



**Raadslede van die Raad van die
Langeberg Munisipaliteit**

Kennis geskied hiermee van 'n Raadsvergadering
van die Raad van Langeberg Munisipaliteit wat gehou sal word op
31 AUGUSTUS 2023 om 10H00
in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson
om oorweging te verleen aan die items op die aangehegte agenda.

**Councillors of the Council of the
Langeberg Municipality**

Notice is hereby given of a Council Meeting
of the Municipal Council of the Langeberg Municipality to be held on
31 AUGUSTUS 2023 at 10H00
in the Council Chambers, Municipal Offices,
Church Street, Robertson to discuss the items on the appended agenda.


CLLR • RDL P HESS
SPEAKER

AGENDA

~ 31 AUGUST 2023 ~

1. Opening / Opening
2. Attendance / Bywoning
3. Applications for leave of Absence / Aansoeke vir verlof tot afwesigheid
4. Approval of Minutes / Goedkeuring van Notule
 - 4.1 Confirmation of the Minutes of an Ordinary Meeting of the Council of Langeberg Municipality held on 27 June 2023 at 09h58 in the Council Chambers, Church Street, Robertson 05 - 17
Bekräftiging van die Notule van 'n Gewone Vergadering van die Raad van Langeberg Munisipaliteit gehou op 27 Junie 2023 om 09h58 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson.
 - 4.2 Confirmation of the Minutes of a Statutory Meeting of the Council of Langeberg Municipality held on 25 July 2023 at 10h00 in the Council Chambers, Church Street, Robertson 18 - 21
Bekräftiging van die Notule van 'n Statutêre Vergadering van die Raad van Langeberg Munisipaliteit gehou op 25 Julie 2023 om 10h00 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson.
5. Statements & Announcements by the Speaker / Verklarings & Mededelings deur die Speaker
6. Interviews with Delegations / Onderhoude met Afvaardigings
7. Statements & Announcements by the Mayor / Verklarings & Mededelings deur die Burgemeester
8. Urgent Matters & Reports, Statements & Announcements submitted by the Municipal Manager
Dringende Aangeleenthede & Verslae, Verklarings & Mededelings voorgelê deur die Munisipale Bestuurder

- 8.1 Matters which must be handled in terms of Section 30(5) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998), as amended. Aforesaid stipulation reads as follows: (5) Before a municipal council takes a decision on any of the following matters it must first require its executive committee or executive mayor, if it has such a committee or mayor, to submit to it a report and recommendation on the matter: (1) any matter mentioned in Section 160(2) of the Constitution; (2) the approval of an integrated development plan for the municipality, and any amendment to that plan; and (3) the appointment and conditions of service of the municipal manager and a head of a department of the municipality. *Sake wat hanteer moet word in terme van Artikel 30(5) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig. Voormelde bepaling lees as volg: (5) Alvorens 'n munisipale raad 'n besluit oor enige van die volgende aangeleenthede neem, moet hy eers sy uitvoerende komitee of uitvoerende burgemeester, indien hy so 'n komitee of burgemeester het, versoek om 'n verslag en aanbeveling oor die aangeleentheid aan hom voor te lê: (1) enige aangeleentheid genoem in Artikel 160(2) van die Grondwet; (2) die goedkeuring van 'n geïntegreerde ontwikkelingsplan vir die munisipaliteit, en enige wysigings van daardie plan; (3) die aanstelling en diensvoorwaardes van die munisipale bestuurder en 'n hoof van 'n departement van die munisipaliteit.*
 - 8.2 Matters which must be handled in terms of Section 32(1) and (2) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) as amended, and approved per Council Resolution A82 of 19 March 2001. / *Sake wat hanteer moet word in terme van die delegasies toegestaan ingevolge Artikel 32(1) en (2) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig en aanvaar per Raadsbesluit A82 van 19 Maart 2001.*
 - 8.3 Report on matters of concern by representatives at the Cape Winelands District Municipality. / *Rapportering aangaande sake van belang deur verteenwoordigers by die Kaapse Wynland Distrikmunisipaliteit.*
 - 8.4 Other Matters / Ander Sake

- Letter of appreciation to the Langeberg Municipality for hosting CFO Forum

9. Consideration of Notice of Motions / Oorweging van Kennisgewing van Mosies

None / Geen

10. Consideration of Notice of Questions / Oorweging van Kennisgewing van Vrae

None / Geen

11. Consideration of Urgent Motions / Oorweging van Dringende Mosies

None / Geen

12. Consideration of Reports / Oorweging van Verslae

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EXPENDITURE OF THE 2022/2023 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FOURTH QUARTER (5/1/3) (DIRECTOR: STRATEGY AND SOCIAL DEVELOPMENT)

Purpose of report

To submit a report to the MPAC regarding the expenditure on 2022/ 2023 budget for the fourth quarter as measured by the approved Top level SDBIP.

Background

Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, requires that a 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.

The municipality is currently, in terms of section 126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2023 and the financial information available is not a true reflection of the financial position of the municipality as a lot of year-end journals and processes must still be finalised which will influence the final financial results. This report represents the progress as at July 2023 with relation to the year-end finalisation of 30 June 2023

Comments:

The relevant documentation will be provided separately.

Recommendation

That MPAC notes the contents of the report.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 09 – 13)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That MPAC notes the contents of the report.

FEEDBACK TO COUNCIL: EXECUTION OF COUNCIL RESOLUTIONS: APRIL – JUNE 2023 (3/2/1/3)
(MUNICIPAL MANAGER)

PURPOSE OF THE REPORT

To submit a report to Council on the quarterly execution of Council resolutions.

BACKGROUND

Feedback is given to Council about the progress with all decisions taken by Council over the period April to June 2023. See the attached annexures in this regard.

Recommendation / Aanbeveling

That the contents of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

NOTE: The annexure was distributed as part of the agenda for the Corporate Services Portfolio Committee meeting of 16 August 2023 (pg. 21 – 24)

This item served before the Corporate Services Portfolio Committee on 16 August 2023

Die item het voor die Korporatiewe Dienste Portefeulje Komitee gedien op 16 Augustus 2023

Recommendation / Aanbeveling

That the contents of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That the contents of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

DRAFT INCEPTION LOCAL ECONOMIC DEVELOPMENT AND TOURISM STRATEGY REPORT (2/11/1)
(DIRECTOR STRATEGY AND SOCIAL DEVELOPMENT)

PURPOSE

Purpose of the report is to:

- Submit to Council the Local Economic Development Strategy and Tourism Strategy for noting as it was approved as part of the Budget Process in May 2023 .

Background

Urban-Econ Development Economists (Pty) Ltd was appointed by Langeberg Local Municipality for the development of a Local Economic Development Strategy and a tourism Strategy. The current strategies were outdated, and the Langeberg Municipality as per the Terms of Reference required that the revised strategies need to reflect the challenges of the Langeberg Local Municipality and present associated interventions to regenerate the economy. The strategies need to provide a clear path for urban development, rural industrialization, tourism promotion, agricultural development, services sector improvement as well as trade and industry growth.

Relevant documentation was attached to this report.

Comments: Municipal Manager

The recommendation to Council is supported.

Recommendation

1. That Council take note of the Draft Inception Local Economic Development and Tourism Strategy Report
2. Reporting will be done to Council on the implementation on the policies.

NOTE: The annexure was distributed as part of the agenda for the Strategy & Social Development Portfolio Committee meeting of 16 August 2023 (pg. 07 – 185)

This item served before the Strategy & Social Development Portfolio Committee on 16 August 2023

Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 16 Augustus 2023

Aanbeveling / Recommendation

1. That Council take note of the Draft Inception Local Economic Development and Tourism Strategy Report.
2. Reporting will be done to Council on the implementation on the policies.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

1. That Council take note of the Draft Inception Local Economic Development and Tourism Strategy Report.
2. Reporting will be done to Council on the implementation on the policies.

PROGRESS REPORT ON JOB OPPORTUNITIES CREATED FOR THE PERIOD APRIL – JUNE 2023 (LED DEPARTMENT) (9/2/1/9)

Purpose of the report:

To submit a report to Council about work opportunities created for the period April- June 2023.

Background

The Municipality, to combat the seasonality of employment, has set aside funds through the Poverty Alleviation budget and the EPWP grant, to create temporary work opportunities aimed as a relief for the unemployed. All internal departments are encouraged to employ labour-intensive methods to contribute towards this endeavour.

This report seeks to inform Council on the number of beneficiaries who benefited from projects for the period April-June 2023, 199 total number of jobs were created during this period.

