



**NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE
GEHOU IN DIE RAADSAAL, MALMESBURY OP WOENSDAG, 25 JUNIE 2025**

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess
Rdl N Smit
Rdh T van Essen
Rdl A K Warnick

Beampes:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Beskermingsdienste, mnr P A C Humphreys
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Ontwikkelingsdienste, me J S Krieger
Senior Bestuurder: Menslike Hulpbronbestuur, me S de Jongh
Komitee beampte, me S Willemse

1. OPENING

Die Uitvoerende Burgemeester open die vergadering.

2. VERLOF TOT AFWESIGHEID

Dat kennis geneem word van die verskoning ontvang vanaf die Direkteur: Korporatiewe Dienste, me M S Terblanche.

3. SAKE VIR BESPREKING

**3.1 NOTULE VAN MUNISIPALE PRESTASIE, RISIKO EN OUDITKOMITEE-
VERGADERING GEHOU OP 25 FEBRUARIE 2025 (5/15/1/3)**

Die notule van die Munisipaliteit se Prestasie-, Risiko- en Ouditkomiteevergadering gehou op 25 Februarie 2025 word ter tafel gelê, in ooreenstemming met die goedgekeurde Prestasie-, Risiko- en Ouditkomitee.

BESLUIT

Dat kennis geneem word van die notule van die Munisipale Prestasie, Risiko en Ouditkomitee se vergadering van 25 Februarie 2025.

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



NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE RAADSAAL, MALMESBURY OP DONDERDAG, 17 JULIE 2025 OM 10:00

TEENWOORDIG:

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

Lede van die Burgemeesterskomitee:

Rdl D G Bess

Rdl N Smit

~~Rdh T van Essen~~

~~Rdl A K Warnick~~

Beamptes:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Finansiële Dienste, mnr M A C Bolton

Direkteur: Elektriese Ingenieursdienste, mnr T Möller

~~Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann~~

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Korporatiewe Dienste, me M S Terblanche

Senior Bestuurder: Verkeer- en Wetstoepassingdienste, mnr R Steyn

Bestuurder: Sekreatriaat en Rekordsdienste, me N Brand

1. OPENING

Die voorsitter verwelkom lede en versoek rdh J M de Beer om die vergadering met gebed te open.

2. VERLOF TOT AFWESIGHEID

Kennis geneem van die verskonings ontvang vanaf rdh T van Essen, rdl A K Warnick, die Direkteur: Siviele Ingenieursdienste en die Speaker, rdh M A Rangasamy.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

Geen.

4. NOTULES

4.1 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 18 JUNIE 2025

BESLUIT

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

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 18 Junie 2025 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

5. SAKE VOORTSPRUITEND UIT DIE NOTULES

5.1 NOTULE VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 18 JUNIE 2025

5.1.1 ITEM 7.11: BEDRAG WERKLIK AFGESKRYF TEN OPSIGTE VAN DEERNISHUISHOUDINGS EN ANDER ONINVORDERBARE SKULDE (5/7/3)

Die Uitvoerende Burgemeesterskomitee het op 18 Junie 2025 in beginsel goedkeuring verleen vir die afskrywing van oninbare skulde, onderhewig daaraan dat na die afhandeling van alle aksies, die werklike bedrae voorgelê sal word.

BESLUIT

- (a) Dat kennis geneem word dat die bedrae wat werklik afgeskryf is ten opsigte van deernishuishoudings R4 850 207.60 beloop en ten opsigte van ander oninvorderbare skulde R923 175.44 beloop;
- (b) Dat kennis geneem word dat Swartland Munisipaliteit die reg voorbehou om enige bedrag wat afgeskryf is, weer terug te skryf na die betrokke debiteur en alle nodige stappe geneem sal word om die skuld in te vorder, indien dit vanaf datum van hierdie goedkeuring aan die lig kom dat
 - (i) 'n huishouding nie aan die deerniskriteria voldoen het nie (soos bepaal in Hoofstuk 7 van die Deernisbeleid); of
 - (ii) 'n gedeelte van die skuld of die totale skuld van 'n debiteur nie korrek sou wees nie; of
 - (iii) enige inligting wat op datum van afskrywing nie aan die Uitvoerende Burgemeesterskomitee bekend was, wat daartoe sou lei dat die komitee die voorgelegde skuld nie vir afskrywing sou oorweeg nie;
- (c) Dat kennis geneem word dat indien 'n eiendom op welke wyse ookal vervreem sou word, Swartland Munisipaliteit die reg voorbehou om uitklaring op die betrokke eiendom te weerhou en die bedrae afgeskryf eers in te vorder, alvorens uitklaring op die betrokke eiendom gegee sal word. 'n Register is by die Eiendomsbelastingafdeling ingestel waarin gekontroleer word of daar ten opsigte van die betrokke uitklaring vir die voorafgaande twee jaar voor uitklaring, enige afskrywing was en dat indien wel, die afgeskryfde bedrag met die uitklaring verhaal word.

6. MAANDVERSLAG: MEI 2025

[Nota: Die prestasie- en finansiële inligting t.o.v. Kwartaal 4 word ingesluit in die artikel 52 MFMA-verslag wat op 31 Julie 2025 aan die Raad voorgelê sal word, vandaar die voorlegging van slegs addisionele verslae soos van toepassing op die betrokke direkteur.]

6.1 SIVIELE INGENIEURSDIENSTE (7/1/2/2-4)

Die maandverslag van die Direkoraat: Siviele Ingenieursdienste vir die maand van Mei 2025 word ter tafel gelê.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Siviele Ingenieursdienste ten opsigte van Mei 2025.

6.2 ELEKTRIESE INGENIEURSDIENSTE (7/1/2/2-6)

Die maandverslag van die Direkoraat: Elektriese Ingenieursdienste vir die maand van Mei 2025 word ter tafel gelê.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Elektriese Ingenieursdienste ten opsigte van Mei 2025.

6.3 ONTWIKKELINGSDIENSTE (7/1/2/2-5)

Die Direkteur: Ontwikkelingsdienste gee terugvoering insake die vordering met die behuisingsprojekte soos in die maandverslag vervat.

6.3/...

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat Ontwikkelingsdienste ten opsigte van Mei 2025.

6.4 BESKERMINGSDIENSTE (7/1/2/2-3)

6.4.1 VERKEER- EN WETSTOEPASSINGSDIENS

6.4.2 BRANDWEERDIENSTE

Die Senior Bestuurder: Verkeer- en Wetstoepassingsdienste noem dat die drastiese afname in die slaagsyfer van leerlinglisensies toegeskryf kan word aan die nuwe elektroniese stelsel wat onlangs deur die Departement van Mobiliteit geïmplementeer is.

BESLUIT

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

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat Beskermingsdienste ten opsigte van Mei 2025.

7. NUWE SAKE

7.1 JAARVERSLAG INSAKE DIE IMPLEMENTERING VAN DIE VOORSIENING-KANAALBESTUURSBELEID VIR DIE FINANSIËLE JAAR EINDIGEND 30 JUNIE 2025 (8/1/B/2)

Regulasie 6(2)(a)(i) van die *Municipal Supply Chain Management Regulations* bepaal dat daar jaarliks 'n verslag aan die Raad voorgelê moet word aangaande die implementering van die Voorsieningskanaalbestuursbeleid.

Die jaarverslag vir die periode 1 Julie 2024 tot 30 Junie 2025 is met die sakelys gesirkuleer.

BESLUIT

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

- (a) Dat kennis geneem word van die jaarverslag insake die implementering van die Voorsieningskanaalbestuursbeleid gedurende die 2024/2025 finansiële jaar ingevolge Artikel 6(2)(a)(i) van die Regulasies, asook die verslae van die Formele Tenders (Aanhangsel A), Informele Tenders (Aanhangsel B) en die Afwykingsverslag (Aanhangsel C);
- (b) Dat verder kennis geneem word van die dienste gelewer vir die tydperk 1 April 2025 tot 30 Junie 2025 met verwysing na die uitsonderings waar dit onprakties was om die mark te toets en dus 'n afwyking van die verkrygingsprosesse ingevolge paragraaf 2(6) van die Voorsieningskanaalbestuursbeleid genoodsaak het (Aanhangsel D). Kennis moet geneem word dat betalings nog in die 2024/2025 finansiële jaar gefinaliseer moet word. Om aan wetgewing in terme van kwartaal 4 te voldoen, sal enige verskille in die volgende VKB-kwartaalverslag uitgelig word, onderhewig aan syfers/transaksies wat 'n impak op die volledigheid van die finansiële state sal hê..

7.2 KWARTAALVERSLAG OOR DIE PRESTASIE VAN KONTRAKTEURS (8/1/B/2)

Die verslag insake die kwartaallikse prestasie-evaluering van kontrakteurs wat ingevolge die Voorsieningskanaalbestuursbeleid aangestel is, word voorgelê ter voldoening aan Artikel 116(2) van die MFMA en die kernprestasie-indikator van die Munisipale Bestuurder.

BESLUIT

Dat kennis geneem word van die kwartaallikse verslag insake die prestasie van kontrakteurs vir die periode 1 April 2025 tot 30 Junie 2025.

7.3 MENSLIKE HULPBRONNE: HERSIENING VAN T.A.S.K. POSEVALUERINGS-BELEID (4/2/B)

SALGA Nasionaal het 'n besluit geneem om nie die lisensie van *Deloitte Consulting* vir die evaluering van posbeskrywings te hernu nie. Die munisipaliteite in die Weskaap, in oorleg met SALGA Weskaap, het egter besluit om wel die lisensie van *Deloitte Consulting* te hernu en SALGA Weskaap het gevolglik die T.A.S.K. Posevalueringsbeleid dienooreenkomstig aangepas.

Die aangehegte T.A.S.K. Posevalueringsbeleid is belyn met dié van SALGA Weskaap en is aan die vakbonde voorsien vir kommentaar. 'n Werkwinkel op versoek van die vakbonde het plaasgevind op 17 Junie 2025 om die wysigings aan die beleid toe te lig.

BESLUIT

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

- (a) Dat die Uitvoerende Burgemeesterskomitee die aangehegte gewysigde T.A.S.K. Posevalueringsbeleid goedkeur vir implementering met ingang van 1 Augustus 2025;
- (b) Dat, met die aanvaarding van die beleid en spesifieke verwysing na paragraaf 7.6, die departementele KPI's van die Direkteure in Januarie 2026 aangepas word om die betrokke KPI in te sluit;
- (c) Dat die Stelsel van Delegasies aangepas word met die verantwoordelikhede voortspruitend uit die aanvaarding van die beleid.

7.4 HERNUWING VAN HUUR VAN MUNISIPALE GEBOU (VOORMALIGE BIBLIOTEEK) GELEË OP ERF 3509 SENTRUMWEG, MOORREESBURG AAN KHETH'IMPILO AIDS FREE LIVING (12/1/3/1-9/1)

Die NPO, Kheth'Impilo Aids Free Living, het 'n ooreenkoms met die Departement van Gesondheid om gesondheidsorgdienste aan die gemeenskap van Moorreesburg te lewer. Hierdie dienste sluit in tuisversorging, gesinsbeplanning, uitreiking van medikasie aan pasiënte, immunisering, ens. en word daaglik vanaf 07:30 tot 16:00 gelewer.

Die huurtermyn verstryk op 31 Julie 2025 en wil die organisasie graag voortgaan om die munisipale gebou op Erf 3509, Sentrumweg, Moorreesburg vir voormelde doeleindes te huur.

'n Gedeelte van die gebou sal deur me T Williams gebruik word vir die aanbied van ABET-klasse vanaf Maandae tot Donderdae tussen 08:00 en 12:00. Me Williams het voorheen die dienste vanuit die Ou Kommando-gebou gelewer.

BESLUIT

(op voorstel van  gesekondeer deur rd 

- (a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die hernuwing van huur van 'n gedeelte van die munisipale geboue, geleë op Erf 3509, Sentrumstraat, Moorreesburg, ongeveer 809.5m² groot, aan Kheth'Impilo AIDS Free Living 070-577-NPO onderworpe aan die standaard huurvoorwaardes sowel as die volgende voorwaardes:
 - (i) Dat die huur vir 'n verdere periode van een (1) jaar sal duur met ingang vanaf 01 Augustus 2025 tot 31 Junie 2026;
 - (ii) Dat 'n huurbedrag van R120.00 (BTW uitgesluit) per jaar, betaalbaar sal wees;
 - (iii) Dat die huurder verantwoordelik sal wees vir die betaling van diensteverbruik; en
 - (iv)/...

7.4(a)/...

- (iv) Dat die gedeelte deur Kheth'Impilo AIDS Free Living NPO slegs gebruik word vir die voorsiening van gesondheidsdienste en die ander gedeelte gebruik word deur Me T Williams vir voorsiening van ABET klasse;
- (b) Dat, ingevolge paragrawe 13.1.1 van die Bate Oordrag Beleid, kennis geneem word dat die verhuring by wyse van direkte onderhandelinge geskied, gegewe die huurder 'n historiese eiendomsreg deur die Munisipaliteit verleen was vir aanwending daarvan as 'n gesondheidsorgsentrum, en het die huurder sedertdien alle verantwoordelikhede en verpligtinge in terme van die ooreenkoms nagekom.

7.5 FORMALISERING VAN 'N HUUROOREENKOMS TUSSEN DIE DARLING TRUST EN DIE MUNISIPALITEIT T.O.V. MUNISIPALE GEBOU GELEË OP 'N GEDEELTE VAN ERF 1399, DARLING VIR OPVOEDKUNDIGE DOELEINDES (12/1/3/1-3/1)

Die bestaande huurooreenkoms met Darling Trust wat fasiliteite vanaf Erf 1399, Darling bedryf sluit nie die Vroeëkinderonwikkelingsentrum (ECD-sentrum) in nie. Die ECD-sentrum bestaan uit twee klaskamers en akkommodeer 64 leerders.

Daar is nie enige moontlikheid vir verdere uitbreiding van die ECD-sentrum op Erf 1399, Darling nie en het die Raad op 31 Mei 2025 die vervreemding van die aangrensende eiendom, Erf 1400 aan Darling Trust goedgekeur. Sodra die ECD-sentrum op Erf 1400 ontwikkel is, sal die klaskamers op Erf 1399 as 'n nasorgfasiliteit bedryf word.

BESLUIT

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

- (a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die formalisering van die huur ten opsigte van die munisipale gebou geleë op 'n gedeelte van Erf 1399 Fabriekstraat, Darling, ongeveer 500m² groot, aan 'The Darling Trust (IT 2598/2003)', onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:
 - (i) Dat die huurtermyn vir 'n tydperk van drie jaar vanaf 01 Augustus 2025 tot 31 Julie 2028 sal duur;
 - (ii) Dat huurgeld ten bedrae van R120.00 per jaar, BTW uitgesluit ten opsigte van jaar 1 verhaal word, onderhewig aan eskalasie bereken op die Verbruikersprysindeks (VPI) vanaf jaar 2;
 - (iii) Dat die eiendom slegs aangewend word vir opvoedkundige doeleindes en vir geen ander doel nie; en
 - (iv) Dat daar aan alle administratiewe, tegniese en regsvereistes voldoen word.
- (b) Dat, ingevolge paragrawe 13.1.1 van die Bate Oordrag Beleid, kennis geneem word dat die verhuring by wyse van direkte onderhandelinge geskied, gegewe die huurder vanaf 2009/2010 'n historiese eiendomsreg deur die Munisipaliteit verleen was vir aanwending daarvan as 'n vroeë kinderonwikkelingsentrum, en het die huurder sedertdien alle verantwoordelikhede en verpligtinge in terme van die ooreenkoms nagekom.

7.6 VERHURING VAN SKEEPSVRAGHOUER NR 1 GELEË OP 'N GEDEELTE VAN ERF 7516, JAKARANDASTRAAT (HANDELSPASIE), MALMESBURY (12/1/3/1-1/1)

Die handelspasie op Erf 7516, Jakarandastraat bestaan uit vier skeepsvraghouers, waarvan een vakant geraak het. 'n Mededingende proses is gevolg vir die verhuring van die spasie, waartydens ses kwalifiserende aansoeke ontvang is.

Onderhoude is gereël met die suksesvolle aansoekers (een aansoeker het nie opgedaag nie) en uit die evaluering van die besigheidsmodel en onderhoud het Ogungu (Pty) Ltd t/a Liyo's Beauty Palace te hoogste punt bepaal.

7.6/...

Die voorstel is om 'n huurooreenkoms met die suksesvolle entrepreneur aan te gaan vir die huur van die handelspasie vir die periode 1 Augustus 2025 tot 31 Julie 2027.

BESLUIT

(op voorstel van rdl  esekondeer deur rdl)

- (a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die voorgestelde verhuring van Skeepsvraghouer nr. 1, geleë by die handelspasie, op 'n gedeelte van Erf 7516, Jakarandastraat, Malmesbury aan Ogungu (Pty) Ltd handel as 'Liyo's Beauty Palace', onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:
 - (i) Dat die verhuring vir 'n tydperk van twee (2) jaar sal duur vanaf 01 Augustus 2025 tot 31 Julie 2027; en
 - (ii) Dat die huurders verantwoordelik sal wees vir die betaling van 'n maandelikse huurbedrag van R100.00, BTW uitgesluit, asook vir die betaling van diensteverbruik;
 - (iii) Dat die onsuksesvolle applikante skriftelik in kennis gestel word van die uitkoms van die evalueringsproses;
- (b) Dat, weens die feit dat die voorgestelde transaksie deel uitmaak van die munisipale strategiese doelwitte om ekonomiese transformasie aan te moedig, die goedkeuring vir die verhuring van die skeepsvraghouer aan die suksesvolle applikant ondersteun word.

7.7 VOORGESTELDE VERHURING VAN 'N GEDEELTE VAN ERF 806, CHATSWORTH (VOORMALIGE KLINIEK) GELEë OP DIE h/v 1STE- EN HUTCHINSONLAAN AAN DIE UNITED NATIONS OF AFRICA FOUNDATION (12/1/3/1-/3/1)

Met die vestiging van 'n nuwe satelliet kliniek op Chatsworth het die gebou op Erf 806, Chatsworth waaruit die voormalige gesondheidskliniek bedryf was, die Raad se eiendom by wyse van 'n terugvalklousule geword.

Daar is met SASSA in gesprek getree om moontlik die munisipale gebou vir hulle interaksies met die publiek aan te wend, maar het lg. bevestig dat, weens finansiële beperkings, dit nie moontlik sal wees nie.

Voorstelle is gevolglik gevra vanaf nie-regeringsinstellings of ander nie-winsgewende organisasies vir die bestuur en bedryf van die munisipale gebou.

BESLUIT

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

- (a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die verhuring van die gebou geleë op 'n gedeelte van Erf 806 Chatsworth, op die hoek van 1^{ste}- en Hutchisonlaan, ongeveer 358m² groot, voetstoots, aan die United Nations of Africa Foundation NPO (015-438 NPO) onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:
 - (i) Dat die huurtermyn vir 'n tydperk van drie jaar vanaf 01 Augustus 2025 tot 31 Julie 2028 sal duur;
 - (ii) Dat huurgeld ten bedrae van R120.00 per jaar, BTW uitgesluit ten opsigte van jaar 1 verhaal word, onderhewig aan eskalasie bereken op die Verbruikersprysindeks (VPI) vanaf jaar 2;
 - (iii) Dat die eiendom slegs aangewend word vir gemeenskaps-ontwikkelingsdoeleindes en vir geen ander doel nie;
 - (iv)/...

7.7(a)/...

- (iv) Dat die huurder verantwoordelikheid aanvaar vir die opknapping en onderhoud van die gebou op eie koste; en
- (v) Dat daar aan alle administratiewe, tegniese en regsvereistes voldoen word.

7.8 UITSTAANDE DEBITEURE: JUNIE 2025 (5/7/1/1)

'n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer en noem die Direkteur: Finansiële Dienste dat die afname in skuld toegeskryf kan word aan die afskrywings in Junie en dat die daaglikse bestuur van skuld steeds 'n uitdaging vir die Munisipaliteit bly.

BESLUIT

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

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Junie 2025.

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

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

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 30 Junie 2025 soos met die sakelys gesirkuleer.

7.10 HERSEELPROGRAM: 2025/2026 (16/5/5/1)

Die Raad het 'n bedrag van R15 500 000,00 vir die herseel van strate in die konsep-begroting gedurende Maart 2025 goedgekeur. Die bedrag is na R20 500 000,00 verhoog met die finale goedkeuring van die begroting in Mei 2025.

Die herseelprogram is derhalwe hersien ooreenkomstig die verhoogde bedrag in die 2025/2026 finansiële jaar.

BESLUIT

(op voorstel van rdl , gesekondeer deur rdl)

- (a) Dat die opgedateerde herseelprogram dienoreenkomstig die hersiende allokering van fondse in die 2025/2026 finansiële jaar goedgekeur word;
- (b) Dat kennis geneem word dat die aangehegte herseelprogram voorlopig is, aangesien 'n afskaling van die program moontlik te weeg gebring kan word deur uitgawes verbonde aan voorbereidingswerk aan die betrokke strate.

7.11 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: BETALING VAN VERVOERKOSTE T.O.V. JEUGUITRUILPROGRAM TE DUITSLAND (8/1/B/2)

Die afwykings ten opsigte van visum- en vliegkoste vir die bywoning van die Jeuguitrui-program te Duitsland het in Junie 2025 voor die Uitvoerende Burgemeesterskomitee gediën en is daar ooreengekom dat posnommer 9/201-1316-1512 (External Affairs) vir hierdie doeleindes gebruik sal word.

'n Plaaslik gebaseerde vervoermaatskappy in Sachsen-Anhalt is deur Kies Landesverband gereël vir die vervoer van die Swartland-groep tussen die lughawe en die kampterrein in Quedlinberg waarvan die uitgawe R37 966,50 beloop.

Besluit/...

7.11/...

BESLUIT

- (a) Dat kennis geneem word dat die waarnemende Munisipale Bestuurder die betaling goedgekeur het van vervoerkostes (tussen die lughawe en die kampterrein) aan Kiez Landesverband ten opsigte van die afgevaardigdes wat aan die Jeug-Uitruilprogram in Duitsland sal deelneem in Julie 2025, en vir afwyking van die verkrygingsproses in terme van paragraaf 36(1)(a)(v) van die Voorsieningskanaalbestuursbeleid vir die volgende rede:
 - (i) Die vervoer van al die jeugafgevaardigdes tussen die lughawe en die kampterrein word geadministreer/gekoördineer deur Kiez Landesverband as die uitnodigende organisasie, en dit gevolglik onprakties is vir die Munisipaliteit om die dienste van 'n Duisland-gebaseerde kontrakteur te bekom in terme van die voorskrifte van die Voorsieningskanaalbestuursbeleid.
- (b) Dat kennis geneem word dat die uitgawe ten bedrae van R37 966,50 toegewys was teen mSCOA posnommer: 9/201-1316-1512;
- (c) Dat die Senior Bestuurder: Finansiële State en Batebestuur opdrag gegee word om bogenoemde rede as 'n aantekening by die finansiële state in te sluit, wanneer dit saamgestel word.

7.12 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: OPLEIDING AAN VERKEER/WETSTOEPASSINGBEAMPTES 2025: GENE LOUW VERKEERSKOLLEGE (8/1/B/2)

Gene Louw Verkeerskollege, onder die Departement van Vervoer en Openbare Werke (Wes-Kaap), is die enigste geakkrediteerde diensverskaffer wat die volledige reeks opleidingsmodules kan aanbied wat nodig is vir die optimale funksionering van verkeer- en wetstoepassingsbeamptes.

BESLUIT

- (a) Dat kennis geneem word dat die Munisipale Bestuurder goedkeuring verleen het vir die aanstelling van Gene Louw Verkeerskollege (Departement van Vervoer en Publieke Werke – Wes-Kaap) as die diensverskaffer vir die opleidingsintervensies soos gelys in hierdie verslag, en dat daar van die verkrygingsvoorskrifte afgewyk word in terme van paragraaf 36(1)(a)(v) van die Verkrygingsbestuursbeleid vir die volgende rede:
 - (i) Opleiding word op 'n individuele basis vereis, soos en wanneer die operasionele behoefte ontstaan. Daarom is dit noodsaaklik om 'n diensverskaffer aan te stel wat opleiding kan aanbied wat in lyn is met die munisipaliteit se operasionele tydsraamwerke en op 'n per-werknemer basis. Dit sou onprakties wees om verskeie diensverskaffers vir die opleidingsmodules soos uiteengesit te betrek.
- (b) Dat kennis geneem word dat die uitgawe geallokeer word teen mSCOA pos: 9/213-1195-953 (Training: Efficiency Development);
- (c) Dat die Senior Bestuurder: Finansiële State en Batebestuur opdrag gegee word om die bogenoemde rede as 'n aantekening by die finansiële state in te sluit wanneer dit opgestel word.

7.13 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: MENSLIKE HULPBRONBESTUURSTELSEL EN PAYROL-STELSEL OPLEIDING: PAYDAY SAGTEWARE (8/1/B/2)

Die Menslike Hulpbronne- en Salarisadministrasie-afdelings benodig geteikende, kliënt-/stelsel-spesifieke opleiding om te verseker dat amptenare toegerus is om hul funksies doeltreffend en in lyn met die Munisipaliteit se operasionele standarde uit te voer.

Besluit/...

7.13/...

BESLUIT

- (a) Dat kennis geneem word dat die Munisipale Bestuurder goedkeuring verleen het vir die aanstelling van PayDay Software Systems as die diensverskaffer vir die opleidingsintervensies soos gelys in hierdie verslag, en dat daar van die verkrygingsvoorskrifte afgewyk word in terme van paragraaf 36(1)(a)(v) van die Verkrygingsbestuursbeleid vir die volgende rede:
 - (i) Die opleiding is hoogs gespesialiseerd en stelselspesifiek vir die PayDay-sagtewarestelsel wat tans deur die Munisipaliteit gebruik word, en die aard van die opleiding vereis buigsaamheid in skedulering en aanbieding, en dit sou dus onprakties wees om 'n formele tenderproses te volg.
- (b) Dat kennis geneem word dat die uitgawe geallokeer word teen mSCOA pos: 9/213-1195-953 (Training: Efficiency Development);
- (c) Dat die Senior Bestuurder: Finansiële State en Batebestuur opdrag gegee word om die bogenoemde rede as 'n aantekening by die finansiële state in te sluit wanneer dit opgestel word.

7.14 AFWYKING VAN VOORGESKREWE VERKRYRINGPROSEDURES: DRINGENDE HERSTELWERK AAN DIE DOMPELPOMP NR 3 BY DIE INLAATWERKE VAN MALMESBURY WWTW (8/1/B/2)

Die optimale funksionering van dompelpompe in die rioolsuiweringsproses is uiters belangrik om die vloeï van rou-riool na die stelsel te verseker en om te voorkom dat rou-riool nie terug vloeï in die verspreidingsnetwerk en by mangate oorstroom nie. Een van die dompelpompe by die Malmesbury WWTW het probleme gegee en dringende herstelwerk is benodig.

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge paragraaf 36 van die Voorsieningkanaalbestuurs-beleid;
- (b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die pomp by die Malmesbury WWTW deur CAW ten bedrae van R60 685,00 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Die dompelpomp sou vir 'n geruime tyd buite werking gelaat word indien die normale verkrygingsproses gevolg is;
 - (ii) Voormelde sou aanleiding gee 'n onderbreking in die behandelingsproses, die oorvloeï van die riooldreineringsstelsel en 'n onderbreking in die lewering van die riooldiens;
 - (iii) Die herstel van die dompelpomp is dus as 'n noodgeval hanteer;
- (d) Dat die uitgawe ten bedrae van R60 685,00 (BTW uitgesluit) teen posnommer 9/239-849-425 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Senior Bestuurder: Finansiële State en Batebestuur in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde redes as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

7.15 AFWYKING VAN VOORGESKREWE VERKRYRINGPROSEDURES: DRINGENDE HERSTELWERK AAN DIE DOMPELPOMP NR 2 BY DIE MADELIEFIE-POMPSTASIE, RIEBEEK KASTEEL (8/1/B/2)

Die Madeliefies-Pompstasie is toegerus met twee dompelpompe wat rou-riool versamel vanaf die residensiële gebiede en vervoer na die Riebeek Kasteel WWTW. Een van die pompe het probleme gegee wat aanleiding gegee het tot die oorvloeï van rou-riool by die pompstasie.

Besluit/...

7.15/...

BESLUIT

- (a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygingsprosedures ingevolge paragraaf 36 van die Voorsieningkanaalbestuurs-beleid;
- (b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om goedkeuring te verleen vir die herstelwerk aan die pomp by die Madeliefie Pompstasie deur CAW ten bedrae van R34 650,00 (BTW uitgesluit);
- (c) Dat die redes vir die afwyking van die voorgeskrewe verkrygingsproses soos volg aangeteken word:
 - (i) Die pomp sou vir 'n geruime tyd buite werking gelaat word indien die normale verkrygingsproses gevolg is;
 - (ii) Voormelde sou aanleiding gee 'n onderbreking in die behandelingsproses, die oorstroom van die riooldreineringsstelsel en 'n onderbreking in die lewering van die riooldiens;
 - (iii) Die herstel van die pomp is dus as 'n noodgeval hanteer;
- (d) Dat die uitgawe ten bedrae van R34 650,00 (BTW uitgesluit) teen posnommer 9/240-849-381 verreken word en dat daar voldoende fondse beskikbaar is;
- (e) Dat die Senior Bestuurder: Finansiële State en Batebestuur in terme van die Voorsieningkanaalbestuursbeleid opdrag gegee word om bovermelde redes as nota by die finansiële state in te sluit, wanneer die betrokke state opgestel word.

**7.16 REGSTELLING VAN GOEDGEKEURDE BEDRAG: AFWYKING VAN
VOORGESKREWE VERKRYGINGSPROSEDURES: HERSTELWERK AAN
CATERPILLAR WHEELED LOADER, CK 43236 (8/1B/2)**

Die verslag het ten doel om die bedrag van R36 382.53 (BTW ingesluit) vir die herstelwerk aan *Caterpillar Wheeled Loader*, CK 43236 wat op 21 Mei 2025 voor die Uitvoerende Burgemeesterkomitee gediën het, reg te stel.

BESLUIT

Dat kennis geneem word dat die bedrag betaalbaar aan Barlow World Equipment vir die herstelwerk aan die *Caterpillar Wheeled Loader*, CK 43236 wat as 'n afwyking van die voorgeskrewe verkrygingsprosedures onder item 7.32 voor die Uitvoerende Burgemeesterskomitee op 21 Mei 2025 gediën het, verkeerdelik aangedui was as R36 382.53 (BTW uitgesluit) en dat die werklike bedrag R36 382.53 (BTW ingesluit) beloop.

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



NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13 AUGUSTUS 2025 OM 10:25

TEENWOORDIG:

RAADSLEDE:

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

Penxa, B J
Pypers, D C
Rangasamy, M A (rdh)
Vermeulen, G

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Senior Bestuurder: Begroting, Kosteberekening en Verslagdoening, ms H Papier
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan rdh T van Essen, rddM Nel en rdle E C O'Kennedy, A K Warnick, P E Soldaka en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 11 JUNIE 2025

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl N Smit)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansies) gehou op 11 Junie 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

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

Geen.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 SALGA WERKGROEP (GIGR): RAPPORTERING (11/1/24)

Die GIGR-werkgroep van 16 Julie 2025 is deur beide die Munisipale Bestuurder en die Uitvoerende Burgemeester bygewoon.

AANBEVELING

- (a) Dat daar kennis geneem word van die bywoning deur die Munisipale Bestuurder en Uitvoerende Burgemeester van die SALGA GIGR werkgroep vergadering op 16 Julie 2025;
- (b) Dat daar kennis geneem word van die inhoud van die Opsomming van Uitkomste verslag van die SALGA GIGR werkgroep vergadering van 16 Julie 2025.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

Geen.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

Geen.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

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



**NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE
PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13
AUGUSTUS 2025 OM 10:35**

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste

Fortuin, C
Gaika, M F
Pieters, C

Smit, N
Williams, A M

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Senior Bestuurder: Begroting, Kosteberekening en Verslagdoening, me H Papier
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan rdh T van Essen, rdd M Nel en rdle E C O'Kennedy, A K Warnick, D G Bess en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

**2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN
ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 11 JUNIE 2025**

BESLUIT

(op voorstel van rdl N Smit, gesekondeer deur rdl A M Williams)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 11 Junie 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JUNIE 2025

5.1.1/...

5.1/...

5.1.1 SIVIELE INGENIEURSDIENSTE

Die Direkteur: Siviele Ingenieursdienste meld dat die vlak van die Voëlvlei-dam tans op 92% is, wat bo die Wes-Kaapse Watervoorsieningstelsel se gemiddelde vlakke van 82% is.

Die Theewaterskloof-dam, wat meer as die helfte van die stelsel se bergingskapasiteit hou, is op 84%. Daar is egter 'n geblokkeerde inlaatpyp wat die vul van die dam sedert Oktober 2024 beïnvloed en 'n verlies van 27 m³/s veroorsaak. Die Stad Kaapstad sal die Departement van Waterwese bystaan met die verwydering van die blokkasie. 'n Terreinvergadering in hierdie verband is vir volgende week beplan.

Die BRAVAS-projek, waarvan die beplande voltooiing teen Junie 2026 was, is uitgestel na Junie 2029 met konstruksie wat eers in Maart 2027 sal begin.

BESLUIT

(op voorstel van rdl A M Williams, gesekondeer deur rdl N Smit)

Dat kennis geneem word van die inhoud van die maandverslag van die Direkoraat: Siviele Ingenieursdienste vir Junie 2025.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die Direkteur: Elektriese Ingenieursdienste rapporteer dat vir Junie 2025 was die maksimum aanvraag 7,85% en die energieverbruik 3,3% hoër as in Junie 2024, met geringe aanpassings weens faktuurverskuiwings. Geen beurtkrag is toegepas nie en die toegelate maksimum aanvraag is nie oorskry nie.

