Office) | 1 Sep | |
| Determine revenue projections and proposed rates and service charges and draft initial allocations for the next financial year after taking into account strategic objectives. | 1 Sep | |
| Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc) | 1 Sep | |
| Annual panel evaluation of the 2025/2026 performance | Sep | ***MPR Regulation 27(4) Evaluation panel:***<br>*(d) For purposes of evaluating the annual performance of the municipal manager:*<br>*(i) Executive Mayor or Mayor;*<br>*(ii) Chairperson of the audit committee;*<br>*(iii) Member of the executive mayoral committee;*<br>*(iv) Mayor and/or municipal manager from another municipality; and*<br>*(v) Member of a ward committee as nominated by the Executive Mayor.*<br>*(e) For purposes of evaluating the annual performance of managers directly accountable to the municipal manager:*<br>*(i) Municipal Manager;*<br>*(ii) Chairperson of the audit committee;*<br>*(iii) Member of the executive mayoral committee; and*<br>*(iv) Municipal manager from another municipality.* |
| Submit the performance assessment results of the municipal manager to the MEC for local government | Sep | ***MPR Regulation 34(3):*** *The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government,* ***within 14 days after the conclusion of the assessment****.* |
| Distribute **operating and capital** budget spreadsheets to departments for purposes of multi-year request verification | 30 Sept | |

## OCTOBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | *8 Oct: Portfolio Committee* |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | *15 Oct: Executive Mayoral Committee* |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | *30 Oct: Council Meeting* |

| Task | Date | Legal Reference |
|---|---|---|
| Commence with salary, vehicle and operating budget compilation | 1 Oct | |
| Determine potential price increases of bulk resources | 1 Oct | |
| Ward 1, 2, 8 & 10 (IDP meetings) | 27 Oct | |
| Ward 5, 6, 11 & 12 (IDP meetings) | 28 Oct | |
| Ward 9 (IDP meeting) | 29 Oct | |
| Ward 3, 4 & 7 (IDP meeting | 30 Oct | |
| Submit Section 52 Report to Council | 31 Oct | ***MFMA Section 52(d):*** *The mayor must,* ***within 30 days of the end of each quarter****, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.* |
| Deadline for **operating** budget inputs, including salary budget and vehicle budget | 31 Oct | |

## NOVEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | *12 Nov: Portfolio Committee* |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | *19 Nov: Executive Mayoral Committee* |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | *25 Nov: PRAC* |
| 30 | | | | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Determine possible tariff increases for water and electricity | Nov | |
| Audit Outcomes released internally | Nov | |
| Submit Section 52 Report to the National Treasury and the relevant provincial treasury | 4 Nov | ***MBRR Regulation 31(1)(c)****: The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury* ***within five days of tabling of the report in the council****.* |
| Deadline for **capital** budget inputs from departments | 5 Nov | |
| Due date for final adjustment budget submissions | 5 Nov | |
| Review the key performance indicators and targets for current financial year during the performance assessment meetings | Nov | |

## DECEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | *10 Dec: Executive Mayoral Committee* |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | *16 Dec: Day of Reconciliation* |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | *25 Dec: Christmas Day; 26 Dec: Day of Goodwill* |
| 28 | 29 | 30 | 31 | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Commence with compilation of Adjustments Budget (B Schedule and Report) | 1 Dec | |
| Commence with compilation of Midyear Budget and performance assessments report | Dec | |
| Strategic Session (IDP) | Dec | |

## JANUARY 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | *1 Jan: New Year's Day* |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | *16 Jan: Budget Steering Committee* |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | *21 Jan: Executive Mayoral Committee* |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | *29 Jan: Council* |

| Task | Date | Legal Reference |
|---|---|---|
| Budget:<br>▪ Finalise budget in the prescribed formats incorporating National & Provincial budget allocations<br>▪ Integrate and align to IDP documentation<br>▪ Finalise budget and related policies | Jan+Feb | |
| Annual Report:<br>▪ Submit to Executive Mayoral Committee<br>▪ Table in Council | <br>21 Jan<br>29 Jan | ***MFMA Section 127(2):*** *The mayor of a municipality must,* ***within seven months after the end of a financial year****, table in the municipal council the annual report of the municipality.* |
| Section 72 mid-year assessment report:<br>▪ Submit to Executive Mayoral Committee<br>▪ Submit to Provincial Treasury and National Treasury<br>▪ Submit to Council | <br>25 Jan<br>25 Jan<br>29 Jan | ***MFMA Section 72(1):*** *The accounting officer of a municipality must* ***by 25 January of each year****-*<br>*(a) assess the performance of the municipality during the first half of the financial year; and*<br>*(b) submit a report on such assessment to-*<br>*(i) the mayor of the municipality;*<br>*(ii) the National Treasury; and*<br>*(iii) the relevant provincial treasury*<br>***MFMA Section 54(1)(f):*** *The mayor must, in the case of a Section 72 report, submit the report to the council* ***by 31 January of each year****.*<br>***MBRR Regulation 35(1)****: The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form -*<br>*(a) the mid-year budget and performance assessment* ***by 25 January of each year****; and*<br>*(b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.* |
| ▪ Submit review of KPIs and performance targets for current financial year to Executive Mayoral Committee | 21 Jan | |

| Task | Date | Legal Reference |
|---|---|---|
| Adjustments Budget:<br>▪ Submit to Budget Steering Committee<br>▪ Submit to Executive Mayoral Committee<br>▪ Submit to Council | <br>16 Jan<br>21 Jan<br>29 Jan | ***MFMA Section 28(1):*** *A municipality may revise an approved annual budget through an adjustments budget.*<br>***MBRR Regulation 23(1)****: An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but* ***not later than 28 February of the current year****.* |
| Submit Section 52 Report to Council | 29 Jan | ***MFMA Section 52(d):*** *The mayor must,* ***within 30 days of the end of each quarter****, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality* |
| Make the Midyear Budget and performance assessment public by placing it on the municipal website.<br>**Make public*** any other information that the municipal council considers appropriate to facilitate public awareness of the Midyear Budget and performance assessment.<br><br>***See paragraphs 2.1 and 2.2 of this document*** | Jan<br><br><br>5+6 Feb | ***MBRR Regulation 34:***<br>*(1)* ***Within five working days of 25 January*** *each year the municipal manager must make the midyear budget and performance assessment public by placing it on the municipal website.*<br>*(2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment, including -*<br>*(a) summaries in alternate languages predominant in the community; and*<br>*(b) info relevant to each ward in the municipality.* |

## FEBRUARY 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | *11 Feb: Portfolio Committee* |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | *18 Feb: Executive Mayoral Committee* |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |

| Task | Date | Legal Reference |
|---|---|---|
| Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy | Feb+Mar | |
| Note any provincial and national allocations to municipalities (DORA and Provincial Gazette) for incorporation into budget | Feb+Mar | |
| Compile draft SDBIP for next financial year | Feb+Mar | |
| Review the KPIs and performance targets for next financial year | Feb+Mar | ***MPPMR Regulation 11:***<br>*(1) A municipality must review its KPIs annually as part of the performance review process referred to in regulation 13.*<br>*(2) Whenever a municipality amends its IDP in terms of Section 34 of the Act, the municipality must review those KPIs that will be affected by such amendment.*<br>***MPPMR Regulation 12:***<br>*(1) A municipality must, for each financial year, set performance targets for each of the KPs set by it.* |
| Submit Section 52 Report to the National Treasury and the relevant provincial treasury | 3 Feb | ***MBRR Regulation 31(1)(c)****: The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury* ***within five days of tabling of the report in the council.*** |
| Annual Report: | | |

| Task | Date | Legal Reference |
|---|---|---|
| ▪ Submit to the Auditor-General, Provincial Treasury and provincial department responsible for local government | Feb | ***MFMA Section 127(5): Immediately after an annual report is tabled*** *in the council in terms of subsection (2), the accounting officer of the municipality must-*<br>*(a) in accordance with Section 21A of the Municipal Systems Act -*<br>*(i) make public the annual report; and*<br>*(ii) invite the local community to submit representations in connection with the annual report.*<br>*(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.* |
| ▪ **Make public*** and invite comments from the local community<br><br>***See paragraphs 2.1 and 2.2 of this document** | 5+6 Feb | |
| Post Adjustments Budget and Annual Report on the website | Feb | ***MFMA Section 75(1)****: The accounting officer of a municipality must place on the website referred to in Section 21A of the Municipal Systems Act the following documents of the municipality: (a) The annual and adjustments budgets and all budget related documents, (b) all budget related policies and (c) the annual report* |
| **Make public*** the Adjustments Budget<br><br>***See paragraphs 2.1 and 2.2 of this document** | 8 Feb | ***MBRR Regulation 26(1)****: **Within 10 working days after the municipal council has approved an adjustments budget**, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).* |
| Submit the approved Adjustments Budget to Provincial Treasury and National Treasury | Feb | ***MBRR Regulation 24(1)****: The municipal manager must comply with Section 28(7) of the Act **within 10 working days after the mayor has tabled an adjustments budget in the municipal council***<br>***MFMA Section 28(7):*** *Sections 22(b), 23(3) and 24(3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.* |
| Submit revised SDBIP for the current financial year to the Executive Mayoral Committee *(following approval of an Adjustments Budget)* | Feb | ***MFMA Section 54(1)(c):*** *On receipt of a statement or report submitted in terms of Section 71 or 72, the mayor must consider and, if necessary, make any revisions to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.*<br>***(3)*** *The mayor must ensure that any revisions of the SDBIP are made public **promptly.*** |
| **Make public*** any revisions of the SDBIP<br><br>***See paragraphs 2.1 and 2.2 of this document** | 27+28 Feb | |
| Post revised SDBIP on the municipal website | Feb | |
| Submit revised SDBIP to Provincial Treasury and National Treasury | Feb | ***MBRR Regulation 27(2)(b):***<br>*The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the amended SDBIP, **within ten working days** after the council has approved the amended plan in terms of Section 54(1)(c) of the Act;* |
| Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years | Before Feb | ***MFMA Section 37(2):*** *The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, **by no later than 120 days before the start of its budget year**, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next three (3) financial years.* |
| Preliminary approval of electricity tariff increase for submission to NERSA | 27 Feb | |
| Executive Mayoral Committee Budget Workshop (include councillors, | 27 Feb | |

| Task | Date | Legal Reference |
|---|---|---|
| municipal manager, directors, and selected senior managers) | | |