SUPERVISION OF TOILETS ALL TOWNS (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Jobre	Faro	F	1989-09-29	9	01/04/2023	30/06/2023
2.	Samantha	Conradie	F	1991-04-05	4	04/04/2023	30/06/2023
3.	Meagan	Haarhoff	F	1994-09-11	7	05/04/2023	30/06/2023
4.	Leslie	Fortuin	M	2000-05-08	7	05/04/2023	30/06/2023
5.	Siphokazi	Ngwema	F	1980-01-22	2	04/04/2023	30/06/2023
6.	Kamva-Lethu	Poponi	M	2002-12-10	2	04/04/2023	30/06/2023
7	Emmerentia	Wentzel	F	1979-08-30	3	04/04/2023	30/06/2023
8	Janiveve	Matthysen	F	1994-03-24	3	11/04/2023	30/06/2023
9	Mallorie	Siljuer	F	1998-04-03	6	04/04/2023	30/06/2023

CLEANING OF ENTRANCE TO ALL TOWNS (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Thobela	Thungelwa	M	1988-04-26	12	03/04/2023	30/06/2023
2	Joenade	Booyesen	F	2004-09-03	7	03/04/2023	30/06/2023
3.	Heinrich	Juicy	M	1990-08-06	12	03/04/2023	30/06/2023
4.	Frederick	Pyl	M	2004-07-16	7	03/04/2023	30/06/2023
5.	Luandra	Van Wyk	M	2001-01-25	7	03/04/2023	30/06/2023
6.	Eljonay	Cillier	F	1999-01-08	7	03/04/2023	30/06/2023
7.	Jolene	Pokwa	F	1995-09-23	12	03/04/2023	30/06/2023
8.	Abilen	Pieterse	F	2003-09-24	7	03/04/2023	30/06/2023
9.	Heinrich	Visser	M	2001-11-27	7	03/04/2023	30/06/2023
10	Asakhe	Makopo	M	2001-05-23	12	03/04/2023	30/06/2023
11.	Nandipha	Mayekiso	F	1989-04-22	7	03/04/2023	30/06/2023
12.	Elzette	Seronne	F	1991-07-01	7	03/04/2023	30/06/2023
13	Charmain	Pedro	F	1964-01-22	4	03/04/2023	30/06/2023
14	Johnilee	Beyers	F	1985-03-18	4	03/04/2023	30/06/2023
15	Fernande	Fluks	M	1987-05-24	7	03/04/2023	30/06/2023
16	Wilhelm	Vink	M	1983-01-30	4	03/04/2023	30/06/2023
17	Nonzukiso	Madikane	F	1989-07-07	4	03/04/2023	30/06/2023
18	Wesley	Jacobs	M	2001-09-11	8	03/04/2023	30/06/2023
19	Franquin	George	M	1998-09-02	8	03/04/2023	30/06/2023
20	Cordelia	Jooste	F	2004-05-06	8	03/04/2023	30/06/2023
21	Jacobus	Maritz	M	1976-12-06	7	03/04/2023	30/06/2023
22	Janine	Scheepers	F	1999-06-04	7	03/04/2023	30/06/2023
23	Jessica	Africa	F	1973-02-15	4	03/04/2023	30/06/2023
24	Franco	Sitile	M	1995-03-07	8	03/04/2023	30/06/2023
25	Lorenzo	Kortje	M	2000-05-12	8	03/04/2023	30/06/2023
26	Niklaas	De Viliers	M	1983-07-07	8	03/04/2023	30/06/2023
27	Julian	November	F	1960-12-25	4	03/04/2023	30/06/2023
28	Lindy	Skippers	F	1965-11-02	12	03/04/2023	30/06/2023
29	Melissa	Kuhn	F	1998-12-25	4	03/04/2023	30/06/2023
30	Alice	Louw	F	1974-08-23	4	03/04/2023	30/06/2023
31	Christine	Matthews	F	1977-07-04	4	03/04/2023	30/06/2023
32	Patricia	Morris	F	1971-07-12	10	03/04/2023	30/06/2023
33	Dorette	Meyer	F	1999-08-05	7	03/04/2023	30/06/2023

34	Nocane	Ntulutvana	F	1975-09-20	10	03/04/2023	30/06/2023
35	Ntombivelile	Ncakayi	F	1993-11-21	10	03/04/2023	30/06/2023
36	Tabita	Mtsamayi	F	1985-06-27	10	03/04/2023	30/06/2023
37	Marlene	Jansen	F	1998-02-03	5	03/04/2023	30/06/2023
38	Johannes	Matthys	M	1974-01-25	5	03/04/2023	30/06/2023
39	Shahieda	Kuhn	F	1994-04-14	9	03/04/2023	30/06/2023
40	Jolene	Plaattjes	F	1986-10-08	9	03/04/2023	30/06/2023
41	Lester	Hill	M	1998-04-07	9	03/04/2023	30/06/2023
42	Jessica	Kuhn	F	1989-07-10	9	03/04/2023	30/06/2023
43	Fredoline	Conradie	F	2003-05-01	9	03/04/2023	30/06/2023
44	Fredy	Ndabeni	M	1980-06-08	10	03/04/2023	30/06/2023
45	Daneillo	Booyesen	M	2001-07-04	9	03/04/2023	30/06/2023
46	Zukile	Mana	M	1973-08-28	10	03/04/2023	30/06/2023
47	Xolani	Xhapa	M	1977-12-14	10	03/04/2023	30/06/2023
48	Nosinda	Dudumashe	F	1991-02-05	10	03/04/2023	30/06/2023
49	Alice	Haarof	F	1979-06-30	10	03/04/2023	30/06/2023
50	Alwaba	Dangazela	F	1996-12-07	10	03/04/2023	30/06/2023
51	Xolisile	Mbobi	M	1969-10-07	10	03/04/2023	30/06/2023
52	Samkelo	Gcinisa	M	2001-04-02	10	03/04/2023	30/06/2023
53	Ntsikelelo	Mzandolo	M	1976-10-02	10	03/04/2023	30/06/2023
54	Philiswa	Gudwana	F	1988-06-02	10	03/04/2023	30/06/2023
55	Portia	Malgas	F	1996-06-26	10	03/04/2023	30/06/2023
56	Leslie	Slinger	M	2002-12-04	6	03/04/2023	30/06/2023
57	Isabella	Fielies	F	1968-06-02	1	03/04/2023	30/06/2023
58	Catherine	Jordaan	F	1981-12-26	1	03/04/2023	30/06/2023
59	Benjamin	Spogtert	M	1989-12-09	1	03/04/2023	30/06/2023
60	Migonne	Reyneveld	M	1988-10-21	3	03/04/2023	30/06/2023
61	Abie	Brown	M	1969-12-27	6	03/04/2023	30/06/2023
62	Patrick	Muller	M	1964-03-17	3	03/04/2023	30/06/2023
63	Janine	Ruiters	F	1991-12-07	1	03/04/2023	30/06/2023
64	Bradley	Lee	M	2004-03-17	3	03/04/2023	30/06/2023
65	Rudiano	Matthys	M	2001-06-08	3	03/04/2023	30/06/2023
66	Gerald	Stevens	M	1975-12-07	3	03/04/2023	30/06/2023
67	Jandre	Stellenberg	M	2003-07-03	6	03/04/2023	30/06/2023
68	Maryke	George	F	1992-12-23	3	03/04/2023	30/06/2023
69	Desmond	Anthony	M	1985-07-23	3	03/04/2023	30/06/2023
70	Nettie	Carolus	F	1981-04-29	3	03/04/2023	30/06/2023
71	Jacmine	Abrahams	F	1987-12-22	3	03/04/2023	30/06/2023
72	Phumza	Mhlakela	F	1983-08-06	2	03/04/2023	30/06/2023
73	Itshepeleng	Sekhobo	F	2001-02-25	2	03/04/2023	30/06/2023
74	Boniswa	Maseme	F	2002-03-11	2	03/04/2023	30/06/2023
75	Olwethu	Siyu	F	2000-02-02	2	03/04/2023	30/06/2023
76	Phumla	Mbutyu	F	1981-02-02	2	03/04/2023	30/06/2023
77	Fundeka	Ganta	F	1979-07-12	2	03/04/2023	30/06/2023
78	Nokwanda	Bongelo	F	1970-09-17	2	03/04/2023	30/06/2023
79	Zintle	Zathu	F	2000-08-08	2	03/04/2023	30/06/2023
80	Nkosinathi	Mrwebi	F	1988-01-27	2	03/04/2023	30/06/2023
81	Ntandazo	Mpayipheli	M	1972-09-23	2	03/04/2023	30/06/2023
82	Christoline	Stofberg	F	1986-09-10	3	03/04/2023	30/06/2023
83	Sue-Ellen	Siljeur	F	1980-04-06	6	03/04/2023	30/06/2023
84	Malghin	Scheepers	F	2002-10-17	6	03/04/2023	30/06/2023
85	Rudowaan	Absolon	M	2003-06-21	6	03/04/2023	30/06/2023
86	Raul	Pietersen	M	2000-08-12	6	03/04/2023	30/06/2023
87	Nathan	Swarts	M	2001-07-18	3	03/04/2023	30/06/2023
88	Megan	Berdien	F	1992-07-15	3	03/04/2023	30/06/2023
89	Mogamad	Champion	M	1986-02-03	5	03/04/2023	30/06/2023
90	Jacoba	Rooifontein	F	1978/04/14		01/04/2023	30/06/2023
91	Yonela	Mlata	M	1996-04-07	2	03/04/2023	30/06/2023
92	Marquin	Oostendorff	M	1996-06-12	5	03/04/2023	30/06/2023
93	Estroleete	Isaacs	M	1999-03-01	5	03/04/2023	30/06/2023
94	Gordon	Nelson	M	1963-12-22	9	04/04/2023	30/06/2023
95	Jo-Ann	Plaattjes	F	1987-11-07	9	04/04/2023	30/06/2023
96	Patrick	Lebaai	M	1982-06-10	9	05/04/2023	30/06/2023
97	Lutciano	Sampson	M	2002-09-22	9	05/04/2023	30/06/2023
98	Monica	Kuhn	F	1970-10-19	9	11/04/2023	30/06/2023
99	Simphiwe	Ntlabathi	M	1983-07-11	10	25/04/2023	30/06/2023
100	Thulisa	Nothwalana	F	1987-10-14	10	25/04/2023	30/06/2023
101	Phatheka	White	F	1976-04-10	10	25/04/2023	30/06/2023