Sedert Maart is ongeveer 600 000 kWh vanaf Darling Green Solar aangekoop ingevolge 'n 36-maande krag aankoop-ooreenkoms, wat na verwagting 'n besparing van R3,5 miljoen teenoor Eskom sal beteken.

Energieverliese vir 2025 word net onder 3% geskat, wat ruim binne NERSA se 12%-riglyn is.

BESLUIT

(op voorstel van rdl A M Williams, gesekondeer deur rdl N Smit)

Dat kennis geneem word van die maandverslag van die Direkoraat Elektriese Ingenieursdienste vir Junie 2025.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen / None

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



NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13 AUGUSTUS 2025 OM 10:52

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen

Booyesen, A M

De Beer, J M (rdd)

Le Minnie, I S

Ngozi, M

Pypers, D C

Rangasamy, M A (rdh)

Smit, N

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Korporatiewe Dienste, me M S Terblanche

Direkteur: Beskermingsdienste, mnr H C A Witbooi

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Direkteur: Elektriese Ingenieursdienste, mnr T Möller

Senior Bestuurder: Begroting, Kosteberekening en Verslagdoening, me H Papier

Komiteebeampte, me S Willemsse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan rdle D G Bess, P E Soldaka en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGSDIENSTE) GEHOU OP 11 JUNIE 2025

BESLUIT

(op voorstel van rdl I S le Minnie, gesekondeer deur rdh M A Rangasamy)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 11 Junie 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JUNIE 2025

Die Direkteur: Ontwikkelingsdienste/...

5.1/...

Die Direkteur: Ontwikkelingsdienste rapporteer dat Asla aangestel is om die drie groot behuisingsprojekte in Darling, Moorreesburg en De Hoop (Malmesbury) uit te voer. Die Raad sal ingelig word wanneer die kontrakteur die terrein gaan besoek om die projekte te implementeer.

Die Direkteur doen verder verslag oor gemeenskaps-ontwikkelingsinisiatiewe by die Dahlia-sentrum, wat amptelik op 7 Augustus 2025 geopen is.

Rdd J M de Beer spreek haar kommer uit rakende die uitsluiting van die Munisipaliteit by kontraktuele- en besprekings insake ooreenkomste tussen nasionale/provinsiale departemente en kleinboere. Sy beklemtoon dat die Munisipaliteit by onderhandelings met kleinboere ingesluit moet word om voorbereid te wees wanneer probleme voorkom.

Rdl D C Pypers spreek sy kommer uit oor 'n opvanggebied agter 'n behuisingsprojek waar die draadomheining onveilig is. Daar is ook 'n sluis sonder 'n versperring, wat 'n veiligheidsrisiko vir toekomstige inwoners inhou.

Die Direkteur: Ontwikkelingsdienste bevestig dat die Munisipaliteit bewus is van voormelde en dat die vereistes vir omheining met relevante partye bespreek is. Asla is gevra om die omheining by die projek in te sluit voordat werk op die terrein begin. Die bou-inspekteurs is geraadpleeg en die saak sal weer met Asla opgeneem word.

Rdl M Ngozi spreek sy kommer oor:

- Toeganklikheid van die Dahlia-sentrum vir inwoners sonder vervoer, aangesien dit aan die einde van Wessbank geleë is.
- Die swak gehalte van komberse wat as humanitêre hulp uitgereik word, wat nie voldoende warmte bied nie.
- Die impak van die *African Swine Fever Virus* (ASF)-uitbraak op voedselafvalbestuur, aangesien kleinboere voorheen voedselafval versamel het om hul varke te voer. Sonder varke lê die voedselafval nou onbeheerd en veroorsaak ander peste en plae in Ilinge Lethu.

Die Direkteur: Ontwikkelingsdienste meld dat die Dahlia-sentrum bring dienste nader aan kwesbare gemeenskappe in vergelyking met die sentrale sakekern. Dit sentrum is oop vanaf 08:00–17:00 en word as 'n verbetering in dienslewering beskou.

Die kwaliteit van humanitêre items, soos komberse, sal by die Rampbestuurskomitee bespreek word vir hersiening. D

ie ASF-uitbraak sal na verwagting ten minste drie maande voortduur. Die tegnici van die Departement van Landbou is in voortdurende kommunikasie met kleinboere.

Rdl A M Booysen noem dat die Chatsworth-gemeenskap konsekwent was in hul versoek vir SASSA-dienspunte. SASSA het ingestem om twee uitreikbesoeke vir Augustus en September 2025 te doen, maar sal nie in staat wees om hierdie besoeke vir die res van die jaar voort te sit nie.

BESLUIT

(op voorstel van rdl D C Pypers, gesekondeer deur rdl I S le Minnie)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Junie 2025.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat **KENNIS GENEEM** word van die inhoud van die notule van 'n vergadering van die Munisipale Beplanningstribunaal gehou op 11 Junie 2025.

6.2 SALGA WERKGROEP: DEVELOPMENT PLANNING AND RURAL DEVELOPMENT: RAPPORTERING (11/1/24)

Die SALGA-werkgroep van 16 Julie 2025 was deur Mnr Alwyn Burger bygewoon.

AANBEVELING

- (a) Dat kennis geneem word van die bywoning deur Mnr Alwyn Burger van die SALGA-werkgroepvergadering op 16 Julie 2025;
- (b) Dat kennis geneem word van die opsomming van die uitkomste van die SALGA-werkgroepvergadering van 16 Julie 2025.

6.3 SALGA WERKGROEP: ENVIRONMENTAL MANAGEMENT & CLIMATE RESILIENCE: RAPPORTERING: RAPPORTERING (11/1/24)

Die SALGA-werkgroep van 17 Julie 2025 was deur Rdl A K Warnick en Mnr Sheldon Visagie bygewoon.

AANBEVELING

- (a) Dat kennis geneem word van die bywoning deur Rdl A K Warnick en Mnr Sheldon Visagie van die SALGA-werkgroepvergadering op 17 Julie 2025;
- (b) Dat kennis geneem word van die opsomming van die uitkomste van die SALGA-werkgroepvergadering van 17 Julie 2025.

6.4 SALGA WERKGROEP: HUMAN SETTLEMENTS AND URBAN AGENDA: RAPPORTERING (11/1/24)

Die SALGA-werkgroep van 15 Julie 2025 was deur Rdl D C Pypers en Mnr Sylvester Arendse bygewoon.

AANBEVELING

- (a) Dat kennis geneem word van die bywoning deur Rdl D C Pypers en Mnr Sylvester Arendse van die SALGA-Werkgroepvergadering op 15 Julie 2025;
- (b) Dat kennis geneem word van die opsomming van die uitkomste van die SALGA-Werkgroepvergadering op 15 Julie 2025.

6.5 SALGA WERKGROEP: JOINT COMMUNITY DEVELOPMENT AND SECURITY: RAPPORTERING (11/1/24)

Die SALGA-werkgroep van 15 Julie 2025 was deur Rdl D G Bess en Me Hillary Balie bygewoon.

AANBEVELING

- (a) Dat kennis geneem word van die bywoning deur Rdl D G Bess en Me Hillary Balie van die SALGA-werkgroepvergadering op 15 Julie 2025;
- (b) Dat kennis geneem word van die opsomming van die uitkomste van die SALGA-werkgroepvergadering van 15 Julie 2025.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

**(GET) RDL G VERMEULEN
VOORSITTER**



NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 13 AUGUSTUS 2025 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Ondervoorsitter, rdl A K Warnick

De Beer, J M (rdd)

Fortuin, C

Jooste, R J

Le Minnie, I S

Papier, J R

Pieters, C

White, G E

Williams, A M

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

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz

Direkteur: Korporatiewe Dienste, me M S Terblanche

Direkteur: Beskermingsdienste, mnr H C A Witbooi

Direkteur: Ontwikkelingsdienste, me J S Krieger

Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann

Direkteur: Elektriese Ingenieursdienste, mnr T Möller

Senior Bestuurder: Begroting, Kosteberekening en Verslagdoening, me H Papier

Senior Bestuurder: Verkeer- en Wetstoepassingdienste, mnr R Steyn

Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die ondervoorsitter verwelkom lede en versoek rdl D C Pypers om te open met gebed.

Die ondervoorsitter verwelkom die nuut aangestelde Direkteur: Beskermingsdienste, mnr Henry Witbooi. Mnr Witbooi was voorheen verbonde aan Cederberg Munisipaliteit en het op 1 Augustus sy diens by Swartland Munisipaliteit begin.

Verlof tot afwesigheid word verleen aan rdd M Nel, rdl D G Bess en die Direkteur: Finansiële Dienste, mnr M A C Bolton.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 11 JUNIE 2025

BESLUIT

(voorgestel deur rdl I S le Minnie, gesekondeer deur rdl G E White)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 11 Junie 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JUNIE 2025

5.1.1 VERKEERS- EN WETSTOEPASSINGSDIENSTE
5.1.2 BRANDBESTRYDING

Die Senior Bestuurder: Verkeer- en Wetstoepassingsdienste noem dat die afname in leerderslisensie-slaagvlakke as gevolg van die nuwe elektroniese leerderslisensiestelsel is wat 1,500 vrae bevat en uitdagings vir aansoekers veroorsaak. Waardering is uitgespreek teenoor die Wes-Kaap Mobiliteitsdepartement vir die finansiering en installering van nuwe nummerplaatdetektors by die VTS's in Moorreesburg en Malmesbury teen 'n totale koste van R360,000. Pogings word aangewend om betalingskoerse via die AMPR-stelsel te verhoog.

Rdl I S le Minnie spreek haar kommer uit oor die invordering van uitstaande boetes en lasbriewe, insluitend vertraging in die omskakeling van boetes in werklike inkomste. Die Senior Bestuurder: Verkeer- en Wetstoepassingsdienste verduidelik dat vertraging hoofsaaklik te wyte is aan kapasiteitsbeperkings by die howe en die tyd wat geneem word om hofrolle te verwerk, wat landwyd 'n betalingskoers van minder as 18% veroorsaak.

Die Munisipale Bestuurder noem dat die implementering van AARTO en die voorgestelde diensvlak-ooreenkoms met die Poskantoor, wat tans in sakeherstel is, verdere uitdagings vir inkomste-insameling veroorsaak, aangesien slegs 12% van verkeersinkomste aan die Munisipaliteit terugvloei, in vergelyking met die verwagte 32–35%.

Rdl I S le Minnie verneem oor die rol van die Munisipaliteit om die afname in leerderslisensie-slaagvlakke aan te spreek en maatreëls om jeugwerk-geleenthede te ondersteun, asook die voortgesette veldtogte teen onwettige storting. Die Senior Bestuurder: Verkeer- en Wetstoepassingsdienste verduidelik dat aansoekers vrae via Google kan aflaai om voor te berei, en dat die Munisipaliteit opvoedkundige programme en klasse bied in samewerking met die Departement van Mobiliteit en Padveiligheid.

Hy beklemtoon dat huishoudelike dissipline en gemeenskapsdeelname noodsaaklik is vir effektiewe handhawing van verordeninge. Rdl A K Warnick stel voor dat bewustheidveldtogte insake die handhawing van verordeninge na al die dorpe uitgebrei moet word, en noem dat Darling se wetstoepassingsbeamptes aktief onwettige storting hanteer.

BESLUIT

(op voorstel van rdd J M de Beer, gesekondeer deur rdl A M Williams)

Dat kennis geneem word van die verslae van die onderskeie departemente in die Direktoraat: Beskermingsdienste, nl. Verkeer en Wetstoepassing en Brandbestryding vir Junie 2025.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

6.1 SALGA WERKGROEPE (EPPW en PTR): RAPPORTERING (11/1/24)

Die SALGA-werkgroep is op 14 Mei 2025 deur Rdl A K Warnick bygewoon.

BESLUIT

- (a) Dat kennis geneem word van die bywoning deur Rdl A K Warnick van die SALGA EPPW en PTR werkgroep vergadering op 14 Mei 2025;
- (b) Dat kennis geneem word van die inhoud van die verslag en die notule van die SALGA EPPW en PTR werkgroep vergadering van 14 Mei 2025.

6.2 SALGA: NOODDIENSTE EN RAMPBESTUUR (ESDM) PROVINSIALE WERKSGROEP GEHOU OP 17 JULIE 2025 (11/1/24)

Die SALGA-werkgroep is op 17 Julie 2025 deur Rdl A K Warnick bygewoon.

6.2/...

BESLUIT

Dat kennis geneem word van die inhoudelike dokumente en bespreking van die SALGA ESDM-werkgroep op 17 Julie 2025.

(GET) RDL A K WARNICK
ONDERVOORSITTER



Verslag ♦ Ingxelo ♦ Report

Office of the Municipal Manager
2025-08-20

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

ITEM _____ VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING
WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025

ONDERWERP: GOEDKEURING VAN DIE GOP/ BEGROTINGS TYDSKEDULE
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. INSETTE EN KOMMENTAAR

Die tydskedule is opgestel in samewerking met die Begrotingskantoor, Korporatiewe Dienste en die Munisipale Bestuurder.

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. KOPPELING AAN DIE GOP

Die tydskedule bevat die GOP en begrotingsvereistes kragtens die Wet op Munisipale Stelsels en die Wet op Munisipale Finansiële Bestuur.

5. FINANSIËLE IMPLIKASIE

Geen

6. AANBEVELING / RECOMMENDATION

- (a) Dat die aangehegte GOP/Begrotings tydskedule vir goedkeuring by die Raad aanbeveel word.
- (a) *That the attached IDP/Budget time schedule be recommended for approval by Council.*

(get) 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: (d) For purposes of evaluating the annual performance of the municipal manager: (i) Executive Mayor or Mayor; (ii) Chairperson of the audit committee; (iii) Member of the executive mayoral committee; (iv) Mayor and/or municipal manager from another municipality; and (v) Member of a ward committee as nominated by the Executive Mayor. (e) For purposes of evaluating the annual performance of managers directly accountable to the municipal manager: (i) Municipal Manager; (ii) Chairperson of the audit committee; (iii) Member of the executive mayoral committee; and (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:		
▪ Finalise budget in the prescribed formats incorporating National & Provincial budget allocations	Jan+Feb	
▪ Integrate and align to IDP documentation		
▪ Finalise budget and related policies		
Annual Report:		
▪ Submit to Executive Mayoral Committee	21 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.
▪ Table in Council	29 Jan	
Section 72 mid-year assessment report:		
▪ Submit to Executive Mayoral Committee	25 Jan	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year - (a) assess the performance of the municipality during the first half of the financial year; and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury 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 . MBRR Regulation 35(1): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year ; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.
▪ Submit to Provincial Treasury and National Treasury	25 Jan	
▪ Submit to Council	29 Jan	
▪ Submit review of KPIs and performance targets for current financial year to Executive Mayoral Committee	21 Jan	

Task	Date	Legal Reference
Adjustments Budget:		MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget.
▪ Submit to Budget Steering Committee	16 Jan	
▪ Submit to Executive Mayoral Committee	21 Jan	
▪ Submit to Council	29 Jan	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. Make public* any other information that the municipal council considers appropriate to facilitate public awareness of the Midyear Budget and performance assessment. *See paragraphs 2.1 and 2.2 of this document	Jan 5+6 Feb	MBRR Regulation 34: (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. (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 - (a) summaries in alternate languages predominant in the community; and (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: (1) A municipality must review its KPIs annually as part of the performance review process referred to in regulation 13. (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. MPPMR Regulation 12: (1) A municipality must, for each financial year, set performance targets for each of the KPIs 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 Make public* and invite comments from the local community *See paragraphs 2.1 and 2.2 of this document	Feb 5+6 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- (a) in accordance with Section 21A of the Municipal Systems Act - (i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
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 *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 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.
Make public* any revisions of the SDBIP *See paragraphs 2.1 and 2.2 of this document	27+28 Feb	(3) The mayor must ensure that any revisions of the SDBIP are made public promptly .
Post revised SDBIP on the municipal website	Feb	
Submit revised SDBIP to Provincial Treasury and National Treasury	Feb	MBRR Regulation 27(2)(b): 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 relevant 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: (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 .
▪ Submit Annual Budget to Budget Steering Committee	17 Mar	(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 .
▪ Submit to Executive Mayoral Committee	24 Mar	MPPMR regulation: (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's IDP in the council.
▪ Table in Council	31 Mar	(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.
Draft SDBIP for next financial year		MBRR Regulation 14:
▪ Submit to Executive Mayoral Committee	24 Mar	(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.
▪ Table in Council	31 Mar	(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.
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.
▪ 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	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.

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 – (a) the local community.
Post on the website: ▪ Budget documents ▪ Draft SDBIP for next financial year ▪ Draft IDP ▪ 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: (1) The following documents must be submitted to the provincial legislature: (a) The annual report ; and (b) all oversight reports on those annual reports adopted in terms of Section 129(1). (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 *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. 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 – (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; 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. 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 *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 – (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget. 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- (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (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 -- (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. 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 - (a) the supporting documentation as tabled in the municipal council; (b) the draft SDBIP; and (c) any other information as may be required by the National Treasury 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. MPPMR Regulation 3(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

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- (a) to respond to the submissions; and (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.
Submit IDP, review of KPIs and performance targets as well as the Annual Budget to Executive Mayoral Committee	May	(2) An annual budget - (a) must be approved before the start of the budget year;
Submit IDP and Annual Budget to Council	May	(b) is approved by the adoption by the council of a resolution referred to in Section 17(3)(a)(i); and (c) must be approved together with the adoption of resolutions as may be necessary MPPMR regulation 3: (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.

Task	Date	Legal Reference
		(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). 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 - (a) a report summarising the local community's views on the annual budget; (b) any comments on the annual budget received from the National Treasury and the relevant provincial treasury; (c) any comments on the annual budget received from any other organ of state, including any affected municipality; and (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: (a) the annual and adjustments budgets and all budget-related documents; and (b) all budget-related policies 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. 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: (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. (b) The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by - (i) a summary of the process referred to in Section 29(1); (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 - (a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC's request; or (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) *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) - (a) give notice to the public - (i) of the adoption of the plan; and (ii) that copies of or extracts from the plan are available for public inspection at specified places. MBRR Reg 18: (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. (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- (a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; (b) information relevant to each ward in the municipality. (3) All information contemplated in subregulation (2) must cover: (a) the relevant financial and service delivery implications of the annual budget; and (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 - (a) a draft SDBIP for the budget year. (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 *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	29	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:		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 -
▪ Submit to Executive Mayoral Committee	19 Aug	(i) the preparation, tabling and approval of the annual budget;
▪ Submit to Council	25 Aug	(ii) the annual review of-
▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality	Aug	(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).
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. MSA Section 46(1): A municipality must prepare for each financial year a performance report reflecting (a) the performance of the municipality and of each external service provider during that financial year; (b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and (c) measures taken to improve performance. (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.



Verslag Φ Ingxelo Φ Report

Departement van die Direkteur: Korporatiewe Dienste

15 Augustus 2025

4/9/1/2/B

ITEM 7.1 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 AUGUST 2025

SUBJECT: APPROVAL OF THE NEW EMPLOYMENT EQUITY PLAN FOR THE PERIOD 1 SEPTEMBER 2025 TO 31 AUGUST 2030

1. BACKGROUND/DISCUSSION

- 1.1 In terms of the new Employment Equity Regulations 2025, promulgated in Government Gazette No 52515 dated 15 April 2025, designated employers must prepare and implement an Employment Equity (EE) Plan for the period from 1 September 2025 to 31 August 2030. The EE Plan must contain, at a minimum, all the elements contained in the EEA13 template of the regulations.
- 1.2 The 5-year sectoral numerical targets set in terms of section 15A(2) of the Employment Equity Act, Act 55 of 1998, are key milestones towards achieving the equitable representation of the different designated groups within the four upper occupational levels in an employer's workforce in relation to the demographics (race and gender) of the applicable Economically Active Population (EAP), and for persons with disabilities. In the case of Swartland Municipality the EAP of the Western Cape Province was selected, due to the fact that Swartland Municipality operates only the Western Cape. The employer can only choose between national or provincial statistics. Designated employers are required to use the Labour Force Survey of the third quarter for EE purposes when conducting an analysis, preparing and implementing an EE Plan and when reporting to the Department in terms of the EE Act. A designated employer must avoid perpetuating the over-representation of any group if their representation exceeds the applicable EAP in a particular occupational level.
- 1.3 Designated employers must set their own numerical goals and annual EE targets at the semi-skilled and unskilled occupational levels in their EE Plans taking into account the applicable EAP.
- 1.4 A designated employer will incur no penalty or any form of disadvantage if there are reasonable grounds to justify its failure to comply with any target. Justifiable reasonable grounds for not complying with the targets, are the following:
 - 1.4.1 Insufficient recruitment opportunities;
 - 1.4.2 Insufficient promotion opportunities;
 - 1.4.3 Insufficient target individuals from designated groups with relevant formal qualifications, prior learning, relevant experience or capacity to acquire, within a reasonable time, the ability to do the job, as contemplated by sections 20(3) to (5) of the EE Act;
 - 1.4.4 The impact of a CCMA award or court order;
 - 1.4.5 A transfer of a business;
 - 1.4.6 Mergers and acquisitions; and
 - 1.4.7 The impact of economic conditions on the business.
- 1.5 The implementation plan for the compilation of the EE Plan is the following:

NO	ACTION	DUE DATE
Step 1: Create Awareness of New Sector Targets and Regulations of 2025		
1.1	Inform EE Forum by submitting an item on the amendments	17 June 2025

Step 2/...

Step 2: Collect Information		
2.1	Collecting information by sending out the EEA1 to all permanent employees for completion.	23 June 2025
2.2	Set a deadline for the return of all EEA1 declaration forms.	11 July 2025
2.3	Arrange awareness/consultation session at LLF on Implementation plan.	16 July 2025
2.4	Compare EEA1 declaration forms returned to the list for salary to verify all permanent employees has completed and submitted the EEA1.	18 July 2025
Step 3: Conduct Analysis – Section 19 of EEA of Workforce Profile and Barriers		
3.1	Review the workforce profile being guided by the EEA8 form on whether to use the National or Provincial EAP.	23 July 2025
3.2	Complete the EEA9, which contains a description of occupational levels.	23 July 2025
3.3	Review employment policies, practices, procedures, and working environment to identify employment barriers.	23 July 2025
3.4	Record the outcome of the analysis on the EEA12 form using the national or provincial EAP.	23 July 2025
Step 4: Prepare Employment Equity Plan (Ee Plan) – Section 20 Of EE Act		
4.1	Prepare EE Plan for the period from 1 September 2025 until 31 August 2030	25 July 2025
4.2	When developing the EE Plan and setting numerical targets, the employer must take into account: (a) the workforce profile (b) the relevant 5–year sectoral numerical targets; and the applicable EAP	25 July 2025
4.3	When determining the annual targets towards achieving the 5-year sector numerical targets, the designated employer must set numerical targets for all designated groups in each 4 upper occupational levels in relation to applicable sector targets and EAP, and persons with disabilities.	25 July 2025
4.4	Set numerical goals and annual targets at the semi-skilled and unskilled occupational levels, taking into account the EAP.	25 July 2025
4.5	Use EEA17 to determine which sector targets are applicable to the employer.	25 July 2025
4.6	EE Plan must be completed on the EEA13.	25 July 2025
4.7	Arrange awareness/training/consultation sessions for all employees and trade unions.	30-31 July 2025
4.8	Submit the EE Plan to EE Forum for recommendation to EMC	14 August 2025
4.9	Submit the EE Plan to EMC for approval	21 August 2025
4.10	Circulate approved EE Plan to all staff	29 August 2025

- 1.6 The draft EE Plan was compiled, based on the numerical sector targets and disseminated to employees during the consultation sessions from 30-31 July 2025. No comments or inputs were received during the consultation sessions and the employees indicated their acceptance of the EE Plan. During the consultation sessions employees took note of the reality that Swartland Municipality would probably not meet the sectoral numerical targets by 31 August 2030, due to *inter alia* a very low staff turnover (3%) and the fact that planned retirements during the 5-year period of the plan are insufficient in numbers to ensure compliance with the targets especially in the higher occupational levels. All efforts will however be made to replace retiring employees by persons from under-represented designated groups. Any other natural termination of service, namely resignation, dismissal, etc will lead to replacement by persons from designated groups in an attempt to reach the sectoral numerical targets.
- 1.7 The EE Plan was submitted to the Employment Equity Forum on 14 August 2025 for recommendation. Due to the absence of SAMWU representatives (only one apology was received) the meeting did not quorate and therefore the recommendation for the Employment Equity Plan could not be obtained. Due to the compulsory implementation date of 1 September 2025, it is urgent that the plan is adopted, therefore the members of the Forum who were in attendance, indicated they attended the consultation sessions and were in agreement with the contents of the EE Plan.

1.8/...

- 1.8 Neither the EE Policy or the EE Act prescribe a formal approval process for the adoption of the EE Plan. The EE Act only requires that the Accounting Officer declares that he has read, approved and authorised the plan before signing. The EE Plan will however be submitted to the postponed EE Forum meeting on 18 September 2025 for cognisance.
- 1.9 The EE Analysis (EEA12), which forms the basis for the compilation of the EE Plan is attached for cognisance.
- 1.10 The new EE Plan (EEA13) for the period 1 September 2025 to 31 August 2030 is attached for approval.

2. LEGISLATION

Employment Equity Act (Act 55 of 1998)

3. ALIGNMENT TO THE IDP

In terms of Chapter 4 of the IDP the Human Resources Plan is aligned to Strategic Goal 5 - A connected and innovative local government

4. FINANCIAL IMPLICATION

The adoption of the Employment Equity Plan has no financial implication for Swartland Municipality.

5. RECOMMENDATION

- a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die Gelyke Indiensnemingsanalise (EEA12) wat die basis vorm vir die opstel van die Gelyke Indiensnemingsplan;
 - b) Dat die Uitvoerende Burgemeesterskomitee die aangehegte Gelyke Indiensnemingsplan (EEA13) goedkeur vir die periode 1 September 2025 tot 31 Augustus 2030 vir implementering met ingang van 1 September 2025;
 - c) Dat goedkeuring verleen word dat die Munisipale Bestuurder die Gelyke Indiensnemingsplan (EEA13) onderteken.
-
- a) That the Executive Mayoral Committee note the Employment Equity Analysis (EEA12) that forms the basis for the compilation of the Employment Equity Plan;
 - b) That the Executive Mayoral Committee approve the attached Employment Equity Plan for the period 1 September 2025 to 31 August 2030 for implementation with effect from 1 September 2025;
 - c) That approval is granted that the Municipal Manager sign the Employment Equity Plan (EEA13).

(get) M S Terblanche

MUNICIPAL MANAGER

**EE ANALYSIS (SECTION 19)**

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS								
PURPOSE OF THIS FORM This form (EEA12) is used to conduct the Analysis. Designated employers are expected to complete this template in order to comply with Section 19. Section 19(1) of the EEA requires a designated employer to conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers which adversely affect people from designated groups. Section 19(2) indicates that the analysis must include a profile to determine the under-representation of people from the designated groups in the various occupational levels in the workforce.	Trade name	Swartland Municipality							
	DTI registration name								
	DTI registration number								
	PAYE/SARS number	785/07/0179/0							
	UIF reference number	078018/6							
	EE reference number	3692							
	National or Provincial EAP	Provincial							
	Industry/Sector	Local Government							
	Seta classification	LGSETA							
	Bargaining Council	SA Local Government Bargaining Council							
	Telephone number	022-4879400							
	Postal address	Private Bag X52							
		Malmesbury							
	Postal code	7299							
	City/Town	Malmesbury							
	Province	Western Cape							
	Physical address	1 Kerk Street							
		Malmesbury							
	Postal code	7300							
	City/Town	Malmesbury							
	Province	Western Cape							
	Details of CEO/Accounting Officer								
	Name and surname	Mr JJ Scholtz							
	Telephone number	022-4879400							
	Email address	swartlandmun@swartland.org.za							
	Details of Employment Equity Senior Manager								
	Name and Surname	Mr JJ Scholtz							
	Telephone number	022-4879400							
	Email address	swartlandmun@swartland.org.za							
	Business type (Please mark with an X)								
☐ Private Sector ☐ National Government ☒ Local Government ☐ Non-profit Organisation	☐ State Owned Enterprise ☐ Provincial Government ☐ Educational Institution								
Information about the organization (Please mark with an X)									
Is your organisation an organ of State or designated in terms of a collective agreement?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td>X</td> <td></td> </tr> </table>	YES	NO	X					
YES	NO								
X									
Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)	<table border="1"> <tr> <th>EMPLOYEES</th> <th>x</th> </tr> <tr> <td>1 to 49</td> <td></td> </tr> <tr> <td>50 to 149</td> <td></td> </tr> <tr> <td>150 or more</td> <td>X</td> </tr> </table>	EMPLOYEES	x	1 to 49		50 to 149		150 or more	X
EMPLOYEES	x								
1 to 49									
50 to 149									
150 or more	X								
Is your organisation part of a group / holding company?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td></td> <td>X</td> </tr> </table>	YES	NO		X				
YES	NO								
	X								
If yes, please provide the name.									
Date on which this EE Analysis was finalised.	31 July 2025								

IMPORTANT INFORMATION

- a. A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees when conducting an Analysis, preparing an EE Plan and reporting annually to the Department of Employment and Labour.
- b. The purpose of the analysis is to determine the extent of under-representation of employees, i.e. both permanent and temporary employees, from the designated groups in the different occupational levels of the employer's workforce in terms of race, gender and disability; to assess all employment policies, procedures and practices, and the working environment in order to –
 - (i) Identify any barriers that may contribute to the under-representation of employees from the designated groups;
 - (ii) Identify any barriers or factors that may contribute to the lack of Affirmation of diversity in the workplace;
 - (iii) Identify other employment conditions that may adversely affect designated groups; and
 - (iv) Identify practices or factors that positively promote employment equity and diversity in the workplace, including reasonable accommodation.
- c. Section 19(1) of the Employment Equity Act requires a designated employer to conduct an analysis of its employment policies, practices, procedures and the working environment in order to identify employment barriers, which adversely affect people from the designated groups. The review should include a critical examination of all established policies, practices, procedures and the working environment to identify barriers that directly or indirectly impede one or more of the designated groups' equitable representation in the workplace, including those relating to -
 - (i) Recruitment, selection, pre-employment testing and induction, promotion, development and retention that could be biased, inappropriate or un-affirming.
 - (ii) Succession and experience planning, promotions and transfers to establish whether designated groups are excluded or adversely affected.
 - (iii) Job assignments and training opportunities to establish if designated groups are enabled to participate and contribute meaningfully.
 - (iv) Performance and remuneration, including equal pay for work of equal value.
 - (v) Discipline and dispute resolution policies and practices that may not be justified and have a disproportionate adverse effect on the designated groups.
 - (vi) Working conditions that may not cater for cultural, religious and other diversity differences.
 - (vii) Working conditions that may not reasonably accommodate all designated employees, including for employees with disabilities.
 - (viii) Corporate culture.
 - (ix) Any other policy, procedure or practice that may arise from the consultation process.

IMPORTANT INFORMATION

- d. Section 19(2) of the EEA requires a designated employer to conduct a workforce profile analysis to determine the degree of under-representation of the various population groups in the different occupational levels, particularly the designated groups (Blacks, women and employees with disabilities). The first step in conducting an analysis of the workforce profile is to differentiate between employees of the various groups, both in terms of the designated (i.e., Blacks, women and employees with disabilities) and non-designated groups by using the EEA1 form, contained in the regulations, for employees to declare their status.
- (i) Where there is doubt in the self-identification process of an employee, existing and/or historical information may be used to assist to verify an employee's status.
 - (ii) An analysis of the workforce profile should provide a comparison of designated groups using up-to-date demographic data in terms of their Economically Active Population (EAP) and their representation at the various occupational levels. The EAP is contained in the latest published Commission for Employment Equity (CEE) Annual Report and the description of the various occupational levels is contained in the EEA9 form of the regulations.
 - (iii) Designated employers operating in more than one province must consider the nature and geographical area of their operations and elect to adopt either-
 - (a) the national EAP;
 - (b) the provincial EAP for each of the provinces in which they operate;
 - (c) the provincial EAP of the province where the largest part of their operations is conducted.
 - (iv) Designated employers using the national EAP, or the EAP of a province in which the major part of its operations are, must nevertheless have regard to variations between the EAPs of different provinces when setting targets to achieve equitable representation of employees from designated groups in all occupational levels.
 - (v) Designated employer must use the EAP that they have chosen for conducting an analysis, preparing an EE plan and reporting to the Department and must utilise it for the entire duration of the EE Plan in line with the relevant 5-year sector targets.
 - (vi) The analysis of the workforce profile must be based on a snapshot of the employee distribution in the various occupational levels on a particular date in terms of race, gender and disability, and per occupational level on that date.
 - (vii) The analysis must capture the under-representation or over-representation of a particular group, whether designated or non-designated, and be used to identify and prioritize strategies in the EE plan, in order to address such under-representation.
 - (viii) A designated employer must conduct an Analysis for the purpose of addressing the 5-year sector specific targets set in terms of Section 15A of the Employment Equity Act as amended.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.

1. ANALYSIS OF THE EMPLOYMENT POLICIES, PRACTICES, PROCEDURES AND THE WORKING ENVIRONMENT

1.1. BARRIERS AND AFFIRMATIVE ACTION MEASURES (*policies, procedures and/or practice*)

In order to conduct an analysis of policies, procedures and/or practice, barriers are identified and proposed affirmative action measures established to respond to such barriers. Please note that the information below serves as a baseline to inform the 'Barriers and Affirmative Action measures (non-numerical goals) in the Employment Equity Plan (EE Plan).