## MARCH 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | *11 March: Portfolio Committee* |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | *17 Mar: Budget Steering Committee; 21 Mar: Human Rights Day* |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | *24 Mar: Executive Mayoral Committee* |
| 29 | 30 | 31 | | | | | *31 Mar: Council* |

| Task | Date | Legal Reference |
|---|---|---|
| Technical Integrated Municipal Engagement (TIME) and IDP Indaba engagements | Mar | |
| Annual Report: | | |
| ▪ MPAC Meeting – Oversight Report | 31 Mar | |
| Draft IDP, Annual Budget and review of KPIs and targets for next financial year | | ***MFMA Section 16:***<br>*(1) The council of a municipality must for each financial year approve an annual budget for the municipality* ***before the start of that financial year****.*<br>*(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting* ***at least 90 days before the start of the budget year****.*<br>***MPPMR regulation:***<br>*(1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's IDP in the council.*<br>*(2) Any proposal for amending a municipality's IDP must be-*<br>*(a) accompanied by a memorandum setting out the reasons for the proposal; and*<br>*(b) aligned with the framework adopted in terms of Section 27 of the Act.* |
| ▪ Submit Annual Budget to Budget Steering Committee | 17 Mar | |
| ▪ Submit to Executive Mayoral Committee | 24 Mar | |
| ▪ Table in Council | 31 Mar | |
| Draft SDBIP for next financial year | | ***MBRR Regulation 14:***<br>*(2) When complying with Section 68 of the MFMA, the municipal manager must submit the draft municipal SDBIP to the mayor together with the annual budget to be considered by the mayor for tabling in terms of Section 16(2) of the MFMA.*<br>*(3) For effective planning and implementation of the annual budget, the draft municipal SDBIP may form part of the budget documentation and be tabled in the municipal council if so recommended by the Budget Steering Committee.* |
| ▪ Submit to Executive Mayoral Committee | 24 Mar | |
| ▪ Table in Council | 31 Mar | |
| Annual Report approval: | | ***MFMA Section 121(1):*** *The council of a municipality must* ***within nine months after the end of a financial year*** *deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with Section 129.*<br>***MFMA Section 129(1):*** *The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by* ***no later than two months from the date on which the annual report was tabled in the council*** *in terms of Section 127, adopt an oversight report containing the council's comments on the annual report.* |
| ▪ Consider and approve, reject or refer back the annual report at a council meeting | 31 Mar | |
| ▪ Adopt an oversight report providing comments on the annual report | 31 Mar | |

## APRIL 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | *3 Apr: Good Friday* |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | *6 Apr: Family Day; 8 Apr: Portfolio Committee* |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | *15 Apr: Executive Mayoral Committee* |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | *27 Apr: Freedom Day; 30 Apr: Council* |

| Task | Date | Legal Reference |
|---|---|---|
| Invite Mayoral Consultative forum members and other invited stakeholders and ward committee members to comment on the draft IDP | 16 Apr | ***MFMA Section 23(1):*** *When the annual budget has been tabled, the municipal council must consider any views of –*<br>*(a) the local community.* |
| Post on the website:<br>▪ Budget documents<br>▪ Draft SDBIP for next financial year<br>▪ Draft IDP<br>▪ Annual Report and Oversight Report | Apr | ***MSA Section 21A(1)(b):*** *All documents that must be made public by a municipality in terms of a requirement of this Act, the MFMA or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by Section 21B.* |
| Annual Report submission: | | |
| ▪ Submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department for local government | Apr | ***MFMA Section 129(2)(b):*** *The accounting officer must submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department responsible for local government in the province.* |
| ▪ Submit copies of the annual report and oversight report(s) to the provincial legislator | 6 Apr | ***MFMA Section 132:***<br>***(1)*** *The following documents must be submitted to the provincial legislature:*<br>*(a) The annual report ; and*<br>*(b) all oversight reports on those annual reports adopted in terms of Section 129(1).*<br>***(2)*** *The accounting officer of a municipality must submit the documents referred to in subsection (1) (a) and (b) to the provincial legislature* ***within seven days after the municipal council has adopted the relevant oversight report*** *in terms of Section 129(1).* |
| **Make public*** the draft IDP, the review of KPIs and performance targets, as well as the Annual Budget and invite the community to submit representations<br><br>***See paragraphs 2.1 and 2.2 of this document** | Apr | ***MSA Section 42:*** *A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.*<br>***MFMA Section 22(a): Immediately after an annual budget is tabled*** *in a municipal council, the accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act -*<br>*(i) Make public the annual budget and the documents referred to in Section 17(3); and*<br>*(ii) invite the local community to submit representations in connection with the budget;*<br>***MBRR Regulation 15(1)****: When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process.*<br>***MPPMR Regulation 3(4):*** *No amendment to a municipality's IDP may be adopted by the municipal council unless (b) 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.* |

| Task | Date | Legal Reference |
| --- | --- | --- |
| | | ***MPPMR Regulation 15(3):*** *A municipality must afford the local community* ***at least 21 days*** *to comment on the final draft of its IDP before the plan is submitted to the council for adoption.* |
| **Make public*** the oversight report<br><br>***See paragraphs 2.1 and 2.2 of this document** | Apr | ***MFMA Section 129(3):*** *The accounting officer must in accordance with Section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1)* ***within seven days of its adoption.*** |
| Process of consultation and meetings with Provincial and National Treasury and other organs of state | Apr | ***MFMA Section 23(1):*** *When the annual budget has been tabled, the municipal council must consider any views of –*<br>*(a) the local community; and*<br>*(b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.*<br>***MSA Section 29(1)(b):*** *The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-*<br>*(i) the local community to be consulted on its development needs and priorities;*<br>*(ii) the local community to participate in the drafting of the IDP; and*<br>*(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP.* |
| Submit the draft IDP, draft SDBIP and Annual Budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state | Apr | ***MFMA Section 22(b)****:* ***Immediately after an annual budget is tabled*** *in a municipal council, the accounting officer of the municipality must submit the annual budget --*<br>*(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and*<br>*(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.*<br>***MBRR Regulation 15(3)****: When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal manager must also submit, in both printed and electronic form -*<br>*(a) the supporting documentation as tabled in the municipal council;*<br>*(b) the draft SDBIP; and*<br>*(c) any other information as may be required by the National Treasury*<br><br>***MBRR Regulation 15(4)****: The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget* ***within 10 working days of the annual budget being tabled in the municipal council.*** |
| Submit the draft IDP to the District Municipality | Apr | ***MSA Section 29(3)(b):*** *A local municipality must draft its IDP, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.*<br>***MPPMR Regulation 3(6):*** *A local municipality that considers an amendment to its IDP must-*<br>*(a) consult the district municipality in whose area it falls on the proposed amendment; and* |

| Task | Date | Legal Reference |
|---|---|---|
| | | *(b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.* |
| Submit Section 52 Report to Council | Apr | ***MFMA Section 52(d):*** *The mayor must,* ***within 30 days of the end of each quarter****, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality* |
| Submit Section 52 Report to the National Treasury and the relevant provincial treasury | Apr | ***MBRR Regulation 31(1)(c)****: The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury* ***within five days of tabling of the report in the council****.* |