102	Amanda	Selani	F	1982-10-02	10	25/04/2023	30/06/2023
103	Nowethu	Taliwe	F	1974-01-04	10	25/04/2023	30/06/2023
104	Phakamisa	Ngxingweni	M	1992-10-07	10	25/04/2023	30/06/2023
105	Ntombekaya	Magazi	F	1990-02-15	10	05/05/2023	30/06/2023
106	Gaywin	Gerise	M	2002-02-28	4	16/05/2023	30/06/2023
107	Andria	Conradie	F	1999-05-11	4	17/05/2023	30/06/2023
108	Danelle	Damons	F	1999-10-19	4	17/05/2023	30/06/2023
109	Milissa	Moses	F	1991-10-01	4	17/05/2023	30/06/2023
110	Katrina	Cookson	F	1975-11-23	1	19/05/2023	30/06/2023
111	Keano	Claasen	M	2003-05-30	1	19/05/2023	30/06/2023
112	Duhlin	Wentzel	M	2004-09-28	3	19/05/2023	30/06/2023
113	Delia	Jordaan	F	1987-01-20	3	19/05/2023	30/06/2023
114	Joalette	Pieterse	F	1983-10-15	6	19/05/2023	30/06/2023
115	Maronique	Olckers	F	2004-01-06	3	19/05/2023	30/06/2023
116	Christiaan	Hoffman	M	2002-12-17	8	19/05/2023	30/06/2023

SECURITY TRAFFIC DEPARTMENT (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Salemo	Pietersen	M	1991-09-30	12	01/04/2023	30/06/2023
2.	Andile	Mafeje	M	1976-09-29	2	01/04/2023	30/06/2023
3.	Jacob	Sapto	M	1978-07-09	9	01/04/2023	30/06/2023
4.	Christiaan	Beukes	M	1997-04-14	9	01/04/2023	30/06/2023
5.	Lubabalo	Jacobs	M	1997-08-27	10	07/05/2023	30/06/2023
6.	Kalton	Pietersen	M	1986-05-17	9	08/05/2023	30/06/2023
7.	Zwelithini	Jika	M	1993-01-24	2	11/05/2023	30/06/2023
8.	Monwabisi	Mabombo	M	1970-08-29	10	12/05/2023	30/06/2023
9.	Peter	Stevens	M	1973/10/31		01/04/2023	30/06/2023

CARETAKERS AT THE SPORTFILED (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Olwethu	Luthango	M	1990-09-25	12	01/04/2023	30/06/2023
2.	Mzwandile	Ngcephe	M	1982-07-23	12	01/04/2023	30/06/2023
3.	Jacquest	Bezuidenhout	M	1997-10-21	12	01/04/2023	30/06/2023
4.	Vernon	Brown	M	1991-06-22	12	01/04/2023	31/01/2023
5.	Terence	Steyn	M	1976-12-17	7	01/04/2023	31/01/2023
6.	Bernered	Toorn	M	1979-10-06	7	01/04/2023	31/01/2023
7.	Henrico	Swartbooi	M	1989-06-10	7	01/04/2023	30/06/2023
8.	Donovan	Botha	M	1990-02-15	7	01/04/2023	30/06/2023
9.	Simphiwe	Ndinisa	M	19711-2-06	10	01/04/2023	30/06/2023
10.	Ricardo	Franse	M	1983-04-07	1	01/04/2023	30/06/2023
11.	Bradley	Filander	M	1989-06-10	3	01/04/2023	30/06/2023
12.	Akhona	Nell	M	1995-05-30	10	01/04/2023	30/06/2023
13.	Jacobus	Oerson	M	1969-12-15	4	01/04/2023	30/06/2023
14.	Theodorick	August	M	1998-09-02	4	01/04/2023	30/06/2023
15.	Marquin	Solomon	M	1995-11-29	4	01/04/2023	30/06/2023
16.	Josef	Plaatjies	M	1973-04-19	9	01/04/2023	30/06/2023
17.	Abednego	Mlaka	M	1988-03-28	2	01/04/2023	30/06/2023
18.	Collin	Gallant	M	1970-06-03	9	01/04/2023	30/06/2023
19.	Arnold	Hartman	M	1977-08-17	3	01/04/2023	30/06/2023
20.	Keith	Stoffels	M	2001-03-29	10	01/04/2023	30/06/2023
21.	David	Solomons	M	2002-09-30	9	03/04/2023	30/06/2023
22.	Rhonwen	Scheppers	M	1991-08-12	7	05/04/2023	30/06/2023
23.	Nceba	Makatesi	M	1993-12-06	5	05/04/2023	30/06/2023
24.	Marvin	Fluks	M	1989-06-24	7	06/04/2023	30/06/2023
25.	Mzimasi	Ndabeni	M	1972-06-15	10	06/04/2023	30/06/2023
26.	Songezo	Gwegwana	M	1984-11-22	2	17/04/2023	30/06/2023
27.	Bongani	Witbooi	M	1994-11-29	2	17/04/2023	30/06/2023
28.	Micheal	Tetana	M	1988-11-05	2	17/04/2023	30/06/2023
29.	Sinalo	Ndanjani	M	1999-01-18	2	17/04/2023	30/06/2023
30.	Sbongiseni	Tyobeka	M	2000-06-28	2	17/04/2023	30/06/2023
31.	Grant	Mentza	M	1989-05-16	3	17/04/2023	30/06/2023
32.	Cyril	Mouries	M	1983-02-18	3	17/04/2023	30/06/2023
33.	Ayanda	Hagile	M	1999-0-904	2	17/04/2023	30/06/2023
34.	Daniel	Nikani	M	1974-12-04	10	17/04/2023	30/06/2023
35.	Esona	Ndzondza	M	2004-06-05	2	17/04/2023	30/06/2023
36.	Daryll	Africa	M	1994-03-14	3	17/04/2023	30/06/2023
37.	Charlton	Evertson	M	2002-02-04	3	17/04/2023	30/06/2023

38	Zusakhe	Tshaliti	M	1994-05-10	2	17/04/2023	30/06/2023
39	Hayden	Ngxukuma	M	1970-10-15	10	25/04/2023	30/06/2023
40	Luyanda	Ngcanga	M	1995-03-19	10	25/04/2023	30/06/2023

GENERAL MAINTENANCE OF ROAD AND STORM WATER (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Akhona	Antoni	M	1988-07-03	2	03/04/2023	30/06/2023
2.	Zoliswa	Piwani	F	1972-03-18	2	03/04/2023	30/06/2023
3.	Pheliswa	Joxo	F	1971-01-10	2	03/04/2023	30/06/2023
4.	Yamkela	Xhalabile	M	2002-04-18	2	03/04/2023	30/06/2023

GENERAL MAINTENANCE OF ROAD AND STORM WATER (EPWP)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Kirtley	Williams	M	2003-08-21	9	14/04/2023	30/06/2023
2.	Adolph	Marthinus	M	1998-09-04	9	14/04/2023	30/06/2023
3.	Uwhen	Baadjies	M	2001-04-22	1	14/04/2023	30/06/2023
4.	Denzil	Robertson	M	1997-07-21	9	14/04/2023	30/06/2023
5.	Damain	O'Nel	M	1995-06-22	1	17/04/2023	30/06/2023
6.	Francios	Afrika	M	1999-06-15	9	04/04/2023	30/06/2023

TEMPORARY CLEANER – DIRECTORATE CORPORATE SERVICES (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Akhona	Siko	F	1985-03-08	5	17/04/2023	23/07/2023

COMPOST PLANT, ROBERTSON (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Sinethemba	Mehlo	M	1997-05-19	2	03/04/2023	23/06/2023

CALL CENTRE -INTERNS (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Anika	Ludick	F	1997-02-14	1	01/05/2023	30/06/2023
2.	Jeneva	Swanepoel	F	1995-07-11	9	01/05/2023	30/06/2023
3.	Samantha	Van Der Merwe	F	1982-07-17	12	01/05/2023	30/06/2023
4.	Lynette	Lucas	F	1990-08-17	1	01/05/2023	30/06/2023
5.	Rasheed	Adendorff	F	2000-07-03	3	01/05/2023	30/06/2023

METER READERS FINANCE DEPARTRMENT (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Tyron	Esau	M	1991-04-15	4	16/05/2023	31/07/2023

ELETRICAL PROJECT (LIN DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Calton	Braaf	M	1992-05-05	9	04/05/2023	30/06/2023
2.	Wizaan	Golith	M	2003-01-02	9	04/05/2023	30/06/2023
3.	Nathan	Harris	M	1997-11-01	9	04/05/2023	30/06/2023

STOCK COUNT PROJECT (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Bradley	Jonkers	M	1994-12-01	3	19/06/2023	30/06/2023
2.	Yannick	Afrika	M	2004-12-28	1	19/06/2023	30/06/2023
3.	Rowayne	Veldsman	M	2002-03-08	3	19/06/2023	30/06/2023

OPERATOR DEPARTRMENT COOPERATIVE (LINE DEPARTMENT)

No.	Name	Surname	Gender	Identity number	Ward	Start date	End date
1.	Ken-Olin	Carolus	M	1999-05-30	3	06/06/2023	30/06/2023

GRAND TOTAL: 199 BENEFICIARIES

Recommendation/ Aanbeveling

That Council notes the contents of the Progress Report on Job Opportunities for the period April – June 2023

This item served before the Strategy & Social Development Portfolio Committee on 16 August 2023
Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 16 Augustus 2023
Aanbeveling / Recommendation

That Council notes the contents of the Progress Report on Job Opportunities for the period April – June 2023

This item served before the Executive Mayoral Committee on 23 August 2023
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023
Aanbeveling / Recommendation

That Council notes the contents of the Progress Report on Job Opportunities for the period April – June 2023

QUARTERLY REPORT: LOCAL ECONOMIC DEVELOPMENT: APRIL - JUNE 2023 (9/2/1/9), LED MANAGER

Purpose of Submission:

To submit a quarterly progress report on the LED Department to Council for the period APRIL – JUNE 2023

Background

This report seeks to report the progress of the LED Department for the period of APRIL – JUNE 2023.