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
Recruitment			X	People with disabilities rarely apply for advertised posts.	Policy on recruitment was adopted which provides for internal and external recruitment of suitable candidates from designated groups. A concerted effort to be made to increase the level of interest from potential candidates from designated groups in applying for vacancies. All advertisements state: "Swartland Municipality is committed to Employment Equity and endorses the principles of Affirmative Action. Persons with disabilities and persons from designated groups are therefore encouraged to apply". A database was compiled of all NGO's and DPO's in area to ensure that advertisements are sent to the organisations for distribution to their members who qualify for the positions.
Advertising positions			X	Few suitably qualified candidates from designated groups as well as people with disabilities apply for advertised posts.	All advertisements state: "Swartland Municipality is committed to Employment Equity and endorses the principles of Affirmative Action. Persons with disabilities and persons from designated groups are therefore encouraged to apply". Advertisements are placed in media that is accessible to candidates from designated groups. The advertisement agency is requested to report on circulation figures on a quarterly basis, in order to determine whether the media utilized is still

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
					appropriate for the target group. Advertisements are also placed on SM's website.
Selection criteria	X			The minimum competency levels as stipulated by the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the Municipal Regulations on Minimum Competency Levels as proclaimed on 15 June 2007 for all Accounting Officers, Chief Financial Officers, Senior Managers, Other Financial Officers and Supply Chain Management Officials limits the pool of applicants who can apply for such positions. The Municipal Staff Regulations Competency Framework limits the pool of applicants who can apply for positions in the municipality. The MSR Competency Framework however limit the opportunities to deviate from the required competencies for the filling of specific posts in the municipality.	The increased use of competency-based recruitment and selection methods, whereby the candidate's potential and the ability to perform the job plays an increasingly prominent role. The selection criteria at SM are continuously revised in order to allow for the definition of suitably qualified candidates as contained in the EE Act to serve as standard for selection. All employees who have to comply to the minimum competency levels as well as the next reporting level are trained and succession programmes are in place to train new employees who could in future qualify for such positions.
Appointments			X	Few suitably qualified candidates from designated groups as well as people with disabilities apply for advertised posts. The labour turnover rate at SM is extremely low. This presents a significant limiting factor as regards the implementation rate of affirmative action measures and the setting of numerical goals by SM.	Policies regarding selection criteria and selection panels were developed and implemented in order to ensure that fair and non-discriminatory selection procedures are implemented. Such procedures help to contribute to the appointment of suitable candidates from designated groups. SM encourages the advancement of designated groups, bearing in mind that SM will not resort to window-dressing, tokenism and favouritism, but will advance designated groups by providing the necessary guidance, training and development, and support. It is recognised that the appointment of members of designated groups will help create a more diverse workforce, which holds social and economic benefits for SM. A Succession Planning Policy was adopted where internal candidates from designated groups are trained and developed in order to compete for scarce skills vacancies.
Job classification and grading				No barriers – Posts are classified and graded on job content.	

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
Remuneration and benefits				No barriers – Remuneration and benefits are determined through negotiation in the South African Local Government Bargaining Council (SALGBC).	
Terms & conditions of employment				No barriers – Terms and conditions of employment are determined through negotiation in the SALGBC	
Work environment and facilities			X	SM finalised an audit of its physical work environment in 2015 in order to determine to what extent the workplace accommodates people with disabilities. A project plan was compiled in order to track the finalisation of identified gaps. Annual follow up is done on the implementation of the projects.	
Training and development			X	Many employees do not qualify for Learnerships based on the initial written assessments. In the past, employees did not join or attend the AET training programmes due to the perception by others that they were illiterate and/or other behaviours displayed by colleagues.	Swartland Municipality recognises the obligations placed on it by the Skills Development Act of 1998 to train and develop employees. Structured training programmes were for employees. These programmes include: • Bursaries for secondary and tertiary education • Job-related training • Training in line-functioning, management, and supervisory skills • Learnerships • Skills programmes • Adult Education and Training (AET) • Recognition of Prior Learning (RPL) • Succession Planning Programme • Mentorship and Coaching of new candidates as a long term upliftment measure. • Ensure alignment of training and development initiatives with the strategic priorities of the municipality in the workplace skills plan • Investigate the option of AET training programmes in future and/or whether employees who have not qualified for Learnerships need a bridging and/or AET training programme as a starting point.

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
Performance and evaluation				No barriers	
Succession & experience planning				No barriers	An annual succession plan is compiled based on incumbents of identified critical posts reaching the age of 55 years during that year. Succession opportunities are advertised internally and employees who apply and who will be able to meet the minimum requirements of the succession post by the retirement date of the current incumbent, are approved for the succession plan and subsequent training and development.
Disciplinary measures				No barriers – Disciplinary Measures are determined through negotiation in the SALGBC	None
Retention of designated groups			X	Many employees from designated groups leave Swartland Municipality as soon as they are trained. It is difficult to retain employees through higher salary offers as salary scales are fixed on job grading on the TASK Job Evaluation System.	Outcome-based training to accelerate the advancement of designated groups within Swartland Municipality Retention Policy adopted
Corporate culture				No barriers - The consultative forum of SM includes employees from various different levels and seniority and is fully representative of all designated and non-designated groups at SM. SM completed an organizational development process whereby employees took part in a climate creation drive, with the focus on Employee Involvement through Communication for Commitment and Innovation (INVOCOM®). INVOCOM® is an approach to ensure that we talk about the right things, by involving the right people, at the right time and frequency and in the right way to achieve sustainable business excellence.	SM recognises the importance of adopting an overall strategy which highlights the importance of managing a diverse, multiracial and multicultural workforce, for the purposes of ensuring the maximum utilisation of all employees. This includes reducing negative stereotyping and discrimination, creating an acceptable and welcome environment, and the integration of affirmative action programmes with general management practices and strategies. Climate Creation and Prosperity Partnership Presentation to new employees as part of Induction programme Regular INVOCOM® meetings in all departments to ensure successful diversity management. Diversity management training for managers and Diversity Awareness, disability workshops,

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
					information sharing sessions and written communication for employees.
Reasonable accommodation			X	The buildings of SM are not wheelchair friendly, specifically with reference to employees.	SM has adopted a policy regarding the disabled. Special attention is given to the employment and career development of disabled people. Although the buildings of SM are not wheelchair friendly, specifically with reference to employees, there are still many other disabilities that can be accommodated within the facilities of the municipality. SM finalised an audit of its physical work environment in 2015 determining to what extent the workplace accommodates people with disabilities. A project plan was compiled and is followed up in order to track the finalisation of identified gaps. An advertisement is placed in the media regarding "Job Opportunities for People with Disabilities" in order to compile a database of potential candidates who will be informed about suitable vacancies for which they qualify and can be considered. This action will provide maximum exposure to people with disabilities to all job opportunities within Swartland Municipality. Only people with disabilities may apply to be included in the database.
Harassment				No barriers	
HIV&AIDS prevention and wellness programmes				No barriers	
Assigned senior manager(s) to manage EE implementation				No barriers – the MM was appointed to manage EE implementation	

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE		
Budget allocation in support of employment equity goals				No barriers	
Time off for employment equity consultative committee to meet				No barriers – EE Forum meets once every quarter	

2. WORKFORCE PROFILE ANALYSIS

Section 19(2) of the EEA requires designated employers to conduct a workforce profile analysis of each occupational level in order to determine the degree of under-representation of the various population groups in the different occupational levels.

Designated employers must use the relevant Economically Active Population (EAP) and the 5-year sector targets that have been set in terms of Section 15A of the Employment Equity Act as amended and its regulations in terms of population group, gender and for employees with disabilities when conducting a workforce profile analysis to determine the under-representation.

2.1 5-YEAR SECTOR NUMERICAL TARGETS AND NUMERICAL GOALS

Employers must set their own targets for the two bottom occupational levels (i.e. semi-skilled and unskilled). Employers will have to make a full analysis to set targets for these two levels before populating the table below.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)		
OCCUPATIONAL LEVELS AND DISABILITY	GENDER	DESIGNATED GROUPS SECTOR TARGET %
TOP MANAGEMENT	Male	49.8%
	Female	41.9%
	TOTAL	91.7%
SENIOR MANAGEMENT	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
PROFESSIONALLY QUALIFIED	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
SKILLED TECHNICAL	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
		EMPLOYER'S NUMERICAL GOAL
SEMI-SKILLED	Male	52.9%
	Female	47.1%
	TOTAL	100%
UNSKILLED	Male	87.8%
	Female	12.2%
	TOTAL	100%
5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES		
5-Year Sector Target for Employees with disabilities (%)		3%

2.2 SNAPSHOT OF WORKFORCE PROFILE

Workforce profile Information contained in the two tables below in terms of population group, gender and disability as of the last day of the month **31 July 2025** (dd/ mm/ yyyy). **Table 1A** contains information on all employees, including employees with disabilities, and **Table 1B** only contains information on employees with disabilities.

Table 1A: Snapshot of all employees, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0,0%	0,0%	0,0%	100,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	100%
Senior management	value	0	2	0	2	0	1	0	1	0	0	6
	%	0,0%	33,3%	0,0%	33,3%	0,0%	16,7%	0,0%	16,7%	0,0%	0,0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	17	0	13	1	13	0	7	0	0	51
	%	0,0%	33,3%	0,0%	25,5%	2,0%	25,5%	0,0%	13,7%	0,0%	0,0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	16	88	0	9	3	54	0	11	0	0	181
	%	8,8%	48,6%	0,0%	5,0%	1,7%	29,8%	0,0%	6,1%	0,0%	0,0%	100%
Semi-skilled and discretionary decision making	value	39	159	1	4	10	82	0	9	0	0	304
	%	12,8%	52,3%	0,3%	1,3%	3,3%	27,0%	0,0%	3,0%	0,0%	0,0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26,1%	61,7%	0,0%	0,0%	3,5%	8,7%	0,0%	0,0%	0,0%	0,0%	100%
TOTAL PERMANENT	value	85	337	1	29	18	160	0	28	0	0	658
	%	12,9%	51,2%	0,2%	4,4%	2,7%	24,3%	0,0%	4,3%	0,0%	0,0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
GRAND TOTAL	value	85	337	1	29	18	160	0	28	0	0	658
	%	12,9%	51,2%	0,2%	4,4%	2,7%	24,3%	0,0%	4,3%	0,0%	0,0%	100%

Table 1B: Snapshot of employees with disabilities Only

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

2.3 ANALYSIS OF WORKFORCE PROFILE BY OCCUPATIONAL LEVEL

The analysis must be done separately for the various population groups and gender (including the population group and gender intersections) within each of the occupational levels.

Where the representation of employees with disabilities is below 3%, designated employers are expected to indicate the strategies to address the under-representation.

2.3.1 TOP MANAGEMENT (Analysis)

Top Management	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
5-Year Sector Target (%) (Designated groups)	49.8%				41.9%						91.7%
Workforce Profile(value)	0	0	0	1	0	0	0	0	0	0	1
Workforce Profile (%)	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%

COMMENTS:

The current incumbent's employment contract expires on 30 April 2027. Candidates from the designated groups will be given preference when the new incumbent is appointed.

2.3.2 SENIOR MANAGEMENT (Analysis)

Senior Management	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
5-Year Sector Target (%) (Designated groups)	49.8%				46.1%						95.9%
Workforce Profile(value)	0	2	0	2	0	1	0	1	0	0	6
Workforce Profile (%)	0%	33.3%	0%	33.3%	0%	16.7%	0%	16.7%	0%	0%	100%

COMMENTS:

Coloured males dominate race and gender distribution and represent 33.3% compared to the WC-EAP of 22.4%. The representation of Coloured females is 16.7% compared to the WC-EAP of 19.8%. The representation of African males is 0% compared to the WC-EAP of 22.5% and of African females 0% compared to the WC-EAP of 20.7%.

The representation of White Males is 33.3% compared to the WC-EAP of 7.2% and of White females 16.7% compared to the WC-EAP of 6.0%.

The representation of designated groups overall is 66.6% for males and 33.4% for females.

Urgent attention should be give to the appointment of African Males as well as African and Coloured Females.

The following retirements are envisaged to take place during the period of the Plan:

- One White Male turning 65 during 2027.
- One White Female turning 65 during 2029.
- One Coloured Female turning 65 during 2030.

Proposed Strategy:

To reach the numerical targets by 31 August 2030, this occupational level should consist of:

Male			Female			
A	C	I	A	C	I	W
1	2	0	2	1	0	0
50.0%			50.0%			

As indicated in the comments above, all efforts will be made to replace retiring employees by persons from under-represented designated groups. Any other natural termination of service, namely resignation, dismissal, etc will lead to replacement by persons from designated groups in an attempt to reach the sectoral numerical targets.

2.3.3 PROFESSIONALLY QUALIFIED (Analysis)

Professionally Qualified	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
5-Year Sector Target (%) (Designated groups)	49.8%				46.1%						95.9%
Workforce Profile(value)	0	17	0	13	1	13	0	7	0	0	51
Workforce Profile (%)	0%	33.3%	0%	25.5%	2%	25.5%	0%	13.7%	0%	0%	100%

COMMENTS:

Coloured males dominate race and gender distribution and represent 33.3% compared to the WC-EAP of 22.4%. The representation of Coloured females is 25.5% compared to the WC-EAP of 19.8%. The representation of African males is 0% compared to the WC-EAP of 22.5% and of African females 2% compared to the WC-EAP of 20.7%.

The representation of White Males is 25.5% compared to the WC-EAP of 7.2% and of White females 13.7% compared to the WC-EAP of 6.0%.

The representation of designated groups overall is 58.8% for males and 41.2% for females.

Urgent attention should be give to the appointment of African Males as well as African and Coloured Females.

The following retirements are envisaged to take place during the period of the Plan:

- One Coloured Male turning 65 during 2027.
- Three White Males turning 65 during 2028.
- One Coloured Male turning 65 during 2029.
- One White Male turning 65 during 2029.
- One Coloured Female turning 65 during 2030.
- One White Female turning 65 during 2030.

Proposed Strategy:

To reach the numerical targets by 31 August 2030, this occupational level should consist of:

Male			Female			
A	C	I	A	C	I	W
13	13	0	11	11	0	3
51.0%			49.0%			

As indicated in the comments above, all efforts will be made to replace retiring employees by persons from under-represented designated groups. Any other natural termination of service, namely resignation, dismissal, etc will lead to replacement by persons from designated groups in an attempt to reach the sectoral numerical targets.

2.3.4 SKILLED (Analysis)

Skilled Technical	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
5-Year Sector Target (%) (Designated groups)	49.8%				46.1%						95.9%
Workforce Profile(value)	16	88	0	9	3	54	0	11	0	0	181
Workforce Profile (%)	8.8%	48.6%	0%	5%	1.7%	29.8%	0%	6.1%	0%	0%	100%

COMMENTS:

Coloured males dominate race and gender distribution and represent 48.6% compared to the WC-EAP of 22.4%. The representation of Coloured females is 29.8% compared to the WC-EAP of 19.8%. The representation of African males is 8.8% compared to the WC-EAP of 22.5% and of African females 1.7% compared to the WC-EAP of 20.7%.

The representation of White Males is 5% compared to the WC-EAP of 7.2% and of White females 6.1% compared to the WC-EAP of 6.0%.

The representation of designated groups overall is 62.4% for males and 37.6% for females.

Urgent attention should be give to the appointment of African Males as well as African and Coloured Females.

The following retirements are envisaged to take place during the period of the Plan:

- One White Female turning 65 during 2027.
- One Coloured Male turning 65 during 2027.
- One White Fale turning 65 during 2028.
- Two Coloured Males turning 65 during 2028.
- Three Coloured Male turning 65 during 2029.

Proposed Strategy:

To reach the numerical targets by 31 August 2030, this occupational level should consist of:

Male			Female			
A	C	I	A	C	I	W
45	47	2	37	38	1	11
51.9%			48.1%			

As indicated in the comments above, all efforts will be made to replace retiring employees by persons from under-represented designated groups. Any other natural termination of service, namely resignation, dismissal, etc will lead to replacement by persons from designated groups in an attempt to reach the sectoral numerical targets.

2.3.5 SEMI-SKILLED (Analysis)

Semi-Skilled	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
Workforce Profile (value)	39	159	1	4	10	82	0	9	0	0	304
Workforce Profile (%)	12.8%	52.3%	0.3%	1.3%	3.3%	27%	0%	3%	0%	0%	100%

COMMENTS:

Coloured males dominate race and gender distribution and represent 52.3% compared to the WC-EAP of 22.4%. The representation of Coloured females is 27% compared to the WC-EAP of 19.8%. The representation of African males is 12.8% compared to the WC-EAP of 22.5% and of African females 3.3% compared to the WC-EAP of 20.7%.

The representation of White Males is 1.3% compared to the WC-EAP of 7.2% and of White females 3% compared to the WC-EAP of 6.0%.

The representation of designated groups overall is 66.7% for males and 33.3% for females.

Urgent attention should be give to the appointment of African Males as well as African and Coloured Females.

The following retirements are envisaged to take place during the period of the Plan:

- Two White Female turning 65 during 2026.
- One Coloured Female turning 65 during 2026.
- One White Female turning 65 during 2027.
- One Coloured Female turning 65 during 2028.
- One Coloured Male turning 65 during 2028.
- One African Male turning 65 during 2028
- One African Male turning 65 during 2029
- One White Female turning 65 during 2029
- One Coloured Male turning 65 during 2029
- One Coloured Male turning 65 during 2030
- One White Female turning 65 during 2030

Proposed Strategy:

To reach the EE targets by 31 August 2030, this occupational level should consist of:

Male			Female			
A	C	I	A	C	I	W
69	68	2	63	61	2	18

As indicated in the comments above, all efforts will be made to replace retiring employees by persons from under-represented designated groups. Any other natural termination of service, namely resignation, dismissal, etc will lead to replacement by persons from designated groups in an attempt to reach the numerical targets as set in the Employment Equity Plan.

2.3.6 UNSKILLED (Analysis)

Unskilled	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP	22.5%	22.4%	0.8%	7.2%	20.7%	19.8%	0.6%	6.0%	0%	0%	100%
Workforce Profile (value)	30	71	0	0	4	10	0	0	0	0	115
Workforce Profile (%)	26.1%	61.7%	0%	0%	3.5%	8.7%	0%	0%	0%	0%	100%

COMMENTS:

Coloured males dominate race and gender distribution and represent 61.7% compared to the WC-EAP of 22.4%. The representation of Coloured females is 8.7% compared to the WC-EAP of 19.8%. The representation of African males is 26.1% compared to the WC-EAP of 22.5% and of African females 3.5% compared to the WC-EAP of 20.7%.

The representation of White Males is 0% compared to the WC-EAP of 7.2% and of White females 0% compared to the WC-EAP of 6.0%.

The representation of designated groups overall is 87.8% for males and 12.2% for females.

The following retirements are envisaged to take place during the period of the Plan:

- One African Male turning 65 during 2030.

Proposed Strategy:

If the strategy as indicated in the other 5 occupational levels must be followed here, it means that appointments of males in the designated groups should be avoided. This occupational level is however a male dominated level, as it entails hard physical labour for which the male body is more suited. Strict adherence to the overall strategy will therefore not be possible in this level. Where it is possible and the job description of a specific post allows for it, female candidates will be appointed and preferably no males will be considered for those posts.

2.3.7 EMPLOYEES WITH DISABILITIES (Analysis)

Employees with Disabilities (% of Total Workforce)	
A. 5-Year Sector Target (%)	3.0%
B. Total Workforce Profile of employees with Disabilities (value)	73
C. Total workforce of all the employees (Value)	658
D. Total Workforce Profile of employees with Disabilities (%)	11.0%
COMMENTS: People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following: • One white male from the Senior Management Level • One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level • Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level • Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level • One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level Special effort should however be made to appoint more people with disabilities to the higher occupational levels.	



EE PLAN (SECTION 20)

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS								
PURPOSE OF THIS FORM Section 20 requires designated employers to prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer's workforce. An Employment Equity Plan must state- (a) The objectives to be achieved for each year of the plan (b) The affirmative action measures to be implemented as required by section 15(2); (c) Where under representation of people from designated groups has been identified by the analysis, the numerical goals to achieve the equitable representation of suitably qualified people from designated groups within each occupational level in the workforce, the timetable within which this is to be achieved, and the strategies intended to achieve those goals; (d) The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals; (e) The duration of the plan, this may not be shorter than one year or longer than five years; (f) The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity; (g) The internal procedures to resolve any dispute about the interpretation or implementation of the plan; (h) The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan; and (i) Any other prescribed matter	Trade name	Swartland Municipality							
	DTI registration name								
	DTI registration number								
	PAYE/SARS number	785/07/0179/0							
	UIF reference number	078018/6							
	EE reference number	3692							
	National or Provincial EAP	Provincial							
	Industry/Sector	Local Government							
	Seta classification	LGSETA							
	Bargaining Council	SA Local Government Bargaining Council							
	Telephone number	022-4879400							
	Postal address	Private Bag X52							
		Malmesbury							
	Postal code	7299							
	City/Town	Malmesbury							
	Province	Western Cape							
	Physical address	1 Kerk Street							
		Malmesbury							
	Postal code	7300							
	City/Town	Malmesbury							
	Province	Western Cape							
	Details of CEO/Accounting Officer								
	Name and surname	Mr JJ Scholtz							
	Telephone number	022-4879400							
	Email address	swartlandmun@swartland.org.za							
	Details of Employment Equity Senior Manager								
	Name and Surname	Mr JJ Scholtz							
	Telephone number	022-4879400							
Email address	swartlandmun@swartland.org.za								
Business type (Please mark with an X)									
☐ Private Sector ☐ National Government ☒ Local Government ☐ Non-profit Organisation	☐ State Owned Enterprise ☐ Provincial Government ☐ Educational Institution								
Information about the organization (Please mark with an X)									
Is your organisation an organ of State or designated in terms of a collective agreement?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td>X</td> <td></td> </tr> </table>	YES	NO	X					
YES	NO								
X									
Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)	<table border="1"> <tr> <th>EMPLOYEES</th> <th>x</th> </tr> <tr> <td>1 to 49</td> <td></td> </tr> <tr> <td>50 to 149</td> <td></td> </tr> <tr> <td>150 or more</td> <td>X</td> </tr> </table>	EMPLOYEES	x	1 to 49		50 to 149		150 or more	X
EMPLOYEES	x								
1 to 49									
50 to 149									
150 or more	X								
Is your organisation part of a group / holding company?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td></td> <td>X</td> </tr> </table>	YES	NO		X				
YES	NO								
	X								
If yes, please provide the name.									
Date on which this EE Plan was finalised and approved.	20 August 2025								

IMPORTANT INFORMATION

- a) A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees when conducting an EE Analysis, preparing an EE Plan and reporting annually to the Department of Employment and Labour.
- b) Section 20 requires that a designated employer prepares and implements an Employment Equity Plan.
- c) The employer must consult and attempt to reach consensus on the development of the EE Plan (EEA13) by taking the following into account-
 - (i) Analysis report (EEA12).
 - (ii) National or Provincial Economically Active Population (EAP)
 - (iii) Determining the duration of the EE Plan.
 - (iv) Determining the annual objectives of the EE Plan.
 - (v) Corrective measures/ Affirmative Action measures formulated, including goals and targets.
 - (vi) Time frames established.
 - (vii) Determine the monitoring procedures of the implementation of the EE Plan.
 - (viii) Determine the internal procedures to resolve any dispute about the implementation of the EE Plan.
 - (ix) Resources identified and allocated for the implementation of the EE Plan, including senior managers responsible for monitoring the implementation of the EE Plan.
 - (x) The EE Plan must be communicated to all employees.
- d) Barriers and Affirmative Action Measures must be aligned with those indicated in the audit analysis (EEA12) and meet the following requirements:
 - Include time-frames in order to track progress in the implementation of these AA Measures;
 - These time-frames should be within the duration of the EE Plan in terms of day, month and year (dd/mm/yyyy); and
 - Include the designations of responsible persons in the workforce to monitor the implementation of these AA Measures.
- e) Designated employers must prepare and implement an EE Plan (EEA13) that outlines annual targets, which are in line with relevant 5-year sector targets regulated in terms of Section 15A of the Employment Equity Act as amended for the four-upper occupational levels (i.e. Top Management, Senior Management, Professionally Qualified and Skilled Technical).
- f) Employers who become designated during the 5-year sector target period regulated in terms of Section 15A of the Employment Equity Act as amended must prepare an EE Plan with annual targets for the remainder of the period.
- g) Numerical goals and targets in the EE plan must include the entire workforce profile for that occupational level in terms of population group and gender, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve.
- h) The objectives to be achieved for each year of the plan should meet the SMART principle as follows: Specific; measurable; attainable; relevant and time bound.
- i) "Temporary employees" are those employees employed for less than three months.
- j) Guidelines on occupational levels are provided in the EEA9 form of these regulations.

N.B It is advisable that at least 6 months before the expiry of the EE Plan a designated employer should prepare a subsequent EE Plan (Successive EE Plan as required by Section 23).

1. DURATION OF THE PLAN

The affirmative action measures, numerical goals and the annual targets in this EE Plan must be aligned to the sector targets (i.e. the 5-year sector target) set in terms of Section 15A of the Employment Equity Act, as amended. The specific start and end dates for the duration of this Employment Equity Plan (EE Plan) is contained below.

1 September 2025

Start date: (dd / mm / yyyy)

to

31 August 2030

End date: (dd / mm / yyyy)

2. OBJECTIVES FOR EACH YEAR OF THE PLAN

The relevant Economically Active Population (EAP) and the 5-year sector targets set in terms of Section 15A of the Employment Equity Act, as amended, have been used to address the under-representation of the suitably qualified individuals from the designated groups in this EE Plan.

The objectives for each year of the plan outlined below are specific, measurable, attainable, relevant and time bound.

TIMEFRAMES		OBJECTIVES
YEAR 1	From 01/09/2025 to 31/08/2026	Preferential treatment of people from designated groups with appointments in all occupational levels and across all departments where designated groups are under-represented
		Numerical goals for each year to monitor, measure and assess progress towards achieving employment equity in the Swartland Municipality's workforce for all occupational levels
		Retain and develop people from designated groups as well as existing personnel
		Implementation of appropriate training strategies, succession plans and Employment Equity measures are key to achieve equitable representation over the term of this Employment Equity Plan reporting cycle
YEAR 2	From 01/09/2026 to 31/08/2027	Preferential treatment of people from designated groups with appointments in all occupational levels and across all departments where designated groups are under-represented
		Numerical goals for each year to monitor, measure and assess progress towards achieving employment equity in the Swartland Municipality's workforce for all occupational levels
		Retain and develop people from designated groups as well as existing personnel
		Implementation of appropriate training strategies, succession plans and Employment Equity measures are key to achieve equitable representation over the term of this Employment Equity Plan reporting cycle
YEAR 3	From 01/09/2027 to 31/08/2028	Preferential treatment of people from designated groups with appointments in all occupational levels and across all departments where designated groups are under-represented
		Numerical goals for each year to monitor, measure and assess progress towards achieving employment equity in the Swartland Municipality's workforce for all occupational levels
		Retain and develop people from designated groups as well as existing personnel
		Implementation of appropriate training strategies, succession plans and Employment Equity measures are key to achieve equitable representation over the term of this Employment Equity Plan reporting cycle

YEAR 4	From 01/09/2028 to 31/08/2029	Preferential treatment of people from designated groups with appointments in all occupational levels and across all departments where designated groups are under-represented
		Numerical goals for each year to monitor, measure and assess progress towards achieving employment equity in the Swartland Municipality's workforce for all occupational levels
		Retain and develop people from designated groups as well as existing personnel
		Implementation of appropriate training strategies, succession plans and Employment Equity measures are key to achieve equitable representation over the term of this Employment Equity Plan reporting cycle
YEAR 5	From 01/09/2029 to 31/08/2030	Preferential treatment of people from designated groups with appointments in all occupational levels and across all departments where designated groups are under-represented
		Numerical goals for each year to monitor, measure and assess progress towards achieving employment equity in the Swartland Municipality's workforce for all occupational levels
		Retain and develop people from designated groups as well as existing personnel
		Implementation of appropriate training strategies, succession plans and Employment Equity measures are key to achieve equitable representation over the term of this Employment Equity Plan reporting cycle

3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

The barriers and Affirmative Action Measures identified in the EE analysis conducted must be included in the EE Plan. These measures must include time-frames to track progress in the implementation of the AA Measures. The time-frames must have specific dates and be within the duration of the EE Plan (no "ongoing" permitted). The designations of responsible persons to monitor the implementation of these AA Measures must be specified.

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Recruitment			X	People with disabilities rarely apply for advertised posts.	Policy on recruitment was adopted which provides for internal and external recruitment of suitable candidates from designated groups. A concerted effort to be made to increase the level of interest from potential candidates from designated groups in applying for vacancies. All advertisements state: "Swartland Municipality is committed to Employment Equity and endorses the principles of Affirmative Action. Persons with disabilities and persons from designated groups are therefore encouraged to apply". A database was compiled of all NGO's and DPO's in area to ensure that advertisements are sent to the organisations for distribution to their members who qualify for the positions.	1 September 2025	31 August 2030	Senior Manager: Human Resource Management
Advertising positions			X	Few suitably qualified candidates from designated groups as well as people with	All advertisements state: "Swartland Municipality is committed to Employment Equity and endorses the	1 September 2025	31 August 2030	Senior Manager: Human Resource Management

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
				disabilities apply for advertised posts.	principles of Affirmative Action. Persons with disabilities and persons from designated groups are therefore encouraged to apply". Advertisements are placed in media that is accessible to candidates from designated groups. The advertisement agency is requested to report on circulation figures on a quarterly basis, in order to determine whether the media utilized is still appropriate for the target group. Advertisements are also placed on SM's website.			
Selection criteria	X			The minimum competency levels as stipulated by the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the Municipal Regulations on Minimum Competency Levels as proclaimed on 15 June 2007 for all Accounting Officers, Chief Financial Officers, Senior Managers, Other Financial Officers and Supply Chain Management Officials limits the pool of applicants who can apply for such positions.	The increased use of competency-based recruitment and selection methods, whereby the candidate's potential and the ability to perform the job plays an increasingly prominent role. The selection criteria at SM are continuously revised in order to allow for the definition of suitably qualified candidates as contained in the EE Act to serve as standard for selection. All employees who have to comply to the minimum competency levels as well as the next reporting level are trained and succession programmes are in place to train new employees who could in future qualify for such positions.	1 September 2025	31 August 2030	Senior Manager: Human Resource Management

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
				The Municipal Staff Regulations Competency Framework limits the pool of applicants who can apply for positions in the municipality. The MSR Competency Framework however limit the opportunities to deviate from the required competencies for the filling of specific posts in the municipality.				
Appointments			X	Few suitably qualified candidates from designated groups as well as people with disabilities apply for advertised posts. The labour turnover rate at SM is extremely low. This presents a significant limiting factor as regards the implementation rate of affirmative action measures and the setting of numerical goals by SM.	Policies regarding selection criteria and selection panels were developed and implemented in order to ensure that fair and non-discriminatory selection procedures are implemented. Such procedures help to contribute to the appointment of suitable candidates from designated groups. SM encourages the advancement of designated groups, bearing in mind that SM will not resort to window-dressing, tokenism and favouritism, but will advance designated groups by providing the necessary guidance, training and development, and support. It is recognised that the appointment of members of designated groups will help create a more diverse	1 September 2025	31 August 2030	Senior Manager: Human Resource Management

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
					workforce, which holds social and economic benefits for SM. A Succession Planning Policy was adopted where internal candidates from designated groups are trained and developed in order to compete for scarce skills vacancies.			
Job classification and grading				No barriers – Posts are classified and graded on job content.				
Remuneration and benefits				No barriers – Remuneration and benefits are determined through negotiation in the South African Local Government Bargaining Council (SALGBC).				
Terms & conditions of employment				No barriers – Terms and conditions of employment are determined through negotiation in the SALGBC				
Work environment and facilities			X	SM finalised an audit of its physical work environment in 2015 in order to determine to what extent the workplace accommodates people with disabilities. A project plan was compiled in order to track the finalisation of identified gaps. Annual follow up is done on the				

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
				implementation of the projects.				
Performance and evaluation				No barriers				
Succession & experience planning				No barriers	An annual succession plan is compiled based on incumbents of identified critical posts reaching the age of 55 years during that year. Succession opportunities are advertised internally and employees who apply and who will be able to meet the minimum requirements of the succession post by the retirement date of the current incumbent, are approved for the succession plan and subsequent training and development.	1 September 2025	31 August 2030	Senior Manager: Human Resource Management
Disciplinary measures				No barriers – Disciplinary Measures are determined through negotiation in the SALGBC	None			
Retention of designated groups			X	Many employees from designated groups leave SM as soon as they are trained. It is difficult to retain employees through higher salary offers as salary scales are fixed on job grading on the TASK Job Evaluation System.	Outcome-based training to accelerate the advancement of designated groups within Swartland Municipality Retention Policy adopted	1 September 2025	31 August 2030	Senior Manager: Human Resource Management

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Corporate culture				No barriers - The consultative forum of SM includes employees from various different levels and seniority and is fully representative of all designated and non-designated groups at SM. SM completed an organizational development process whereby employees took part in a climate creation drive, with the focus on Employee Involvement through Communication for Commitment and Innovation (INVOCOM®). INVOCOM® is an approach to ensure that we talk about the right things, by involving the right people, at the right time and frequency and in the right way to achieve sustainable business excellence.	SM recognises the importance of adopting an overall strategy which highlights the importance of managing a diverse, multiracial and multicultural workforce, for the purposes of ensuring the maximum utilisation of all employees. This includes reducing negative stereotyping and discrimination, creating an acceptable and welcome environment, and the integration of affirmative action programmes with general management practices and strategies. Climate Creation and Prosperity Partnership Presentation to new employees as part of Induction programme Regular INVOCOM® meetings in all departments to ensure successful diversity management. Diversity management training for managers and Diversity Awareness, disability workshops, information sharing sessions and written communication for employees.	1 September 2025	31 August 2030	Senior Manager: Human Resource Management
Reasonable accommodation			X	The buildings of SM are not wheelchair friendly, specifically with reference to employees.	SM has adopted a policy regarding the disabled. Special attention is given to the employment and career development of disabled people.	1 September 2025	31 August 2030	Buildings and Structures

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
					Although the buildings of SM are not wheelchair friendly, specifically with reference to employees, there are still many other disabilities that can be accommodated within the facilities of the municipality. SM finalised an audit of its physical work environment in 2015 determining to what extent the workplace accommodates people with disabilities. A project plan was compiled and is followed up in order to track the finalisation of identified gaps. An advertisement is placed in the media regarding "Job Opportunities for People with Disabilities" in order to compile a database of potential candidates who will be informed about suitable vacancies for which they qualify and can be considered. This action will provide maximum exposure to people with disabilities to all job opportunities within Swartland Municipality. Only people with disabilities may apply to be included in the database.			Senior Manager: Human Resource Management
Harassment				No barriers				
HIV&AIDS prevention and wellness programmes				No barriers				

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Assigned senior manager(s) to manage EE implementation				No barriers – the MM was appointed to manage EE implementation				
Budget allocation in support of employment equity goals				No barriers				
Time off for employment equity consultative committee to meet				No barriers – EE Forum meets once every quarter				

4. 5-YEAR SECTOR NUMERICAL TARGETS AND NUMERICAL GOALS

Employers must populate the table below using the regulated 5-year sector targets including the numerical goals for the semi-skilled and unskilled level.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)		
OCCUPATIONAL LEVELS AND DISABILITY	GENDER	DESIGNATED GROUPS SECTOR TARGET %
TOP MANAGEMENT	Male	49.8%
	Female	41.9%
	TOTAL	91.7%
SENIOR MANAGEMENT	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
PROFESSIONALLY QUALIFIED	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
SKILLED TECHNICAL	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
		EMPLOYER'S NUMERICAL GOAL
SEMI-SKILLED	Male	52.9%
	Female	47.1%
	TOTAL	100%
UNSKILLED	Male	87.8%
	Female	12.2%
	TOTAL	100%
5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES		
5-Year Sector Target for Employees with disabilities (%)		3%

5. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

5.1 SNAPSHOT OF THE CURRENT WORKFORCE PROFILE

The workforce profile snapshot tables used for the conducting of the analysis to inform this plan are used below as a baseline for the setting of numerical goals and targets for each year of the plan.