## MAY 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | | 1 | 2 | *1 May: Workers Day* |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | *6 May: Portfolio Committee* |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | *13 Mar: Budget Steering Committee* |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | *20 May: Executive Mayoral Committee* |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | *28 May: Council* |
| 31 | | | | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Strategic Integrated Municipal Engagement (SIME) | May | |
| Compile a summary of the IDP | May | ***MSA Section 25(4)****(b): A municipality must,* within 14 days of the adoption of its IDP *in terms of subsection (1) or (3) publicise a summary of the plan.* |
| Council must give the Executive Mayor an opportunity to respond to the submissions and, if necessary, to revise the Budget and table amendments for consideration by the council | May | ***MFMA Section 23(2):*** *After considering all budget submissions, the council must give the mayor an opportunity-*<br>*(a) to respond to the submissions; and*<br>*(b) if necessary, to revise the budget and table amendments for consideration by the council.* |
| Finalisation of IDP, review of KPIs and performance targets, as well as the Annual Budget amendments / refinements | Before May | |
| Submit Annual Budget to Budget Steering Committee | May | ***MFMA Section 24(1):*** *The Council must* ***at least 30 days before the start of the budget year*** *consider the approval of the annual budget.*<br>***(2)*** *An annual budget -*<br>*(a) must be approved before the start of the budget year;*<br>*(b) is approved by the adoption by the council of a resolution referred to in Section 17(3)(a)(i); and*<br>*(c) must be approved together with the adoption of resolutions as may be necessary*<br>***MPPMR regulation 3:***<br>*(1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's IDP in the council.*<br>*(2) Any proposal for amending a municipality's IDP must be-*<br>*(a) accompanied by a memorandum setting out the reasons for the proposal; and*<br>*(b) aligned with the framework adopted in terms of Section 27 of the Act.*<br>*(3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.* |
| Submit IDP, review of KPIs and performance targets as well as the Annual Budget to Executive Mayoral Committee | May | |
| Submit IDP and Annual Budget to Council | May | |

| Task | Date | Legal Reference |
|---|---|---|
| | | *(4) No amendment to a municipality's IDP may be adopted by the municipal council unless-*<br>*(a) all the members of the council have been given reasonable notice;*<br>*(b) 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;*<br>*(c) [district municipality]; and*<br>*(d) the municipality, if it is a local municipality, has complied with subregulation (6).*<br>***MBRR Regulation 16(1)**: **At least 30 days before the start of the budget year** the mayor must table the following documents in the municipal council -*<br>*(a) a report summarising the local community's views on the annual budget;*<br>*(b) any comments on the annual budget received from the National Treasury and the relevant provincial treasury;*<br>*(c) any comments on the annual budget received from any other organ of state, including any affected municipality; and*<br>*(d) any comments on the annual budget received from any other stakeholders* |
| Place the IDP, Annual Budget and all budget-related policies on the website | May | ***MFMA Section 75(1):** The accounting officer of a municipality must place on the website the following documents of the municipality:*<br>*(a) the annual and adjustments budgets and all budget-related documents; and*<br>*(b) all budget-related policies*<br>***MSA Section 21A(1)(b):** All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by Section 21B.*<br>***MFMA Section 75(2):** A document referred to above must be placed on the website **not later than five days after its tabling in the council** or on the date on which it must be made public, whichever occurs first.* |
| Make known reviewed KPIs and performance targets by placing it on the municipal website | May | ***MSA Section 44:** A municipality, in a manner determined by its council, must make known, both internally and to the general public, the key performance indicators and performance targets set by it for purposes of its performance management system.* |

## JUNE 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | *10 Jun: Portfolio Committee* |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | *16 Jun: Youth Day; 17 Jun: Executive Mayoral Committee* |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Review the provisions of the performance agreements during June each year | Jun | ***MPR Regulation 24:***<br>*(1) The performance agreement must be entered into for each financial year of the municipality, or part thereof.* |

| Task | Date | Legal Reference |
|---|---|---|
| Submit a copy of the IDP to the MEC for local government **(if amended)** and the Department of Local Government | Jun | ***MSA Section 32(1)(a):*** *The municipal manager of a municipality must submit a copy of the IDP as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province* ***within 10 days of the adoption or amendment of the plan.***<br>***(b)*** *The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by -*<br>*(i) a summary of the process referred to in Section 29(1);*<br>*(ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement* |
| ***In case of an amendment of the IDP***, Council must consider the MEC's proposals and respond within 30 days | Within 30 days of receiving the MEC's request | ***MSA Section 32(3):*** *A municipal council must consider the MEC's proposals, and* ***within 30 days of receiving the MEC's*** *request must -*<br>*(a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC' s request; or*<br>*(b) if it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.* |
| **Make public*** the approved IDP, approved Annual Budget and supporting documentation (including tariffs)<br><br>***See paragraphs 2.1 and 2.2 of this document** | 11 Jun | ***MSA Section 25(4****): A municipality must,* ***within 14 days of the adoption of its IDP*** *in terms of subsection (1) or (3) -*<br>*(a) give notice to the public -*<br>*(i) of the adoption of the plan; and*<br>*(ii) that copies of or extracts from the plan are available for public inspection at specified places.*<br>***MBRR Reg 18:***<br>*(1)* ***Within ten working days after the municipal council has approved the annual budget*** *of a municipality, the municipal manager must in accordance with Section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in sect 24(2)(c) of the Act.*<br>*(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including-*<br>*(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community;*<br>*(b) information relevant to each ward in the municipality.*<br>*(3) All information contemplated in subregulation (2) must cover:*<br>*(a) the relevant financial and service delivery implications of the annual budget; and*<br>*(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.* |
| Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next financial year | Jun | ***MFMA Section 69(3):*** *The accounting officer must* ***no later than 14 days after the approval of an annual budget*** *submit to the mayor -*<br>*(a) a draft SDBIP for the budget year.*<br>*(b) drafts of the annual performance agreements as required in terms of Section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.* |
| Submit approved IDP and Annual Budget to the Provincial Treasury and National Treasury | Before Jun | ***MFMA Section 24(3):*** *The accounting officer of a municipality must submit the approved annual* |

| Task | Date | Legal Reference |
|---|---|---|
| | | *budget to the National Treasury and the relevant provincial treasury.* ***MBRR Reg 20:*** *The municipal manager must comply with Section 24(3) of the Act* ***within ten working days after the municipal council has approved the annual budget.*** |
| Submit the draft SDBIP and draft annual performance agreements for the next financial year to the Executive Mayoral Committee | June | ***MFMA Section 53(1)(c)(ii):*** *The mayor of a municipality must take all reasonable steps to ensure that the municipality's SDBIP is approved by the mayor* ***within 28 days after approval of the budget.*** |
| Place the performance agreements and all service delivery agreements on the website | Jun | ***MFMA Section 75(1):*** *The accounting officer of a municipality must place on the website the following documents of the municipality:* *(d) performance agreements required in terms of Section 57(1)(b) of the Municipal Systems Act; and* *(e) all service delivery agreements* |
| **Make public*** the projections, targets and indicators as set out in the SDBIP as well as the performance agreements of Municipal Manager and senior managers<br><br>***See paragraphs 2.1 and 2.2 of this document** | 25 Jun | ***MFMA Section 53(3):*** *(a) The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the SDBIP, are made public* ***no later than 14 days after the approval of the SDBIP****.* *(b) The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public* ***no later than 14 days after the approval of the municipality's SDBIP.*** ***MBRR Reg 19:*** *The municipal manager must in accordance with Section 21A of the Municipal Systems Act make public the approved SDBIP* ***within ten working days after the mayor has approved the plan*** *in terms of Section 53(1)(c)(ii) of the Act.* |

| Task | Date | Legal Reference |
|---|---|---|
| Submit the SDBIP to National and Provincial Treasury | Jun | ***MBRR Reg 20(2)(b):*** *The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved SDBIP* ***within ten working days after the mayor has approved the plan****.* |
| Conclude new performance agreements that replaces the previous agreement at least once a year | Jun | ***MSA Section 57(2)(a)(ii):*** *The performance agreement must be concluded annually* ***within one month after the beginning of each financial year*** ***MPPMR Regulation 24(2):*** *The parties must conclude a new performance agreement that replaces the previous agreement at least once a year* ***within one month after the commencement of the new financial year****.* |
| Publish property rates tariffs in Provincial Gazette | Jun | ***PROPERTY RATES ACT Section 14(2):*** *A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.* |
| Distribution of Annual Budget and Tariff books | Jun | |
| Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government | Jun | ***MFMA Section 53(3)(b):*** *Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.* ***MPR Regulation 4(5):*** *The performance agreements must be submitted to the MEC responsible for local government as well as the national minister responsible for local government* ***within fourteen (14) days after concluding the employment contract and performance agreement****.* |
| Implement pre-paid electricity tariffs by 24:00 | Jun | |

## JULY 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | *15 Jul: Executive Mayoral Committee* |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | *30 Jul: Council Meeting* |

| Task | Date | Legal Reference |
|---|---|---|
| Submit Section 52 Report to Council | Jul | ***MFMA Section 52(d):*** *The mayor must,* ***within 30 days of the end of each quarter****, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality* |
| Submit Section 52 Report to the National Treasury and the relevant provincial treasury | Jul | ***MBRR Regulation 31(1)(c)****: The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury* ***within five days of tabling of the report in the council.*** |