1. ENTERPRISE DEVELOPMENT PROGRAMME:

1.1 Co-Operatives and Small Businesses

Small Business Development

- Assists Small Businesses on an ongoing basis with new company registrations, B-BBEE Certificates, advice, assistance with registration on Central Supplier Database (CSD), Langeberg Municipality supplier database, guidance to Contractors on CIDB registration, and SARS Tax clearance.
- Department of Social Development and Langeberg Municipality LED office, went to Nkqubela to view the Bakery on 6 April 2023, to check equipment and afterwards had a meeting with Eunice Ncube.
- Contractors interested in the Contractor Development Programme has been contacted to submit their outstanding business documents during April, and to fill in the registration applications received by business consultant (SEDA) from ACS TJEKA (service provider for SANRAL)
- Due to late submission of SEDA client registration documents by Contractors the training has been postponed started in May 2023.
- Small businesses had been contacted and informed of an information session that were done by SEDA on 20th April. This session was to discuss and gave more information on CIPC, CIDB and SEFA funding.
- Contractors that are attending the Mentorship and Contractor Development Training Programme with ACS/TJEKA (SANRAL) has been contacted to submit their outstanding business documents to do the second unit standard that took place 19 – 23 June 2023.
- This training will be ongoing until August 2023 with Service Provider ACS/TJEKA (SANRAL)
- IMEDP forms being distributed to the small businesses on the database, and LED Department assists with completion and submission of forms.

Contractor Development Programme

Background of the Mentorship Programme

Seda in partnership with Langeberg Local Economic Department aims to develop and empower emerging contractors in the Langeberg Municipality. The purpose of the project is to deliver an enterprise coaching program, with a view of assembling a group of 25 emerging contractors – starting in Feb 2023.

Project objective

The goal of this mentorship / coaching programme is to assemble groups of emerging contractors (CIDB Level 1 and 2) and appoint an experienced mentor / coach with the expressed intent of:

- Improved Compliance with Statutory Bodies.
- Improved Efficiency and Effectiveness; and
- Increased Turnover.
- Retained/Increased Jobs.

The Programme will be implemented with the following objectives in mind:

- Facilitate the creation of an enabling operating environment for small business enterprises.
- Facilitate access to non-financial resources, capacity-building services, products, and services.
- Facilitate the building of sustainable and competitive small business enterprises.
- Facilitate market access for products and services of small business enterprises.
- Act as a business information hub for small business enterprises.
- Allow small business enterprises to share experiences, create networking opportunities and learn from each other; and
- Provide advice and support to small business enterprises.

SEDA in collaboration with Langeberg Municipality are busy with a Mentorship and Coaching programme. SEDA had a screening session with contractors interested in the development programme and 16 local Contractors attended this session.

As part of the Emerging Contractors Mentorship programme SEDA appointed two service providers to mentor two groups of five contractors from Nkqubela and Robertson (Connor from Expansive accounting and Reagan from CYFI Biz).

Reagan from CYFI Biz, will be meeting with the following emerging contractors from Nkqubela on 04 May 2023 and will have a follow-up one-on-one session after.

Group 1: Nkqubela Contractors:

- Amos Skotshi
- Gideon Silwana
- Andiswa Mangqu
- Sakhiwo Ngcongolo
- Theron Ngqawuza

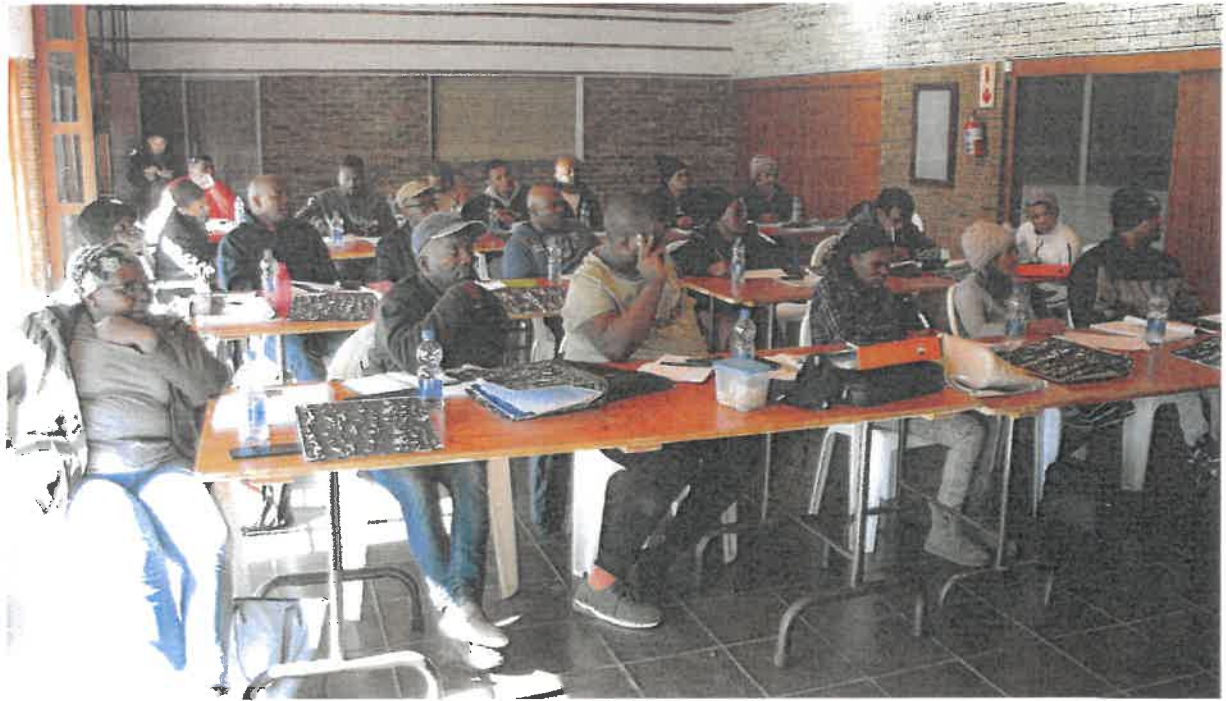
Connor from Expansive accounting will be having a Mentorship and Coaching programme that will be forming part of the contractor's development programme with a group of 5 contractors in Robertson from 8 – 12th May 2023.

Group 2: Robertson Contractors:

- Martin Abrahams
- Edward Adams
- Jeremy Lucas
- Niven Plaatjies and Dad
- Virgil Herandien.

The other two groups of Contractors, mentorship programme from Montagu and Zolani took place during June 2023 on a one-on-one basis

Contractor Development Training



John Shardlow from ACS/TJEKA (Service Provider from SANRAL) was the facilitator for the Contractor Development Training that took place from 22 – 26 May 2023. 19 compliant Contractors attended this training at the Callie De Wet Hall. This training will be ongoing for 5 days each month up until August 2023.

Johann Botha from ACS/TJEKA (SANRAL) facilitated the Contractor Development Training from 19th – 23 June 2023. This was the second unit standard the Contractors attended at the Callie De Wet Hall. The Contractors did very well in this unit standard scoring between 80 – 100 % in their assignments and assessments. The third unit standard will take place during the week 24 – 28 July 2023.

Feedback from SEDA Business Advisor about Construction Development Training Programme

Ashley Abrahams
Business Advisor
SEDA

Intervention: Specialized Construction Training

SEDA in partnership with ACS/TJEKA provided a skills programme how to calculate construction quantities to develop a work plan from the 22 May 2023 until 26 May 2023 to 25 Artisans in the Langeberg Municipality. The accredited modules were presented by ACS/ TJEKA to the delegates to enhance their business acumen and tendering skills. The delegates will have to demonstrate competence to be awarded the unit standard. The unit standards are from the National Certificate: Construction Contracting NQF 2. These units' standards are a skills programme that will have a credit value towards the above qualification and the delegate can proceed to study further on his own to complete the above qualification if so desired.

Key Outcomes

- Calculate the required material quantities read drawing scales, measure surface areas accurately, make accurate calculations for both multiplication and division, and accurately determine quantities of materials required.
- Develop a work plan, Production rates are estimated for work activities, time durations for work activities are calculated, a feasible work plan is developed.

Intervention: Mentorship and Coaching

SEDA appointed two service providers to furnish ten (10) contractors with mentorship and coaching for the month of May.

1.0. Project Outcomes:

The project was managed with the following objectives in mind:

- 2.2.1 Mentors conducted diagnostic assessments of participating enterprises which was analysed, and recommendations was made for each company submitted. The diagnostic assessment addresses the following areas of the enterprise.
- Company profile, company background and structure
 - Business Compliance to applicable laws and industry bodies
 - The business models.
 - Marketing, including product/service offering, customers, and competitors.
 - Operational /Service process
 - Human resources
 - Finance
- 2.2.2 Further assistance and facilitation was provided to the contractors with registration and to be in good standing with CIPC, SARS, Department of Labour, COIDA, CIDB, NHRBC, Bargaining Council and Supplier databases.

SUCCESS STORY

Mjandana Mncedisi – Susa Cleaning and Recycling

The business was established in 2017 and founded by Mr. & Mrs. Mjandana who are both Directors in the company. The Business of Mr. Mjandana is doing well and beginning to pick up after the COVID pandemic, they have new clients and getting more exposure in the Construction field.

The dream for the company is to support the youth that is unemployed in the community to help make a better living for their families. Mr. Mjandana said their main clients are Montagu Foods, Source Montagu, and surrounding households. Susa Cleaning and Recycling, get a lot of support from the community.

The challenges they are facing now is getting their CSD in order, and annual returns with CIPC needs to be done to keep business registered.

The company have four sections to the business which is Woodwork, Chemical, Carpentry and Construction. The estimated turnover was R80 000 for 2022 which was a slow year, since then the business has increased. They

employed four permanent employees. They take on contract workers when having bigger projects. Susa Cleaning and Recycling were approved for SEED Fund with Cape Winelands District Municipality. The funding will be allocated during July 2023. The funding is in the form of equipment.