Workforce profile snapshot date **01 / 08 / 2025**
DD / MM / YYYY

Table 1: Snapshot of workforce profile for all employees, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0,0%	0,0%	0,0%	100,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	100%
Senior management	value	0	2	0	2	0	1	0	1	0	0	6
	%	0,0%	33,3%	0,0%	33,3%	0,0%	16,7%	0,0%	16,7%	0,0%	0,0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	17	0	13	1	13	0	7	0	0	51
	%	0,0%	33,3%	0,0%	25,5%	2,0%	25,5%	0,0%	13,7%	0,0%	0,0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	16	88	0	9	3	54	0	11	0	0	181
	%	8,8%	48,6%	0,0%	5,0%	1,7%	29,8%	0,0%	6,1%	0,0%	0,0%	100%
Semi-skilled and discretionary decision making	value	39	159	1	4	10	82	0	9	0	0	304
	%	12,8%	52,3%	0,3%	1,3%	3,3%	27,0%	0,0%	3,0%	0,0%	0,0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26,1%	61,7%	0,0%	0,0%	3,5%	8,7%	0,0%	0,0%	0,0%	0,0%	100%
TOTAL PERMANENT	value	85	337	1	29	18	160	0	28	0	0	658
	%	12,9%	51,2%	0,2%	4,4%	2,7%	24,3%	0,0%	4,3%	0,0%	0,0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
GRAND TOTAL	value	85	337	1	29	18	160	0	28	0	0	658
	%	12,9%	51,2%	0,2%	4,4%	2,7%	24,3%	0,0%	4,3%	0,0%	0,0%	100%

Table 2: Snapshot for workforce profile for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

5.2 5-YEAR SECTOR NUMERICAL TARGETS, NUMERICAL GOALS AND ANNUAL TARGETS

5-year Sector Numerical targets and Numerical goals must include the entire workforce profile, and **NOT** the difference that is projected to be achieved by the end of this EE Plan. Below are two tables on numerical goals, one covering all employees, including employees with disabilities, and the other covering employees with disabilities **ONLY**.

Start date: 01 / 09 / 2025

DD / MM / YYYY

End date: 31 / 08 / 2030

DD / MM / YYYY

Table 3: Numerical goals and 5-year Sector Targets for all employees, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	1	0	0	0	0	1
	%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%
Senior management	value	1	2	0	0	2	1	0	0	0	0	6
	%	16.7%	33.3%	0%	0%	33.3%	16.7%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	13	13	0	0	11	11	0	3	0	0	51
	%	25.5%	25.5%	0%	0%	21.6%	21.6%	0%	5.9%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	45	47	2	0	37	35	1	11	0	0	181
	%	24.9%	26.0%	1.1%	0%	20.4%	20.9%	0.6%	6.1%	0%	0%	100%
Semi-skilled and discretionary decision making	value	69	68	2	22	63	60	2	18	0	0	304
	%	22.7%	22.4%	0.7%	7.2%	20.7%	19.7%	0.7%	5.9%	0%	0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26.1%	61.7%	0%	0%	3.5%	8.7%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	158	201	4	22	117	121	3	32	0	0	658
	%	24.0%	30.6%	0.6%	3.3%	17.8%	18.4%	0.5%	4.8%	0%	0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	158	201	4	22	117	121	3	32	0	0	658
	%	24.0%	30.6%	0.6%	3.3%	17.8%	18.4%	0.5%	4.8%	0%	0%	100%

Table 4: Numerical goals and targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following:

- One white male from the Senior Management Level
- One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level
- Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level
- Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level
- One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level

Special effort should however be made to appoint more people with disabilities to the higher occupational levels.

5.3 NUMERICAL TARGETS

Numerical targets must include the entire workforce profile, and **NOT** the difference that is projected to be achieved by the next reporting period. Below are two tables on numerical targets, one covering all employees, including employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 1												
Start date:		01 / 09 / 2025				End date:		31 / 08 / 2026				
		DD / MM / YYYY						DD / MM / YYYY				

Table 5: Numerical targets for all employees, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0,0%	0,0%	0,0%	100,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	100%
Senior management	value	0	2	0	2	0	1	0	1	0	0	6
	%	0,0%	33,3%	0,0%	33,3%	0,0%	16,7%	0,0%	16,7%	0,0%	0,0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	16	0	13	2	13	0	7	0	0	51
	%	0%	31,4%	0%	25,5%	2,9%	25,5%	0%	13,7%	0,0%	0,0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	22	81	0	8	8	51	0	11	0	0	181
	%	12,2%	44,8%	0%	4,4%	4,4%	28,1%	0%	6,1%	0,0%	0,0%	100%
Semi-skilled and discretionary decision making	value	43	150	1	5	15	80	0	10	0	0	304
	%	14,2%	49,3%	0,3%	1,6%	4,9%	26,4%	0%	3,3%	0,0%	0,0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26,1%	61,7%	0%	0%	3,5%	8,7%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	95	320	1	29	29	155	0	29	0	0	658
	%	14,4%	48,6%	0,2%	4,4%	4,4%	23,6%	0%	4,4%	0,0%	0,0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
GRAND TOTAL	value	95	320	1	29	29	155	0	29	0	0	658
	%	14,4%	48,6%	0,2%	4,4%	4,4%	23,6%	0%	4,4%	0,0%	0,0%	100%

Table 6: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following:

- One white male from the Senior Management Level
- One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level
- Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level
- Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level
- One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level

Special effort should however be made to appoint more people with disabilities to the higher occupational levels.

Numerical targets: Year 2

Start date: **01 / 09 / 2026** End date: **31 / 08 / 2027**
DD / MM / YYYY DD / MM / YYYY

Table 7: Numerical targets, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	1	0	0	0	0	1
	%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%
Senior management	value	0	2	0	2	0	1	0	1	0	0	6
	%	0,00%	33,3%	0,00%	33,3%	0,00%	16,7%	0,00%	16,7%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	2	16	0	11	2	13	0	7	0	0	51
	%	3,9%	31,4%	0,00%	21,6%	3,9%	25,5%	0,00%	13,7%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	30	75	0	7	10	47	1	11	0	0	181
	%	16,6%	41,4%	0,00%	3,9%	5,5%	26,0%	0,6%	6,1%	0%	0%	100%
Semi-skilled and discretionary decision making	value	47	135	1	9	27	74	0	11	0	0	304
	%	15,5%	44,4%	0,3%	3,0%	8,9%	24,3%	0,00%	3,6%	0%	0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26,1%	61,7%	0%	0%	3,5%	8,7%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	109	299	1	29	43	146	1	30	0	0	658
	%	16,6%	45,4%	0,2%	4,4%	6,5%	22,2%	0,2%	4,6%	0%	0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	109	299	1	29	43	146	1	30	0	0	658
	%	16,6%	45,4%	0,2%	4,4%	6,5%	22,2%	0,2%	4,6%	0.0%	0.0%	100%

Table 8: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following:

- One white male from the Senior Management Level
- One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level
- Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level
- Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level
- One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level

Special effort should however be made to appoint more people with disabilities to the higher occupational levels.

Numerical targets: Year 3Start date: **01 / 09 / 2027**End date: **31 / 08 / 2028**

DD / MM / YYYY

DD / MM / YYYY

Table 9: Numerical targets, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	1	0	0	0	0	1
	%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%
Senior management	value	1	2	0	1	0	1	0	1	0	0	6
	%	16,7%	33,3%	0,0%	16,7%	0,0%	16,7%	0,0%	16,7%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	5	15	0	8	4	13	0	6	0	0	51
	%	9,8%	29,4%	0,0%	15,7%	7,8%	25,5%	0,0%	11,8%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	36	65	1	6	17	44	1	11	0	0	181
	%	19,9%	35,9%	0,6%	3,3%	9,4%	24,3%	0,6%	6,1%	0%	0%	100%
Semi-skilled and discretionary decision making	value	54	120	1	14	32	69	1	13	0	0	304
	%	17,8%	39,5%	0,3%	4,6%	10,5%	22,7%	0,3%	4,3%	0%	0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26,1%	61,7%	0%	0%	3,5%	8,7%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	126	273	2	29	57	138	2	31	0	0	658
	%	19,1%	41,5%	0,3%	4,4%	8,7%	21,0%	0,3%	4,7%	0%	0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
GRAND TOTAL	value	126	273	2	29	57	138	2	31	0	0	658
	%	19,1%	41,5%	0,3%	4,4%	8,7%	21,0%	0,3%	4,7%	0,0%	0,0%	100%

Table 10: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following:

- One white male from the Senior Management Level
- One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level
- Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level
- Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level
- One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level

Special effort should however be made to appoint more people with disabilities to the higher occupational levels.

Numerical targets: Year 4

Start date: **01 / 09 / 2028**
DD / MM / YYYY

End date: **31 / 08 / 2029**
DD / MM / YYYY

Table 11: Numerical targets, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	1	0	0	0	0	1
	%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%
Senior management	value	1	2	0	1	0	1	0	1	0	0	6
	%	16,7%	33,3%	0,0%	16,7%	0,0%	16,7%	0,0%	16,7%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	6	14	0	5	8	12	0	6	0	0	51
	%	11,8%	27,5%	0,0%	9,8%	15,7%	23,5%	0,0%	11,8%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	40	55	1	5	28	40	1	11	0	0	181
	%	22,1%	30,4%	0,6%	2,8%	15,5%	22,1%	0,6%	6,1%	0%	0%	100%
Semi-skilled and discretionary decision making	value	61	100	1	18	44	64	1	15	0	0	304
	%	20,1%	32,9%	0,3%	5,9%	14,5%	21,1%	0,3%	4,9%	0%	0%	100%
Unskilled and defined decision making	value	30	71	0	0	4	10	0	0	0	0	115
	%	26.1%	61.7%	0%	0%	3.5%	8.7%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	138	242	2	29	84	128	2	33	0	0	658
	%	21,0%	36,8%	0,3%	4,4%	12,8%	19,5%	0,3%	5,0%	0%	0%	100%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	138	242	2	29	84	128	2	33	0	0	658
	%	21,0%	36,8%	0,3%	4,4%	12,8%	19,5%	0,3%	5,0%	0.0%	0.0%	100%

Table 12: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Professionally qualified and experienced specialists and mid-management	value	0	1	0	2	0	1	0	1	0	0	5
	%	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	100.0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	11	0	4	0	6	0	3	0	0	24
	%	0.0%	45.8%	0.0%	16.7%	0.0%	25.0%	0.0%	12.5%	0.0%	0.0%	100.0%
Semi-skilled and discretionary decision making	value	3	20	0	0	2	11	0	1	0	0	37
	%	8.1%	54.1%	0.0%	0.0%	5.4%	29.7%	0.0%	2.7%	0.0%	0.0%	100.0%
Unskilled and defined decision making	value	1	5	0	0	0	0	0	0	0	0	6
	%	16.7%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GRAND TOTAL	value	4	37	0	7	2	18	0	5	0	0	73
	%	5.5%	50.7%	0.0%	9.6%	2.7%	24.7%	0.0%	6.8%	0.0%	0.0%	100.0%

People with disabilities are well represented at 11.0% whereas the compliance target for people with disabilities as a percentage of all employees is 3.0%. The current people with disabilities are the following:

- One white male from the Senior Management Level
- One coloured male, two white males, one coloured female and one white female from the Professionally Qualified and experience specialists and mid-management Occupational Level
- Eleven coloured males, four white males, six coloured females and three white females from the Skilled Technical and Academically Qualified Workers Occupational Level
- Three african males, twenty coloured males, two African females, eleven coloured females and one white female from the Semi-skilled and Discretionary Decision Making Occupational Level
- One african male and five coloured males from the Unskilled and Defined Decision Making Occupational Level

Special effort should however be made to appoint more people with disabilities to the higher occupational levels.

6. PROCEDURES TO MONITOR AND EVALUATE THE IMPLEMENTATION OF THE PLAN

- 6.1 The Employment Equity Forum fulfills a monitoring role.
- 6.2 The Forum will meet once every quarter, during which progress will be given on the employment equity targets and implementation of the employment equity plan. Minutes of these meetings will be taken accurately and distributed to all members. Information sessions will be held by the Forum members as part of the monthly union member meetings to provide feedback on issues raised and discussed by the Forum.
- 6.3 The selection panel for internal and external appointments will include one of the Employment Equity Forum members, who will fulfill an observer role in the selection process.
- 6.4 The Senior Manager: Employment Equity (Municipal Manager), as appointed in terms of the Employment Equity Act, fulfills a further monitoring function in co-operation with the Senior Manager: Human Resource Management.
- 6.5 The employment equity goals are integrated with Senior Managers' Key Performance Areas for monthly reporting to establish progress and trends.

STAKEHOLDER	ROLE/RESPONSIBILITY	FREQUENCY
Employment Equity Forum	- Monitor progress on EE targets and implementation of EE plan - Information/feedback sessions to employees as part of monthly union member meetings	Quarterly
Interview/Selection Panel	Observer role in interview/selection process	As needed
Senior Manager: EE (MM)	Monitoring function in co-operation with Senior Manager: Human Resource Management	Monthly
Senior Manager: Human Resource Management	Monitoring monthly EE targets for integration in Senior Managers' Performance Measurement	Monthly

7. DISPUTE RESOLUTION MECHANISMS

- 7.1 The aim is to provide a procedure to handle conflicts and disputes arising from the Employment Equity Plan to the relevant parties that participate in the equity process. It is required by the Employment Equity Act (1998) that such a procedure must be available. Section 20(2)(g) of the Act determines that such a procedure must be able to deal with any dispute with regards to interpretation and implementation of the Employment Equity Plan. Grievances/complaints regarding unfair discrimination or general grievances will be dealt with via the existing Grievance Procedure. This procedure focuses on disputes arising from the interpretation and implementation of the Employment Equity Plan.
- 7.2 Any employee or union may refer a dispute about any aspect of the implementation of the employment equity process to the Employment Equity Forum at Swartland Municipality. The Employment Equity Forum must inform the Municipal Manager of the dispute as he is responsible for the implementation and monitoring of the employment equity process as referred to in paragraph 9.
- 7.3 The Municipal Manager must arrange a consultation with the aggrieved parties and the management of Swartland Municipality within 14 days after the referral of the matter. The consultations may be joint consultations or separate consultations at which the Municipal Manager must act as a mediator between the parties in an attempt to find a mutually acceptable resolution of the dispute.

- 7.4 If a satisfactory resolution of a dispute cannot be found within 30 days after the referral of such dispute to the Municipal Manager, the aggrieved party may refer the dispute to the Municipal Council.
- 7.5 If a satisfactory resolution of a dispute as previously described cannot be found within 30 days after the referral of such dispute to the Municipal Council, the aggrieved party may refer the dispute to the Bargaining Council for the Local Authority Undertaking.

8. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

- 8.1 Swartland Municipality has nominated the Municipal Manager to accept responsibility for the implementation and monitoring of the employment equity process.

9. ANY OTHER PRESCRIBED MATTER CAN BE INCLUDED.

9.1 CONSENSUS

The representative unions as well as the management structures of Swartland Municipality were involved in the consultation process surrounding the numerical analysis, the review of employment systems and policies and the drafting of the Employment Equity Plan. A high degree of consensus was achieved and the various parties made a number of meaningful contributions to the consultation process.

9.2 COMMITMENT

Swartland Municipality reserves the right to manage the municipality in a manner that strives towards and achieves the organisational vision and objectives without deviating from the principles of this policy. Consequently, the Employer will require at all times that appointments are to be made in accordance with operational requirements and that employee performance is measured in accordance with job requirements.

SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

The information contained in the EEA13 template must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

Chief Executive Officer/Accounting Officer

I, Joachim Jacobus Scholtz (full Name), Accounting Officer of

Swartland Municipality

hereby declare that I have read, approved and authorized this EE Plan.

Signed on this -----day of -----year 2025

At place: Malmesbury

Chief Executive Officer /Accounting Officer



Verslag Φ Ingxelo Φ Report

Office of Directorate: Corporate Services
12 August 2025

17/8/B

ITEM 7.3 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 21 AUGUST 2025

ONDERWERP:	ASSIGNMENT AGREEMENT REGARDING THE OPERATION OF PUBLIC LIBRARIES IN THE WESTERN CAPE
SUBJECT:	TOEWYSINGSOOREENKOMS INSAKE DIE BEDRYF VAN PUBLIEKE BIBLIOTHEKE IN DIE WES-KAAP

1. BACKGROUND

- 1.1 Before 1993, public library services were provided by municipalities. With the transition to democracy in 1994, the expenditure responsibilities of the different spheres of government are constitutionally assigned in Schedules 4 and 5 of the Constitution. Schedule 5A lists library services (other than national libraries), as an exclusive, provincial function.
- 1.2 Notwithstanding the constitutional assignment of public library services, in terms of the practical delivery of the service in the Western Cape, the Province has, since 1995, shared the responsibility with its municipalities. Regarding the sharing arrangement, the provincial government (the Western Cape Department of Cultural Affairs and Sport (DCAS)) provides library materials and professional and technical services, while municipalities take responsibility for the building, staff, and management costs associated with public libraries.
- 1.3 The service delivery arrangement between the Province and its municipalities have been underpinned by memoranda of agreement that are signed on an annual basis.
- 1.4 The Department embarked on a process to update the legislation and regulations for the provision of public library services in the Province.

1.5 THE WESTERN CAPE PUBLIC LIBRARY SERVICES ACT, 2025

- 1.5.1 On 12 June 2025, the Premier of the Western Cape signed into law the **Western Cape Public Library Services Act, 2025**—thereby replacing the outdated Provincial Library Service Ordinance of 1981.

1.5.2 Why a New Act?

For over four decades, the provision of public library services in the Western Cape was governed by legislation that no longer met the needs of a rapidly transforming society. The new Act addresses long-standing legal and administrative gaps, formalises roles and responsibilities, and provides a clear and modern framework for the delivery and regulation of public library services.

1.5.2/...

What this legislation does, is consolidate the decades long practical co-operation and co-funding regarding libraries between the Department and municipalities in a legal co-operation, ensuring the ongoing execution of functions on the government level where it is best performed.

1.6 ASSIGNMENT AGREEMENTS

1.6.1 Assignment agreements formalise the way DCAS and the municipality works, and is signed with each municipality individually. The agreements will be renewed every three years, while transfer payment agreements will be continued to be signed annually.

1.6.2 The Assignment Agreement clearly outlines the roles of the department, the roles of the municipality and the funding agreements. To note in particular:

- o There are **no changes** in the functions that municipalities are currently performing;
- o These agreements formalise the way that the parties have been working over decades;
- o The assignment legally consolidates the current roles and responsibilities of the Department, through its provincial Library Service by supporting municipalities regarding their public library services.

1.6.2 The department will continue to provide the Municipal Replacement Fund (MRF) and Conditional Grant; procure and prepare books, to provide a library information management system, internet access, training of staff, etc.

The Municipality will continue with the day to day running of the libraries, recruitment of public library staff, providing the buildings and operations of the libraries.

1.6.3 The Assignment Agreement solves the VAT issue going forward. Transfers will no longer be taxable (VAT) as the service is formally assigned

1.6.4 Attached hereto (as **ANNEXURE A**) is the proposed Assignment Agreement for the period until 30 June 2028. The agreement will commence on the date on which the assignment is brought into operation by a proclamation issued in accordance with section 126(c) of the Constitution. Proposed changes are underlined (in the case of additions) or struck through (in the case of deletions). As regards the annexures referred to in paragraph 3.5 of the Agreement, it is to be noted that transfer agreements (inclusive of the applicable business plans) have already been signed in respect of the following 2025/26 allocations by DCAS:

• Conditional Grant	R 5 665 000.00
• Municipal Replacement Fund	<u>R 6 769 000.00</u>
	R12 434 000.00

2. LEGISLATION

The assignment contemplated in this Agreement shall be effected in accordance with section 126 of the Constitution of the Republic of South Africa, 1996, read together with section 36 of the Constitution of the Western Cape, 1 of 1998, and section 5 of the Western Cape Public Library Services Act, 2025.

3. FINANCIAL IMPLICATIONS

The Western Cape Library Services will continue to provide the Municipal Replacement Fund (MRF) and Conditional Grant, whereas (*refer para 4.1.3 of the agreement*) the Municipality will partly fund the rendering of the Public Library Services, as may be required, and as is presently the case.

4. **RECOMMENDATION**

- 4.1 That the assignment of certain functions related to library services in accordance with section 126 of the Constitution of the Republic of South Africa, 1996 and section 36 of the Constitution of the Western Cape, 1 of 1998 be accepted, to the extent that the assignment agreement sets out the assignment;
- 4.2 That the Municipal Manager be authorised to sign the Assignment Agreement on the Municipality's behalf, for the period ending 30 June 2028, noting that the commencement date is still to be proclaimed.

4. **AANBEVELING**

- 4.1 Dat die toewysing/opdra van sekere funksies met betrekking tot biblioteekdienste in ooreenstemming met artikel 126 van die Grondwet van die Republiek van Suid-Afrika, 1996 en artikel 36 van die Grondwet van die Wes-Kaap, 1 van 1009, aanvaar word, in die mate wat die toewysingsooreenkoms die toewysing uiteensit;
- 4.2 Dat die Munisipale Bestuurder gemagtig word om die Toewysingsooreenkoms namens die Munisipaliteit te onderteken, vir die tydperk wat eindig op 30 Junie 2028, met inagneming dat die aanvangsdatum nog geproklameer moet word.

(get) M S Terblanche

MUNICIPAL MANAGER

**ASSIGNMENT AGREEMENT REGARDING THE OPERATION OF PUBLIC LIBRARIES BY
MUNICIPALITIES IN THE WESTERN CAPE**

Entered into by and between

**THE WESTERN CAPE GOVERNMENT VIA ITS DEPARTMENT OF CULTURAL AFFAIRS AND
SPORT**

(Represented by Mr Ricardo Mackenzie, in his capacity as Provincial Minister of
Cultural Affairs and Sport, and Mr Guy Redman, in his capacity as Head of the
Department of the Department of Cultural, Affairs and Sport Department, both
duly authorised hereto)

(hereinafter referred to as "the Department")

and

SWARTLAND MUNICIPALITY

(Represented by ~~Mr. HAROLD CLEOPHAS~~, in his capacity as Mayor of the
~~SWARTLAND MUNICIPALITY~~ and **Mr. JOGGIE SCHOLTZ**, in his capacity as the
Municipal Manager of the **SWARTLAND MUNICIPALITY**, both duly authorised
hereto)

(hereinafter referred to as "the Municipality")

PREAMBLE:

- A. WHEREAS** library services, other than national libraries, resort under the functional area of exclusive provincial legislative competence in terms of Schedule 5A of the Constitution;
- B. AND WHEREAS** section 126 of the Constitution of the Republic of South Africa and section 36 of the Constitution of the Western Cape 1 of 1998, provide for the assignment of functions such as library services from the provincial governments to municipalities;
- C. AND WHEREAS** the Department has determined that certain functions related to public library services may be more effectively performed at the municipal level;
- D. AND WHEREAS** the Municipality has agreed to accept such assignment of certain functions related to library services in accordance with applicable laws;
- E. AND WHEREAS** section 126 of the Constitution, section 36 of the Western Cape Constitution 1 of 1998 and section 5 of the Western Cape Public Library Services Act, 2025 (Act 1 of 2025), require the Department and Municipality to conclude an assignment agreement which sets out the extent of such assignment of the library services;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

- 1.1. The headings of the clauses in this Agreement are for the purposes of convenience and reference only and shall not be used in the interpretation of, nor to modify or amplify the terms of this Agreement or any clause hereof.

- 1.2. In this Agreement, unless a contrary intention clearly appears words importing -
- 1.2.1. any one gender includes the other gender;
 - 1.2.2. the singular includes the plural and vice versa; and
 - 1.2.3. natural persons include created entities (corporate or non-corporate) and vice versa.
- 1.3. If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive clause in the body of the Agreement, notwithstanding that it is only contained in the interpretation clause.
- 1.4. When any number of days is prescribed in this Agreement, it shall be reckoned as calendar days, exclusive of the first and inclusive of the last day.
- 1.5. A reference to "writing" or "written" includes any non-transitory form of visible reproduction of words (including e-mail).
- 1.6. Any phrase introduced by the terms "including", "include", "in particular" or any similar expression will be construed as illustrative and will not limit the sense of the words preceding those terms and they will be deemed to be followed by the words "without limitation".
- 1.7. Notwithstanding any other provision of this Agreement, the use of general terms or phrases in this Agreement shall not be construed or interpreted by reference to any specific examples or items listed immediately prior to such general terms. For the avoidance of doubt, the general terms used in this Agreement shall be interpreted according to their ordinary and usual meaning and shall not be limited or restricted by the *eiusdem generis* rule or any similar principle of construction.

- 1.8. The rule of construction that a contract shall be interpreted against the Party responsible for the drafting or preparation of it shall not apply to this Agreement.
- 1.9. Expressions defined in this Agreement shall bear the same meanings in any annexure hereto which does not contain its own definitions.
- 1.10. Any annexures attached hereto form part of this Agreement.
- 1.11. In the event of any conflict between the provisions of this Agreement and any annexures hereto, or any other document incorporated by reference to this Agreement, save to the extent expressly stated to the contrary, such conflict will be resolved by giving precedence to such different parts of this Agreement in the following order of precedence:
- 1.11.1. first, the terms and conditions of this Agreement;
 - 1.11.2. second, annexures and schedules to this Agreement; and
 - 1.11.3. third, any other documents incorporated by reference.
- 1.12. This Agreement supersedes and replaces any previous oral and/or written agreements, understandings, representations, promises or assurances relating to the same subject matter.
- 1.13. The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have a corresponding meaning, namely—
- 1.13.1. **“Act”** means the Western Cape Public Library Services Act, 2025 (Act 1 of 2025);
 - 1.13.2. **“Agreement”** means this assignment agreement as contemplated in section 126 of the Constitution, section 36 of the Western Cape Constitution, and section 5 of the Act, and including the annexures and any such addenda thereto as may be concluded between the Parties;

- 1.13.3. **“Business Day”** means any day other than a Saturday, Sunday or statutory public holiday in the Republic of South Africa;
- 1.13.4. **“Calendar Day”** means any day of the week, including a Saturday, Sunday or statutory public holiday in the Republic of South Africa;
- 1.13.5. **“Calendar Month”** means the period running from the first day of a month on a calendar until the last day of that month;
- 1.13.6. **“Commencement Date”** means the date on which the assignment is brought into operation by a proclamation issued in accordance with section 126(c) of the Constitution;
- 1.13.7. **“Confidential Information”** means all information or data which is imparted or obtained under or in connection with this Agreement (whether before or after the Commencement Date) in confidence (whether in writing, verbally or by any other means and whether directly or indirectly) by one Party to the other in relation to each Party's business and/or the performance of each Party's rights and obligations in terms of this Agreement;
- 1.13.8. **“Constitution”** means the Constitution of the Republic of South Africa, 1996;
- 1.13.9. **“Data Protection Legislation”** means any and all applicable laws including without limitation the Protection of Personal Information Act, 2013 (“POPIA”), relating to the protection of Personal Information in force in the Republic of South Africa;
- 1.13.10. **“Department”** means the Western Cape Government via its Department of Cultural Affairs and Sport;

1.13.11. **“Financial Contribution”** means all funding provided by the Department to the Municipality for the exclusive use in the operation of Public Library Services, which may include —

1.13.11.1. The Department's grants/allocations for Public Library Services, the calculation of which is in the sole discretion of the Department; and

1.13.11.2. Any other funding contribution by the Department towards the rendering of the Public Library Services function which shall be agreed upon by the Parties annually;

1.13.12. **“Force Majeure”** means any of the following events or circumstances:

1.13.12.1. War, whether declared or not, civil war, civil violence, riots and revolutions, acts of sabotage, coup;

1.13.12.2. Natural disasters including but not limited to violent storms, cyclones, earthquakes, tidal waves, floods, destruction by lightning;

1.13.12.3. Explosions and fires;

1.13.12.4. Boycotts, strikes and lock-outs of all kinds, go-slows and work stoppages; or

1.13.12.5. Acts of authority, whether lawful or unlawful, apart from acts from which the Party seeking relief has assumed the risk by virtue of any other provisions of this Agreement; which directly causes any Party to be unable to comply with all or a material part of its obligations under this Agreement;

- 1.13.13. **“Law”** means the law governing the Agreement and shall be the laws of the Republic of South Africa;
- 1.13.14. **“Library Material”** means library material as defined in section 1 of the Act;
- 1.13.15. **“Municipality”** means the **Swartland Municipality**, established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000;
- 1.13.16. **“Party”** means individually, the Department or the Municipality and together the “Parties” to this Agreement identified herein;
- 1.13.17. **“Promotional Material”** means materials in support of relevant marketing material;
- 1.13.18. **“Programmes”** means specific projects planned and executed by the Municipality relating to Public Library Services, when required in conjunction with the Department, and vice versa;
- 1.13.19. **“Public Library”** means a public library as defined in section 1 of the Act, and which in this instance is: *Abbotsdale, Chatsworth, Darling, Darling North, Malmesbury, Moorreesburg, Riebeek Kasteel, Riebeek West and Wesbank Libraries.*
- 1.13.20. **Public Library Services”** means public library services as defined in section 1 of the Act, and managed and provided by the Municipality in terms of this Agreement;
- 1.13.21. **“Termination Date”** means 30 June 2028; and
- 1.13.22. **“Western Cape Library Service”** means the provincial Library Service, which is a directorate of the Department.

2. PURPOSE, SCOPE AND DURATION

- 2.1 The purpose of this Agreement is to assign to the Municipality the provision of Public Library Services, which may include, the establishment, control, and operation of Public Libraries. Such assignment is intended to ensure the efficient and effective delivery of Public Library Services to the public in accordance with applicable laws and standards.
- 2.2 The assignment contemplated in this Agreement shall be effected in accordance with section 126 of the Constitution of the Republic of South Africa, 1996, read together with section 36 of the Constitution of the Western Cape, 1 of 1998, and section 5 of the Act.
- 2.3 The assignment shall be limited to the scope detailed in this Agreement.
- 2.4 The Agreement will commence on the Commencement Date, notwithstanding the date of signature, and terminate, unless otherwise agreed in writing between the Parties, on the Termination Date.

3. FUNDING AND RESOURCE ALLOCATION

- 3.1 The Department shall make an annual Financial Contribution to the Municipality in respect of the Public Library Services, subject to the Department's annual budgeting processes. Furthermore, the Municipality shall make an annual financial contribution to supplement the Department's Financial Contribution, subject to available funds.
- 3.2 The Financial Contribution will be recorded in a distinct transfer payment agreement between the Parties for matters such as staffing, operations, maintenance, library upgrades, information and computer technology, furniture and equipment. Any transfer of funds between the Department and the Municipality will be agreed upon between the Parties in writing and will relate to specific programme-related projects and/or activities that will be detailed in an annual municipal business plan and will be subject to the availability of funds.