## AUGUST 2026

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | *9 Aug: National Women's Day; 10 Aug: Public Holiday; 12 Aug: Portfolio Committee;* |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | *19 Aug: Executive Mayoral Committee* |
| 23 | 24 | 25 | 26 | 27 | 28 | 20 | *25 Aug: Council* |
| 30 | 31 | | | | | | |

| Task | Date | Legal Reference |
|---|---|---|
| Performance and Risk Audit Committee: Evaluation of the Annual Performance Report | Aug | |
| Performance and Risk Audit Committee: Annual financial statements | Aug | |
| Process Plan and time schedule of key deadlines:<br>▪ Submit to Executive Mayoral Committee<br>▪ Submit to Council<br>▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality | <br><br>19 Aug<br>25 Aug<br>Aug | ***MFMA Section 21(1)(b):*** *The mayor of a municipality must* ***at least 10 months before the start of the budget year****, table in council a time schedule outlining key deadlines for -*<br>*(i) the preparation, tabling and approval of the annual budget;*<br>*(ii) the annual review of-*<br>*(aa) the IDP in terms of Section 34 of the Municipal Systems Act; and*<br>*(bb) the budget-related policies;*<br>*(iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and*<br>*(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).* |
| Submit annual financial statements and annual performance report to the Auditor-General for auditing | Before 31 Aug | ***MSA Section 126(1)(a):*** *The accounting officer of a municipality must prepare the annual financial statements of the municipality and,* ***within two months after the end of the financial year*** *to which those statements relate, submit the statements to the Auditor-General for auditing.*<br>***MSA Section 46(1):*** *A municipality must prepare for each financial year a performance report reflecting*<br>*(a) the performance of the municipality and of each external service provider during that financial year;*<br>*(b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and*<br>*(c) measures taken to improve performance.*<br>***(2)*** *An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.* |

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste
30 Julie 2025
Ward 7
12/2/1-1/1

**ITEM 8.2 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 27 AUGUSTUS 2025**

**ONDERWERP: VOORGESTELDE VERVREEMDING VAN ERWE 1218 EN 971 ABBOTSDALE VIR KERK- EN VROEË KINDERONTWIKKELINGSDOELEINDES**

**SUBJECT: PROPOSED DISPOSAL OF ERVEN 1218 AND 971, ABBOTSDALE FOR CHURCH AND EARLY CHILDHOOD DEVELOPMENT PURPOSES**

## 1. BACKGROUND

1.1 The Municipality is the owner of Erven 1218 (situated on the corner of Sonneblom and Roosmaryn Streets) and 971 (situated on the corner of Eikeboom and Wilgerboom Street) Abbotsdale, as depicted on the enclosed locality maps marked ***Annexure A*1** and ***Annexure A2***.

1.2 See below table for further property details:

| ERF NO. | EXTENT | TITLE DEED NO. | ZONING | OBJECTIVE IN TERMS OF THE ZONING |
|---|---|---|---|---|
| 1218 | 955.8m² | T11374/2015 | Community Zone 2: Worship | To provide for places where communities can congregate and worship according to the custom of their specific faith or religion. |
| 971 | 597.2m² | T11373/2015 | Community Zone 1: Place of Education | To provide for the entire spectrum of educational facilities, together with controlled provision for other reconcilable community uses. |

1.3 Interest has recently been expressed for the acquisition of these properties, in view of an apparently dire need for childcare facilities and a place to gather for church services including community outreach activities within the community concerned. It is therefore proposed that the Municipality considers the disposal of the properties by means of a competitive process, i.e. to invite tenders from institutions with proven experience in early childhood development and from church organisations, who would be financially capable of establishing facilities to accommodate as many children as possible and provide the community with religious activities including community outreach activities.

1.4 In terms of the proposed disposal of the subject properties at subsidised prices, the following is to be noted:

1.4.1 In terms of section 7 of the **By-law relating to the Transfer of Municipal Capital Assets** the municipality may determine subsidised selling prices in respect of certain classes of capital assets to be sold to approved categories of applicants with the view to promote the municipality's functions and objectives as set out in the Constitution.
The **Municipal Asset Transfer Policy** in this regard determines in paragraph 15.2.2 that, subject to Regulation 13(2) of the **Municipal Asset Transfer Regulations** (*dealt with below*), the municipality may dispose of social care-, community- or sport assets at between/…

between 5% and 20% of fair market value <u>subject to a suitable reversionary clause being registered against the title deed of the property</u>. In the event of such property ceasing to be used for the purpose originally intended, reversionary rights as contemplated above are triggered and the municipality reserves the right to demand compensation equal to the difference between the purchase price and the current fair market value of the property, or that the property be transferred into the ownership of the municipality at no cost to the municipality. ‘Social care-, community- or sport assets’ are defined in the policy to include, *inter alia* childcare facilities insofar as it contributes to the functioning of a multi-use childcare facility and is operated on a non-profit basis as well as churches that render social development services in addition to existing religious activities.

1.4.2 It is proposed in this instance that the selling price for the subject properties be determined at between 5% and 20% of its municipal valuation. In comparison with previous alienations in respect of community use zoned sites the subsidised rates was determined at 20% of the municipal valuation. The municipal valuations for both erven have been determined at a rate of R 150/m². Erf 1218 is therefore valued at R143 000 and Erf 971 at R90 000. The following rates will apply based on the 20% subsidised rate, which will serve as the reserve prices:

- Erf 1218 – R28 600.00 (20% X R143 000)
- Erf 971 – R18 000.00 (20% X R90 000)

1.5 This report is therefore submitted to obtain Council approval for the proposed alienation of Erven 1218 and 971 Abbotsdale by means of a public tender process for church and early childhood development purposes respectively.

## 2. LEGISLATION

2.1 The transfer of ownership or disposal of capital assets is regulated by the Municipal Finance Management Act, 2003 (MFMA), the Municipal Asset Transfer Regulations, 2008 (MATR) as well as Council’s By-law and Policy relating to the Transfer of Municipal Capital Assets, the latter being effective as from 22 May 2015.

2.2 The legislative framework applicable in this instance in respect of non-exempted capital assets which are not considered high value assets, are dealt with below only in as far as it relates to the proposed disposal.

| **COMPLIANCE WITH MUNICIPAL FINANCE MANAGEMENT ACT, 2003** | |
|---|---|
| **Issues to be considered in terms of Section 14 of the MFMA** | **Comment** |
| a) Whether the asset is needed to provide the minimum level of basic municipal services | The subject properties are not earmarked for the provision of a minimum of any other level of basic municipal services, and – in terms of its zonings – have been identified for the establishment of church and educational facilities |
| b) Consideration to be given to the fair market value of the asset | It is proposed that the properties be disposed of at a subsidised selling price as allowed for by the Municipal Asset Transfer Policy, as explained elsewhere in this report. |
| c) Consideration to be given to the economic and community value to be received in exchange for the asset | Council will gain the selling price of the subject property and a further monthly income in respect of the rates and taxes. The community will benefit by means of religious activities and other community development projects that will be undertaken from the church facility. It further will benefit the community in terms of education, being an investment that cultivates community growth and development. |

| COMPLIANCE WITH MUNICIPAL ASSET TRANSFER REGULATIONS (GG 31346 DATED 22 AUGUST 2008) | |
|---|---|
| **Issues to be considered in terms of Regulation 7 of the MATR** | **Comment** |
| a) Whether the capital asset may be required for the municipality's own use at a later stage. | The properties are not required for municipal purposes, and have from the outset been identified for use in terms of its respective zonings. |
| b) The expected loss or gain that is expected to result from the proposed transfer or disposal | Council will gain the selling price of the subject property and a further monthly income in respect of the rates and taxes. |
| c) The extent to which any compensation to be received i.r.o. the proposed transfer or disposal will result in a significant economic or financial cost benefit to the municipality | Financial benefits as a result of the selling price and payment for services. |
| d) The risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests | Risks will be managed in terms of the sale conditions and Deed of Sale. In particular, a reversionary clause will be included. |
| e) The effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term of short-term borrowings in the future and its financial position and cash flow | No effect |
| f) Any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions | No limitations |
| g) The estimated cost of the proposed transfer or disposal | All costs related to the transaction will be for the purchasers' account. |
| h) The transfer of any liabilities and reserve funds associated with the capital asset | No liabilities |
| i) Any comments or representation on the proposed transfer or disposal received from the local community and other interested persons | The intention to alienate the said portion of land is still to be advertised for public comment. |
| j) Any written views and recommendations on the proposed transfer or disposal by the National Treasurer and relevant provincial treasury | Not applicable (applicable i.r.o. high value assets only) |
| k) The interest of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community | The properties are not required for municipal purposes. The proposed transaction can be linked to Strategic Goal 1 of the IDP, i.e. Community safety and wellbeing. |
| l) Compliance with the legislative regime applicable to the proposed transfer or disposal | Yes, addressed in this report, as well as in the Deed of Sale |
| **Conditions that may be imposed, in terms of Regulation 11, pertaining to the following:** | **Comment** |
| 1) The way in which the capital asset is to be sold or disposed of | A competitive bidding process (tender process) will be followed |
| 2) A floor price or minimum compensation for the capital asset | It is proposed that the floor price is determined at 20% of the municipal valuation, as provided for in the Municipal Asset Transfer Policy. |
| 3) Whether the capital asset may be transferred for less than its fair market value, in which case the municipal council must first consider the criteria set out in regulation 13(2) | See below |
| 4) A framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person, if transfer or disposal is subject to direct negotiations. | Not applicable |