SEDA ENGAGEMENTS & TRAININGS

The following SEDA engagements already took place:

DATE	TOWN & VENUE	ENGAGEMENT - Systematic Need based Approach
18 April 09 May 20 June	Bonnievale Happy Valley Side Hall Andile Dikane – SEDA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP Funding GAP Assessments Compliance assistance with start ups Strategy Development Mentorship & Coaching
25 April 02 May 29 June	Montagu Wilhelm Thys Community Hall Andile Dikane – SEDA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Interventions Compliance assistance with start ups Strategy Development Mentorship & Coaching
20 April 11 May 23 June	Nkqubela Community Hall (Andile Dikane – SEDA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching
20 April 11 May 23 June	Robertson Community Hall (Civic) Andile Dikane – SEDA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching Contractor Screening Session
11 April 23 May 27 June	McGregor Community Hall (Cheryl Damons – SEDA Worcester Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching Contractor Screening Session
11 April 23 May 27 June	Ashton Barnard Community Hall & Zolani Community Hall Andile Dikane – SEDA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching Contractor Screening Session

MEETINGS

- 03 April – Meeting UDS, BEAP Contractors for inspection of completion
- 05 & 06 April – Meeting with Informal traders in Montagu and Bonnievale to discuss the informal trading updated regulations.
- 06 April – Meeting with Department of Social Development to view the equipment at the Bakery in Nkqubela and meeting with Eunice Ncube at Baker's Lane in Ashton.
- 12 April – Portfolio meeting at Robertson Council Chambers
- 19 April – Teams Meeting Rural, Social and Economic Development Study: PDG interview with Langeberg.
- 24 April – Social and Strategy Development staff meeting
- 26 April – Teams Meeting with ACS/TJEKA training
- 10 May 2023 – Meeting with Sharief Davids (DEDAT) at the Montagu and Bonnievale trading areas.
- 10 May 2023 – Discussion on Strategic Annual Assessment
- 29 May 2023 – SSD Meeting with Director, Mrs. Matthys and Deputy, Mayor Steenkamp
- 19 – 23 June – Contractor's development Training by ACS/TJEKA and SEDA
- 23 June 2023 – LED Regional Forum Meeting
- 28 June 2023 – Meeting with DEDAT (Johann Bester) at Montagu & Bonnievale Informal Trading area
- 29 June 2023 - Ignite meeting (KPI's)

INFORMAL TRADERS

<u>Informal Trading Area</u>	<u>Trading Spaces Available</u>	<u>Number of Traders</u>	<u>Permits issued for APRIL 2023</u>	<u>Permits issued for MAY 2023</u>	<u>Permits issued for JUNE 2023</u>
Robertson	66	31	11	13	08
Montagu	18	18	19	17	13
McGregor	14	15	0	0	0
Bonnievale	26	8	09	08	05
Nkqubela	11	6	0	0	0

- A list with Daily and Monthly bookings is submitted daily to Law Enforcement, for follow up and feedback.
- Site visits for complaints and monitoring purposes to Trading areas took place as follows:
 - 5 & 6, 18 April 2023 – Bonnievale & Montagu
 - 25 April 2023 – Robertson, Hoop Str
 - 19 May 2023 – Bonnievale & Montagu
 - 25 May 2023 – Robertson, Hoop Str
 - 28 June 2023 – Montagu & Bonnievale Trading areas.
- Updating trading information and assist clients with information on trading at sites in the Langeberg area.
- 03 April 2023 a meeting was held with UDS & BEAP Construction for inspection of completion.
- They finished 10 March 2023 at Montagu & Bonnievale Trading areas.
- On 5, 6 and 13th April 2023 Keys at the Montagu area had been handover to traders, and they signed for it. Some of the door locks were not working, but the problem had been reported to contractors.
- 21 April 2023 – Installing of new locks at the Montagu trading area.
- Informal traders in Montagu and Bonnievale received the new rules for the area.
- Booster fund applications received from Western Cape Government was distributed to traders and submitted to the LED office.
- Provide Internal Audit with information on unlawful Land uses within the Municipal jurisdiction.
- 03 May 2023 a meeting was held with UDS & BEAP Construction for inspection of completion of items on the snag list.

- Informal traders in Montagu and Bonnievale received the Booster applications, and the Alternative Energy Support Programme Application forms by DEDAT, distributed by LED Office to traders and submitted.
- Informal traders in Montagu and Bonnievale has received the Booster applications and the Alternative Energy Support Programme Application by DEDAT and was distributed by the LED Office to traders and submitted to Sharief Davids at DEDAT.
- 28 June 2023 – Meeting with DEDAT (Johann Bester) at Montagu & Bonnievale Informal Trading area.
- The Hoop Street Trading area (Robertson) will be upgraded during the new financial year.

Alternative Energy Support Programme

The Department of Economic Development and Tourism (DEDAT) is piloting an Alternative Energy Solution Programme for SMMEs during 2023/2024. This will provide for alternative energy solutions e.g., solar to assist businesses to remain operational during loadshedding periods.

DEDAT previously supported allocated funding to the Bonnievale and Montagu Trading areas to be upgraded. The department would like to extend further support through the alternative energy solution programme.

The LED Department had to provide information on the number of businesses operating at the trading areas, their operating hours, and the estimated roof space available. Also, security situation at the sites and possible support or role that the municipality could provide to the trading areas.

Site visit on 10 May 2023 with DEDAT (Sharief Davids and Langeberg officials) took place at the Bonnievale and Montagu Trading areas. DEDAT had a specialist at the site to look at where to install solar panels. The Informal Traders had to fill out forms for DEDAT with all relevant information.

A second site visit took place at the Montagu & Bonnievale Trading areas with Johann Bester (DEDAT) and a colleague on the 28 June 2023 to gather more information. The LED officials had to provide information on challenges experienced, number of businesses operating, their operating hours and if any Traders want to formalize. They also spoke to the Traders onsite and fill out forms.

DEDAT will communicate process going forward if approved by Municipality.

DEDAT undertook to cover the relevant cost associated to this until 31 March (until end of their financial Year). Thereafter it would be the responsibility of the Municipality to ensure that the alternative energy solution remains functional if approved.

SEED FUND PROGRAMME

Please see below approved beneficiaries. Please note Recommended Amount has been approved.
A total amount of **R 170 000** in funding equipment has been allocated to the below mentioned businesses

LANGEBERG: 7

No.	Contact Details	Business Name	Business Description	Funding Requested for	Funding Amount requested	Recommended Amount
1.	Mzukisi Nokonya 6 Mabombo Street Nkqubela Robertson	Masibambaneni Tyre Services	Fix tyre punctures and sell 2 nd hand tyres and rims	Stock, equipment	R30 000.00	R25 000
2.	Micaela Baardjies 37 Milner Street Happy Valley Bonnievale	Play with Colours PTY LTD	Printing	Equipment, building material	R48 000.00	R20 000
3.	Daniel Baadjies 22 Africa Street Extension 15 Robertson	Ukuqweba PTY LTD	Removal of alien invasive plants	Equipment	R30 000.00	R25 000

4.	Mncedisi Myandana NH 5 Klaas Street Zolani Ashton	Susa Cleaning & Recycling Services	Making wooden products, manufacturing cleaning chemicals	Equipment, chemicals, wood	R30 000.00	R25 000
5.	Geraldine Davids Kantoor Street 21 McGregor	Sistars Homebaked & Take Aways PTY LTD	Bakery, Take Aways	Industrial Mixer, Gas Oven Standard	R30 000.00	R25 000
6.	Ellen Williams 3 Geelhout Laan Ashbury Montagu	KE Kontrakteurs & Projekte	Removing invader plants, clean rivers, work on farms, cleaning projects	Equipment	R30 000.00	R25 000
7.	Jakobus Windvogel 12 Blombos Street Droebeuwel Robertson	Western Construction Enterprise PTY LTD	Construction	Equipment	R30 000.00	R25 000

- The eight Youth owned businesses who applied for funding to the Seed Fund & Small-Scale Farmers programmes 2023/2024 have been forwarded to the NYDA (National Youth Development Agency) as requested by them, for mentoring and funding purposes.

ARTS AND CULTURE DEVELOPMENT

- Attached is the Quarterly reports and expenditures of the Arts and Culture Service Providers for APRIL – JUNE 2023.

Youth Day Showcase

The Arts & Culture Development Service Providers had to send two videos of performances done by the artist of each genre e.g., drama, township ballet, choral development, and dance. This were done to highlight the skills development done during the financial year.

Links for the videos were sent to Communications Officer, Willy – John Gordon to upload on the Langeberg Municipalities online platforms for 16 June 2023 Youth Day.

CONSULTATIONS

- 24 Consultations were done for the Month of APRIL - JUNE 2023.