- 3.3 The Financial Contributions of the Department and Municipality will annually be finalised by them through negotiations, and subject to the statutory approvals and other internal approval applicable to each, before the commencement of their respective financial years.
- 3.4 Additional to the direct Financial Contribution stipulated in this Agreement, the Department may, subject to the availability and annual appropriation of funds by the Provincial Parliament in terms of the Appropriation Act, provide for other products, services and other resources it is able to deliver for the Public Library Services.
- 3.5 The agreed financial contributions and other resource allocations shall be set out in the documents attached hereto as “Annexure A” and “Annexure B”, respectively. These annexures shall be reviewed and updated on an annual basis, and the updated versions shall be incorporated into this Agreement each year, thereby replacing the preceding year's “Annexure A” and “Annexure B” in their entirety.
- 3.6 In the event of collaboration in respect of any Programmes, each Party shall be responsible for funding as agreed to in writing by the Parties.

4. OBLIGATIONS OF THE MUNICIPALITY

- 4.1 The Public Library Service functions assigned in terms of this Agreement, which the Municipality accepts and hereby undertakes to do, are the following:
- 4.1.1 Perform the Public Library Services so assigned to it in terms of this Agreement;
- 4.1.2 In the execution of the Public Library Services, comply with the Act, and any other relevant laws;

- 4.1.3 Partly fund the rendering of the Public Library Services, as may be required, subject to the approval of the municipal budget and the availability of funds;
- 4.1.4 Ensure the provision of the Public Library Services only at Public Libraries registered in terms of this Act within its municipal boundaries;
- 4.1.5 From its own approved budget as well as the Financial Contribution received from the Department, be responsible to make available -
- 4.1.5.1 the premises in respect of the Public Libraries, which will include the maintenance and day-to-day running thereof; and
- 4.1.5.2 the necessary staff to run and manage the Public Libraries.
- 4.1.6 Be responsible for all operating expenditure associated with the day-to-day running and management of the Public Libraries;
- 4.1.7 Subject to the regulations, prescribed in accordance with section 10 of the Act, determine reasonable tariffs for fines and fees applicable to a Public Library;
- 4.1.8 Determine library hours that best serves the needs of the community;
- 4.1.9 Ensure that the Public Library Services are rendered by competent and qualified staff where possible;
- 4.1.10 Provide adequate security measures at all Public Libraries operated by it, within the confines of available funding, only in respect of municipal buildings and, where necessary, at the sole discretion of the Municipality;

- 4.1.11 Ensure adequate insurance on the Library Material of the Department in use in the Public Libraries, as well as any other equipment and resources on loan from the Department;
- 4.1.12 Pay to the Department any proceeds on insurance claims contemplated in clause 4.1.111 above on Departmental losses as a result of break-ins, vandalism, flood, fire or any other incident (acts of God), within 10 (ten) Calendar Days of receipt of the money in the Municipality's bank account;
- 4.1.13 Ensure that when a Public Library under its control is temporarily closed, adequate security is maintained to ensure the safekeeping of the stock and equipment in such Public Library.
- 4.1.14 Annually pay by 1 February every year to the Department all monies received from borrowers (the public) in respect of lost and damaged Library Material which belonged to the Department, with respect to the previous calendar year;
- 4.1.15 Enable municipal Public Library staff to be professionally capacitated by attending relevant staff training opportunities arranged by the Municipality, within the confines of available funding, or arranged by the Western Cape Library Service;
- 4.1.16 Use its best endeavours, in line with available funding, to ensure that there will be no disruption or discontinuation of Public Library Services;
- 4.1.17 In the event of the need arising to permanently close a Public Library providing the Public Library Services, follow and comply with the process as set out in the Act to cease operations at the Public Library;

- 4.1.18 Ensure that any resources and property that is on loan from the Department to the relevant Public Library be returned if it permanently ceases to operate;
 - 4.1.19 Participate in lending and borrowing Library Material provided by the Western Cape Library Service as part of the interlibrary loan service;
 - 4.1.20 Ensure that regular and *ad hoc* reporting on library statistics, library activities and other requested input from the Department, is done as requested;
 - 4.1.21 Ensure that any permanent changes to the functional use of library spaces align with the Public Library's mission and community needs;
 - 4.1.22 Ensure that Public Library membership is administrated according to the '*Guidelines for Library Membership*' issued by the Western Cape Library Service; and
 - 4.1.23 Ensure relevant and well-maintained collections of Library Material, in collaboration with the Western Cape Library Service.
- 4.2 The obligations in this clause 4 are subject to the Act and regulations issued under it.

5. OBLIGATIONS OF THE DEPARTMENT

- 5.1 The Department hereby undertakes to do the following:
- 5.1.1 The selection, procurement, professional preparation and processing of new Library Material, provided that the acquisition of the material shall reasonably comply with the departmental procedures, and that the Department shall ensure that an annual budget for Library Materials be made available to procure such Library Material for registered Public Libraries;

- 5.1.2 The allocation and distribution of Library Material to Public Libraries on loan from the Western Cape Library Service;
- 5.1.3 The handling and processing of returned Library Material from Public Libraries and the redistribution thereof;
- 5.1.4 Asset management as per the Asset Management Policy pertaining to Library Material;
- 5.1.5 The processing of special requests and interlibrary loans;
- 5.1.6 Where required, provide equipment on loan to Public Libraries;
- 5.1.7 The provision of a Library Information Management System;
- 5.1.8 Support the promotion of Public Libraries and relevant Promotional Material;
- 5.1.9 Where applicable and possible, provide Information Communication Technology equipment and technical support as part of the Rural Library Connectivity Project;
- 5.1.10 Where required, provide professional guidance and support in respect of the establishment and management of Public Libraries;
- 5.1.11 If possible, where required, and in line with the Municipality's strategies, plans, policies and procedures, build the capacity of the Municipality's Public Library Service by providing training and skills development;
- 5.1.12 Financial assistance in respect of the building or upgrading of Public Libraries in communities which, in the opinion of the Department, have no or inadequate Public Library Services, provided that the Department will retain the right to determine

which Public Libraries within the Western Cape shall be co-financed within the limits of the Department's budget allocation for this purpose; and

5.1.13 Provide Financial assistance to the Municipality relating to the rendering of the Public Library Service.

5.2 The responsibilities as described in clause 5.1 herein shall be executed in consultation with the Municipality.

6. SHARED OBLIGATIONS

6.1 Reasonable notice will be provided when either Party proposes to collaborate with the other on ad hoc Programmes.

6.2 The Parties will consider all proposals as contemplated in clause 6.1 and provide timely feedback regarding such proposals.

6.3 When collaborating on Programmes relating to the delivery of Library Services, the Parties will continuously liaise with each other on the implementation.

7. SELECTION OF LIBRARY MATERIAL

7.1 The Parties hereby agree that the Municipality can make recommendations for the selection of Library Material, by *inter alia* participating in the Department's Materials Selection activities.

7.2 The Department undertakes to consider requests submitted in accordance with the Department's Book Selection Policy from all registered Public Libraries in the municipal area, dependant on available funding and provincial stock building needs and principles.

8. LIBRARY STAFF AND ASSETS

- 8.1 It is expressly recorded that the staff employed at the Public Library are employed by the Municipality, and that they are therefore under the managerial supervision and control of the Municipality.
- 8.2 It is further expressly recorded that all existing immovable and movable property including libraries built with co-funding from the Department, excluding Library Material and equipment on loan from the Western Cape Library Service as per existing and future agreements, is the property of the Municipality.

9. INDEMNITY

The Municipality specifically and expressly indemnifies the Department against any action which may be instituted or lodged by any third party against the Department for any loss suffered by any third party as a direct result of any wilful or negligent act or omission committed by the Municipality, its workers or contractors in the implementation of this Agreement. The Municipality will ensure that it complies with all relevant laws and internal requirements to authorise the issue of the indemnity before the Commencement Date.

10. LIAISON BETWEEN THE PARTIES

- 10.1 Each Party shall avail itself for meetings at the reasonable written request of any other Party to discuss any matters pertaining to the implementation of, compliance with or interpretation of this Agreement.
- 10.2 The following persons, their nominees or successors in title, shall act as the contact liaisons for all matters pertaining to this Agreement:

For the Department	:	The Director: WC Library Service
Phone number	:	021 483 2273
Fax number	:	021 419 7541
Email	:	Cecilia.Sani@westerncape.gov.za

For the Municipality : The Director: Corporate Services
Phone number : 022 487 9400
Email : swartlandmun@swartland.org.za

10.3 The Parties may establish a steering committee to oversee the Parties' collaboration as envisaged in this Agreement to monitor the implementation of the Agreement and report to their respective executive and administrative principals.

10.4 The steering committee may not amend the Agreement.

11. DATA PROTECTION

11.1 Each Party is the custodian of its own data. Each Party wishes to use, exchange and share such data with the other Party in the execution of this Agreement.

11.2 Each Party shall take all reasonable and appropriate precautions necessary (having regard to the requirements of applicable Laws and the Parties' obligations under this Agreement) to preserve the integrity of the data and to prevent any unauthorised access, use, corruption or loss of the data in its possession or under its control or that of its employees and/or representatives.

11.3 Each Party shall perform its obligations under this Agreement utilising security technologies and techniques in accordance with applicable Laws, good industry practice and the applicable Party's policies, including those relating to the prevention and detection of inappropriate use or access of Infrastructure or information.

11.4 The Parties acknowledges that in performing its obligations under this Agreement, it may be exposed to personal information of a 'Data Subject' as defined in POPIA.

- 11.5 The Parties record that all data provided to the other, or to which the other may be exposed, shall remain at all times the sole property of such Party, shall constitute Confidential Information and as such, both Parties shall comply with all Data Protection Legislation including this clause 11 (Data Protection).

12. DISPUTES

- 12.1 Any dispute, which arises between the Parties in connection with the interpretation of, or giving effect to this Agreement, shall be resolved by the Parties amicably through consultation and negotiation.
- 12.2 Should a dispute remain unresolved, the provisions of section 41 to section 45 of the Intergovernmental Relations Framework Act 13 of 2005, shall apply.

13. LIMITATION OF LIABILITY

- 13.1 Notwithstanding anything contained in this Agreement, the Parties' maximum liability shall be limited to the extent of their commitment in financial terms as described in this Agreement.
- 13.2 Neither Party shall be liable to the other for any indirect or consequential loss or damage, including without limitation, loss of profit, revenue, anticipated savings, business transactions or goodwill or other contracts whether arising from negligence or breach of contract.
- 13.3 This clause 13 will remain in full force and effect notwithstanding termination or expiration of this Agreement.

14. BREACH AND TERMINATION

- 14.1 Either Party (the "Aggrieved Party") may terminate this Agreement, and consequently the assignment contemplated in this Agreement, with

immediate effect, in whole or in part, upon written notice to the other if the other Party (the "Defaulting Party"):

- 14.1.1 breaches any term of this Agreement and fails to remedy such breach, or if the breach is not capable of remedy, fails to implement remedial action acceptable to the Aggrieved Party, within 14 (fourteen) Calendar Days of having been given written notice, requiring that such breach be remedied; or
 - 14.1.2 has made any incorrect or untrue statement or representation in connection with this Agreement, or its financial affairs, or as a result of a significant change in its strategic and operational plans, or any particulars thereof.
- 14.2 Notwithstanding clause 14.1, either Party may terminate this Agreement, and consequently the assignment contemplated in this Agreement, with immediate effect:
- 14.2.1 upon 90 (ninety) Calendar Days' written notice to the other; or
 - 14.2.2 upon written notice in accordance with clause 21 (Force Majeure).
- 14.3 During the 90 (ninety) Calendar Day notice period in subclause 14.2.1, the Parties will negotiate and conclude an agreement, before the Agreement terminates, setting out the terms and conditions for –
- 14.3.1 continuation of the Public Library Services by the Municipality after the termination of the assignment in this Agreement; or
 - 14.3.2 the assumption of responsibility by the Department for the Public Library Services which have been terminated by the Municipality; or
 - 14.3.3 the closure of the Public Library as per the provisions of the Act.

15. ENTIRE AGREEMENT

- 15.1 This Agreement constitutes the entire agreement between the Parties.
- 15.2 The Parties agree that no representations, either verbal or written, made by either Party during the tenure of this Agreement shall be of any force or effect unless agreed to by both Parties, reduced to writing, and annexed hereto as an addendum.
- 15.3 This Agreement replaces any other previous verbal or written agreements entered in between the Parties regarding this subject matter.

16. NO WAIVER

- 16.1 No waiver of any of the terms and conditions of this Agreement shall be binding unless expressed in writing and signed by the Party giving the same, and any such waiver shall be affected only in the specific instance and for the purpose given.
- 16.2 No failure or delay on the part of any Party in exercising any right, power or privilege precludes any other or further exercising thereof or the exercising of any other right, power or privilege.
- 16.3 No indulgence, leniency or extension of time which any Party (hereafter "*the Grantor*") may grant or show any other Party, shall in any way prejudice the Grantor or preclude the Grantor from exercising any of its rights in terms of this Agreement.

17. NOTICES AND DOMICILIUM

- 17.1 The Parties choose as their *domicilia citandi et executandi* the following addresses—

THE DEPARTMENT

For the Department	:	The Head of Department
Address	:	7th Floor, Protea Assurance Building,

Greenmarket Square, Cape Town
Fax number : 021 419 7541
E-mail address : Cecilia.sani@westerncape.gov.za

THE MUNICIPALITY

For the Municipality : The Municipal Manager
c/o The Director: Corporate Services
Address : c/o Ranier and Church Streets,
MALMESBURY 7300
E-mail address : swartlandmun@swartland.org.za

17.2 Either Party hereto shall be entitled from time to time by written notice to the other Party, to vary its *domicilium* to any other physical address.

17.2 Any notice required or permitted to be given in terms of this Agreement shall be valid and effective only if in writing and if received or deemed to have been received by the addressee.

17.3 Any notice given by one Party to the other ("the addressee") which—

17.3.1 if delivered by hand to a responsible person during normal business hours, and in respect of which receipt has been acknowledged under signature of a duly authorised or responsible person, shall be deemed, unless the contrary is proved, to have been duly received by the addressee on the date of delivery;

17.3.2 if transmitted by facsimile or e-mail to a Party at its facsimile or e-mail address, as the case may be, shall be deemed, unless the contrary is proved, to have been received within 12 (twelve) hours of transmission where it is transmitted during normal business hours or within 12 (twelve) hours of the first Business Day after it is transmitted where it is transmitted outside those business hours; and

17.3.3 if posted by prepaid registered post to the addressee's *domicilium* it shall be deemed to have been received by the addressee on the eighth (8th) Calendar Day following the date of such posting.

17.4 In the event that a Party should move premises or change address, it shall forthwith notify the other Party in writing accordingly at its *domicilium* address and such change shall be implemented only upon receipt of notice in writing by the other Party of such change. A notice shall also be necessary in respect of a new or changed telefax number.

18. NO AGENCY RELATIONSHIP

18.1 It is recorded that the Parties do not intend this Agreement to create, or to have the consequences of, a legal relationship of principal and agent or partnership between them, and that the employees or agents of the Department are not the employees of the Municipality and vice versa.

18.2 No Party shall have the authority, or purport to have the authority, to bind another Party by any representations, statements or agreements in any manner whatsoever.

19. CO-OPERATION AND GOOD FAITH

19.1 The Parties undertake to, at all times, render to each other every possible assistance and to extend to each other the maximum co-operation for the purposes of attaining the objectives of this Agreement.

19.2 The Parties shall, at all times, consult with each other in the utmost good faith and the affairs between them shall be administered and promoted by the highest degree of integrity.

20. FORCE MAJEURE

- 20.1 In an event of Force Majeure, the Parties shall take all reasonable steps to mitigate the consequences of such event upon the performance of their respective obligations under this Agreement.
- 20.2 The affected Party shall promptly notify the other in writing. The affected Party shall take all reasonable measures in order to continue to perform in terms of this Agreement.
- 20.3 Should the event of Force Majeure continue for a period of 60 (sixty) consecutive Calendar Days, the other Party shall be entitled to terminate this Agreement with immediate effect upon written notice to the affected Party.

21. CONFIDENTIALITY

- 21.1. Except as otherwise provided in this clause 21, all Confidential Information shall be treated by the Parties as confidential (whether in writing, verbally or by any other means and whether directly or indirectly by one Party to the other). Neither Party shall reveal or otherwise disclose such Confidential Information to any third party without the prior written consent of the other Party and shall take all reasonable steps and precautions to ensure that such information remains strictly confidential and that any third party does not obtain access thereto or knowledge thereof. The foregoing restrictions shall not apply to the disclosure of necessary Confidential Information to employees, agents or contractors of the Parties. Any third party that may become privy to such Confidential Information shall first undertake in writing to protect the confidential nature thereof.
- 21.2 The confidential undertaking in this clause 21 shall not apply in respect of Confidential Information within the public domain or a Party's knowledge at the commencement of this Agreement or to disclosure required to satisfy the order of a Court of competent jurisdiction, or to comply with the provisions of any law or regulation in force from time to time (including, but not limited to, the provisions of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), read with the regulations thereto, and the Protection of Personal Information Act, 2013 (Act 4 of 2013).

FOR THE DEPARTMENT:

Signed at on this day of 2025 in the presence of the undersigned witnesses.

.....
WITNESS

.....
Mr. Ricardo Mackenzie on behalf
of the Department, being duly
authorised thereto

.....
WITNESS

.....
Mr. Guy Redman on behalf of the
Department, being duly
authorised thereto

FOR THE MUNICIPALITY:

Signed at on this day of 2025 in the presence of the undersigned witnesses.

.....
WITNESS

.....
Mr Joggie Scholtz on behalf of
the Municipality being duly
authorised thereto



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
11 August 2025

17/2/2

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025

ONDERWERP:	VOORGESTELDE VERVREEMDING VAN DIE KRAALTJIE (ERF 470), KALBASKRAAL
SUBJECT:	PROPOSED DISPOSAL OF DIE KRAALTJIE (ERF 470), KALBASKRAAL

1. AGTERGROND/BACKGROUND

- 1.1 Erf 470, Kalbaskraal, beter bekend as Die Kraaltjie, oftewel voormalige Transnet-ruskamers, is gedurende 2022 van Transnet aangekoop ten bedrae van R350 000.00, met die aanvanklike bedoeling om die bestaande gebou in 'n meerdoelige gemeenskapsentrum te omskep. Erf 470 is 1417 m² groot, gesoneer as Algemene Residensiële Sone 3, en word volgens die 2023-waardasierol op R400 000.00 gewaardeer.
- 1.2 Die gebou en erfgrootte leen hom egter nie funksioneel daartoe om behoorlik in 'n multifunksionele sosio-ekonomiese fasiliteit omskep te word nie, en is ook die afgelope paar jaar dermate gevandaliseer dat die gebou slegs teen groot kostes behoorlik opgeknop/omskep sal kan word, vir welke doel daar nie in die huidige meerjarige begroting voorsiening gemaak word nie. Daar is deurlopend klagtes oor die ongewensde elemente wat daar uithang en wat met hul aggressiewe gedrag 'n veiligheidsbedreiging vir die inwoners, en veral vroue, inhou. Aangeheg (**AANHANGSEL A**) is foto's van die eiendom wat op 12 Augustus 2025 geneem was, wat die omvang toon van die vandalisme op terrein.
- 1.3 Dit is aan raadslede bekend dat die Departement van Infrastruktuur (DoI) befondsing toegeken het vir die daarstel van sosio-ekonomiese fasiliteite, ingesluit 'n gemeenskapsaal, elders in Kalbaskraal, synde op Erf 622 (1819 m² groot), wat 'n stoor huisves, en Erf 623 (612 m² groot) te Leeubekkiestraat, Kalbaskraal. Gemelde eiendom is gedurende 2019 saam met etlike ander erwe in Kalbaskraal hetsy aangekoop of onteien vir die daarstel van die laekostebehuisingprojek. 'n Bedrag van R980 000.00 was deur DoI aan die Munisipaliteit bewillig vir beplanning gedurende die 2024/25 finansiële jaar, terwyl die bedrag van R6 504 834.00 vir konstruksie gedurende die 2025/26 finansiële jaar toegeken is, en as sulks in die Munisipaliteit se veeljarige begroting reflekteer.
- 1.4 In ag genome dat behoorlike gemeenskapsfasiliteite binnekort op Erwe 622 en 623 sal realiseer, en gegewe die feit dat daar nie fondse beskikbaar is vir die opgradering van Die Kraaltjie nie, word aan die hand gedoen dat die voetstoots vervreemding van Erf 470 as 'n saak van dringendheid oorweeg word, aangesien die gebou toenemend gestroop en geplunder word.

2. LEGISLATIVE FRAMEWORK / FINANCIAL IMPLICATIONS

In the event that the mayoral committee supports the proposed sale of the land concerned, the applicable legal prescripts and financial implications will be dealt with in the report to be tabled in Council.

3. **AANBEVELING**

- (a) Dat daar kennis geneem word van die sosio-ekonomiese fasiliteite wat op Erwe 622 en 623, Kalbaskraal beplan word, en wat meebring dat Die Kraaltjie op Erf 470 as surplus grond beskou word wat nie vir 'n basiese munisipale diens benodig word nie;
- (b) Dat daar by die Raad aanbeveel word dat Erf 470, Kalbaskraal voetstoots te koop aangebied word, ingevolge voorwaardes deur die Raad gefinaliseer te word.

RECOMMENDATION

- (a) That cognisance be taken of the socio-economic facilities that are planned on Erven 622 and 623, Kalbaskraal, and which means that Die Kraaltjie on Erf 470 is considered surplus land in that it is not required for a basic municipal service;
- (b) That it be recommended to Council that Erf 470, Kalbaskraal voetstoots be offered for sale, in terms of conditions to be finalized by the Council.

(get) M S Terblanche

MUNISIPALE BESTUURDER

Mst/raadsitems, SM5/Verkoop van Die Kraaltjie, Kalbaskraal_3

ANNEXURE A









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Kantoor van die Direkteur: Korporatiewe Dienste

13 August 2025
Ward 12
12/1/3/1-3/1

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025

SUBJECT:	PROPOSED RENEWAL OF LEASE OF ERF 2651 RIEBEEK KASTEEL TO THE IMPENDULO YOUTH AND COMMUNITY DEVELOPMENT NPO FOR THE USE THEREOF AS A COMMUNITY VEGETABLE GARDEN
ONDERWERP:	VOORGESTELDE HERNUWING VAN HUUR VAN ERF 2651 RIEBEEK KASTEEL AAN DIE IMPENDULO YOUTH AND COMMUNITY DEVELOPMENT NPO VIR DIE GEBRUIK DAARVAN AS 'N GEMEENSKAPSGROENTETUIN

1. BACKGROUND / AGTERGROND

- 1.1 Erf 2651 Riebeeck Kasteel (portion of Erf 2285), measuring approximately 352m² in extent, is municipal property and zoned public open space, situated in Rondeberg Street, illustrated on the enclosed locality map marked **Annexure A**.
- 1.2 It should be noted that the Municipality does not need the property for the provision of the minimum basic services.
- 1.3 On 15 August 2024 the Mayoral Committee approved the lease of the subject property to Impendulo Community and Youth Development NPO for a period of one year commencing from 01 September 2024 to 31 August 2025 for the use thereof as a vegetable garden. The use of the subject property as a community vegetable garden was initiated due to the open space being used as a dumping site and the need for property to utilise it to the benefit of the community and to encourage self sustainability amongst the community members that participate in this project.
- 1.4 The lessee has confirmed that it wishes to renew the lease for a further period to continue to serve the community and encourage sustainability by means of maintaining the community vegetable garden, harvesting, selling some of the crop/harvest, utilising it for their own families and leftover crop used to make food for the rest of the community.
- 1.5 This NPO provides assistance to the community members to maintain the vegetable garden, in order to sustain themselves. It also assists approximately 50 backyard farmers to maintain vegetables from their own backyard, including egg producing poultry. In addition, the NPO is involved in social development by doing talent shows, sports tournament, heritage day events and providing meals to the vulnerable community members with the harvested vegetables/crop from the community vegetable garden.
- 1.6 The report is therefore tabled to obtain approval for the proposed lease to Impendulo Youth and Community Development NPO (Registration No. 287-154 NPO) for a period of one year at an annual rental of R120.00 (VAT excluded) for maintaining the existing community vegetable garden on the subject property.

2. LEGISLATION / WETGEWING

Council's By-law relating to the Transfer of Municipal Capital Assets, PG 7394 of 2015, as well as the Municipal Asset Transfer Policy (2014), authorises the municipality to – in accordance with its operational needs and strategic objectives – among others –

- lease capital assets on a long- or short-term by way of negotiation or public competition;

2./...

- subject to the provisions of the MATR (Municipal Asset Transfer Regulations), subsidised sale prices or rental rates in respect of capital assets may be determined [Section 4(d) and (e) of By-law].

The policy itself stipulates that immovable property is leased only at market-related prices, unless otherwise determined by the plight of the poor, the public interest as well as the operational and strategic objectives of the municipality. More specifically, this project is embedded in the strategic objectives of the municipality, as mentioned in paragraph 3.

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

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

- Strategic Goal 1: Community safety and wellbeing

4. FINANCIAL IMPLICATIONS/ FINANSIËLE IMPLIKASIE

The Municipality will receive an annual rental of R120.00 (VAT excl.).

5. AANBEVELING

5.1 Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die hernuwing van die verhuring van Erf 2651 Riebeek Kasteel (publieke oopruimte), geleë in Rondebergstraat, ongeveer 352m² groot, aan die Impendulo Community and Youth Development NPO (287-154 NPO), onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:

5.1.1 Dat die huurtermyn vir 'n tydperk van een jaar, vanaf 01 September 2025 tot 31 Augustus 2026 sal duur;

5.1.2 Dat huurgeld ten bedrae van R120.00 per jaar, BTW uitgesluit verhaal word;

5.1.3 Dat die eiendom slegs aangewend word as 'n gemeenskapsgroentetuin en vir geen ander doel nie;

5.1.4 Dat die huurder verantwoordelikheid vir die onderhoud van die gemeenskaps-groentetuin en alles wat daarmee gepaard gaan, op eie koste onderneem; en

5.1.5 Dat daar aan alle administratiewe, tegniese en regsvereistes voldoen word;

5.2 Dat, ingevolge paragrafe 13.1.1 van die Bate Oordrag Beleid, kennis geneem word dat die verhuring by wyse van direkte onderhandelinge geskied, gegewe die huurder 'n prioriteitsbehoefte aan selfvolhoubaarheid aanmoedig deur aktiewe deelname van die gemeenskap aan die groentetuin.

5. RECOMMENDATION

5.1 That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the proposed renewal of lease of municipal property, Erf 2651 Riebeek Kasteel (public open space), situated in Rondeberg Street, measuring approximately 358m² in extent, to the Impendulo Youth and Community Development NPO (287-154 NPO), subject to the standard conditions of lease and the following further conditions:

5.1.1 That the lease period will endure for a period of one year, from 01 September 2025 to 31 August 2026;

5.1.2 That a rental amounting to R120.00 per annum, excluding VAT be levied;

5.1.3 That the property be used only as a community vegetable garden and for no other purpose;

- 5.1.4 That the lessee accepts the responsibility for maintaining the community vegetable garden and everything that is associated with it, at own costs; and
- 5.1.5 That all administrative, technical and legal requirements be adhered to;
- 5.2 That, in terms of paragraph 13.1.3 of the Municipal Asset Transfer Policy, it be noted that the lease is by way of direct negotiations, given that the tenant is satisfying a priority need of the community by encouraging self sustainability in actively participating in the community vegetable garden.

(get) M S Terblanche

MUNICIPAL MANAGER

Liggingsplan

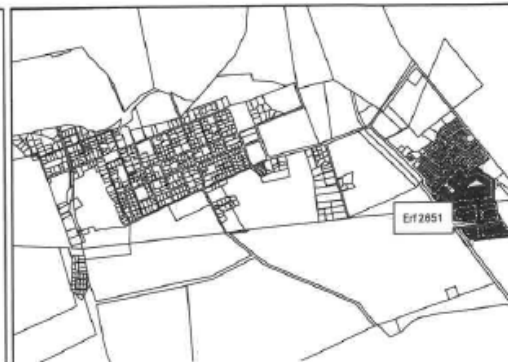


Liggingsplan

Erf 2651, Riebeeck Kasteel

Skaal: NVT

Street: Rondeberg
SG Code: C04600190000265100000
Extent: $\pm 352\text{m}^2$ in extent





Verslag ♦ Ingxelo ♦ Report

Kantoor van die Direkteur: Korporatiewe Dienste
13 Augustus 2025
Wyk 12

ITEM 7.6 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025

**SUBJECT: RENEWAL OF LEASE OF TWO CONTAINERS SITUATED ON ERF 1540,
RIEBEEK KASTEEL**

**ONDERWERP: HERNUWING VAN HUUR VAN TWEE SKEEPSVRAGHOUSERS GELEË OP
ERF 1540, RIEBEEK KASTEEL**

1. BACKGROUND / AGTERGROND

- 1.1 The Municipality currently operates an entrepreneurial hub from Erf 1540 Riebeeck Kasteel, situated in Lelie Street, illustrated on locality map marked **Annexure A** and google street views marked **Annexure B**.
- 1.2 Approval has been granted by the Mayoral Committee for the leasing of two containers to entrepreneurs to operate their small businesses from, for a period of two years, which initially was allocated by means of a call for proposals process.
- 1.3 The following leases were granted subsequently to:
 - Ms Ntombizodwa Mkuzo for operation of a Clothing shop (selling clothing, etc.) (Eyoqhama Fashion Clothing)
 - Mr Thandisizwe Mnyango for operation of a Take-away (Mnyango Take-aways)
- 1.4 The lease agreements of the entrepreneurs lapsed and the Municipal Community Development Department confirmed that the renewal of the leases can be proceeded with.
- 1.5 Subsequently all entrepreneurs indicated that they wish to continue leasing the space for a further period.
- 1.6 Taking into consideration the commitment of the entrepreneurs to continue leasing the containers, this report is therefore submitted to obtain approval for the renewal of the leases for a period of two years at a monthly rental of R100.00 (VAT excluded). The lessees will be responsible for payment of service consumption.

2. LEGISLATION / WETGEWING

Council's By-law relating to the Transfer of Municipal Capital Assets, PG 7394 of 2015, as well as the Municipal Asset Transfer Policy (2014), authorises the municipality to – in accordance with its operational needs and strategic objectives – among others –

- lease capital assets on a long- or short-term by way of negotiation or public competition;
- subject to the provisions of the MATR (Municipal Asset Transfer Regulations), subsidised sale prices or rental rates in respect of capital assets may be determined [Section 4(d) and (e) of By-law].

The policy itself stipulates that immovable property is leased only at market-related prices, unless otherwise determined by the plight of the poor, the public interest as well as the operational and strategic objectives of the municipality. More specifically, this project is embedded in the strategic objectives of the municipality, as mentioned in paragraph 3.

3. KOPPELING AAN DIE GEÏNTEGREERDE ONTWIKKELINGSPLAN

This project is directly linked to the Integrated Development Plan as follows:

- Strategic Goal 2: Economic Transformation

4. FINANCIAL IMPLICATIONS / FINANSIËLE IMPLIKASIE

The Municipality will gain revenue by means of monthly rental income of R100.00 excluding VAT and payment for service consumption per entrepreneur.

5. RECOMMENDATION

5.1 That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the proposed renewal of leases with the following entrepreneurs:

- Ms Ntombizodwa Mkuzo for operation of a Clothing shop (selling clothing, etc.) - Eyoqhama Fashion Clothing
- Mr Thandisizwe Mnyango for operation of a Take-aways - Mnyango Take-aways

at the entrepreneurial hub, situated on Erf 1540, Lelie Street, Riebeeck Kasteel, subject to the standard conditions of lease and the following further conditions:

5.1.1 That the leases will endure for a period of two years from 01 August 2025 until 31 July 2027; and

5.1.2 That the lessees shall be responsible for payment of a monthly rental to an amount of R100.00, VAT excluded, as well as for payment for services consumption;

5.2 That, due to the fact that the proposed transaction forms part of the Municipality's strategic objectives to encourage economic transformation, and the entrepreneurs showing commitment to operate their small businesses, the approval of the renewal for the leases of the containers be supported.

5. AANBEVELING

5.1 Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die voorgestelde hernuwing van huur met die volgende entrepreneurs:

- Ms Ntombizodwa Mkuzo vir bedryf van 'n klerewinkel - Eyoqhama Fashion Clothing
- Mr Thandisizwe Mnyango vir bedryf van wegneem-etes besigheid - Mnyango Take-aways

by die handelspasie, geleë op 'n gedeelte van Erf 1540, Leliestraat, Riebeeck Kasteel, onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:

5.1.1 Dat die verhuring vir 'n tydperk van twee jaar sal duur vanaf 01 Augustus 2025 tot 31 Julie 2027; en

5.1.2 Dat die huurders verantwoordelik sal wees vir die betaling van 'n maandelikse huurbedrag van R100.00 (BTW uitgesluit), asook vir die betaling van diensteverbruik.

5.2 Dat, weens die feit dat die voorgestelde transaksie deel uitmaak van die munisipale strategiese doelwitte om ekonomiese transformasie aan te moedig en die toewyding wat die entrepreneurs toon om hul klein besighede te bedryf, die goedkeuring vir die hernuwing van die huur van die skeepsvraghouders ondersteun word.