2.2/…

| Issues to be considered in terms of Regulation 13(2) of the MATR | Comment |
|---|---|
| a) The interests of – (i) the State; and (ii) the local community | The State in this instance is not considered an affected party. The local community is to benefit from access to church and childcare facilities. |
| b) The strategic and economic interests of the municipality, including the long-term effect of the decision on the municipality | No long-term effects envisaged |
| c) The constitutional rights and legal interests of all affected parties | Everybody has the right to a basic education, whereas – furthermore – everyone has the right to establish and maintain, at their own expense, independent educational institutions (s 29, Constitution). In particular, every child has the right to *inter alia* social services (s 28, Constitution).<br>Also, individuals are entitled to freedom of religion and subsequently to practice their beliefs collectively. Allocating land to be developed and used as communal places of worship is recognized in the municipality's spatial development plan, and hence land is specifically zoned to address such needs. |
| d) Whether the interests of the parties to the transfer should carry more weight than the interest of the local community, and how the individual interest is weighed against the collective interest | The subject properties are not to be transferred to individuals, but to a non-profitable institution or church serving the collective interest. |
| e) Whether the local community would be better served if the capital asset is transferred at less than its fair market value, as opposed to a transfer of the asset at fair market value. | Since church and childcare facilities fulfil social and educational needs, the Municipal Asset Transfer Policy allows for immovable property to be disposed of at less than fair market value. |

2.3 Council's By-law relating to the Transfer of Municipal Capital Assets PN 7394 dated 22 May 2015 determines that the municipality may, in achieving its operational needs and strategic objectives – inter alia – dispose of capital assets and rights in capital assets by way of direct sale, public tender, auction or direct negotiation [section 4 (c)].

2.4 Council's Municipal Asset Transfer Policy, in clause 6, provides for various disposal options, which may include one or more of the following, i.e. public auction, competitive bidding, closed bidding or call for proposals. The competitive bidding process may involve to call for purely financial offers for the asset offered for alienation, or – depending on the nature of the transaction – may include a two-stage bidding process in terms of which only those bidders that meet the pre-qualification criteria or pre-determined functionality score specified in the first stage will be allowed to participate in the second stage which will include the monetary bid.

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

The proposed project can be linked to Strategic Goal 1, i.e. to promote community safety and wellbeing, as per Council's 2025 Integrated Development Plan.

## 4. FINANCIAL IMPLICATION / FINANSIËLE IMPLIKASIE

Council will gain the selling price of the subject properties and a further monthly income in respect of the rates and taxes, including revenue generated from monthly service consumption charges.

## 5. AANBEVELING

5.1 Dat, ingevolge Artikel 14 van die Munisipale Finansiële Bestuurswet (Wet 56 van 2003), die Raad bevestig en besluit:

5.1.1 Dat die onderwerp eiendomme uit die staanspoor vir kerk- en vroeë kinder-ontwikkelingsdoeleindes geïdentifiseer is in terme van die sonerings daarvan, en nie benodig word om die minimum vlak van basiese dienste te voorsien nie; en

5.1.2 Dat die billike markwaarde van die bates en die ekonomiese en gemeenskaps-waarde wat vir die bates ontvang word, oorweeg is.

5.2 Dat die Raad in beginsel goedkeuring verleen in terme van Artikel 14 van die Wet op Munisipale Finansiële Bestuur, 2003 en die Verordening en Beleid insake die Oordrag van Munisipale Bates vir die vervreemding van Erwe 1218 (ongeveer 955.8m² groot), geleë op die hoek van Sonneblom- en Roosmarynstraat en 971 (ongeveer 597.2m² groot), geleë op die hoek van Eikeboom- en Wilgerboomstraat, Abbotsdale by wyse van van openbare tender proses (wat 'n twee-fase bodproses mag behels) vir kerk- en vroeë kinderontwikkelingsdoeleindes onderskeidelik, onderworpe aan die standaard verkoopsvoorwaardes en die volgende voorwaardes:

5.2.1 Dat die onderstaande gesubsidieerde pryse as reserwepryse vasgestel word as synde billike markwaarde vir die eiendomme, ooreenkomstig die bevoegdheid aldus verleen deur paragraaf 15.2 van die Munisipaliteit se Beleid insake die Oordrag van Munisipale Bates:

- Erf 1218 Abbotsdale – R28 600.00 (BTW uitgesluit) (20% X R143 000)
- Erf 971 Abbotsdale – R18 000.00 (BTW uitgesluit) (20% X R90 000)

5.2.2 Dat die kopers, benewens die koopprys ook verantwoordelik sal wees vir alle aanvullende en toevallige kostes wat uit die transaksies mag voortspruit, waaronder oordragskostes;

5.2.3 Dat die voorgenome transaksie in die media geadverteer word vir kommentaar en/of potensiële besware, en dat die Uitvoerende Burgemeester met volmag beklee word om in oorlegpleging met sy komitee te handel met enige besware wat ontvang sou word;

5.2.4 Dat volmag verleen word

(i) aan die Uitvoerende Burgemeesterskomitee om
- te handel met enige kommentaar en/of beswaar wat in verband met die voorgenome transaksies ontvang word; en om
- 'n besluit te mag finaliseer rakende die oordrag van die bates, nadat die toepaslike Voorsieningskanaal- en ander wetgewing gevolg is;

(ii) aan die Direkteur: Korporatiewe Dienste om die evalueringskriteria en voorwaardes van verkoop vir tenderdoeleindes te finaliseer in oorlegpleging met al die tersaaklike interne rolspelers, met inagneming van die toepaslike bepalings in die Beleid insake die Oordrag van Munisipale Bates, waaronder dat 'n toepaslike terugvalklousule teen die eiendomme geregistreer moet word.

## 5. RECOMMENDATION

5.1 That, in terms of Section 14 of the Municipal Finance Management Act (Act No. 56 of 2003) the Council confirms and resolves:

5.1.1 That the subject properties have been identified from the outset for church and early childhood development purposes in terms of its zonings, and are not needed for the provision of a minimum level of basic municipal services; and

5.1.2 That the fair market value of the asset and the economic and community value to be received for the asset have been considered.

5.2 That in-principle approval be granted by Council in terms Section 14 of the Municipal Finance Management Act, 2003 and of the By-Law and Policy relating to the Transfer of Municipal Capital assets for the alienation of Erven 1218 (measuring approximately 955.8m$^2$ in extent) and 971 (measuring approximately 597.2m$^2$ in extent) Abbotsdale, situated on the corner of Sonneblom and Roosmaryn Streets and on the corner of Eikeboom and Wilgerboom Street respectively by means of a public tender process (which may entail a two phase bidding process), subject to the standard conditions of sale and the following further conditions:

5.2.1 That the subsidised prices below be determined as reserve prices (VAT exclusive) for the properties in terms of the competency thus granted by paragraph 15.2 of the Municipal Asset Transfer Policy:

- Erf 1218 Abbotsdale - R28 600.00 (VAT excluded) (20% X R143 000)
- Erf 971 Abbotsdale – R18 000.00 (VAT excluded) (20% X R90 000)

5.2.2 That the purchasers shall, in addition to the selling-prices, also be responsible for all costs ancillary and incidental to these transactions, including transfer costs;

5.2.3 That the proposed transactions be advertised for public comments and/or objections, and the executive mayor (in consultation with his committee) be authorised to deal with any objections;

5.2.4 That authorisation be given as follows:

(i) to the Executive Mayoral Committee

- to deal with any comments and/or objections received in respect of the proposed transactions; and
- to finalise a decision regarding the transfer of the assets, after all Supply Chain and other legal prescripts have been complied with;

(ii) to the Director: Corporate Services to finalise the evaluation criteria and conditions of sale for tender purposes with all the relevant internal role-players, with due consideration of the applicable conditions in the Municipal Asset Transfer Policy, including that a suitable reversionary clause must be registered against the property.

(sgd) M S Terblanche

**MUNICIPAL MANAGER**

**ANNEXURE A1**


**Erf: 1218 Abbotsdale**
**Street: Roosmaryn / Sonneblom**
**SG Code: C04600160000121800000**
**Extent: ±955.8m²**

**ANNEXURE A2**


**Erf: 971 Abbotsdale**
**Street: Eikeboom / Wilgerboom**
**SG Code: C04600160000097100000**
**Extent: ±597m²**

Munisipaliteit
Municipality
Umasipala

# Verslag ◆ Ingxelo ◆ Report

Office of the Director: Corporate Services
21 August 2025

17/2/2
Ward 4

**ITEM 8.3 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 27 AUGUSTUS 2025**

| | |
|---|---|
| **ONDERWERP:** | **VOORGESTELDE VERVREEMDING VAN ONROERENDE EIENDOM: DIE KRAALTJIE (ERF 470), KALBASKRAAL** |
| ***SUBJECT:*** | ***PROPOSED ALIENATION OF IMMOVABLE PROPERTY: DIE KRAALTJIE (ERF 470), KALBASKRAAL*** |

## 1. BACKGROUND

1.1 Erf 470, better known as Die Kraaltjie (formerly the Transnet rest rooms), was purchased from Transnet in 2022 for an amount of R350,000.00, with the initial intention of converting the existing building into a multi-purpose community centre. Erf 470 measures 1 417 m², is zoned as General Residential Zone 3, and is valued at R400 000.00 according to the 2023 valuation roll. Attached as **ANNEXURE A** is a map, depicting the location of the subject property on the corner of Skool and Kort Street, Kalbaskraal.