LED ASSISTANCE DURING APRIL – JUNE 2023

DATE	NAME OF CLIENT	ASSISTANCE PROVIDED	WALK-IN	TELEPHONIC ASSISTANCE	BUSINESS NAME/TYPE
02 April	Fikiswa Mamabolo	Registration of new company	✓		New Company
11 April	Peter Wessels	Assist client with informal trading information	✓		New Informal Trader
11 April	Wina Daniëls	Assist client with information on trading in Hoop Str, Robertson		✓	New Informal Trader
13 April	Mjandana Mncedisi	Assist client with registration forms from SEDA	✓		Susa Construction
21 April	Mjandana Mncedisi	Meet client in Zolani for business document for the Contractors training	✓		Susa Construction
25 April	Marcia Harmse	Assist client with reregistration and annual returns			

26 April	Marowayne Plaatjies	Assist client with new company registration	✓		Vasvat Breerivier Sruiters – in progress
26 April	Mervin Van Eastland	Assist client with information on Mentorship/Coaching programme	✓	✓	Langeberg Konstruksie
09 May	Melwelle Nokonya	Provide information on rezoning & funding	✓		Automotive
09 May	Sibongile Gabazala	Information on Contractor Development Training	✓		Soothroad Movement Group Construction
12 May	Danny Jacobs and Annamalai	Assist with new business registration	✓		New Company Registration
17 May	Marowayne Plaatjies	Assist with SARS tax clearance	✓		Vasvat Breerivier Sruiters (PTY) Ltd
18 May	Nomthandazo Swelindawo	Assist client with ACS/TJEKA Checklist	✓		NNSA Projects
18 May	Ignatius Du Plessis	Information on Farmers markets and business opportunities	✓		Fruit, Veggies & Herbs Business
19 May	Willem Adams	Assist with new company registration	✓		New Company Registration
19 May	Informal Traders	Assist traders with completing of Alternative energy forms	✓		Informal Traders
22 May	Sibongile Gabazala	Assist with ACS/TJEKA screening for Contractor Development Training	✓		Sooth Road Movement Group
23 May	Willem Manuel	Assist with new company registration	✓		New Company Registration
23 May	Contractors	Assist clients with copies for the contractor's development training	✓		Construction
23 May	Contractors	Assist clients with copies for the contractor's development training	✓		Construction
23 May	Monica Marks	Information on registration of NGO. Assist and gave guidance on application and refer to Social Development	✓		NGO
08 June	Luyanda	Assist clients with information on business and funding	✓		New company
12 June	Beulah Strauss	Want to schedule a meeting with Octavia		✓	Montagu
19 June	Desmond Davids	Want information on Health and Safety for the business	✓		Wait on business name to be approve
26 June	Minnie George	Assist with getting annual returns of business up to date; reregistration of business	✓		Retail Sector

Recommendation / Aanbeveling

It is recommended that council note the content of the quarterly report for the period of APRIL – JUNE 2023.

NOTE: The annexure was distributed as part of the agenda for the Strategy & Social Development Portfolio Committee meeting of 16 August 2023 (pg. 199 – 239)

This item served before the Strategy & Social Development Portfolio Committee on 16 August 2023
Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 16 Augustus 2023
Aanbeveling / Recommendation

It is recommended that council note the content of the quarterly report for the period of APRIL – JUNE 2023.

This item served before the Executive Mayoral Committee on 23 August 2023
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023
Aanbeveling / Recommendation

It is recommended that council note the content of the quarterly report for the period of APRIL – JUNE 2023.

RESUBMISSION - REVIEWED LANGEBERG MUNICIPALITY TREE MANAGEMENT POLICY (DIRECTORATE: COMMUNITY SERVICES)

PURPOSE

To submit a reviewed Langeberg Municipality Tree Management Policy to the Community Services, Portfolio Committee and Council for consideration.

BACKGROUND

This policy provides a rationale and framework for an equitable, transparent, and consistent approach to the management of trees by the Langeberg municipality. To establish the municipality's commitment and future strategic direction for tree planting, protection, management and maintenance of its trees or urban forest. To address tree management and maintenance issues faced by the municipality. To provide a framework for decision making, documentation and standardized processes to ensure consistency in the management of the municipality's urban forest.

This policy applies to all municipal trees that are on land owned or managed by the municipality within urban boundary, townships, public open spaces, and nature reserves. This policy is applicable to all developers, builders, service providers, residents, civil contractors, event organizers and internal works units undertaking activities in proximity to municipal trees.

The various tree species have different growth characteristics, i.e., shape, growth rate, size when fully grown, wind and drought resistance, vigorous and aggressive root systems, deciduous or evergreen, flower- and/or fruit-bearing, etc. These characteristics must be considered when tree species are selected for planting in residential areas, and it is therefore essential that specie lists are prepared for different areas according to local weather and other conditions. It is necessary to apply a tree policy to address and provide guidelines regarding our street trees.

Langeberg Municipality has an approved Tree Management policy dated on 25 August 2014 and has been implemented since then. The policy has never been reviewed to ensure the ever-changing needs of the communities are addressed together with climatic changes.

FINANCIAL IMPLICATIONS

No financial implications

Recommendation

1. That the Tree Management Policy be approved in principle for public participation process to commence for period of one (1) month.
2. Comments received as stated above, be submitted for council approval of the policy.

This item served before a Community Services Portfolio Committee on 12 April 2023

Hierdie verslag het voor die Gemeenskapsdienste Portefeulje Komitee gedien op 12 April 2023

Aanbeveling / Recommendation

1. *That the Tree Management Policy be approved in principle for public participation process to commence for period of one (1) month.*
2. *Comments received as stated above, be submitted for council approval of the policy.*

Public comments

The Tree Management Policy was advertised on municipal websites and notice boards from 10 May 2023 to 10 June 2023 of which the following comments were received.

Menere

Kyk asb na volgende:

BI 2

Council means the Council of the Langeberg Municipality

Pruning kom 2 maal voor

BI 5

Xii en xiv byna dieselfde - by xiv is dit "Langeberg towns" terwyl by xii slegs "towns" genoem word.

BI 7

f Care will be always taken / Care will always be taken?

BI 8

Vi Care will be always taken / Care will always be taken?

Die voorgestelde lys van bome is heeltemal onbekend, kan die alledaagse benaming nie bygevoeg word nie?

Elize du Toit

Blok 9

Wyk 11

All comments were considered and incorporated into the policy.

Recommendation

That Tree Management Policy be approved.

NOTE: The annexure was distributed as part of the agenda for the Community Services Portfolio Committee meeting of 16 August 2023 (pg. 09 – 32)

This item served before a Community Services Portfolio Committee on 16 August 2023

Hierdie verslag het voor die Gemeenskapsdienste Portefeulje Komitee gedien op 16 Augustus 2023

Aanbeveling / Recommendation

That Tree Management Policy be approved with amendments mentioned above.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That Tree Management Policy be approved with amendments mentioned above.

PROGRESS REPORT ON ALLOCATED HUMAN SETTLEMENTS PROJECTS WITHIN LANGEBERG MUNICIPALITY FOR JANUARY – MARCH 2023 (17/5/R) (DIRECTOR: COMMUNITY SERVICES)

PURPOSE

To update Council of developments on the Langeberg municipal housing pipeline.

BACKGROUND

Council has approved a housing pipeline for the 2016 – 2021 IDP term and beyond to guide planning and implementation in collaboration with the Department of Human Settlements in the Province of the Western Cape.

ASLA appointed as implementing agent for the projects as reflected on the housing pipeline.

The priority of the housing projects on the current housing pipeline may be adapted due to restriction on funds from the Department of Human Settlements, project readiness and also the providing of bulk services.

B5686

CHANGES TO ADDENDUM MADE AND ENTERED INTO BETWEEN LANGEBERG MUNICIPALITY & ASLA CONSTRUCTION (PTY) LTD – IMPLEMENTING AGENT ON 19 JANUARY 2012 (17/5/R) (DIRECTOR: COMMUNITY SERVICES)

This item served before the Executive Mayoral Committee on 19 May 2021

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 19 Mei 2021

Eenparig Besluit / Unanimously Resolved

1. That council note the changes made to amend Memorandum of Agreement (MOA) entered into between Langeberg Municipality and ASLA Construction (PTY) LTD 19 January 2012
2. Mandate Municipal Manager Mr ASA De Klerk to enter into a new Memorandum of Agreement with ASLA as per approved changes to Memorandum of Agreement (MOA).
3. That on SLA be concluded with ASLA for the implementation for bulk infrastructure for Mandela Square and Boekenhoutskloof based on the available funding based on WSIG funding.

A4169

PROGRESS REPORT ON ALLOCATED HUMAN SETTLEMENTS PROJECTS WITHIN LANGEBERG MUNICIPALITY – MARCH/ MAY 2021 (17/5/R) (DIRECTOR: COMMUNITY SERVICES)

RECOMMENDATION

That the Council takes cognisance of the current progress project readiness report for the Langeberg Municipality.

This item served before a Community Services Portfolio Committee on 09 June 2021

Hierdie verslag het voor die Gemeenskapsdienste Portefeulje Komitee gedien op 09 Junie 2021

Aanbeveling / Recommendation

That there is no need for the report to be submitted to Council, the Mayoral committee can only take cognisance of the current progress project readiness report.

This item served before the Executive Mayoral Committee on 15 June 2021

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 15 Junie 2021

Aanbeveling / Recommendation

That there is no need for the report to be submitted to Council, the Mayoral committee can only take cognisance of the current progress project readiness report.

This item served before an Ordinary Meeting of Council on 22 June 2021

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Junie 2021

Eenparig Besluit / Unanimously Resolved

That there is no need for the report to be submitted to Council, the Mayoral committee can only take cognisance of the current progress project readiness report.

PROJECT READINESS: PROJECTS

IMPLEMENTATION PLAN OF LANGE BERG PROJECTS	PROGRAMME	2023/2024		COMMENTS
		SITES SERVICE D	HOUSE S BUILT	
McGregor	IRDP		10	Subsidy applications to be resubmitted for pre-screening. This will allow possible inclusion in the in-year adjustment budget process in September 2023.
McGregor informal settlement	UISP			After the appointment of an Implementing Agent a formal application can be lodge to DEA for the review of the current conditions of the Environmental Authorisation.
Bonnievale Boekenhoutskloof (224)	UISP	570		Community engagement for relocating of occupants out of the road reserves will commence within July. Contractor will be appointed once the families in the road reserve has been relocated in phase 1. Amended LUPA approval has been received. Engineering plans has been approved. Municipality and Engineers busy with design of electrical network.
Montagu Mandela Square (173)	UISP	148		Notice of intent to develop submitted to DEA&DP. There is a potential 24 G Application required as per NEMA legislation, the consultants are investigating this at present. Year of implementation is expected 2025/2026 financial year. Costing to be done and application to be submitted once planning is finalized.
Bonnievale Uitsig (68)	IRDP: TOPS		58	Council decided to prioritise 31 qualifying applicants from Uitsig and the rest from Bonnievale waiting list. Current no formal street layout. Project Initiation Document to be completed and submitted to the Department.
Bonnievale Uitsig	10 Flips units			Cost price per unit is subject to input cost.
Montagu Strydom Street (14)	IRDP: TOPS			For the 202/24 financial year the municipality received R2.5m for planning. Project will entail the demolition of existing structures and the redevelopment of 14 new structures. The current site won't be able to accommodate 14 BNG structures. Housing section with Town planning

				seeking for possible 7 infill sites to accommodate 7 top structures.
Robertson Heights	IRDP: TOPS			All development rights have already been obtained and the project can proceed to implementation once the bulk capacity constraints are dealt with.
Title Deed Restoration Programme			713	Council signed MOU for the appointment of Kayalam to assist the municipality in transferring all state-owned units.