(get) M S Terblanche

MUNICIPAL MANAGER







Verslag   Ingxelo   Report

Office of the Director: Corporate Services
30 July 2025

8/2/2/8

ITEM 7.7 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD
21 AUGUST 2025

SUBJECT:	TENDER L04/24/25: SALE OF ERF 11350 (IRIS STREET) MALMESBURY
ONDERWERP:	TENDER L04/24/25: VERKOOP VAN ERF 11350 (IRISSTRAAT) MALMESBURY

1. BACKGROUND

- 1.1 At a meeting held on 31 March 2025, the Municipal Council granted in-principle approval in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets for financial offers to be called by means of public tender for the disposal of the following immovable property in Malmesbury, zoned Residential Zone 2: Medium Density:
- Erf 11350 (portion Erf 2395), 299 m² in extent, located in Iris Street
- 1.2 It being considered to fairly represent the market value of the property, a reserve price of R309 000.00, excluding VAT, was determined by Council. It was furthermore determined that the property, which contains a semi-detached dwelling, be made available *voetstoots* to first homeowners, limited to natural persons.
- 1.3 The proposed disposal was advertised in the media on 8 April 2025 in terms of the Council decision. No comments and/or objections regarding the proposed sale were received by the closing date on 25 April 2025.
- 1.4 Tenders were subsequently invited in the media on 20 May 2025.
- 1.5 On the closing date, i.e. 20 June 2025, three bids were received, respectively amounting to R320 000.00, R309 000.00 and R40 000.00.
- 1.7 All three tenders were non-responsive, in that
- (1) the lowest tender amounts to less than the reserve price;
 - (2) the other two tenders were incomplete, in that the Offer to Purchase, containing the essential terms and conditions of contract, were not completed or signed/witnessed as per the tender requirements, and consequently regarded invalid.
- 1.8 An award could therefore not be made, and the tender was cancelled in terms of the Supply Chain Management Policy.
- 1.9 Although the Council resolution determines that the property may be sold out of hand in the event of there not being an award made, it is considered advisable to invite new tenders, in an attempt to obtain competitive bids, and not to merely sell at the reserve price.

2. RECOMMENDED

- 2.1 That cognisance be taken that no award could be made in relation to Tender L04/24/25 for the Sale of Erf 11350 Malmesbury, due to non-compliance with the tender requirements by all the tenderers;
- 2.2 That it be noted that tenders will be re-invited as soon as possible, in order to attract competitive bids and to avoid possible vandalism of the property.

AANBEVELING

2.1/...

- 2.1 Dat kennis geneem word dat geen toekenning met betrekking tot Tender L04/24/25 vir die Verkoop van Erf 11350 Malmesbury gemaak kon word nie, weens nie-voldoening aan die tendervereistes deur al die tenderaars;
- 2.2 Dat kennis geneem word dat tenders so gou as moontlik weer uitgenooi sal word om mededingende tenders te lok en moontlike vandalisme van die eiendom te vermy.

(get) M S Terblanche

MUNICIPAL MANAGER



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
8 August 2025

12/2/5/2-8/4

ITEM 7.8 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 AUGUST 2025

ONDERWERP:	TENDER L06/24/25: VERKOOP VAN ERF 12874 MALMESBURY
SUBJECT:	TENDER L06/24/25: SALE OF ERF 12874 MALMESBURY

1. BACKGROUND

- 1.1 At a meeting held on 30 April 2024, the Municipal Council granted in-principle approval in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets **for a competitive two phase bid process to be followed** for the disposal of the following vacant immovable property, zoned Community Zone 2, which accommodates the erection of a place of worship as primary use:
 - Erf 12874, Kwartel Street, Malmesbury (± 864 m² in extent)
- 1.2 It being considered to fairly represent the market value of the property, a reserve price of R34 560.00, excluding VAT, was determined by Council.
- 1.3 The Executive Mayoral Committee was authorised by the Council
 - to deal with any comments and/or objections received in respect of the proposed transaction and
 - to finalise a decision regarding the transfer of the asset after all applicable Supply Chain and other legal prescripts have been complied with.
- 1.4 The proposed disposal was advertised in the media on 21 May 2024 in terms of the Council decision. No comments and/or objections regarding the proposed sale were received by the closing date on 14 June 2024.
- 1.5 It was subsequently reported to the Mayoral committee in October 2024, that the one bid (Pinkster Huis van Gebed) that was received in response to Tender L05/23/24 was non-responsive in that it could not be evaluated in terms of the criteria for Round 1, due to the tenderer's failure to provide the prescribed documents.
- 1.6 It was therefore decided that tenders be re-invited in due course for the sale of the property.
- 1.7 Tenders were subsequently invited in the media on 10 June 2025, in terms of which Development Proposals, along with certain prescribed documents, were to be submitted by means of Envelope 1, and Monetary Offers by means of Envelope 2, the latter to be opened after the assessment of Development Proposals in terms of the prescribed criteria, and only in respect of those bidders who obtained the required minimum points for Round 1.
- 1.8 On the closing date, i.e. 4 July 2025, four bids were received, namely from the Forward in Faith Church, Pinkster Huis van Gebed, Huyaatul Quraan Madarasa and Yahweh Shammah Ministries Living in Divine Glory. The tender proposals as submitted per Envelope 1 were assessed by a committee, inclusive of the applicable ward councillor and MMC representative for Administration, but once again the tenders were found to be non-responsive by not achieving the required minimum points for Round 1.
- 1.9 This report serves to inform the mayoral committee that the tender is considered cancelled in that no award could be made herein for the reasons noted.

2. AANBEVEEL

- 2.1 Dat kennis geneem word dat Tender L06/24/25 vir die Verkoop van Erf 12874 Malmesbury nie oorweeg en toegeken kon word nie, deurdad die tenders wat ontvang is nie voldoen aan die tendervereistes vir Ronde 1 van die tweekoevertstelsel nie;
- 2.2 Dat daar met verdrag van tyd weer tenders gevra sal word vir die verkoop van Erf 12874 Malmesbury.

RECOMMENDATION

- 2.1 That cognisance be taken that Tender L06/24/25 for the Sale of Erf 12874 Malmesbury could not be considered and awarded, in that the bids received did not comply with the tender requirements for Round 1 of the two-envelope system;
- 2.2 That tenders again be invited in due course for the sale of Erf 12874 Malmesbury.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag ♦ Ingxelo ♦ Report

Office of the Director: Corporate Services
8 August 2025

12/2/5/2-11/1

TEM 7.9 OF THE AGENDA OF AN EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 AUGUST 2025

ONDERWERP:	TENDER L05/24/25: VERKOOP VAN ERF 2652 RIEBEEK KASTEEL
SUBJECT:	TENDER L05/24/25: SALE OF ERF 2652 RIEBEEK KASTEEL

1. BACKGROUND

- 1.1 At a meeting held on 28 March 2024, the Municipal Council granted in-principle approval in terms of Section 14 of the Municipal Finance Management Act, 2003 and the By-law and Policy relating to the Transfer of Municipal Assets **for a competitive two phase bid process to be followed** for the disposal of the following vacant immovable property, zoned Community Zone 2, which accommodates the erection of a place of worship as primary use:
- Erf 2652, 12 Rondeberg Crescent, Riebeeck Kasteel (±557 m² in extent)
- 1.2 It being considered to fairly represent the market value of the property, a reserve price of R33 000.00, excluding VAT, was determined by Council.
- 1.3 The Executive Mayoral Committee was authorised by the Council
- to deal with any comments and/or objections received in respect of the proposed transaction and
 - to finalise a decision regarding the transfer of the asset after all applicable Supply Chain and other legal prescripts have been complied with.
- 1.4 The proposed disposal was advertised in the media on 16 April 2024 in terms of the Council decision. No comments and/or objections regarding the proposed sale were received by the closing date on 10 May 2024.
- 1.5 It was subsequently reported to the Mayoral committee in August 2024, that the one bid that was received in response to Tender L05/23/24 was non-responsive in that it could not be evaluated in terms of the criteria for Round 1, due to the tenderer's failure to provide the prescribed documents.
- 1.6 It was therefore decided that tenders be re-invited in due course for the sale of the property.
- 1.7 Tenders were subsequently invited in the media on 10 June 2025, in terms of which Development Proposals, along with certain prescribed documents, were to be submitted by means of Envelope 1, and Monetary Offers by means of Envelope 2, the latter to be opened after the assessment of Development Proposals in terms of the prescribed criteria, and only in respect of those bidders who obtained the required minimum points for Round 1.
- 1.8 On the closing date, i.e. 4 July 2025, two bids were received, namely from the St Johns Faith Apostolic Mission (Rev Z R Busakwe) and the Forward in Faith Church. The tender proposals as submitted per Envelope 1 were assessed by a committee, inclusive of the applicable ward councillor and MMC representative for Administration, but once again the tenders were found to be non-responsive by not achieving the required minimum points for Round 1.
- 1.9 This report serves to inform the mayoral committee that the tender is considered cancelled in that no award could be made herein for the reasons noted.

2. AANBEVEEL

- 2.1 Dat kennis geneem word dat Tender L05/24/25 vir die Verkoop van Erf 2652 Riebeek Kasteel nie oorweeg en toegeken kon word nie, deurdat die tenders wat ontvang is nie voldoen aan die tendervereistes vir Ronde 1 van die tweekoevertstelsel nie;
- 2.2 Dat daar met verdrag van tyd weer tenders gevra sal word vir die verkoop van Erf 2652 Riebeek Kasteel.

RECOMMENDATION

- 2.1 That cognisance be taken that Tender L05/24/25 for the Sale of Erf 2652 Riebeek Kasteel could not be considered and awarded, in that the bids received did not comply with the tender requirements for Round 1 of the two-envelope system;
- 2.2 That tenders again be invited in due course for the sale of Erf 2652 Riebeek Kasteel.

(get) M S Terblanche

MUNISIPALE BESTUURDER

ITEM 7.10 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025

SUBJECT SWARTLAND MUNICIPALITY - PAUPER BURIAL POLICY

1. AGTERGROND / BACKGROUND

1.1 *Local government has a constitutional and statutory duty to provide for the burial of human remains in a dignified manner.*

Plaaslike regering het 'n grondwetlike en statutêre plig om voorsiening te maak vir die begrawe van menslike oorskot op 'n waardige wyse.

1.2 *In terms of section 31 of regulation 636 the Regulations regarding the rendering of Forensic Pathology Services (Regulation 636 dated 20 July 2007) that was promulgated under the National Health Act (Act No. 61 of 2003) states that the Swartland Municipality is responsible for the removal and burial of the body which is unclaimed or which no competent person undertook to bury.*

1.3 *The Swartland Municipality provides support to deceased destitute persons, as per the definition ascribed to a "pauper" in Council's policy, within its area of jurisdiction by providing a simple and dignified burial or cremation for such persons.*

2. WETGEWING / LEGISLATION

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

- *The Constitution of the Republic of South Africa, 1996.*
- *National Health Act, 2003 (Act No. 61 of 2003).*
- *Municipal Structures Act, 1998 (Act 117 of 1998)*
- *Regulations Relating to Funeral Undertakers Premises (R237 of 08 February 1985).*
- *Regulations Relating to The Management of Human Remains (R363 of 22 May 2013)*
- *Regulations: General Control of Human Bodies, Tissue, Blood, Blood Products and Gametes (R180 of 2 March 2012)*
- *Regulations Regarding the Rendering of Forensic Pathology Service (R636 of 20 July 2007)*

3. KOPPELING AAN DIE GOP / ALIGNMENT WITH IDP

*The Pauper Burial Policy aligns with Strategic Goal 1. **Community Safety & Wellbeing.***

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

- *The provision of adequate financial resources in terms of budgetary provisions, human resources in terms of administrative staff and technical resources such as IT tools, management systems, facilities, etc. to ensure that a dignified service could be rendered and maintained.*
- Die voorsiening van voldoende finansiële hulpbronne in terme van begrotingsvoorsienings, menslike hulpbronne in terme van administratiewe personeel en tegniese hulpbronne soos IT-gereedskap, bestuurstelsels, fasiliteite, ens. om te verseker dat 'n waardige diens gelewer en gehandhaaf kan word.

5. AANBEVELING / RECOMMENDATION

- *That the Pauper Burial Policy (Annexure A) be approved.*

(get) J S Krieger

MUNISIPALE BESTUURDER
S/V



PAUPER BURIAL POLICY

<i>Compiled by:</i>	<i>Approved by/on:</i>
S. Visagie	

DIRECTORATE: DEVELOPMENT SERVICES

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7. STANDARED OPERATING PROCEDURE
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1. PREAMBLE / LEGISLATIVE AUTHORITY

The Municipality in terms of regulation 31 of regulation 636 the Regulations regarding the rendering of Forensic Pathology Services (Regulation 636 dated 20 July 2007) that was promulgated in terms of the National Health Act 2003 (Act No. 61 of 2003, is responsible to attend to the disposing of the body of a destitute person or any dead body which is unclaimed as envisaged in the aforementioned regulation.

2. PURPOSE OF THE POLICY

The purpose of the Policy is to:

- a) Provide, the means to undertake the burial or cremation of a pauper in terms of relevant legislation and regulations.
- b) Prevent a health nuisance.

3. DEFINITIONS

For the purpose of this policy, the following will mean:

“All-inclusive” means all costs associated with the disposing of the corps,

“Approved funeral undertaker” means a funeral undertaker’s premises in respect of which a certificate of competence has been issued by an environmental Health Practitioner of the District municipality in terms of the “Regulations Relating to Funeral Undertakers Premises (R237 of 08 February 1985).

“Body” means a dead human body or the remains thereof and “corps” has a corresponding meaning

“Corpse” means the remains of a deceased person and includes a still-born child and foetus;

“Cremation” means the process whereby a corpse is disposed of by fire or by any other means that yields a comparable result;

“Competent person” is defined as someone possessing the necessary knowledge, training, experience, and qualifications specific to the work or task being performed. Where formal qualifications and training are registered under the National Qualifications Framework Act or a similar South African Qualifications Authority Act, these are considered the required qualifications and training.

“Council” means Swartland Municipality.

“Grave” means a piece of land, within a cemetery or heritage site, excavated for the burial of a corpse and includes the number or marker associated with the grave.

“Health nuisance” as defined in the National Health Act 61 of 2003, means a situation, or state of affairs that endangers life or health or adversely affects the well-being of a person or community

“Interment” means any method used for disposing of a corpse or body parts.

“Municipality” means the Swartland Municipality Section 12 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and includes any political structure, political office-bearer, councillor, duly authorised agent thereof, or any employee thereof, acting in connection with this By-law by virtue of a power vested in the municipality and delegated to such political structure, political office bearer, agent or employee;

“pauper” means an identified or unidentified person who has died within the jurisdiction of the Municipality and who qualifies as such in terms of the above regulation:

- a) with no fixed abode;
- b) no fixed or movable goods of any value; and
- c) has not been claimed by a competent person.

“Prescribed” means prescribed by the municipality.

“Regulations relating to the management of human remains” means regulations relating to the management of human remains published under Notice No. R363 in Government Gazette No. 36473 dated 22 May 2013, under the National Health Act, 2003 (Act 61 of 2003);

“Regulations: General control of human bodies, tissue, blood, blood products and gametes” means regulations regarding general control of human bodies, tissue, blood, blood products and gametes, published under Government Notice R180 in Government Gazette No. 35099 dated 2 March 2012, under the National Health Act, 2003 (Act 61 of 2003);

“State property” means any property owned, occupied or managed by National or Provincial Department of Government i.e. Hospitals, Prisons, Police Stations, Magistrate offices/courts, schools, old age homes, mortuaries etc.

“The Service” means the Forensic Pathology Service in a province, providing medico-legal investigation of death due to natural or unnatural causes

“Unclaimed corpse” deceased persons with no known next of kin.

4. FUNERALS OF DESTITUTE PEOPLE

- a) The removal and disposing of the unclaimed corpse who has died within the area of jurisdiction of the Swartland Municipality is the responsibility of the Swartland Municipality if—
- the pauper's corpse has not been claimed ; or
 - a competent person has undertaken to inter the corpse of the pauper but has not done so.
- b) The corpses of more than one pauper may, at the discretion of the Municipality be interred in a single one grave.
- c) In the case of the interment of the corpse of a pauper, the Municipality remains the reservation certificate holder.
- d) In the case of the cremation of the corpse of a pauper, the Municipality must inter the ashes in an area specifically set aside for that purpose.

5. THE MUNICIPALITY'S OBLIGATIONS IN TERMS OF THIS POLICY

5.1 The Municipality will exercise its sole discretion to accept an application for a pauper burial or cremation, which will include the method of disposing of the cremains;

5.2 The human remains of an unidentified pauper will be disposed of at the sole discretion of the Municipality

~~5.1~~5.3 The Municipality will either :

5.3.1 Grant a grave site, as determined by the Municipality.

5.3.2 Pay burial costs as follows:

- a) Digging of the grave;
- b) The coffin as per specification by the Municipality;

5.3.3 Pay for cremation costs as follows:

- a) The coffin as per specification by the Municipality;

~~5.2 The Municipality will exercise its sole discretion to accept an application for a pauper burial or cremation, which will include the method of disposing of the remains;~~

~~5.3 The human remains of an unidentified pauper will be disposed of at the sole discretion of the Municipality~~

~~5.3 The Municipality will either:~~

~~5.3.1 Grant a grave site, as determined by the Municipality.~~

~~5.3.2 Pay burial costs as follows:~~

~~a) Digging of the grave;~~

~~b) The coffin as per specification by the Municipality;~~

~~5.3.3 Pay for cremation costs as follows:~~

~~a) The coffin as per specification by the Municipality;~~

6. ELIGIBILITY CRITERIA

6.1 All the following criteria must be met, when an application for the burial or cremation of a pauper is considered by the Municipality:

- a). The deceased did not have an insurance policy or an estate that could be used to pay for the burial or cremation, and
- b). There is no next of kin or relative with a legal duty to support the deceased,
- c). No other person, religious organisation, NGO, or welfare organisation has offered to pay for the burial or cremation costs of the deceased person

7. STANDARD OPERATING PROCEDURES

The following procedures should be followed during the implementation of the Policy:

- a). Application for the burial must be completed by the service provider (funeral undertaker) and/or Forensic Pathology Services (FPS) together with an affidavit to be handed in at the Development Services Department for further assessment.
- b). The Sworn affidavit must be obtained from the South African Police Services (SAPS) for investigation.
- c). The affidavit must include the following:
 - (i) The relationship of the person providing the affidavit, indicating his/her ID number and place of residence.
 - (ii) The permission to surrender the body to the Swartland Municipality to deal with it in terms of this policy and other applicable legislation.
- e) The following documentation must be attached to the duly completed and signed application form:

- (i). ID document of deceased.
 - (ii). Death certificate.
 - (iii). Affidavit
- e). In the case of a pauper burial, the funeral undertaker will bury the deceased on a time and date when it is convenient for him to do so.

8. POLICY REVIEW

This policy will be reviewed if necessary in the light of changes in legislation by the Swartland Municipality.

**ITEM 7.11 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-
VERGADERING WAT GEHOU SAL WORD OP 21 AUGUSTUS 2025**

**ONDERWERP: VERSLAG OOR GEMEENSAP ONTWIKKELING PROJEKTE 2024-2025
UITKOMSTE EN IMPAK**

**SUBJECT: REPORT ON COMMUNITY DEVELOPMENT PROJECTS 2024-2025
OUTCOMES AND IMPACT**

1. BACKGROUND

Each year by August, the Community Development Department has to report to the Executive Mayoral Committee on the outcomes of projects that was achieved during the previous financial year.

Measurement of the outcome of community development projects are complex, because results are not always concrete. The Social Regeneration programmes was part of our planning 2024/2025 financial year. Social Development and Economic development are very important for sustainable development; therefore, the Community Development division will ensure that access to the economy given to entrepreneurs and businesses. The current report includes the outcomes and impact of projects of the 2024/2025 financial year that aligned with the following six focus areas according to the **Swartland Municipal Social Development Policy and Strategy**:

1. Promote the legalisation of Early Childhood facilities and Early Childhood Development (Aged 0-6) *Children's Act 38 of 2005 123(6); Constitution of the RSA 1996 Schedule 4B*
2. Promote child development (aged 7-14)
Children's Act 38 of 2005 123(6); Constitution of the RSA 1996 Schedule 4B; National Education Policy Act, 1996 (No 27 of 1996) paragraph 23
3. Promote youth development (aged 14-35)
Prevention of Substance Abuse Act 70 of 2008; SA Constitution Schedule 5B
4. Promote collaboration and co-ordination
Systems Act 2000 Chapter 4; SA Constitution Section 41(h)
5. Facilitate access to the economy
SA Constitution Section 152
6. Lobbying for the vulnerable
SA Constitution Section 153, Schedules 4B and 5

(See attached the summary Annexure A summary of a Swartland Municipal Social Development Policy and Strategy of 2017).

The current performance management system and monthly report only measures the inputs and sometimes the outputs of projects. It only measures what is in the staff's control for example how many workshops presented and how many people attended the events. Staff can't be held accountable for outcomes, which they have less control over, although it is still important to know what the outcomes and impact are to plan for improvement of projects. The impact contributed to the joint impact of the municipality together with other stakeholders.

2. DISCUSSION

Here are the following results from the 2024-2025 projects according to the six focus areas and the Key Performance Indicators (KPI):

**Focus Area 1: Promote the legalisation of Early Childhood Facilities and Early Childhood Development
0-6 years**

: Number of Capacity Building Sessions with ECD Organisations in the Swartland Municipal area: Target (10 for the year)				
Goal	Outcome	Outcome Achieved	Impact Planned	Impact Achieved
To educate and capacitate the Non-Governmental Organisations that provides Early Childhood Development Services to become compliant in relation to the National Norms and Standards set out in the Children's Act 38 of 2005.	Capacitated and Compliant ECD facilities with the Children's Act 38 of 2005	Training/ Workshops done for 2024-2025 15 sessions concluded for the year: August 2024- Kinderland Akademie Training (52 participants) 27 November 2024: Bana Pele ECD Registration Drive Training (55 attendees) 19-20 March 2025: Sanlam Little Stars Training of Trainers (19 attendees) 12 April 2025: New Rest Valley Creche Capacity Building Session (05 participants) 29 April 2025: Swartland Educational and Development Forum Team Strategic Session (13 participants) 23 May 2025: Swartland Educational and Development Forum Strategic Session- follow-up (08 participants) 27 May 2025: Swartland Institutional Capacity Building Session (30 participants) 27 May 2025: New Rest Valley Crèche Governing Board Training (06 participants) 25 June 2025: Swartland Forum Business Plan & Business Proposal Workshop (2 participants) <u>SOCIAL REGENERATION PROGRAMME- Discipline Starts at Home:</u> 23 July 2024: First Time Mothers Programme – Discipline starts at home session (11 participants) 28 October 2024: Yeboneers Discipline starts at home session (Group 1 - 12 participants) 29 October 2024: Yeboneers Discipline starts at home session (Group 2- 7 participants) 31 October 2024: Yeboneers Discipline starts at home session (Group 3- 31 participants) 08 May 2025- First Time Mothers Programme in Darling - Discipline starts at home (07 participants)	Capacitating in terms of requirements and expectation of Board members. The Kinderland training is implemented according to the guidelines and specific outcomes of what is expected to implement at their respective facilities. The Discipline starts at home programme was implemented to ensure that different techniques are used by parents and guardians to ensure that all the building blocks are implemented, and better relationships are formed. Children discipline	In total 15 capacity building sessions were held .

		09 May 2025- Parenting Coaches Discipline starts at home session (30 participants)	behaviours are improved through monitoring and effective implementation of the programme.	
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First Time Mothers Programme – Darling



Swartland Forum Business Plan & Business Proposal Training

KPI -D525: Assist 20 Facilities with Registration by 30 June				
Goal	Outcome Planned	Outcome Achieved	Impact Planned	Impact Achieved
To assist/capacitate and register the Non-governmental Organisations that provides Early	Assisted and capacitated facilities that is compliant with the Children's Act 38 of 2005	July 2024: Two (2) ECD facilities assisted and obtained Full registration – Sonneblomland Dagsorg Abbotsdale and New Rest Valley Crèche- Riebeek Kasteel October 2024: Two (4) ECD facilities assisted with registration – Big Smart	ECD's/Aftercare School Care Facilities to become compliant with the National Norms and Standards set	2024-2025 financial year: Three (3) Facilities received Full registration certificates.

Childhood Development Services to become compliant in relation to the Children's Act 38 of 2005; Swartland Municipal By-Laws; Building Regulations; West Coast District Municipality Health Regulations and Fire Regulations		Day-care- Ilingeethu; Little Angels Day-care- Ilingeethu; Gogo's Day-care- Ilingeethu and Little Rascals – Ilingeethu January 2025: Three (3) ECD facilities assisted with ECD registration- Die Kleine Kalbassies – Kalbaskraal; Evita's Darlings- Darling; Land van Kabouters- Malmesbury One (1) Full Registration Certificate obtained for Riebeeksrivier Vallei Pre-School- Goedgedacht Farm February 2025: Extension Certificates for Conditional & Full Registration received for the following facilities: Vuyolwethu Crèche- Moorreesburg; Siphumeze Educare Centre- Malmesbury; Masakane Dagsorg- Malmesbury; Korrels and Borrels Creche – Dasdrif Farm; Little Angels Educare- Riverlands; Dolfyntjies Bewaarskool- Moorreesburg; Goue Vlokkies Bewaarskool- Malmesbury; Jelly Tots CPM- Malmesbury; Juliana Dag & Nasorg- Malmesbury; Riebeeksrivier Vallei Pre-school; Sonneblomland Dagsorg and Swartland Pre-Primary April 2025: Conditional Registration: Wielie Walie Kleuterskool- Riebeek West; Mari se Speelskool- Riebeek Kasteel; Love and Care Playgroup- Ilingeethu; Little Pumpkis Educare- Kalbaskraal; Khanyolwethu Playgroup – Ilingeethu; Barney's Angels Educare- Darling	out in the Children's Act 38 of 2005, which entails having the following main regulations compliance in place such as: Swartland Municipality's Planning By-Laws; Building Regulations; West Coast District Municipality Health Regulations and Fire Regulations SANS 10400	Eighteen (18) facilities received Conditional registration certificates.
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Focus area 2: Promote Child Development (7-14)

D538: Implementing Educational programmes				
School Holiday Programmes within the Swartland Municipal Jurisdiction:				
Goal	Outcome planned	Outcome achieved	Impact planned	Impact achieved/measured

Coordinate educational programmes such as school holiday programmes in collaboration with other stakeholders.	An educational program was successfully launched and executed. This program's primary objective was to proactively create and sustain a safe and healthy environment for all children. Its implementation included age-appropriate learning activities for children, focusing on promoting health, safety awareness, and positive social interactions.	The Youth Office successfully facilitated the implementation of multiple educational programs across four separate school holiday periods, strategically collaborating with a total of 13 community-based organizations. Through these collaborations, the office enabled its partners to extend their service delivery and reach. This initiative directly benefited 2,233 children, who participated in programs focused on critical safety and social issues. Furthermore, the project provided a crucial platform for skill development and community engagement for 164 youth volunteers who assisted with the program implementation. The successful partnerships and broad reach are detailed below: September 2024: Collaborated with Sinethemba Malmesbury, Elkana Malmesbury, Malmesbury Indoor Sport Centre (SCORE), Moorreesburg SAPS and CPF, Riebeek Wes MOD Centre, and Jeria Sending (Darling Rural). December 2024: Assisted the Abbotdale Youth Development Organisation, Kleine Kalbassie Kalbaskraal, and Malmesbury Arts and Culture Group Ilingeethu. January 2025: Supported the Riverlands POP Centre, Chatsworth POP Centre, Riebeek-West POP Centre, Riebeek-Kasteel POP Centre, and Darling Outreach Foundation.	The educational program had a demonstrable impact on participants, who actively engaged with the programmes. As a result, children developed a significant increase in their awareness and understanding of crucial societal issues. This impact is reflected in their ability to articulate concepts related to personal and environmental safety, the risks of substance abuse, the prevention of gender-based violence and femicide (GBVF), and effective anti-bullying measures.	The educational program successfully engaged 2,233 children during the school holidays, ensuring they were part of a safe and healthy environment. This direct participation is a key measure of the program's reach and its success in delivering the planned impact of raising awareness on crucial safety and social issues. Additionally, the initiative provided a valuable community development opportunity, with 164 youth volunteers actively participating in the program's implementation. Their assistance was integral to the program's success, and in doing so, they gained practical experience and built foundational skills for their future professional and personal growth.
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		July 2025: Partnered with Broodkraal to deliver a holiday program.		
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Moorreesburg SAPS and CPF Holiday Programme



Darling Outreach Foundation Holiday Programme (Darling Rural)





Darling Rural Jeria Sending Holiday Programme





D538: Implementing Educational programmes

D538: Implementing Educational Programmes

Life Skills Programmes

Goal	Outcome Planned	Outcome achieved	Impact Planned	Impact Achieved
Coordinate educational programmes and support to youth and young adults through life skills interventions	Capacitate young adults in programme implementation. Capacitate youth in leadership development	Community Development Office assisted the educational programmes with Life skills and leaderships development: 22-23 November 2024- Sondeza Youth Worker Training (12 participants)	Understanding roles and responsibilities of each youth worker at the camp. Youth Workers implementation critical role is to ensure safety of	11 youth workers joined the programme for effective implementation at the Youth Camp. 50 youth participated in the leadership youth camp during the

		04-13 December 2024- Sondeza Youth Camp Ganzekraal (50 participants of youth joined the camp)	all delegates and active involvement of each delegate in the camp programme. Each youth/ delegate is to ensure that each participation and growth is portrayed, and leadership skills are being development.	period of 04-13 December 2024.
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Youth Worker Training and Sondeza Afri-Youth Camp 2024



YOUTH DEVELOPMENT: CAREER GUIDANCE

D528: Promote the capacity of young adults				
<u>1. Number of people (including youth) assisted with career guidance and information about economic opportunities:</u>				
Goal	Outcome planned	Outcome achieved	Impact planned	Impact achieved
1. Number of people (including youths) assisted with career guidance and information about economic opportunities	The goal is to assist and guide 4,000 youth throughout the year through a multi-faceted	The Youth Office's interventions successfully exceeded the annual target, reaching a total of 5328 people. The following	Youth receiving assistance from the office will be better equipped to make	A total of 5328people (including youth) received assistance with career guidance and information about economic

	approach, including: An annual career exhibition. Career guidance and support sessions. Assisting youth with job application forms. Connecting youth to training, workshops, and job vacancies.	activities were implemented: Career Exhibition: The annual career exhibition was hosted in February and April 2025, reaching 2,392 learners from nine different schools across Swartland, including Darling High, Schoonspruit, and Riebeeck Valley Special School. Career Guidance and Support Sessions: A total of 1,347 community members received direct career guidance and support throughout the year. Job Application Assistance: 1,312 job application forms were distributed to and completed with community members. Access to Opportunities: The office successfully assisted 19 individuals in accessing training, workshops, and vacancy opportunities.	informed decisions about their careers and education. This will lead to improved access to possible employment opportunities and skill-building programs.	opportunities, which is a significant achievement and a direct measure of the program's success. The interventions exceeded the annual target and resulted in a measurable increase in the number of young adults equipped with the tools and information needed to pursue their professional goals.
2. Number of youths from the whole of Swartland Community who entered job opportunities with the assistance from the Youth Office	The planned outcome for the year was to assist 30 individuals in securing job opportunities through the support of the Youth Office.	The Youth Office successfully exceeded its annual target, assisting a total of 38 youth and adults in entering job opportunities within the year.	The intended impact of this initiative is to increase youth employment, providing them with a sustainable monthly income.	A measurable impact was achieved, with 38 youth and adults securing employment and gaining a consistent monthly income, thereby improving their economic stability and contributing to their professional development.
3. Number of trainings, internships and	The planned outcome for the	The Youth Office successfully exceeded	The intended impact is to	The Youth Office, through its

Learner ships opportunities in collaboration with other Departments with assistance from the Youth Office	year was to provide at least 10 opportunities for youth to enter learnerships, internships, and trainings, thereby enhancing their skills and future prospects.	its annual target by implementing 23 training programs in collaboration with various stakeholders across different towns. A total of 1,019 community members benefitted from these initiatives. The comprehensive list of programs included: - Youth Dialogue sessions - IEC voter and democratic education - Job preparedness - Business, financial, and compliance workshops - Computer literacy - PICD and ABCD - Retail training - AI online training	increase the number of youth enrolled in learnerships, internships, and various training programs, thereby enhancing their skills and employability.	collaborative efforts with various departments and NGOs, reached a total of 1,019 community members, a significant portion of whom were youth. The successful implementation of these 23 programs directly resulted in a substantial number of individuals gaining new skills and knowledge to improve their professional prospects.
		This multi-stakeholder approach was made possible by collaborating with key partners, including the Departments of Labour and Social Development, SCORE, IEC, Darling Outreach Foundation, and others such as The Start-Up Tribe. One specific program, the Start-Up Tribe online training, demonstrated measurable growth, with participation increasing from 203 to 237 individuals		

School Career Club G4Jobs initiative



Swartland Municipality Annual Career Exhibition



IEC Voter / Democratic Education and Job Preparedness Career Guidance & Support sessions



Recruitment for Department of Public Works Learnership team



KPI - D527: Support local economic development through skills development

Number of entrepreneurship training workshops held by referring businesses to SEDA and NYDA

Goal	Outcome planned	Outcome achieved	Impact planned	Impact achieved
Link entrepreneurs with relevant organisations and government departments. Promote uses local labour in tender documents. Reduce and / or assistance with red tape for small businesses	The planned outcome was to hold at least four entrepreneur ship training workshops for the year by referring existing businesses to organizations like SEDA and NYDA.	The Youth Office successfully exceeded its annual target by holding more than four training workshops and events, along with establishing new platforms for direct engagement. In total, seven in-person workshops, one major Indaba, and three business hub meetings were implemented, along with a successful online training program. This comprehensive approach resulted in 283 unique individuals attending in-person events and an additional 237 people completing the Swatland Startup Tribe's free online training. The activities included: Financial Literacy and Business Awareness Workshops: Held between July 2024 and May 2025, these sessions covered financial wellness, compliance, and general business awareness. Swatland SMME Indaba: A large-scale event on April 4, 2025, was attended by 87 people, serving as a key networking and knowledge-sharing platform. Online Training: The Swatland Startup Tribe's free online business training was completed by 237 people, successfully reaching a wider audience through accessible digital learning. Business Hub Meetings: Three meetings were facilitated to provide direct support and a collaborative platform for local entrepreneurs: Malmesbury Business Hub Meeting: Held on September 27, 2024, with five attendees.	The intended impact is to create a robust platform where SMMEs can thrive through capacity building and by connecting them with essential resources and funding opportunities.	The multi-faceted approach of the Youth Office, which included in-person workshops, a major SMME Indaba, online training, and the introduction of new business hub meetings, had a significant and measurable impact on local entrepreneurs. A total of 520 unique individuals were equipped with crucial skills in business profiling, management, e-commerce, sales, and financial compliance. This comprehensive capacity building empowered SMMEs with the essential knowledge and resources needed to grow their businesses. Beyond direct training, the program created invaluable platforms for

		SMME Business Hubs Meeting: Hosted at the container hub, attended by three business owners and two officials. Darling Business Container Hubs Meeting: Held on January 17, 2025, with 10 attendees.		real-world engagement. The SMME Indaba provided a key opportunity for businesses to showcase their products and services, while the new business hub meetings facilitated direct networking, knowledge sharing, and collaboration between 15 business owners and officials. This holistic strategy has demonstrably enhanced the capacity of local SMMEs, providing them with both the skills and the community connections needed to thrive.
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Swartland SMME Indaba





SEDFA Financial and Compliance Training

Business Awareness Day Moorreesburg



Supplier Open Day

Join us for the
Swartland Municipality

SUPPLIER OPEN DAY

Swartland Municipality invites all current and prospective suppliers to our Open Day event. This is a fantastic opportunity to get acquainted with:

- The municipal supply chain processes
- Steps to become a registered supplier
- Essential requirements for supplier registration
- Legal and compliance obligations
- Hands-on training for supplier registration

Town Hall, Malmesbury | Thursday, 14 November | 09:00 – 13:00

Participating Stakeholders: CSD, SEDA, NHBRC, CIDB, SARS, Standard Bank

LIMITED SEATS AVAILABLE!
Reserve your spot by emailing Jo-Marie Van der Westhuizen at vandervesthuizenj@swartland.org.za

Don't miss this chance to connect and learn. We look forward to seeing you there!