1.2 However, the building and erf size are not functionally suited for proper conversion into a multi-functional socio-economic facility, and in recent years it has been vandalised to such an extent that it can only be properly renovated/converted at great cost — for which no provision has been made in the current multi-year budget. There are ongoing complaints about undesirable elements loitering there, whose aggressive behaviour poses a safety threat to residents, especially women. Attached (**ANNEXURE B**) are photographs of the property taken on 12 August 2025, showing the extent of the vandalism on site. As regards the 2023 valuation, the municipal valuer confirmed that the building value has already been determined at a high depreciation rate due to the condition of the buildings.

1.3 Council members are aware that the Department of Infrastructure (DoI) has allocated funding for the establishment of socio-economic facilities — including a community hall — elsewhere in Kalbaskraal, namely on Erf 622 (1,819 m² in size), which houses a storage building, and Erf 623 (612 m² in size) in Leeubekkie Street, Kalbaskraal. These properties were, together with several other erven in Kalbaskraal, either purchased or expropriated during 2019 for the establishment of the low-cost housing project. An amount of R980,000.00 was approved by the DoI for planning during the 2024/25 financial year, while the amount of R6,504,834.00 was allocated for construction during the 2025/26 financial year, and as such is reflected in the Municipality's multi-year budget.

1.4 Taking into account that proper community facilities will soon be realised on Erven 622 and 623, and given the fact that no funds are available for the upgrading of Die Kraaltjie, it is proposed that the *voetstoots* (as is) sale of Erf 470 be considered as a matter of urgency, since the building is increasingly being stripped and looted.

1.5 This report is therefore submitted to obtain Council approval for the disposal of the subject property by means of a public tender process, at a reserve price of R400 000.00 (excl VAT) as per its present (2023 Valuation Roll) valuation, which is considered fair market value for the subject property.

## 2. LEGISLATION / WETGEWING

### 2.1 LEGAL

2.1.1 The Municipal Finance Management Act, No. 56 of 2003

The legislative framework applicable in this instance in respect of non-exempted capital assets which are not considered high value assets, are dealt with below only in as far as it relates to the proposed disposal.

| COMPLIANCE WITH MUNICIPAL FINANCE MANAGEMENT ACT, 2003 | |
|---|---|
| **Issues to be considered in terms of Section 14 of the MFMA** | **Comment** |
| a) Whether the asset is needed to provide the minimum level of basic municipal services | The subject property to be sold by competitive bid is not required for the provision of a minimum of any other level of basic municipal services as explained in the report. |
| b) Consideration to be given to the fair market value of the asset | The municipal valuation of the property is considered ‘fair market value’ in this instance, noting that a high depreciation rate has been taken into consideration based on the condition of the building. |
| c) Consideration to be given to the economic and community value to be received in exchange for the asset | Council will gain the selling price of the subject property and a further monthly income in respect of the rates and taxes. |

2.1.2 The Municipal Asset Transfer Regulations (GG 31346 Dated 22 August 2008)

The Municipal Asset Transfer Regulations require consideration of the following specific issues:

| COMPLIANCE WITH MUNICIPAL ASSET TRANSFER REGULATIONS (GG 31346 DATED 22 AUGUST 2008) | |
|---|---|
| **Issues to be considered in terms of Regulation 7 of the MATR** | **Comment** |
| a) Whether the capital asset may be required for the municipality’s own use at a later stage. | The subject property to be sold by competitive bid is not required for the provision of a minimum of any other level of basic municipal services as explained in the report. |
| b) The expected loss or gain that is expected to result from the proposed transfer or disposal | Council will gain the selling price of the subject property and a further monthly income in respect of rates and taxes. |
| c) The extent to which any compensation to be received i.r.o. the proposed transfer or disposal will result in a significant economic or financial cost benefit to the municipality | Financial benefits as a result of the selling price and payment for services and taxes. |
| d) The risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality’s interests | Risks will be managed in terms of the sale conditions and Deed of Sale. |
| e) The effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term of short-term borrowings in the future and its financial position and cash flow | No effect |
| f) Any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions | No limitations |
| g) The estimated cost of the proposed transfer or disposal | All costs related to the transaction will be for the purchaser’s account. |

| | Issues to be considered in terms of Regulation 7 of the MATR | Comment |
|---|---|---|
| h) | The transfer of any liabilities and reserve funds associated with the capital asset | No liabilities |
| i) | Any comments or representation on the proposed transfer or disposal received from the local community and other interested persons | If approval is granted herewith, Council's intention will be advertised for public comment, to be submitted to and dealt with by the mayoral committee. |
| j) | Any written views and recommendations on the proposed transfer or disposal by the National Treasurer and relevant provincial treasury | Not applicable (applicable i.r.o. high value assets only) |
| k) | The interest of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community | The subject property is not required for municipal purposes. The proposed transaction can be linked to Strategic Goal 3 (Quality and reliable services and sustainable living environment) and Strategic Goal 4 (A healthy and sustainable environment) as per Council's Integrated Development Plan. |
| l) | Compliance with the legislative regime applicable to the proposed transfer or disposal | Yes, addressed in this report, as well as in the Deed of Sale |
| **Conditions that may be imposed, in terms of Regulation 11, pertaining to the following:** | | **Comment** |
| 1) | The way in which the capital asset is to be sold or disposed of | Alienation by means of a public tender process. |
| 2) | A floor price or minimum compensation for the capital asset | The property to be sold at no less than the reserve selling price herein proposed. |
| 3) | Whether the capital asset may be transferred for less than its fair market value, in which case the municipal council must first consider the criteria set out in regulation 13(2) | Not applicable |
| 4) | A framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person, if transfer or disposal is subject to direct negotiations. | Not applicable |

## 2.2 POLICY FRAMEWORK

### 2.2.1 Municipal Asset Transfer Policy

Council's Municipal Asset Transfer Policy, in clause 6, provides for various disposal options, which may include one or more of the following, i.e. public auction, competitive bidding, closed bidding or call for proposals. The competitive bidding process may involve to call for purely financial offers for the asset offered for alienation, which is recommended in this instance as being the more practical (and less costly) method.

The Asset Transfer Policy furthermore determined that where viable assets remain unsold after any competitive process, the unsold assets may be sold out-of-hand at the reserve price or higher as long as the reserve price corresponds with fair market value.

### 2.2.2 Council's By-law relating to the Transfer of Municipal Capital Assets PN 7394 dated 22 May 2015

Determines that the municipality may, in achieving its operational needs and strategic objectives – inter alia – dispose of capital assets and rights in capital assets by way of direct sale, public tender, auction or direct negotiation [section 4 (c)].

## 3. LINKING TO THE INTEGRATED DEVELOPMENT PLAN / KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

This project is directly linked to the Integrated Development Plan (2024) as:

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

## 4. FINANCIAL IMPLICATION / FINANSIËLE IMPLIKASIE

Council will gain the selling price of the subject properties and a further monthly income in respect of rates and taxes.

## 5. AANBEVELING

5.1 Dat, ingevolge Artikel 14 van die Munisipale Finansiële Bestuurswet (Wet 56 van 2003), die Raad bevestig en besluit:

5.1.1 Dat die onderwerp eiendom nie benodig word om die minimum vlak van basiese dienste te voorsien nie; en

5.1.2 Dat die billike markwaarde van die bate en die ekonomiese en gemeenskapswaarde wat vir die bate ontvang moet word, oorweeg is;

5.2 Dat die Raad in beginsel goedkeuring verleen in terme van Artikel 14 van die Wet op Munisipale Finansiële Bestuur, 2003 en die toepaslike verordening dat finansiële aanbiedinge by wyse van openbare tender versoek word vir die vervreemding van Erf 470, 1 417m$^2$ groot, geleë op die hoek van Skool- en Kortstraat, Kalbaskraal, onderworpe aan die standaard verkoopsvoorwaardes en die volgende voorwaardes:

5.2.1 Dat die bedrag van R400 000,00 (BTW uitgesluit) as reserweprys vasgestel word, as synde billike markwaarde vir die eiendom;

5.2.2 Dat die eiendom voetstoots beskikbaar gestel word;

5.2.3 Dat dit 'n voorwaarde van verkoop sal wees dat die koper op eie koste toesien tot die verkryging van toepaslike grondgebruiksregte, afhangende waarvoor die eiendom benut sal word;

5.2.4 Dat die voorneme van die Raad om die eiendom by wyse van publieke mededinging te koop aan te bied, vir kommentaar en/of besware geadverteer word;

5.2.5 Dat volmag verleen word:

(i) aan die Uitvoerende Burgemeesterskomitee om:
- te handel met enige kommentaar en/of beswaar wat in verband met die voorgenome transaksie ontvang word; en om
- 'n besluit te finaliseer rakende die oordrag van die bate, nadat alle toepaslike Voorsieningskanaal- en ander wetlike voorskrifte gevolg is;

(ii) aan die Direkteur: Korporatiewe Dienste om die voorwaardes van verkoop vir tenderdoeleindes te finaliseer in oorlegpleging met al die tersaaklike interne rolspelers;

5.3 Dat goedkeuring verder verleen word dat indien bogemelde eiendom 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 reserweprys of hoër, mits die reserweprys ooreenstem met billike markwaarde (gebaseer op die munisipale waardasie van die eiendom op die stadium van vervreemding), en met dien verstande verder dat die Munisipaliteit sy voorneme om die eiendom vanaf 'n gegewe datum uit-die-hand-uit te verkoop, bekend sal maak.