RECOMMENDATION

That the Council takes cognisance of the current progress project readiness report for the Langeberg Municipality.

This item served before a Community Services Portfolio Committee on 16 August 2023

Hierdie verslag het voor die Gemeenskapsdienste Portefeulje Komitee gedien op 16 Augustus 2023

Aanbeveling / Recommendation

That the Council takes cognisance of the current progress project readiness report for the Langeberg Municipality.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That the Council takes cognisance of the current progress project readiness report for the Langeberg Municipality.

REPORT: STATUS OF DIGGER LOADERS OF THE ENGINEERING DIRECTORATE, LANGEBERG MUNICIPALITY (SNR MANAGER: CIVIL ENGINEERING SERVICES) (6/1/2/4)

Purpose of Report

To submit a report to Council regarding the status of the Digger Loaders in the Civil Engineering Department.

Background

The Civil Engineering Department has seven digger loaders. Currently only two digger loaders are operational. Digger loaders are an essential part of the day-to-day operational activities for the engineering directorate. The digger loaders are used for the repair of water pipe busts, road and sidewalk repair, cleaning of stormwater channels and other related operational work. Each of the five towns.

The constant breakdown of digger loaders has a huge impact on service delivery due to the fact that pipe burst and other emergency work cannot be conducted immediately. Digger Loaders have to be shared between towns. The distance between towns makes this practice impractical and waste unnecessary time.

Current Status

The table below provides an overview of the current condition of the digger loaders.

TOWN	DESCRIPTION	YEAR MODEL	REGISTRATION	HOURS WORKED	TOTAL REPAIR COST TO DATE	COMMENT
McGregor	Massey Ferguson	1999	CER 1390	7 667 (New speedo in 2010)	R142 213.02	This machine was saved from auction in 2010 Diff broken
Extra unit from parks	Komatsu WB53	2001		10 324	R 380 788.21	This machine was saved from auction in 2010 Engine major sump compression
Extra unit	Volvo BL61	2009	CBR 11590	9 895	R 429 091.51	Serviceable
Montagu	Volvo BL61	2009	CBR 11591	8 826	R 372 798.32	At Babcock electrical problems for repair- sole provider
Bonnievale	Volvo BL 61	2009	CBR 11592	10 384	R 290 710.51	Serviceable
Robertson	Volvo BL 61	2009	CBR 11255	8 020	R 327 784.74	Engine seized- quote given to Bar Vallei busy with repair
Ashton	SDLG B877F	2018	CBR 11579	5406	R126 433.00	Valve spool seized busy with repairs

Note: The cost reflected in the above table is only from 2020 (information from Collaborator) No financial information is available prior to 2020 is available. The maintenance cost is therefore much higher.

On average there are three digger loaders operational at any given time. The result is that digger loaders must be transported between towns. The long distances between towns further deteriorate the digger loaders as they are not designed to travel long distances.

There are times that Digger loaders must be rented in due to number of breakdowns and the urgency of the work to be done. The cost per hour to rent a digger loader is between R 442.75 and R 747.50 per hour depending on the service provider that is available at the time. The total cost that was spent to rent in Digger loaders during the 2022/23 financial year is R 370 990.00.

The non-operation of more than one digger loader at any time has a direct negative impact on service delivery. According to the fleet management process, digger loaders should be replaced every seven years or 7000 hours

to prevent major repairs or breakages. Of the seven Digger Loaders in the Municipal Fleet only one Digger Loader has less than 7000 hours on the clock. The cost of a digger loader is between R 1 000 000.00 and R 1 350 000.

Comments: Director Community Services

Funding on capital budget be requested by user department.

Comments: Director Corporate Services

The contents of the report are noted.

Comments: Director Financial Services

The user department will have to arrange for funds to be moved from where there will be savings to make provision for the purchases as this will need to be in the capital budget.

Comments: Director Strategy & Social Development

The recommendation refers to the purchasing of 4 new digger loaders requires funding of at least 5 million. If in the mid year of the new FY not all Capex projects have started, it is recommended they request Council to reallocate their savings towards the purchasing of at least 2 digger loaders.

Comments: Municipal Manager

I have taken note of the comments of our CFO and such is supported. However, I am also mindful of the fact that the funding in the capital budget of Engineering Services is very tight during the 2023/24 budget.

In addition, all repairs to digger loaders are effected from the Operational Budget. It goes without saying that we will effect a tremendous saving on our Operational Budget (Maintenance of Assets) if we can purchase new digger loaders, instead of spending funds on machinery which has become unoperational.

I am of the view that the Purchase of Digger Loaders should be listed as a priority for consideration in our 2023/24 Adjustment Budget.

Recommendation

It is recommended that:

1. The following digger loaders to be sold on auction:
 - a) McGregor - Massey Fergusson and shift Robertson digger CBR11255 to McGregor.
 - b) Spare Machine (Borrowed from parks) - Komatsu digger CCD 5780 to be sold not sensible to spend another R200 000.00 to overhaul engine
 - c) Bonnievale—sell Volvo digger CBR11592
 - d) Montagu—sell Volvo digger CBR11591
 - e) Spare machine- Volvo digger CBR11590 to be sold and keep SDLG digger CBR11579 as an extra machine to be used when a machine breaks.
2. Funding be made available to purchase at least four new digger loaders.

This item served before the Engineering Services Portfolio Committee on 17 August 2023

Hierdie verslag het voor die Ingenieursdienste Portefeulje Komitee gedien op 17 Augustus 2023

Aanbeveling / Recommendation

It is recommended that:

1. The following digger loaders to be sold on auction:
 - a) McGregor - Massey Fergusson and shift Robertson digger CBR11255 to McGregor.
 - b) Spare Machine (Borrowed from parks) - Komatsu digger CCD 5780 to be sold not sensible to spend another R200 000.00 to overhaul engine

- c) Bonnievale—sell Volvo digger CBR11592
- d) Montagu—sell Volvo digger CBR11591
- e) Spare machine- Volvo digger CBR11590 to be sold and keep SDLG digger CBR11579 as an extra machine to be used when a machine brakes.

2. Funding be made available in the next Adjustment Budget to purchase at least four new digger loaders.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediën op 23 Augustus 2023

Aanbeveling / Recommendation

It is recommended that:

1. The following digger loaders to be sold on auction:
 - a) McGregor - Massey Fergusson and shift Robertson digger CBR11255 to McGregor.
 - b) Spare Machine (Borrowed from parks) - Komatsu digger CCD 5780 to be sold not sensible to spent another R200 000.00 to overhaul engine
 - c) Bonnievale—sell Volvo digger CBR11592
 - d) Montagu—sell Volvo digger CBR11591
 - e) Spare machine- Volvo digger CBR11590 to be sold and keep SDLG digger CBR11579 as an extra machine to be used when a machine brakes.
2. Funding be made available in the next Adjustment Budget to purchase at least four new digger loaders.

**REPORT: SUBMISSION: DRAFT ORGANIC WASTE DIVERSION PLAN FOR LANGEBERG MUNICIPALITY-
(MANAGER: SOLID WASTE MANAGEMENT)**

Purpose of the Report

To submit a report to Council regarding the draft Organic Waste Diversion Plan for the Langeberg Municipality.

Background

Zutari has been appointed by the Cape Winelands District Municipality (CWDM) in the Western Cape to assist with the developing an Organic Waste Diversion Plan (OWDP) on a District level as well for each of the Local Municipalities. This Organic Waste Diversion Plan is compiled for the Langeberg Local Municipality (LLM). The Langeberg Municipality comprises of the following main towns as per the municipal Integrated Waste Management Plan (IWMP):

- Robertson
- Montagu
- Ashton
- Bonnievale
- McGregor.

The attached report is the Organic Waste Diversion Plan for all towns and is being developed based on the principles and requirements of the National Waste Management Strategy (GN R. 56 of 28 January 2021) (NWMS) and the requirements of the Western Cape Department of Environmental Affairs and Development Planning (DEADP).

The objectives of the Organic Waste Diversion Plan:

The National Waste Management Strategy has the concept of "circular economy" at its centre. Circular economy is an approach to minimising the environmental impact of economic activity by reusing and recycling processed materials to minimise:

- (a) the need to extract raw materials from the environment; and
- (b) the need to dispose of waste.

The circular economy is built on innovation and the adoption of new approaches and techniques in product design, production, packaging, and use. These principles need to apply to all waste streams including organic waste. The National Waste Management Strategy is important in terms of facilitating the implementation of the National Environmental Management: Waste Act, Act 59 of 2008 (NEM: WA). NEM: WA aims to promote diversion of waste from landfill.

The following requirements from the DEADP need to be fulfilled through the development of this OWDP:

- The OWDP timelines need to be under pressure for the municipality to meet the 50% target for 2023.
- The LLM is currently reporting to the Department on all organics managed and/or disposed at their WMFs.
- The reporting of all volumes going to private facilities or using alternative options for diversion, including private initiatives and waste generators that do not use the Municipal services, is not always being captured and including these volumes in the reporting will provide a more accurate diversion rate.
- Private sector involvement and enforcing the by-laws on organic waste would make a big impact if reported on correctly.

Thus, the compilation of this OWDP has focused on these requirements for the LLM.

Comments: Director Community Services

Approval of organic waste diversion supported subject to public participation undertaken.