Focus Area 4: Promote Coordination and Collaboration

D526: Promote the coordination and collaboration

FORUMS: FACILITATION OF LDAC

Goal	Outcome planned	Outcomes achieved	Impact planned	Impact measured/achieved
To give effect to the National Drug Master Plan (NDMP) by creating a mini-drug master plan (guidelines/policy) that can be incorporated into the Integrated Development Plan (IDP) to effectively address substance abuse challenges within the Swartland community.	The planned outcome is to strengthen the capacity of the Swartland Local Drug Action Committee (LDAC) through regular activities, including monthly meetings, monthly executive meetings, and capacity-building sessions, to facilitate the implementation of a comprehensive action plan.	The LDAC successfully implemented a comprehensive schedule of capacity-building sessions and regular meetings, with a total attendance of 577 stakeholders and community members. These activities were a key measure of the LDAC's progress in building a coordinated response to substance abuse. The following activities were completed: Capacity Building and Awareness Sessions (Total Attendees: 282) Substance Abuse and FASD Awareness: Four awareness sessions were held, reaching 158 community members and stakeholders. Recovery Curricula Training: The LDAC hosted a series of training sessions, including URC Recovery Allies and Recovery Peer Support Professional Curricula, with 35 stakeholders and community members attending to build specialized skills. Community Events: A Colour Run Awareness event and a Youth Day celebration session were held, reaching 212 people	The intended impact is to build the capacity of the LDAC to effectively address substance abuse challenges, with members equipped with the necessary knowledge and skills to implement the action plan.	The active engagement of 295 stakeholders and community members in the LDAC's regular meetings and a further 282 individuals in its capacity-building and awareness sessions demonstrates the successful establishment of a coordinated, multi-sectoral platform. The implementation of specialized training programs has measurably enhanced the skills of 35 stakeholders to act as recovery allies and peer support professionals. This strengthened network is actively positioned to develop and implement a mini-drug master plan, thereby directly contributing to the NDMP's objectives within the Swartland area.

		with key information on substance use. LDAC Meetings (Total Attendees: 295) LDAC Monthly and Executive Meetings: A total of nine monthly meetings and one executive meeting were held, ensuring consistent collaboration among stakeholders. The meetings had a combined attendance of 122. Provincial WCSAF/LDAC Bi-annual Meeting: A key online meeting was held, bringing together 67 stakeholders to align strategies at a provincial level.		
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LDAC Monthly meetings





LDAC interventions in cooperation with various stakeholders





LDAC Outreach in cooperation with IEC and various departments and NGO's (pledging against GBVF)

MAYORAL SPECIAL PROJECTS:

ACKNOWLEDGEMENT/RECOGNITION AND RESTORING THE DIGNITY

Goal	Outcome planned	Outcome achieved	Impact planned	Impact achieved
To acknowledge and give recognition to the Dux Learners and Top Achievers of the Swartland Municipal Area to motivate them and other learners to strive to do their best	<u>Implementation of special projects:</u> Dux Learners of the 26 Primary Schools within the Swartland Municipal Area Top Achievers (matriculants) of five High Schools Within the Swartland Municipal Area	26 Learners from primary schools Received recognition for their hard work. 5 Top Achievers received recognition for their hard work.	Recognition to 26 Primary School learners and 5 High School Top Achievers by hosting them, their parents and school staff at the event.	Successful implementation of the Dux and Top Achievers project. The accolades they received encouraged them to even work harder and encourage fellow learners to persevere and know that their dreams are in reach with consistency and hard work that pays off.
The Dignity Sanitary drive only took place in July and September 2024.	26 Primary Schools within the Swartland Municipal Area 8 Secondary Schools within the Swartland Municipal Area Elkana Child & Youth Care Centre; Huis van Heerde and Jo	All the mentioned entities received the dignity sanitary pads according to the required amount of females at the given school/ facility.	The initiative is planned to secure that no female learner be at home during their monthly menstrual period and miss out on school and or learning activities.	Impact of the dignity sanitary drive will only be assessed by the attendance of learners and the distributions done by the entity, who will keep daily records.

	Dolphin APD was part of the			
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Dux Learners Class of 2024



Top Achievers Class of 2024



Swartland Sanitary Dignity Drive





Swartland Municipality Mayoral Project Youth Dialogues forward thinking 2040: A Summary Report

This report summarizes the feedback from several Youth dialogues held in various communities within the Swartland Municipality. The dialogues focused on five key goals: Community Safety and Well-being, Economic Transformation, Quality and Reliable Services, A Healthy and Sustainable Environment, and A Connected and Innovated Local Government.

1. Community Safety and Well-being

- **Crime and Safety:** Participants consistently raised concerns about high crime rates, including armed robberies, house break-ins, and theft (e.g., cable theft, stealing diesel). Gangsterism and drug abuse were identified as major problems in communities like Malmesbury, Koringberg, and Moorreesburg, with youth in Abbotsdale specifically mentioning the drug "tik." A need for increased police visibility and patrols was a common request, with Moorreesburg youth suggesting a mobile police station. The youth of Broodkraal and Riverlands proposed using drones and cameras in hotspot areas, while Chatsworth youth called for more neighborhood watches. In Kalbaskraal, the youth emphasized the need for a "drug war" to eradicate drugs.
- **Social Issues and Support:** Youth from several locations, including Abbotsdale and Riverlands, requested sessions to address bullying and gender-based violence (GBV). The need for rehabilitation centers for individuals struggling with substance abuse was a recurring theme, with a desire for more support structures to help people escape abuse.
- **Infrastructure for Safety:** Requests were made for floodlights in dark areas to improve safety, particularly for those walking at night. The youth in Riverlands also mentioned the need for safe playgrounds for children with security measures.

2. Economic Transformation

- **Employment Opportunities:** The most prominent issue across all dialogues was the lack of job opportunities for both matriculated and non-matriculated youth. The youth in Koringberg specifically requested more opportunities in the area of agriculture. In Malmesbury, Moorreesburg, and Chatsworth, there were calls for more shopping centers and larger stores (e.g., Shoprite, Boxer, U Save) to create jobs. Broodkraal youth suggested using vacant land to create entrepreneurial opportunities and requested business workshops.
- **Youth Empowerment and Skills Development:** Many youth requested projects and workshops to educate them about career paths and empower them with new skills. Malmesbury youth suggested the municipality could help with workshops for entrepreneurs. The youth from Broodkraal, Chatsworth, and Riverlands all emphasized the need for more businesses and workshops.

- **Other Economic Concerns:** Youth in Koringberg and Moorreesburg mentioned the need for special tariffs for small-scale farmers and businesses to support economic growth. There was also a strong belief that the lack of employment opportunities directly contributes to crime.

3. Quality and Reliable Services

- **Healthcare:** The expansion and improvement of healthcare facilities were a significant concern. Malmesbury, Chatsworth, and Moorreesburg youth all called for bigger clinics with more nurses and staff to improve health and well-being. The availability of ambulances at clinics in case of emergencies was a key issue raised by the youth of Chatsworth.
- **Education and Access to Information:** The need for improved access to the internet was a consistent request. This included calls for more computer centers, libraries with more computers, and improved Wi-Fi and fiber hotspots. Moorreesburg youth also suggested providing mobile E-CENTRES for farms to bridge the digital divide.
- **General Services:** Youth in Riverlands and Broodkraal requested more effective time management for services and quicker service delivery with more staff. Abbotsdale youth specifically asked for more reliable public transport for school children. There were also suggestions for a youth desk to be administered by a young person to address their specific needs.

4. A Healthy and Sustainable Environment

- **Waste Management:** The need for more garbage cans, garbage disposal centers, and bigger, more visible dumping sites was a common request. Several communities, including Chatsworth and Kalbaskraal, also suggested placing more recycling bins in different areas.
- **Environmental Concerns:** Environmental issues were a point of concern for youth in Malmesbury and Koringberg, who raised the issue of air pollution. The youth in Moorreesburg and Broodkraal mentioned the issue of unattended animals (e.g., horses, donkeys, cows) and the need for more secure playparks. In Riverlands, the youth proposed hiring young people to clean dirty areas.

5. A Connected and Innovated Local Government

- **Technology and Communication:** The demand for increased access to the internet, including free Wi-Fi and fiber, was a recurring theme. The youth in Koringberg and Broodkraal specifically suggested that the municipality use social media more effectively to communicate with the younger population.
- **Local Government Operations:** The youth of Chatsworth and Moorreesburg requested better time management, improved ambulance services, and stricter financial management and monitoring. There was a desire for the municipality to create more events for the community to foster a better relationship.
- **Specific Suggestions:** Other suggestions included the need for a satellite police station, improved roads, and more effective financial management.

Youth Dialogue Questionnaire Feedback

Questions	Excellent	Good	Average	Poor
How would you rate your overall experience at the youth dialogue?	106	139	20	0
Did you find the topics discussed relevant and engaging?	124	110	24	0

How would you rate the overall organization of the event?	116	130	17	0
Questions	Yes	No		
Did you find the format of the event (e.g., panel discussions, Q&A sessions) effective?	252			
Do you feel that your voice was heard and valued during the dialogue?	239	24		

YOUTH DIALOGUES FORWARD THINKING 2040 HELD IN 2024/2025



YOUTH DIALOGUE SESSION MOORREESBURG

Theme: Forward Thinking 2040

Who can attend: All Unemployed Youth residing in Moorreesburg

When: Tuesday, 22 October 2024

Time: 10:00 - 13:00

Where: Rosenhof Community Hall, Moorreesburg

For any enquiries, please contact the Youth Office @ 0224879400



Here is a table summarizing the feedback questionnaires from the youth dialogues, organized by the key themes and concerns raised.

Theme	Sub-Theme	Youth Feedback Summary
Feedback for the Executive Mayor	Employment and Economic Opportunities	Youth across all communities requested more work opportunities for matriculated, non-matriculated, and uneducated individuals, as well as for graduates without experience. They also asked for workshops, skills development programs, and support for small and informal businesses.
	Mayor's Visibility and Community Engagement	A significant number of youth asked the Mayor to be more visible and actively involved in their communities. They want him to visit their areas, speak with them face-to-face, listen to their concerns, and follow through on promises to implement projects.
	Community Safety and Well-being	Youth expressed concerns about high crime rates, gangsterism, and drug abuse. They requested action to create safer communities, including safe play areas for children, and more support structures like rehabilitation centers.
	Infrastructure and Service Delivery	The need for more RDP houses and a lower age requirement for housing was a common request. Participants also asked for more facilities such as schools, clinics, hospitals, parks, and sports fields.
	Specific Community Concerns	Youth raised specific issues about the perceived neglect of certain communities (Kalbaskraal and Broodkraal), racial inequality in job allocation, and the pace of change.
How to Improve the Dialogue	Increased Participation and Engagement	The youth suggested improving attendance through better promotion via social media and posters. They also recommended holding more sessions that are frequent in central locations and inviting the Mayor, officials, and elders to participate.
	Content and Format	Participants want the dialogues to focus on actionable outcomes, such as creating job opportunities. They requested longer, more interactive sessions with more activities and the use of technology. They also suggested having guest speakers who have benefited from the program.
	Specific Resources	Requests were made for practical support during the dialogues, including providing job applications, food, chairs, and microphones. The youth also expressed a need for personal support and stronger support systems.
Suggested Topics for Dialogue	Economic and Employment Issues	The most popular topics were job creation, careers, and skills development. Youth want to discuss opportunities for those without qualifications or experience, as well as entrepreneurship.
	Community Safety and Social Well-being	This theme included a wide range of topics such as crime, gangsterism, drug abuse, and violence. Other social issues mentioned were teenage pregnancy, toxic relationships, bullying, and mental health.
	Education and Infrastructure	Youth want to discuss the education system, bursaries, study opportunities, and the need for more facilities like schools and skills centers. They also raised the need for better services and infrastructure.
	Local Government and Community	Topics included the role of local government, how youth can be more involved, and community development. They also want to discuss accountability, corruption, and how to bring about change.

Focus Area 4: Promote the Coordination and Collaboration				
D542: Hold Quarterly engagements meetings with stakeholders and forums				
Forums (SSDF / GBVF)				
Swartland Social Development Forum				
Goal	Outcome Planned	Outcomes Achieved	Impact Planned	Impact measured / Achieved
Number of Meetings with the Social Development Forum	Quarterly meetings to review the implementation of planned projects/ programmes from the respective organisations and government departments	<u>SSDF Meetings:</u> 02 September 2024 – SSDF Executive Meeting (6 participants) 10 September 2025 – SSDF Meeting (24 participants) 15 October 2024 – SSDF Meeting (28 participants) 19 February 2025 (32 participants) 28 May 2025 (21 participants)	Meetings were held to address the four focus areas of the SSDF. Focus Areas: Child Protection/ ECD School Dropouts Substance Abuse/ LDAC Victim Empowerment GBVF/ VEP	The SSDF focussed on capacity building sessions regarding the four focus areas. Focusing on implementing the action plan by refining the action plan into quarterly activity sheets through the SSDF strategic planning.
<u>Social Regeneration Programme:</u>				
GBVF Meetings / projects/ events				
Goal	Outcome Planned	Outcomes Achieved	Impact Planned	Impact measured/ Achieved
Number of meetings with the GBVF Forums/ GBVF Ambassadors	Quarterly meetings to review the implementation of planned projects/ programmes from the respective organisations and government departments	<u>GBVF Meetings/ Events:</u> 17 July 2024 - Swartland GBVF 100 Day Challenge Meeting 23 January 2025 – GBVF Meeting with West Coast College 09 March 2025 - Darling GBVF Stakeholders Meeting 16 April 2025 – Darling GBVF Stakeholders Meeting 13 May 2025 - GBVF Meeting with Kalbaskraal Neighbourhood Watch 14 May 2025 – Darling GBVF Stakeholders Meeting 21 May 2025 – Swartland GBVF Collaboration Meeting 19 June 2025 - Swartland GBVF Engagement (Forum) 19 June 2025 – Social Cohesion Community	Meetings held to address specific activities planned for implementation.	GBVF Ambassadors are informed and capacitated in order to be at service to the communities within the Swartland Municipal Area and to effectively implement the referral pathway.

		Conversation- Moorreesburg June 2025 - Planning workshop for Child Protection on Form 22 training for stakeholders		
D542: Promote access to Social Development Services for Vulnerable Groups Gender Based Violence and Femicide Programme: Trainings				
Goal	Outcome Planned	Outcome Achieved	Impact Planned	Impact Achieved / Measured
Swartland Municipality Gender Based Violence and Femicide Programmes	11 July 2025 – First Time Mothers Programme – Darling	12 participants	Collectively, joined implementation for capacity building interventions for all GBVF stakeholders.	Information captured on additional trainings to be provided to the GBVF Ambassadors and stakeholders
	25 July 2024 – First Time Mothers Programme – Occupational Therapist Session	18 participants		
	30 July 2024 – First Time Mothers Programme - GBVF Courageous Conversations	8 participants		
	26 July 2024- Trafficking in Person's Act Training Malmesbury	61 participants		
	20 August 2024- Missing Children Training	37 participants		
	20 September 2024- Children's Conference	85 participants		
	13 November 2024- Yeboneers GBVF Courageous Conversations	27 participants		
	15 November 2024- Swartland GBVF & Child Protection Awareness – Focus on Child Trafficking	82 participants		

	28 November 2024 – Kalbaskraal GBVF Awareness Programme	38 participants		
	24 March 2025 – GBVF Awareness Intervention – Darling	52 participants		
	25 April 2025- Swartland GBVF Ambassadors Session	14 participants		
	15-16 May 2025- Gender Mainstreaming Training	16 participants		
	20 May 2025- First Time Mothers Programme – GBVF Courageous Conversations	6 participants		
	29 May 2025 – Darling Stakeholders Training	22 participants		
	16 June 2025 – Malmesbury Ambassador GBVF & Sport Awareness Event	±300 participants		

Additional Information pertaining to Gender Based Violence and Femicide within the Swartland Region: Ward GBVF Ambassadors reporting to Swartland Municipal GBVF Coordinator:

Monthly – GBVF & Child Protection Referrals to Government Institutions

March 2025:

Referral to Department of Social Development Malmesbury – Child Protection Case (Child Molestation Case)- Darling

Referral to SAPS Malmesbury – GBVF and Protection Order Case- Malmesbury

Referral to ACVV Abbotsdale- Child Protection Case (Minors Molestation Case) – Abbotsdale

Referral to SAPS Moorreesburg – GBVF and Protection Order Case- Moorreesburg

June 2025:

Referral to SAPS Malmesbury - Elderly Abuse (Assault Case) – Abbotsdale

Assistance with GBVF Ambassadors Programme

Swellendam Municipality – 20 participants

Bergrivier Municipality – 84 participants



Darling Stakeholders Outreach to the Community

Yeboneers GBVF Courageous Conversations





Missing Children Training

Focus Area 6: Lobbying for the Vulnerable

Promote access to vulnerable people in striving for social change

THUSONG MOBILE OUTREACHES 2024/2025

Goal	Outcome planned	Outcome achieved	Impact planned	Impact measured
Conduct Swartland Mini- outreaches for 2024-2025 program that are helping to improve learning, promoting civic engagement, and strengthening communities through addressing their societal needs.	People got access to government services in terms of their needs. (There were 12) Outreaches implemented in the whole of the Swartland Municipal Area.	Twelve Swartland Mobile Outreaches were held for the year: 1) 12 July 2025: Abbotsdale Outreach (370 beneficiaries) 2) 20 August 2024: Ilingeletu Thusong - Malmesbury (798 Beneficiaries) 3) Riverlands: DISASTER OUTREACH:10/09/2024 (183 beneficiaries)	People assisted and accessed services according to their needs and mostly to go extra mile, where SARS had to provide their outreach	Responses from beneficiaries of services: Respondent A: She went to SASSA to apply for disability grant and was successful for the permanent disability grant. She experiences some difficulties due to appointment has to be made before they can get a date of application because their phone

		11 September 2024: Riverlands (118 Beneficiaries) 4) 23 & 24 October 2024: Riebeek-Kasteel (700 people benefitted). 5) 15 November 2024: Moorreesburg (612 Beneficiaries). 6) 23 & 30 January 2025: SARS-Moorreesburg (267 Beneficiaries). 7) 3 April 2025: Moorreesburg (479 Beneficiaries) 8) 09 May 2025: Broodkraal (389 Beneficiaries) 9) 26 & 30 May 2025: Home Affairs-Riverlands (38 Beneficiaries) 10) 18 June 2025: Darling (444 Beneficiaries) 11) 23 June 2025: Home Affairs-Moorreesburg (73 beneficiaries) 12) 25 June 2025: Home Affairs-Koringberg (24 beneficiaries)	programme and Home Affairs experience the need of their service in the au quad areas and were extra ones due to disaster has happened.	does not work and then she had to get through municipal landline to get the information. Respondent B: She cannot survive with her grant, because she raised grandchildren, and they increased in numbers and now she is suffering due to verification that she must come do it. Civil Department: Respondent C: She is very happy with the assistance got from the department, because they did not take long to come fix the pipe leaks and her account did not go up because she thought the leaks would cause the bill to go up. Respondent D: She is having a challenge with Electricity Department that is not assisting people in need, because she received a reported electricity box several times last year , but there is no progress on that up until they manage to fix only in July 2025. Respondent E: She attended a SARS session in Riebeek-Kasteel when they assist people in updating people's profile. The sessions were more sessions like SME from Municipality but there is a need for NYDA to assist the young people too.
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Ilingeletu Thusong Outreach August 2024



Riverlands Outreach September 2025



Riebeeck-Kasteel October 2025



Home Affairs-Moorreesburg: November 2024



SARS- Moorreesburg: January 2025



4. LEGAL MANDATE

One of the aims of local government is to promote social development (The Constitution of RSA1996 152 (1)c). This report indicates how Development Services: Community Development Division executed the aim of local government by promoting social development in communities through trainings, workshops, capacity building sessions and skills development.

5. LINK WITH THE IDP

The Swartland Social Development Policy and Social Regeneration Strategy is one of the sectoral plans that links with the Strategic Goals 1-5 of the IDP. Strategic actions and initiatives are linked to the KPI's of the Community Development Division.

6. FINANCIAL IMPLICATION

Thorough evaluation of programmes will ensure that programmes could be refined to have a higher impact and therefore would ensure a better use of municipal funds.

7. CONCLUSION

The main challenge in Monitoring and Evaluating community development programmes is to get and stay in touch with participants. Phone numbers change and it is difficult to get feedback from all.

8. RECOMMENDATION

- That the Executive Mayoral Committee takes cognizance of the outcomes and impacts measured of the Community Development projects of 2024-2025.
- That the Community Development Division report yearly by August on the outcome and impact of community development projects of the previous financial year.

(get) J S Krieger

DIREKTEUR: ONTWIKKELINGSDIENSTE

/hb

ITEM 7.12 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON OF 21 AUGUST 2025

ONDERWERP: UITSTAANDE DEBITEURE – JULIE 2025
SUBJECT: OUTSTANDING DEBT – JULY 2025

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

Die bylae hierby aangeheg reflekteer die besonderhede van Swartland Munisipaliteit se uitstaande debiteure vir die tydperk Julie 2025 en is saamgestel uit die volgende verslae:-

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

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

2. WETGEWING / LEGISLATION

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

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

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

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

- 4.1 Die uitstaande debiteure vir Junie 2024 R47 030 939 beloop terwyl die uitstaande debiteure vir Julie 2024 R48 659 937 beloop het en was 'n vermeerdering van R1 628 998.
- 4.2 Die uitstaande debiteure vir Junie 2025 R54 071 694 beloop terwyl die uitstaande debiteure vir Julie 2025 R51 401 159 beloop - 'n vermindering van R2 670 535.
- 4.3 Die uitstaande debiteure vir Julie 2024 R48 659 937 beloop terwyl die uitstaande debiteure vir Julie 2025 R51 401 159 - 'n vermeerdering van R2 741 222 in uitstaande debiteure.
- 4.4 Die uitstaande debiteure vir Julie 2025 is 6.09% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Julie 2024, 5.77% is van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / RECOMMENDATION**

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Julie 2025.

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for July 2025.

(get) M Bolton

M BOLTON
DIREKTEUR: Finansiële Dienste

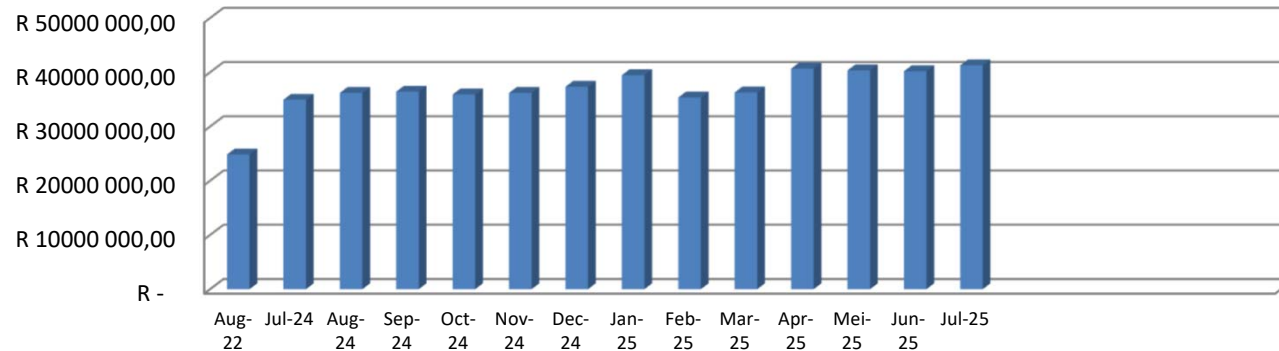
OUTSTANDING DEBTORS (FUTURE EXCLUDED) MONTH END RESIDENTIAL - BUSINESS - GOVERNMENT STAFF - COUNCILLOR AUG 2024									2024/2025 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2024/2025 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2023/2024 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2022/2023 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES	2021/2022 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	R 968 415 007	R 843 841 136	R 764 743 787	R 713 057 993	R 658 069 842
June-23	R 4 259 870	R 39 458 675	R 34 561 165	R 1 970 134	R 2 927 246	R 130	R -	EFT payments day after month end received amounted to R753 715,87 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 970,133,80 Staff outstanding in the amount of R130,34 - One (1) Staff member has an outstanding account - 1 X Pre-Paid electricity). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 927,246,49 as a result of annual rates. The amount of R280 240,52 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			5,16%	4,52%	5,35%
July-23	R 6 730 370	R 40 077 008	R 35 255 362	R 2 090 864	R 2 727 413	R 3 368	R -	EFT payments day after month end received amounted to R1 193,299,66 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 090,864,27 Staff outstanding in the amount of R3368,38 - Four (4) Staff members have outstanding accounts - 3 X Pre-Paid electricity and 1 X Eskom Elec). Four(4) councillors in arrears with their municipal accounts. The Government outstanding amounted to R2 727,412,78 as a result of annual rates. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			5,24%	4,68%	4,46%
Aug-23	R 10 212 058	R 41 412 470	R 37 035 460	R 2 288 654	R 2 086 896	R 1 461	R -	EFT payments day after month end received amounted to R1 601 349,69 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 288 653,85 Staff outstanding in the amount of R1460,51- Four (4) Staff members have outstanding accounts - 4 X Pre-Paid electricity , The Government outstanding amounted to R2 086 895,88 as a result of annual rates. The amount of R1 704 631,83 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			5,42%	6,06%	5,62%
Sept-23	R 4 749 697	R 42 928 161	R 39 228 153	R 1 994 383	R 1 704 603	R 1 023	R -	EFT payments day after month end received amounted to R1 592 536,75 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R1 994 382,74 Staff outstanding in the amount of R1022,67 - Three (3) Staff members have outstanding accounts - 2 x Pre-Paid electricity and 1 x Conventional Electricity) The Government outstanding amounted to R1 704 602,61 as a result of annual rates. The amount of R3 666 800,60 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			5,61%	5,60%	5,18%
Oct-23	R 3 771 341	R 47 946 236	R 40 871 404,93	R 3 864 992	R 3 206 812	R 3 027	R -	EFT payments day after month end received amounted to R1 016 129,39 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 864 991.93 Staff outstanding in the amount of R3026,95 - Four (5) Staff members have outstanding accounts - 5 x Pre-Paid electricity. The Government outstanding amounted to R3 206 812,41 as a result of annual rates. The amount of R196 609,23 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			6,27%	5,13%	5,31%
Nov-23	R 12 304 377	R 49 369 322	R 43 250 123,05	R 2 770 846	R 3 346 950	R 1 404	R -	EFT payments day after month end received amounted to R3 376 204,24 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 770 846,29 Staff outstanding in the amount of R1403,53 - ONE (1) Staff members have outstanding accounts - 1 x Pre-Paid electricity. The Government outstanding amounted to R3 346 949,52 as a result of annual rates. The amount of R88 410,64 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			6,46%	6,80%	5,59%
Dec-23	R 8 100 059	R 47 585 440	R 42 587 189,49	R 3 312 687	R 1 683 026	R 2 536	R -	EFT payments day after month end received amounted to R1 266 476,30 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 312 687,46 Staff outstanding in the amount of R 2536,46 - Three (3) Staff members have outstanding accounts - 3 x Pre-Paid electricity. The Government outstanding amounted to R1 683 026,32 as a result of annual rates. The amount of R611 563,48 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			6,22%	6,80%	5,59%
Jan-24	R 10 175 695	R 53 366 876	R 45 383 242	R 6 250 490	R 1 731 790	R 1 354	R -	EFT payments day after month end received amounted to R3 653 015,35 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R6 250 490,94 Staff outstanding in the amount of R1354,91 - One (1) Staff member have outstanding accounts - 1 x Pre-Paid electricity. The Government outstanding amounted to R1 731 790,93 as a result of annual rates. The amount of R6 614,10 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			6,98%	5,96%	5,33%
Feb-24	R 14 279 478	R 54 215 945	R 47 940 762	R 4 260 653	R 2 000 942	R 13 588	R -	EFT payments day after month end received amounted to R4 052 387,02 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 260 652,94 Staff outstanding in the amount of R13 588,07- Three (3) Staff members has an outstanding accounts - 1 X Pre-Paid electricity). The Government outstanding amounted to R2 000 941,65 as a result of annual rates. The amount of R5,90 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.			7,09%	5,53%	5,35%

									EFT payments day after month end received amounted to R3 402 738,61 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 544 249,20 Staff outstanding in the amount of R1 974,04 - Two (2) Staff members have outstanding accounts - The Government outstanding amounted to R2 849 244,10 as a result of annual rates. The amount of R588 782,88 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.											
March-24	R	11 235 717	R	47 841 393	R	42 445 926	R	2 544 249	R	2 849 244	R	1 974	R	-		6,26%	5,96%	5,33%		
April-24	R	1 871 556	R	50 361 840	R	43 535 849	R	3 271 491	R	3 554 364	R	137	R	-	EFT payments day after month end received amounted to R2 806 210,11 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R3 271 491,88 Staff outstanding in the amount of R137,01 - One (1) Staff member have outstanding account - The Government outstanding amounted to R3 554 364,63 as a result of annual rates. The amount of R 364 076,01 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,59%	5,13%	5,31%	
May-24	R	9 411 637	R	51 876 825	R	45 784 769	R	2 456 951	R	3 634 969	R	136	R	-	EFT payments day after month end received amounted to R1 872 378,73 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 456 951,33 Staff outstanding in the amount of R135,57 - One (1) Staff member have outstanding account - 4 Councillors in arrears to the amount of R2 417,29 - The Government outstanding amounted to R3 634968,90 as a result of annual rates. The amount of R654 781,34 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,78%	5,96%	5,33%	
June-24	R	7 572 264	R	47 030 939	R	40 603 713	R	4 020 339	R	2 405 433	R	1 455	R	-	EFT payments day after month end received amounted to R2 162 888,17 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R4 020 338,56 Staff outstanding in the amount of R1 454,80 Three (3) Staff member have outstanding accounts. 2 x Pre-Paid electricity- 4 Councillors in arrears to the amount of R2 417,29 - The Government outstanding amounted to R2 405 433,29 as a result of annual rates. The amount of R279 448,77 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,15%	5,53%	5,35%	
July-24	R	8 582 930	R	48 659 937	R	41 440 303	R	2 921 795	R	4 295 375	R	2 464	R	6 847	EFT payments day after month end received amounted to R2 012 534,51 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 921 795,34 Staff outstanding in the amount of R2463,96 Three (3) Staff member have outstanding accounts. 2 x Pre-Paid electricity & 1 vacant plot - 1 Councillors in arrears to the amount of R 6 847,34 - The Government outstanding amounted to R4 295 374,77 as a result of annual rates. The amount of R 0,0 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,77%	6,36%	5,53%	5,35%
Aug-24	R	9 110 540	R	50 523 010	R	43 908 410	R	2 941 777	R	3 659 221	R	13 603	R	1 375	EFT payments day after month end received amounted to R1 429 470,15 (OTM account) and R0.00 (Sundries account) The businesses outstanding amounted to R2 941 777 Staff outstanding in the amount of R13 602,62 Four (4) Staff member have outstanding accounts. 2 x Pre-Paid electricity & 1 rates account, and 1 x Eskom area - 1 Councillor in arrears to the amount of R1 375,21 - The Government outstanding amounted to R3 659 221 as a result of annual rates. The amount of R 611 563,48 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,99%	6,61%	5,53%	5,35%
Sep-24	R	15 227 644	R	58 155 806	R	47 336 980	R	8 935 137	R	1 880 680	R	3 009	R	3 716	EFT payments day after month end received amounted to R2 080 716,99 (OTM account) and R5 626 321,07 (Sundries account). The businesses outstanding amounted to R8 935 136,87 Staff outstanding in the amount of R3 008,84 Four (4) Staff members have outstanding accounts. 2 x Pre-Paid electricity & 2 rates account, and - 2 Councillors in arrears to the amount of R 3716,08 - The Government outstanding amounted to R1 880 679,96 as a result of annual rates. The amount of R 650 060,80 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,89%	7,60%	5,53%	5,35%
Oct-24	R	295 508	R	48 241 744	R	46 834 121	R	2 834 682	R	-1 429 827	R	2 768	R	846	EFT payments day after month end received amounted to R1 349 987,63 (OTM account) and R0 (Sundries account). The businesses outstanding amounted to R2 834 682,15 Staff outstanding in the amount of R2 767,89 , Three (3) Staff members have outstanding accounts. 2 x Pre-Paid electricity & 1 rates account, and - 1 Councillor in arrears to the amount of R 846,43 - The Government outstanding amounted to -R1 429 827,23 as a result of annual rates. The amount of R 93 074,14 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		5,72%	6,31%	5,53%	5,35%
Nov-24	R	1 636 590	R	51 005 913	R	48 100 847	R	2 949 005	R	-53 240	R	9 301	R	3 073	EFT payments day after month end received amounted to R1 707 071,93 (OTM account) and R0 (Sundries account). The businesses outstanding amounted to R2 949 005,10 Staff outstanding in the amount of R9 301 , Four (4) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 1 x Conventional, 1 X Eskom & 1 rates account, and - 3 Councillors in arrears to the amount of R 3 073 - The Government outstanding amounted to -R53 240,46 as a result of annual rates paid in advance. The amount of R 63 359,04 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,04%	6,67%	5,53%	5,35%
Dec-24	R	8 211 987	R	55 797 427	R	50 782 712	R	3 720 208	R	1 290 522	R	3 984	R	4 274	EFT payments day after month end received amounted to R1 241 706,42 (OTM account) and R0 (Sundries account). The businesses outstanding amounted to R3 720 208,20 Staff outstanding in the amount of R3983,97 , One (1) Staff member have outstanding accounts, 1 X Eskom account, and - 2 Councillors in arrears to the amount of R 4 273,68 - The Government outstanding amounted to R1 290 522,45 as a result of annual rates and service charges. The amount of R0,00 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,61%	7,30%	5,53%	5,35%