## 5. RECOMMENDATION

5.1 That, in terms of Section 14 of the Municipal Finance Management Act (Act No. 56 of 2003) the Council confirms and resolves:

5.1.1 That the subject property is not needed for the provision of a minimum level of basic municipal services; and

5.1.2 That the fair market value of the asset and the economic and community value to be received for the asset has been considered;

5.2 That in-principle approval be granted by Council in terms of the applicable By-law as well as Section 14 of the Municipal Finance Management Act, 2003 for financial offers to be invited by means of public tender for the disposal of Erf 470, measuring 1 417m² in extent, situated on the corner of Skool and Kort Street, Kalbaskraal, subject to the standard conditions of sale and the following further conditions:

5.2.1 That the amount of R400 000,00 (VAT excluded) be determined as reserve price, it being considered to fairly represent the market value of same;

5.2.2 That the property be made available *voetstoots*;

5.2.3 That it will be a condition of sale that the purchaser ensures at his own expense the acquisition of appropriate land use rights, depending on what the property will be used for;

5.2.4 That Council's intention to offer the property for sale by means of a public competitive process be published for comment and/or objections;

5.2.5 That authorization be given as follows:

(i) to the Executive Mayoral Committee to

- deal with any comments and/or objections received in respect of the proposed transactions; and to
- finalise a decision regarding the transfer of the asset after all applicable Supply Chain and other legal prescripts have been complied with;

(ii) <u>to the Director: Corporate Services</u> to

- finalise the conditions of sale for tender purposes with all the relevant internal role-players;

5.3 That approval be granted that should the property remain unsold after the competitive process, it be sold out-of-hand on a 'first come first served' basis at the reserve price or higher, provided that the reserve price corresponds with fair market value (based on the municipal valuation of the property when disposal takes place), and provided further that the Municipality shall make known its intention to sell the property out-of-hand from a given date.

(sgd) M S Terblanche

**MUNISIPALE BESTUURDER**

Mst/raadsitems,SM5/Verkoop van Die Kraaltjie, Kalbaskraal

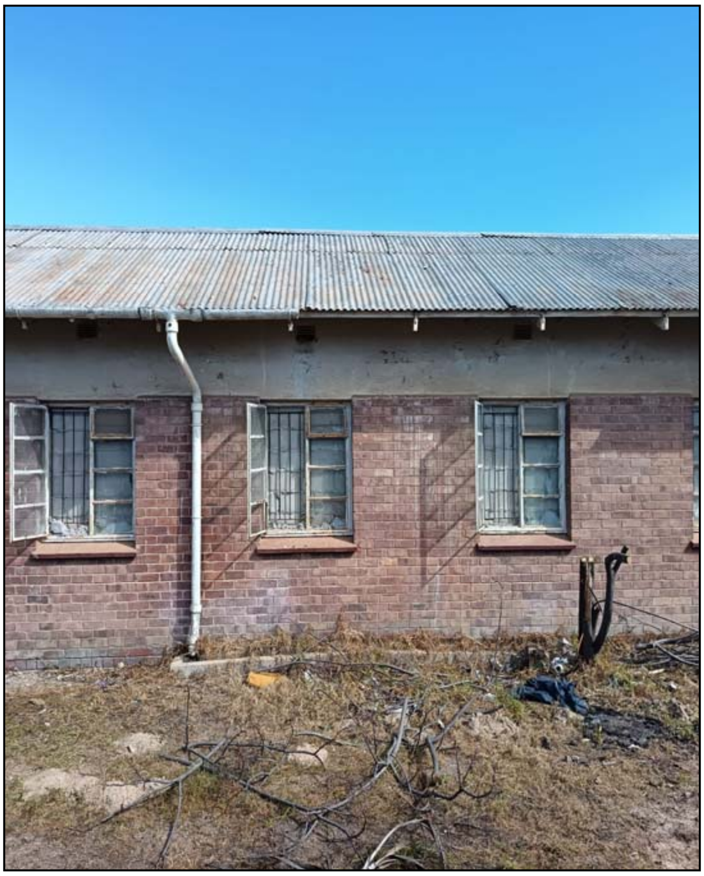
ANNEXURE A

# LOCATION PLAN OF ERF 470, KALBASKRAAL


Extent: 1417m²
Zoning: General Residential Zone 3

## ANNEXURE A



**Verslag ◆ Ingxelo ◆ Report**

Kantoor van die Direkteur: Korporatiewe Dienste
20 Augustus 2025

3/4/2/1

**ITEM 8.4 VAN DIE AGENDA VAN 'N GEWONE RAADSVERGADERING WAT GEHOU SAL WORD OP 27 AUGUSTUS 2025**

| **ONDERWERP:** | **2026 VERGADERINGSKEDULE / *2026 MEETING SCHEDULE*** |
|---|---|

1. **BACKGROUND**

Attached is the proposed 2026 schedule for meetings of council, the executive mayoral committee, portfolio committees, the municipal public accounts committee (MPAC), the municipal planning tribunal (MPT) and ward committees.

The schedule has been prepared in conjunction with the IDP/Budget Time Schedule – see elsewhere in the agenda.

2. **LEGISLATION**

<u>Section 18(2), Municipal Structures, 1998:</u>
"A municipal council must meet at least quarterly."

<u>Section 29, Municipal Structures Act, 1998</u>:
"Meetings of municipal councils.—(1) The speaker of a municipal council decides when and where the council meets subject to section 18(2), but if a majority of the councillors requests the speaker in writing to convene a council meeting, the speaker must convene a meeting at a time set out in the request."

<u>By-law regulating the Conduct of Meetings, PN 8649 dated 19 August 2022</u>
It is the Speaker's prerogative in terms of the By-law to resolve where and when the Council meets.

3. **ALIGNMENT TO THE IDP –** None

4. **RECOMMENDATION**

(a) That the proposed meeting schedule for 2026 be accepted;

(b) That the dates be published bi-annually in the local media for public cognisance, as well as on the municipal website;

(c) That each councillor be furnished with a copy of the final schedule;

(d) That the meeting schedule be forwarded to the West Coast District Municipality, SALGA and the Provincial Department of Local Government to use for planning purposes.

**AANBEVELING**

(a) Dat die voorgestelde vergaderingskedule vir 2026 aanvaar word;

(b) Dat die datums vir publieke kennisname in die plaaslike media gepubliseer word, asook op die munisipale webtuiste op 'n halfjaarlikse basis;

(c) Dat elke raadslid van die finale skedule voorsien word;

(d) Dat die vergaderingskedule ook aan die Weskus Distriksmunisipaliteit, SALGA en die Provinsiale Departement van Plaaslike Bestuur voorsien word vir beplanningsdoeleindes.