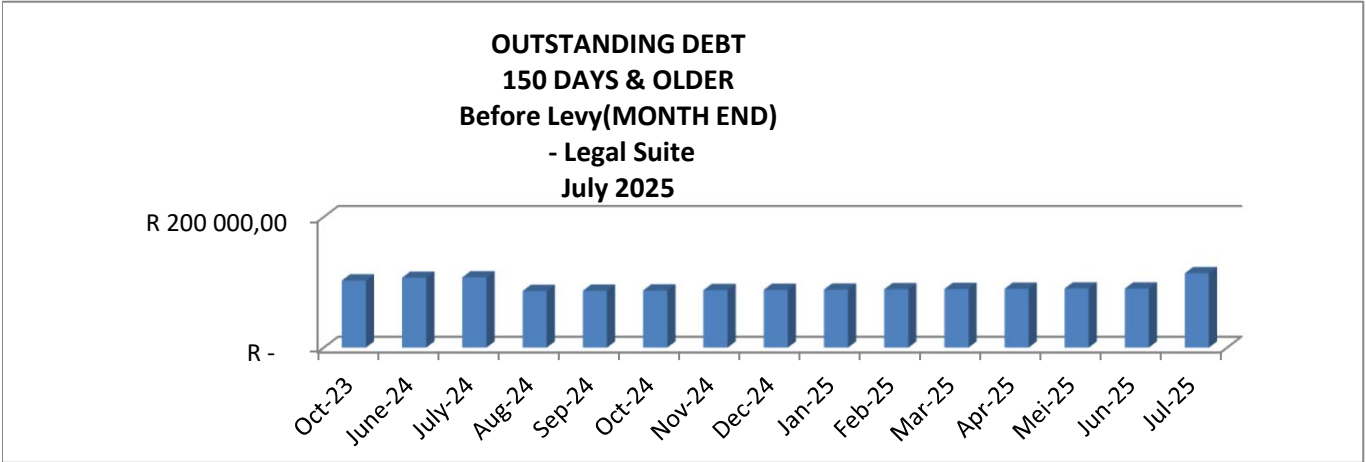
Jan-25	R	4 653 600	R	58 020 476	R	53 782 654	R	3 688 628	R	545 275	R	3 920	R	6 916	EFT payments day after month end received amounted to R954 787,37 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R3 688 627,65 Staff outstanding in the amount of R3919,70 , Four (4) Staff members have outstanding accounts. 2 x Pre-Paid electricity, 1 X Eskom & 1 rates account, and - Four (4) Councillors in arrears to the amount of R 6 916,17 - The Government outstanding amounted to R545 274,60 as a result of annual rates and service charges. The amount of R21 272,46 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,88%	7,59%	5,53%	5,35%
Feb-25	R	-3 360 379	R	50 855 566	R	46 687 957	R	2 677 325	R	1 490 284	R	-	R	6 077	EFT payments day after month end received amounted to R 838 369,80 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R2 677 325,04 Three (3) Councillors in arrears to the amount of R 6 076,97 - The Government outstanding amounted to R1 490 284,14 as a result of annual rates and service charges. The amount of R11 768,75 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,03%	6,65%	5,53%	5,35%
Mar-25	R	7 501 556	R	55 342 949	R	50 075 777	R	2 830 961	R	2 432 825	R	3 386	R	2 194	EFT payments day after month end received amounted to R 1 578 848,09 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R2 830 961,24 Staff outstanding in the amount of R3 385,59, Two (2) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 1 X Eskom , and One (1) Councillor in arrears to the amount of R 2 194,21 - The Government outstanding amounted to R2 432 825,11 as a result of annual rates and service charges. The amount of R2 005 435,68 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,56%	7,24%	5,53%	5,35%
Apr-25	R	12 489 035	R	62 850 875	R	52 815 539	R	4 642 543	R	5 382 780	R	10 013	R	-	EFT payments day after month end received amounted to R 2 323 518,86 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R4 642 542,64 Staff outstanding in the amount of R10 013,03, Three (3) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 2 X Eskom , - The Government outstanding amounted to R5 382 779,99 as a result of annual rates and service charges. The amount of R544 329,54 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		7,45%	8,22%	5,53%	5,35%
Mei-25	R	8 277 959	R	60 154 784	R	52 678 364	R	2 611 172	R	4 865 248	R	-	R	-	EFT payments day after month end received amounted to R 1 712 428,28 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R2 611 172,17 - The Government outstanding amounted to R4 865 248,14 as a result of annual rates and service charges. The amount of R557 506,40 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		7,13%	7,87%	5,53%	5,35%
Jun-25	R	7 040 755	R	54 071 694	R	48 787 017	R	3 626 153	R	1 657 758	R	766	R	-	EFT payments day after month end received amounted to R 1 420 838,33 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R3 626 152,64 , Staff outstanding in the amount of R766,15 , One (1) Staff member have outstanding accounts. 1 x Pre-Paid electricity- The Government outstanding amounted to R1 657 757,92 as a result of annual rates and service charges. The amount of R282 314,51 is added to the outstanding debtors because of property rates that changed on request from monthly to annually whose future has been cancelled.		6,41%	7,07%	5,53%	5,35%
Jul-25	R	2 741 222	R	51 401 159	R	48 404 583	R	1 319 998	R	1 676 578	R	-	R	-	EFT payments day after month end received amounted to R 1 250 049,17 OTM account) and R0 (Sundries account). The businesses outstanding amounted to R1 319 998,29 , The Government outstanding amounted to R1 676 577,63 as a result of annual rates and service charges. R0 has been added to the outstanding debtors for changes from monthly to annually on property rates charges.	6,09%		6,72%	5,53%	5,35%

OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) JULY2025		Comparative Period 2024- 2025	
Month	Before Levy		
Jul-24	R 34 936 408,57	R	3 938 055,56
Aug-24	R 36 199 964,22	R	5 279 383,28
Sep-24	R 36 428 410,87	R	5 445 366,78
Oct-24	R 35 909 706,51	R	4 765 873,95
Nov-24	R 36 201 547,15	R	5 070 758,29
Dec-24	R 37 329 786,41	R	6 192 247,15
Jan-25	R 39 470 057,15	R	6 817 111,94
Feb-25	R 35 354 435,70	R	1 636 479,58
Mar-25	R 36 285 924,50	R	4 783 971,67
Apr-25	R 40 671 310,38	R	7 945 820,52
Mei-25	R 40 354 016,53	R	6 248 762,29
Jun-25	R 40 189 318,13	R	6 505 943,90
Jul-25	R 41 278 806,38	R	6 342 397,81

**OUTSTANDING DEBT
150 DAYS & OLDER
Before Levy(MONTH END)
July 2025**

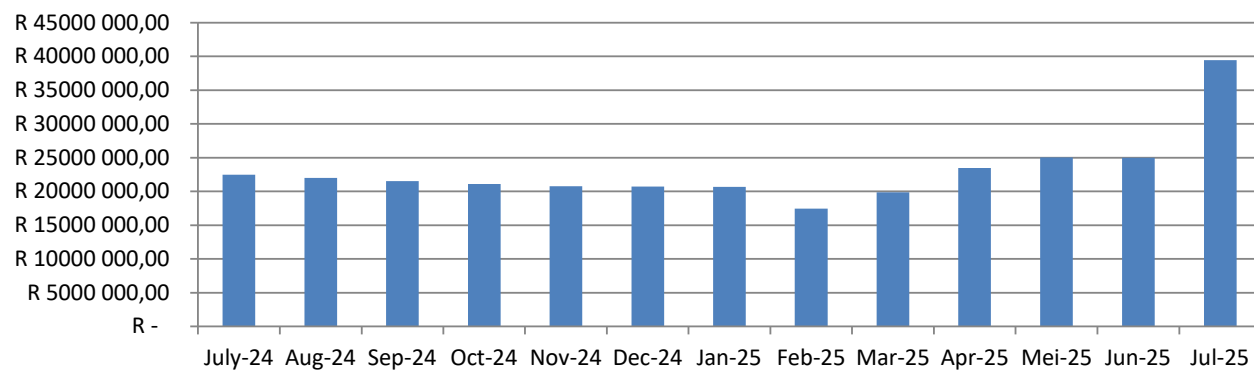


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite July 2025			Comparative Period 2024-2025	
Month	Before Levy			
June-24	R	107 096,50	R	6 231,13
July-24	R	107 638,60	R	6 283,48
Aug-24	R	86 707,12	R	-15 048,45
Sep-24	R	87 151,33	R	-15 104,75
Oct-24	R	87 595,54	R	-15 182,34
Nov-24	R	88 039,63	R	-15 260,07
Dec-24	R	88 483,72	R	-15 359,12
Jan-25	R	88 927,90	R	-15 458,10
Feb-25	R	89 372,08	R	-15 556,02
Mar-25	R	89 816,12	R	-15 654,08
Apr-25	R	90 251,42	R	-15 760,88
Mei-25	R	90 686,72	R	-15 867,68
Jun-25	R	90 426,28	R	-16 670,22
Jul-25	R	114 051,73	R	6 413,13

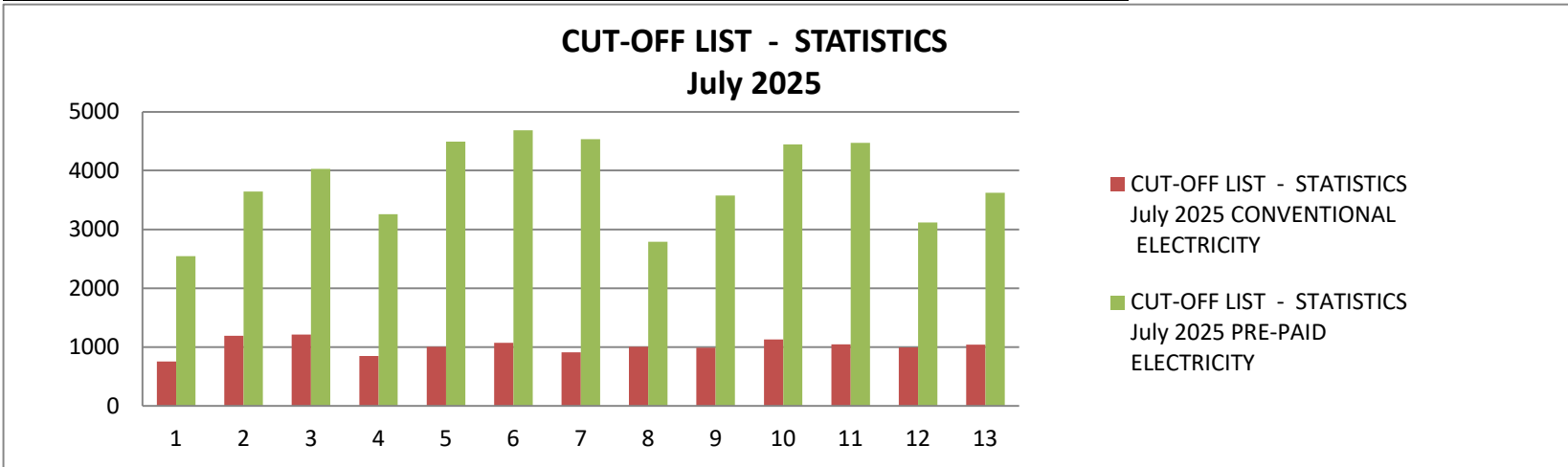


OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab July-25		Comparative Period 2024 - 2025	
Month	Before levy		
July-24	R 22 471 881,95	R	2 821 834,26
Aug-24	R 22 001 736,68	R	1 894 130,35
Sep-24	R 21 540 334,87	R	1 389 872,44
Oct-24	R 21 110 632,37	R	1 325 620,15
Nov-24	R 20 787 838,35	R	1 465 601,99
Dec-24	R 20 744 582,96	R	1 607 861,68
Jan-25	R 20 695 589,41	R	1 701 769,25
Feb-25	R 17 447 429,18	R	1 700 405,86
Mar-25	R 19 864 552,99	R	2 316 386,92
Apr-25	R 23 485 601,50	R	3 856 921,99
Mei-25	R 25 015 178,89	R	2 697 835,72
Jun-25	R 24 975 115,76	R	3 122 020,63
Jul-25	R 39 462 800,86	R	16 990 918,91

OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab July 2025



CUT-OFF LIST - STATISTICS July 2025			
MONTHS	CONVENTIONAL ELECTRICITY	PRE-PAID ELECTRICITY	COMMENCEMENT DATE PHYSICAL CUT-OFF
July-24	755	2545	12 Aug 2024
Aug-24	1193	3645	9 Sep 2024
Sep-24	1212	4027	14 Oct 2024
Oct-24	850	3259	11 Nov 2024
Nov-24	1007	4492	9 Des 2024
Dec-24	1071	4683	15 Jan 2025
Jan-25	910	4536	10 Feb 2025
Feb-25	1006	2790	10 Mrt 2025
Mar-25	989	3578	8 April 2025
Apr-25	1128	4444	8 Mei 2025
Mei-25	1047	4470	10 Junie 2025
Jun-25	996	3118	8 Julie 2025
Jul-25	1042	3621	11 Augustus 2025



ITEM: 7.13 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 21 AUGUST 2025.

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

1. AGTERGROND/BEREDENERING / BACKGROUND/DISCUSSION

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

2. WETGEWING / LEGISLATION

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

3. KOPPELING AAN DIE GOP / ALIGNMENT TO THE IDP

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

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

4. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Excess	1 July 2025 – 31 July 2025	:R 2 500.00 (paid)
Excess	Outstanding claims	:R166 936.44 (outstanding)

5. AANBEVELING / RECOMMENDATION

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

.....
DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2025/16	CLGRMUM-905370	Fire	10/11/2024	10/12/2024	CK33648, Motor Damaged	80 747,12	35 000,00	While fire fighting personnel were actively working to extinguish a fire at a residential property, a portion of the crowd began throwing stones at both the firefighters and the fire truck. As a result, the fire truck sustained significant damage. Quotations were sent to the assessor on 20 February 2025. This is a SASRIA claim. The loss agreement provided by the insurance does not cover all the damages. This discrepancy has been queried, and feedback is outstanding at the time of this report. The claim has been evaluated by an assessor and the cost of the repairs to the vehicle amounts to R80 747.12.
2025/33	CLGRMUM-908675	Civil: Parks	09/01/2025	26/02/2025	Property Damaged: Dieprivier Sports Ground	93 736,39	27 936,44	Vandalism and theft occurred at the Dieprivier sports ground after unauthorised entry was gained by breaking a window. The incident resulted in damage to the stadium's ablution facility. At the time of this report, approval from the insurance is outstanding. The claim has been evaluated by an assessor and the cost of the repairs to the building and the replacements of the stolen assets amounts to R93 736.39.
2025/41	CLGRMUM-910451	Civil: Parks	01/04/2025	08/04/2025	Property Damaged: Riebeeck Wes Cemetery/Clubhouse	110 790,00	25 000,00	On 2 April 2025, the responsible official discovered that various items had been stolen from the Riebeeck Wes Cemetery including fencing, poles, vibracrete slabs and the sports ground clubhouse next to the cemetery was vandalised. An assessor was appointed and such report is still outstanding.
2025/46	CLGRMUM-913186	Civil: Water	16/03/2025	06/05/2025	Eiendomsbeskadiging, Riebeeck Kasteel Reservoir	38 503,25	20 000,00	The cable running between the telemetry panel and the reservoir has been stolen and vandalised. An assessor was appointed on 25 June 2025 and such report is still outstanding.
2025/50	SWA-038-C-2425	Municipal Property	13/05/2025	09/06/2025	Airconditioners, M/bury Municipal Head office	165 107,80	25 000,00	Two 48 000 BTU inverters were vandalized at the Malmesbury Head Office. The individuals responsible for the damage reportedly gained access by scaling the palisade fencing adjacent to the library, entering the area behind the Town Hall and offices. An assessor was appointed on 26 June 2025 and such assessment report is still pending.
2025/54	CLGRMUM-914025	Civil: Water	27/06/2025	30/06/2025	CK53067, Motor Glass	2 110,00	500,00	A stone reflected from a third-party vehicle and struck the windscreen of CK53067. Confirmation from the insurer to replace the windscreen was received on 30 June 2025. The invoice for the replacement is outstanding.
2026/01	CLGRMUM-914314	Civil: Sewerage	20/06/2025	10/07/2025	CK56674, Motor Glass	4 631,28	3 500,00	A stone reflected from a third-party vehicle and struck the windscreen of CK56674. Confirmation from the insurer to replace the windscreen was received on 14 July 2025. The invoice for the replacement is outstanding.
2026/02	SWA-042-C-2425	Traffic	30/06/2025	10/07/2025	Property Damage, Moorreesburg Teststation	67 064,55	25 000,00	While the officials attempted to close the workshop doors at the Moorreesburg test station, the doors would not move. Upon further inspection, they discovered that the bottom sections of the doors were damaged. An assessor was appointed on 17 July 2025 and such assessment report is still pending.
2026/03	SWA-001-M-2526	Traffic	10/07/2025	25/07/2025	CK18530, Motor Damage	19 981,53	5 000,00	An official was en route to Riebeeck-Wes to collect his colleague for a training session. While travelling, a rabbit suddenly ran across the road and collided with the left front bumper of the insured vehicle. The claim has been logged with feedback outstanding at the time of this report.
2026/04	SWA-002-C-2526	Municipal Property	26/07/2025	31/07/2025	Property Damage, Darling Library	outstanding	outstanding	During an event held in the Darling Community Hall, one of the toilets overflowed. The water flowed through the connecting door into the library, resulting in approximately 75% of the carpeted area suffering water damage. The claim have been logged, but additional information is required to determine the value of the damage.
						582 671,92	166 936,44	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2025/51	REF: 2664057	Municipal Property	06/06/2025	10/06/2025	Property damage: Broken Geyser, Riebeeck Kasteel Municipal Building	11 000,00	2 500,00	The excess was paid to the supplier on 15 July 2025.
						11 000,00	2 500,00	

REPUDIATED

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2025/53	CLGRMUM-913427	Municipal Property	20/05/2025	17/06/2025	Airconditioners, M/bury Municipal Head office	18 160,80	25 000,00	Four additional air conditioning units located at the Malmesbury Head Office were vandalized, a week after the first claim event, resulting in significant damage to the assets. An assessor was appointed on 26 June 2025 for the other airconditioner claim and such assessment report is still pending. The assessor and insurance broker has been working on resolving the two claims as one. The claim for the second vandalism instance has been rejected due to the minimum excess of R25 000.00.
2025/15	CLGRMUM-904872	Fire	10/11/2024	27/11/2024	CK47731, Motor Damaged	35 211,53	35 000,00	While fire fighting personnel were actively working to extinguish a fire at a residential property, a portion of the crowd began throwing stones at both the firefighters and the fire truck. As a result, the fire truck sustained significant damage. This is a SASRIA claim which will take some time to conclude. The claim has been evaluated by an assessor and the cost of repair amounts to R21 866.43. The claim has been rejected due to the excess of R35 000.00.
						53 372,33	60 000,00	



Verslag Φ Ingxelo Φ Report

Office of Directorate: Corporate Services
23 Julie 2025

17/2/2/1

ITEM 7.14 OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 AUGUST 2025

ONDERWERP:	AFWYKING VAN VOORGESKREWE VERKRYGINGSPROSEDURES: BETALING VAN VLUGKOSTES VIR JEUGUITRUILPROGRAM TE DUITSLAND VIA DIE RAAD SE GEREISTREERDE REISAGENT
SUBJECT:	DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: PAYMENT OF FLIGHT COSTS FOR YOUTH EXCHANGE PROGRAM TO GERMANY VIA COUNCIL'S REGISTERED TRAVEL AGENCY

1. AGTERGROND

- 1.1 Die aangehegte afwykingsverslag het op 18 Junie 2025 voor die Uitvoerende Burgemeesterskomitee gedien.
- 1.2 Met verwysing na paragraaf (f) van die gedokumenteerte besluit, word hiermee gerapporteer dat die finale uitgawe verbonde aan die vlugkaartjies, as gevolg van die wisselkoers, die totale bedrag van R181 609.72 (BTW ingesluit) beloop het, dit wil sê 'n bedrag van R2 559.64 meer as die oorspronklik gekwoteerde bedrag van R179 050.08, BTW ingesluit.

2. AANBEVEEL

Dat kennis geneem word dat die afwykingsbedrag ten opsigte van die vlugkaartjies vir die Jeuguitruilprogram na Duitsland, die bedrag van R181 609.72 in totaal beloop het.

RECOMMENDATION

That cognizance be taken that the deviation amount in respect of the flight tickets for the Youth Exchange Programme to Germany, amounted to R181 609.72 in total.

(get) M S Terblanche

MUNISIPALE BESTUURDER



Verslag Φ Ingxelo Φ Report

Office of Directorate: Corporate Services
13 June 2025

17/2/2/1

ITEM...7.16..... FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 18 JUNE 2025.

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: PAYMENT OF FLIGHT COSTS FOR YOUTH EXCHANGE PROGRAM TO GERMANY VIA COUNCIL'S REGISTERED TRAVEL AGENCY

1. BACKGROUND

At a meeting of the Executive Mayoral Committee held on 22 June 2024, approval was granted that a youth group consisting of youths and 2 adults from the Swartland area attend the youth camp in Germany from 13 to 22 July 2025. For the sake of completeness, the resolution is as follows:

- (a) That approval is granted for a youth group, consisting of ten (10) youths and two (2) adults from the Swartland area to attend the youth camp in Germany from 13 to 22 July 2025;
- (b) That vote number 9/100-1320-2704 (External Affairs), where R200 000,00 is available be used for the camp expenses;
- (c) That the youths be responsible for i.a. their own flight costs;
- (d) That the coordinator of the Sondeza camp, i.e. Manager: Public Relations, Libraries and Tourism attend the camp;
- (e) That the main facilitator of ABSA, who facilitates the Sondeza camp, is invited to attend the camp;
- (f) That the representative of ABSA be responsible for own flight and camp fees;
- (g) That the final decision regarding the interested parties is evaluated to consider whether there is any room for financial support;
- (h) That the process in terms of the determination of interest, is completed by September.

Since the resolution was taken, the vote number had changed to 9/201-1316-1512.

All the youth delegates have already paid their flight costs into account number 372 865 143 (Swartland Municipality). The costs for the ABSA facilitator will be reimbursed by ABSA.

The following candidates were selected to attend the camp:

Nr	Name	Surname	Gender	Age	Date of Birth	School
1	Rosemarie	Neethling	F	15	16/09/2009	Swartland High
2	Hugo Jacobus	Bruwer	M	16	18/03/2009	Swartland High
3	Condre Jovonne	Daniels	M	14	15/08/2010	New Moorreesburg High
4	Llewellyn Junior	Koopman	M	15	03/04/2010	Wesbank Secondary
5	Adrienne Verdine	Samuels	F	15	27/12/2009	Schoonspruit Secondary
6	Armand Robert	Meintjes	M	16	16/11/2008	Dirkie Uys High
7	Rita-Mari	Lourens	F	16	18/05/2009	Swartland High

8	Alfonso Evan	Groenewald	M	15	25/11/2009	Dirkie Uys High
9	Frederick Christoffel Johannes	Bester	M	16	16/03/2009	Dirkie Uys High
10	Haley Logan	Hantam	F	15	06/02/2010	New Moorreesburg High
11	Ilse Heather	Loock	F	60	23/03/1965	Swartland Municipality
12	Chrizelda Priscilla	Van Reenen	F	46	12/12/1978	ABSA

a) Motivation for Deviation from the Formal Procurement Process:

It is proposed that the municipality deviates from the normal formal procurement process and makes a direct appointment of **Swartland Travel** as the service provider for the procurement of the flight tickets for the abovementioned candidates. The motivation is based on the following grounds:

- **Exclusive Service Offering:** Swartland Travel is the **only accredited provider** in the Swartland area who is capable of delivering all the required services. It would therefore not be practical to test the market through quotations obtained from other providers.

b) The procurement policies range of procurement processes states the following:

12. (1) Goods and services may only be provided by way of –

- (a) direct purchases, up to a transaction value of R2 000 (VAT inclusive);
- (b) written quotations for procurements of a transaction value over R2000 up to R30 000 (VAT inclusive);
- (c) formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT inclusive), subject to paragraph 18(b); and
- (d) a competitive bidding process for–
 - (i) procurements above a transaction value of R200 000 (VAT inclusive); and
 - (ii) the procurement of long-term contracts.

Part 2 (16) states: The conditions for the procurement of goods or services through written quotations are as follows:-

- (a) quotations must be obtained from at least three different providers preferably from, but not limited to providers whose names appear on the list of accredited prospective providers of the municipality; provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria referred to in paragraph 14(1) of this policy;
- (b) to the extent feasible providers must be requested to submit such quotations in writing;
- (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the Accounting Officer or an official designated by the Accounting Officer; and
- (d) the Accounting Officer must record the names of the potential providers requested to provide such quotations with their written quoted prices.

Clause 2.6(l) of the Swartland Municipality Supply Chain Management Policy states that the policy, except where provided otherwise, does not apply in respect of the following:

local travel agencies for booking of accommodation, air travel reservations or any other specified reservations, with a value equal to or less than R30 000.00 (including VAT)

However, the costs in this case is above R30 000 (including VAT), therefore a formal deviation process needs to be followed in terms of clause 36.1 (v).

2. LEGISLATION

- 2.1 (1) A supply chain management policy may allow the accounting officer-
- (a) To dispense with the official procurement processes established by the policy and to procure any requires goods or services through any convenient process, which may include direct negotiations, but only-
 - (i) In an emergency;
 - (ii) If such goods or services are produced or available from a single provider only;
 - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) Acquisition of animals for zoos;
 - (v) In any other exceptional case where it is impractical or impossible, to follow the official procurement processes.
 - (b) To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties, which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.
- (3) Sub regulation (2) does not apply to the procurement of goods and services contemplated in regulation 11 (2)."

3. FINANCIAL IMPLICATIONS

- 3.1 The cost for the flight tickets at the current exchange rate is R179 050.08 (including the service fee). A deposit of R65 895.00 was paid on 4 September 2024.
- 3.2. Funding has been provided for in the current budget (Vote Number: 9/201-1316-1512) for the 2024/2025 financial year

4. RECOMMENDATIONS

- 4.1 It is recommended that approval be granted, in terms of **Section 36(1)(a)(v) of the Municipal Supply Chain Management Regulations**, issued under the **Municipal Finance Management Act (MFMA), Act No. 56 of 2003**.
- 4.2 That cognisance be taken of the action of the Municipal Manager to approve the payment of the flight costs for the youth camp in Germany by Swartland Travel for the amount of R 179 050.08 (excluding VAT).
- 4.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:
- The deposit for the flights have been paid to Swartland Travel on 4 September 2024.

- Swartland Travel is the **only accredited provider** in the Swartland area who is capable of delivering all the required services. It would therefore not be practical to test the market through quotations obtained from other providers.

4.4 That it be noted that the expenditure was allocated to mSCOA vote: 9/201-1316-1512 and that there is sufficient funding available for the quoted amount of R 179 050.08 including VAT.

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

BESLUIT

- Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygings-prosedures ingevolge paragraaf 36 van die Voorsieningkanaalbestuursbeleid;
- Dat verder kennis geneem word van die aksie van die Munisipale Bestuurder om die vliegkoste vir die jeugkamp in Duitsland by Swartland Travel ten bedrae van R179 050.08 (BTW uitgesluit) te betaal;
- Dat die volgende rede vir afwyking van die verkrygingsproses in terme van die Voorsieningskettingbestuursbeleid as volg aangeteken word:
 - Die deposito vir die vlugte is teen 4 September 2024 aan Swartland Travel betaalbaar;
 - Swartland Travel is die enigste geakkrediteerde diensverskaffer in die Swartland area wat geskik is om die vereiste dienste te lewer. Dit word nie as prakties beskou om die mark te toets deur kwotasies vanaf ander diensverskaffers aan te vra nie;
- Dat kennis geneem word dat die uitgawe toegewys sal word aan MSCOA-kode: 9/201-1316-1512 en dat daar voldoende befondsing beskikbaar is vir die gekwoteerde bedrag van R179 050.08;
- Dat die Bestuurder: Finansiële State en Batebestuur opdrag gegee word om bogenoemde rede as 'n aantekening by die finansiële state in te sluit, wanneer dit saamgestel word;
- Dat goedkeuring verleen word dat die tekort befonds word uit posnommer 9/201-1316-1512 en dat verslag gedoen word op die volgende vergadering van die Uitvoerende Burgemeesterskomitee insake die finale uitgawes, aangesien daar vervoer- en potensiële kostes is wat nog onbekend is.

RESOLUTION

- It is recommended that approval be granted, in terms of **Section 36(1)(a)(v)** of the **Municipal Supply Chain Management Regulations**, issued under the **Municipal Finance Management Act (MFMA), Act No. 56 of 2003**.
- That cognisance be taken of the action of the Municipal Manager to approve the payment of the flight costs for the youth camp in Germany by Swartland Travel for the amount of R 179 050.08 (excluding VAT).
- That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - The deposit for the flights have been paid to Swartland Travel on 4 September 2024.
 - Swartland Travel is the **only accredited provider** in the Swartland area who is capable of delivering all the required services. It would therefore not be practical to test the market through quotations obtained from other providers.
- That it be noted that the expenditure was allocated to mSCOA vote: 9/201-1316-1512 and that there is sufficient funding available for the quoted amount of R 179 050.08 including VAT.

- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled;
- (f) That approval be granted that the shortfall be funded from vote 9/201-1316-1512 and that the final expenditure in this regard be reported at the next mayoral committee meeting as transport and other potential costs is still unknown

COPIES:

- 1. Snr Manager: HR – for attention
- 2. Manager: Libraries, Tourism and Client Services – for cognisance
- 3. Snr Manager: SCM – for cognisance
- 4. Snr Manager: Financial Statements and Asset Management – (e), for attention



Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
30 July 2025

6/1/2/1

ITEM 7.15 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE MEETING TO BE HELD ON 21 AUGUST 2025

**SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: SERVICE
AND REPAIR OF AIR SCOUR BLOWER, MALMESBURY WWTW**

1. BACKGROUND

The Malmesbury waste water treatment works utilises membrane technology for the tertiary treatment process. The treatment process require coarse bubble aeration for the scouring of membranes to prevent fouling and for biological treatment. Aeration is achieved by four Aerzen air blower units. The Aerzen blower units are German manufactured and serviced and repaired by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd.

One of the blower units were removed for service and repairs by Aerzen Airgas (Pty)Ltd and a quotation to the amount of R 146,397.52 (excluding VAT) was received.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT), a formal tender process must be followed. However the Municipal Manager has approved that the service and repairs be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd as the service is only available from this single service provider.

2. LEGISLATION

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

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

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

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-57-1041 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

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

5. RECOMMENDATION

- 5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.
- 5.2 That cognisance be taken of the action of the Municipal Manager to approve that the service and repairs of an Aerzen blower unit at the Malmesbury waste water treatment works be performed by the original manufacturer support in South Africa, Aerzen Airgas (Pty)Ltd.
- 5.2 That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - Aerzen Airgas (Pty)Ltd is the original manufacturer support in South Africa for the German manufactured Aerzen blower units; and
 - The service is only available from the single service provider.
- 5.3 That cognisance be taken that the expenditure was allocated to mSCOA Code: 9/239-57-1041 and that there is sufficient funding available for the quoted amount of R 146,397.52 (excluding VAT).
- 5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES

JB/vp