(get) M S Terblanche

**MUNISIPALE BESTUURDER**

**VERGADERDATUMS, 2026 (1STE SEMESTER) / *MEETING SCHDEDULE, 2026 (1ST SEMESTER)***

| DAG | JAN | | FEB | | MRT | | APR | | MEI | | JUN | | DAG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sa | | | | | | | | | | | | | Sa |
| So | | | 1 | | 1 | | | | | | | | So |
| Ma | | | 2 | | 2 | | | | | | 1 | | Ma |
| Di | | | 3 | | 3 | | | | | | 2 | | Di |
| Wo | | | 4 | | 4 | | 1 | | | | 3 | | Wo |
| Do | 1 | **Nuwejaarsdag /<br>*New Year's Day*** | 5 | | 5 | **MPAC, 09:00** (Oorsigverslag / *Oversight Report*) | 2 | | | | 4 | | Do |
| Vr | 2 | | 6 | | 6 | | 3 | **Goeie Vrydag / *Good Friday*** | 1 | **Werkersdag / *Worker's Day*** | 5 | | Vr |
| Sa | 3 | | 7 | | 7 | | 4 | | 2 | | 6 | | Sa |
| So | 4 | | 8 | | 8 | | 5 | | 3 | | 7 | | So |
| Ma | 5 | | 9 | | 9 | | 6 | **Gesinsdag / *Family Day*** | 4 | Wykskomitees / *Ward Committees* (1, 2, 8, 10) | 8 | | Ma |
| Di | 6 | | 10 | | 10 | | 7 | | 5 | | 9 | | Di |
| Wo | 7 | | 11 | **PORTEFEULJEKOM /<br>*PORTFOLIO COM*, 10:00** | 11 | **PORTEFEULJEKOM /<br>*PORTFOLIO COM*, 10:00** | 8 | **SKOLE OPEN / SCHOOLS OPEN<br>PORTEFEULJEKOM /<br>PORTFOLIO COM, 10:00** | 6 | **PORTEFEULJEKOM /<br>*PORTFOLIO COM*, 10:00** | 10 | **PORTEFEULJEKOM /<br>*PORTFOLIO COM*, 10:00** | Wo |
| Do | 8 | | 12 | | 12 | | 9 | | 7 | | 11 | | Do |
| Vr | 9 | | 13 | | 13 | | 10 | | 8 | | 12 | | Vr |
| Sa | 10 | | 14 | | 14 | | 11 | | 9 | | 13 | | Sa |
| So | 11 | | 15 | | 15 | | 12 | | 10 | | 14 | | So |
| Ma | 12 | | 16 | | 16 | | 13 | | 11 | | 15 | Skool Vakansiedag/School Holiday | Ma |
| Di | 13 | | 17 | | 17 | **Begrotingsbeheerkom /<br>*Budget Steering Com, 09:00*** | 14 | | 12 | | 16 | **Jeugdag / Youth day** | Di |
| Wo | 14 | **SKOLE OPEN / *SCHOOLS OPEN*** | 18 | **UBK / *EMC*, 10:00** | 18 | | 15 | **UBK / *EMC*, 10:00** | 13 | **Begrotingsbeheerkom /<br>*Budget Steering Com, 09:00*** | 17 | **UBK / EMC, 10:00** | Wo |
| Do | 15 | | 19 | | 19 | | 16 | | 14 | | 18 | | Do |
| Vr | 16 | **Begrotingsbeheerkom /<br>Budget Steering Com, 09:00** | 20 | | 20 | | 17 | | 15 | | 19 | | Vr |
| Sa | 17 | | 21 | | 21 | **Menseregtedag / *Human Rights Day*** | 18 | | 16 | | 20 | | Sa |
| So | 18 | | 22 | | 22 | | 19 | | 17 | | 21 | | So |
| Ma | 19 | | 23 | | 23 | | 20 | | 18 | | 22 | | Ma |
| Di | 20 | | 24 | | 24 | **UBK / EMC, 10:00** | 21 | | 19 | | 23 | | Di |
| Wo | 21 | **UBK / *EMC*, 10:00** | 25 | | 25 | | 22 | | 20 | **UBK / *EMC*, 10:00** | 24 | | Wo |
| Do | 22 | | 26 | | 26 | | 23 | | 21 | | 25 | | Do |
| Vr | 23 | | 27 | **UBK (Begrotingswerkwinkel / *EMC (Budget Workshop)*** | 27 | **SKOLE SLUIT / *SCHOOLS CLOSE*** | 24 | | 22 | | 26 | **SKOLE SLUIT / *SCHOOLS CLOSE*** | Vr |
| Sa | 24 | | 28 | | 28 | | 25 | | 23 | | 27 | | Sa |
| So | 25 | | | | 29 | | 26 | | 24 | | 28 | | So |
| Ma | 26 | Wykskomitees / *Ward Committees* (1, 2, 8, 10) | | | 30 | | 27 | **Vryheidsdag / Freedom Day** | 25 | | 29 | | Ma |
| Di | 27 | **MPAC, 09:00**<br>Wykskomitees / *Ward Committees* (5, 6, 11, 12) | | | 31 | **RAAD / *COUNCIL, 10:00*** | 28 | **MPAC, 09:00**<br>Wykskomitees / *Ward Committees* (5, 6, 11, 12) | 26 | | 30 | | Di |
| Wo | 28 | Wykskomitee / *Ward Committee* (9) | | | | | 29 | Wykskomitee / *Ward Committee* (9) | 27 | | | | Wo |
| Do | 29 | **RAAD / *COUNCIL*, 10:00 (MFMA, SEC 52)**<br>Wykskomitees / *Ward Committees* (3, 4, 7) | | | | | 30 | **RAAD / *COUNCIL*, 10:00 (MFMA, SEC 52)**<br>Wykskomitees / *Ward Committees* (3, 4, 7) | 28 | **RAAD / *COUNCIL*, 10:00** | | | Do |
| Vr | 30 | | | | | | | | 29 | | | | Vr |
| Sa | 31 | | | | | | | | 30 | | | | Sa |
| So | | | | | | | | | 31 | | | | So |

## VERGADERDATUMS, 2026 (2DE SEMESTER) / *MEETING SCHDEDULE, 2026 (2ND SEMESTER)*

| DAG | JUL | | AUG | | SEP | | OKT | | NOV | | DES | | DAG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sa | | | 1 | | | | | | | | | | Sa |
| So | | | 2 | | | | | | 1 | | | | So |
| Ma | | | 3 | | | | | | 2 | | | | Ma |
| Di | | | 4 | | 1 | | | | 3 | | 1 | | Di |
| Wo | 1 | | 5 | | 2 | | | | 4 | | 2 | | Wo |
| Do | 2 | | 6 | | 3 | | 1 | | 5 | | 3 | | Do |
| Vr | 3 | | 7 | | 4 | | 2 | | 6 | | 4 | | Vr |
| Sa | 4 | | 8 | | 5 | | 3 | | 7 | | 5 | | Sa |
| So | 5 | | 9 | **Nasionale Vrouedag / National Women's Day** | 6 | | 4 | | 8 | | 6 | | So |
| Ma | 6 | | 10 | **Openbare Vakansiedag/Public Holiday** | 7 | | 5 | | 9 | | 7 | | Ma |
| Di | 7 | | 11 | | 8 | | 6 | **SKOLE OPEN / *SCHOOLS OPEN*** | 10 | | 8 | | Di |
| Wo | 8 | | 12 | **PORTEFEULJEKOM / *PORTFOLIO COM*, 10:00** | 9 | **PORTEFEULJEKOM / *PORTFOLIO COM*, 10:00** | 7 | | 11 | **PORTEFEULJEKOM / *PORTFOLIO COM*, 10:00** | 9 | **SKOLE SLUIT / *SCHOOLS CLOSE*** **UBK / *EMC*, 10:00** | Wo |
| Do | 9 | | 13 | **Begrotingsbeheerkom / *Budget Steering Com, 09:00*** | 10 | | 8 | | 12 | | 10 | | Do |
| Vr | 10 | | 14 | | 11 | | 9 | | 13 | | 11 | | Vr |
| Sa | 11 | | 15 | | 12 | | 10 | | 14 | | 12 | | Sa |
| So | 12 | | 16 | | 13 | | 11 | | 15 | | 13 | | So |
| Ma | 13 | | 17 | | 14 | | 12 | | 16 | | 14 | | Ma |
| Di | 14 | | 18 | | 15 | | 13 | | 17 | | 15 | | Di |
| Wo | 15 | **UBK / *EMC*, 10:00** | 19 | **UBK / *EMC*, 10:00** | 16 | **UBK / *EMC*, 10:00** | 14 | **PORTEFEULJEKOM / *PORTFOLIO COM*, 10:00** | 18 | **UBK / *EMC*, 10:00** | 16 | **Versoeningsdag / Day of Reconciliation** | Wo |
| Do | 16 | | 20 | | 17 | | 15 | | 19 | | 17 | | Do |
| Vr | 17 | | 21 | | 18 | | 16 | | 20 | | 18 | | Vr |
| Sa | 18 | | 22 | | 19 | | 17 | | 21 | | 19 | | Sa |
| So | 19 | | 23 | | 20 | | 18 | | 22 | | 20 | | So |
| Ma | 20 | | 24 | | 21 | | 19 | | 23 | | 21 | | Ma |
| Di | 21 | **SKOLE OPEN / *SCHOOLS OPEN*** | 25 | **RAAD / COUNCIL, 10:00 (Rollover Adj Budget)** | 22 | | 20 | | 24 | | 22 | | Di |
| Wo | 22 | | 26 | | 23 | **SKOLE SLUIT / *SCHOOLS CLOSE*** | 21 | **UBK / *EMC*, 10:00** | 25 | | 23 | | Wo |
| Do | 23 | | 27 | | 24 | **Erfenisdag / Heritage Day** | 22 | | 26 | | 24 | | Do |
| Vr | 24 | | 28 | | 25 | | 23 | | 27 | | 25 | **Kersdag / *Christmas Day*** | Vr |
| Sa | 25 | | 29 | | 26 | | 24 | | 28 | | 26 | **Welwillendheidsdag / Day of Goodwill** | Sa |
| So | 26 | | 30 | | 27 | | 25 | | 29 | | 27 | | So |
| Ma | 27 | Wykskomitees / *Ward Committees* (1, 2, 8, 10) | 31 | | 28 | | 26 | Wykskomitees / *Ward Committees* (1, 2, 8, 10) | 30 | | 28 | | Ma |
| Di | 28 | **MPAC, 09:00** Wykskomitees / *Ward Committees* (5, 6, 11, 12) | | | 29 | | 27 | **MPAC, 09:00** Wykskomitees / *Ward Committees* (5, 6, 11, 12) | | | 29 | | Di |
| Wo | 29 | Wykskomitee / *Ward Committee* (9) | | | 30 | | 28 | Wykskomitee / *Ward Committee* (9) | | | 30 | | Wo |
| Do | 30 | **RAAD / *COUNCIL*, 10:00 (MFMA, SEC 52)** Wykskomitees / *Ward Committees* (3, 4, 7) | | | | | 29 | **RAAD / *COUNCIL*, 10:00 (MFMA, SEC 52)** Wykskomitees / *Ward Committees* (3, 4, 7) | | | 31 | | Do |
| Vr | 31 | | | | | | 30 | | | | | | Vr |
| Sa | | | | | | | 31 | | | | | | Sa |
| So | | | | | | | | | | | | | So |