Comments: Director Corporate Services

That the contents of the report is noted.

Comments: Director Financial Services

Report is hereby supported

Comments: Director Strategy & Social Development

Once approved the waste diversion should be shared with the public

Comments: Municipal Manager

The recommendations, as submitted, are supported with appreciation.

Recommendations

1. That Council approve the draft Organic Waste Diversion Plan for the Langeberg Municipality.
2. That a Public Participation Process be supported by Council, after which the Organic Waste Diversion Plan for the Langeberg Municipality be resubmitted to Council for final adoption.
3. That the following Public Participation Processes be supported by Council:
 - 3.1 Advertising in the local press.
 - 3.2 Making the draft Organic Waste Diversion Plan for the Langeberg Municipality available at Municipal Offices and Libraries.
 - 3.3 Providing copies of the draft Organic Waste Diversion Plan for the Langeberg Municipality to all Ward Committees and requesting their comments.

This item served before the Engineering Services Portfolio Committee on 17 August 2023

Hierdie verslag het voor die Ingenieursdienste Portefeulje Komitee gedien op 17 Augustus 2023

Aanbeveling / Recommendation

1. That Council approve the draft Organic Waste Diversion Plan for the Langeberg Municipality.
2. That a Public Participation Process be supported by Council, after which the Organic Waste Diversion Plan for the Langeberg Municipality be resubmitted to Council for final adoption.
3. That the following Public Participation Processes be supported by Council:
 - 3.1 Advertising in the local press.
 - 3.2 Making the draft Organic Waste Diversion Plan for the Langeberg Municipality available at Municipal Offices and Libraries.
 - 3.3 Providing copies of the draft Organic Waste Diversion Plan for the Langeberg Municipality to all Ward Committees and requesting their comments.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediens op 23 Augustus 2023

Aanbeveling / Recommendation

1. That Council approve the draft Organic Waste Diversion Plan for the Langeberg Municipality.
2. That a Public Participation Process be supported by Council, after which the Organic Waste Diversion Plan for the Langeberg Municipality be resubmitted to Council for final adoption.
3. That the following Public Participation Processes be supported by Council:
 - 3.1 Advertising in the local press.
 - 3.2 Making the draft Organic Waste Diversion Plan for the Langeberg Municipality available at Municipal Offices and Libraries.
 - 3.3 Providing copies of the draft Organic Waste Diversion Plan for the Langeberg Municipality to all Ward Committees and requesting their comments.

ILLEGAL AND UNSAFE CONNECTIONS: (MANAGER: ELECTRICAL ENGINEERING SERVICES)**Purpose of report**

To submit a report to council regarding the illegal and unsafe connections and a proposed strategy to address the issue.

Background

Council report and recommendations A4326 was referred back and requested to circulate the information to the ward committees. The Information in ***Annexure A: Illegal and unsafe connections*** as well as ***Annexure B: Implementation strategy for the removal of Illegal and unsafe connections*** circulated to the ward committees in August 2022 and again in May 2023.

Comments

There was no comment except that the documents were workshopped at wards 1,2,3,7,10 and 11.

The email correspondence is attached in ***Annexure C: Email communications***.

Comments: Director Community Services

Implementation of strategy supported.

Comments: Director Corporate Services

The recommendation is to make use of external contractors and neighbouring municipalities for the removal of the illegal connections. To make use of neighbouring municipalities there will have to be an agreement between the municipalities and provision to pay the costs if the services of staff of neighbouring municipalities are used also as pointed out by the Director: Strategy & Social Development is the requirements and compliance to the OHSA of utmost importance

Comments: Director Financial Services

Recommendation is supported as long as it is within budget.

Comments: Director Strategy & Social Development

The illegal connections are a violation of the Operational Health and Safety Act

Comments: Municipal Manager

The recommendation is supported. The most feasible will be to utilize external contractors. Employees from neighbouring municipalities will require a specific agreement with each municipality for the purpose of liability, as well as insurance cover in cases of injury on duty.

Recommendation

That Council note the report regarding the illegal and unsafe connections and a proposed strategy to address the issue.

That Council note that the information ***Annexure A: Illegal and unsafe connections*** as well as ***Annexure B: Implementation strategy for the removal of Illegal and unsafe connections*** was circulated to the ward committees in August 2022 and again in May 2023.

That Council approves the proposed strategy for the removal of illegal and unsafe connections as contained in ***Annexure B: Implementation strategy for the removal of Illegal and unsafe connections*** and summarised below:

- To do the necessary planning
- To conduct a notification and information (awareness) campaign

- To make use of External Contractors / Neighbouring Municipalities for the removal of the illegal and unsafe connections
- To keep records of removed illegal and unsafe connections
- To compile a follow-up strategy to keep illegal and unsafe connections to a minimum

Annexure A: Illegal and unsafe connections

Illegal connections are connections made to the electricity network without being properly metered. There are also instances where meters are bypassed or tampered with. These illegal connections are stealing from the Municipality and are unsafe, dangerous and can lead to death. Those responsible for these illegal connections if caught, will face fines and jail time.

Unsafe connections are installations that do not have a valid electrical certificate of compliance (COC). This type of electrical installation usually made by an authorised and accredited electrician and no COC was issued for the installation. Most unsafe connections are done with inferior electrical cabling that poses a risk of exposed live wiring that could result in electrocution. These installations, not properly earthed, enhances the risk of electrocution or short circuits that may cause fires. The risk increases in rainy and wet conditions. Usually, it is not the perpetrator, which suffers the consequences of unsafe connections but the innocent, unsuspecting public (and children).

Illegal and unsafe connections are unfair to paying residents whose power is constantly interrupted due to non-payers who overload the system and cause it to trip. It also causes overloading on mini-substations and pole mounted transformers which can eventually explode.

If your house or shack is connected illegally or unsafely to the power grid, think about the following:

- by connecting illegally or unsafely, you are not only putting yourself at risk, but the lives of children
- using electricity illegally and unsafely is selfish. You put those whose livelihoods rely on safe, stable connection at risk
- the electricity supply becomes unreliable and prone to interruptions. This inconvenience all households and businesses that pay for their electricity, and
- finally, the Municipality loses the money owed to it for electricity, which impacts on service delivery

There are those dishonest individuals who offer illegal connection services for a fee in poorer communities. They are criminals, and you should not deal with them. If found guilty of stealing electricity by connecting illegally to the power supply, the penalties are severe. You will have to pay for the electricity you used (and did not pay for) and for the time you bypassed an electricity meter. You will then also have to pay a reconnection fee. The Municipal By-laws (26) address the issue of illegal and unsafe connections. Should there be the slightest suspicion that there is an illegal or unsafe connection, it should be reported to Langeberg Call centre on 0861 88 1111 or sending a WhatsApp to 065 211 7822

The Municipality is currently developing an action plan and campaign to address illegal and unsafe connections. The community will be informed of the implementation plan. If you are illegally or unsafely connected, we urge you to rectify your installation before our campaign kicks off.

For all the people who has gone the extra mile to ensure that your electrical installation is safe and legal, we thank you.

Annexure B: Implementation strategy for the removal of Illegal and unsafe connections

Planning

A planning session will be set up to discuss the process and proposed dates. The proposed sites / hotspots will be discussed with feedback from the Wards. The identification of the hotspots is an important step in the planning phase. It is recommended that a letter from the Municipal Manager be issued in support of this drive. It should also be decided upfront what the criteria is for an unsafe / illegal connection to be removed. All illegal connections where electricity is stolen should be removed. There should however be a clear distinction on backyard dwellers and when to remove those connections.

Notification and information campaign

The Municipality should embark on a campaign to notify and inform the residents of the dangers and consequences of illegal and unsafe connections. A proposed information page on this has been compiled and can be refined and published in the newspapers and social media. It is also recommended that flyers be made that can be handed out prior to mobilisation.

External Contractors / Neighbouring Municipalities

It is recommended that external contractors / staff from neighbouring Municipalities be used to protect the Municipal staff from intimidation and discrimination. Some of the Municipal workers live among the residents with illegal and unsafe connections and might be targeted if they are part of the team to remove the illegal and unsafe connections. In the past there has also been threats against the other Municipal staff with residents indicating that they know where these officials stay.

The team to execute the work will typically consist of an electrician with 2 general assistants. It is recommended that the team use a bakkie so that the material from the illegal and unsafe connections can be removed from site.

It is further recommended that 4 – 5 teams work simultaneously over a 2 or 3-day period.

Record Keeping

It is proposed that records be kept of the houses / addresses where illegal / unsafe connections were identified and removed. This will enable future engagement should there be reoccurrences of illegal / unsafe connections.

Settings dates & Finalising

Specific dates should be set / planned with alternative days to account for inclement weather conditions.

It is recommended to arrange for Police Escorts to accompany the teams. This should be arranged at least 1 - 2 week in advance.

After the illegal and unsafe connections have been removed, the material will be transported to the Municipal stores to dispose of.

Follow-up

It is recommended that a follow up strategy also be devised to ensure that residents refrain from reconnecting illegal and unsafe connections.

Annexure C: Email communications

Illegal Electrical Connections



George Lotter

To: AB Bronn

Cc: Maynard Johnson; Ilse Saunders; Elmarie Wagner; Cllr Johannes Coetzee

Reply Reply All Forward ...

Fri 2022/08/05 15:05

You replied to this message on 2023/04/25 10:32.



Good day AB

Please find attached a Memo as discussed telephonically for your further handling.

Trusting this will be in order. Please let me know if any changes are required.

Kind regards

George Lotter

Manager / Bestuurder

Electrical Engineering Services / Elektriese Ingenieursdienste

023 626 8266

glotter@langeberg.gov.za

RE: Illegal Electrical Connections



AB Bronn

To: George Lotter

Cc: Maynard Johnson; Ilse Saunders; Elmarie Wagner; Cllr Johannes Coetzee

Reply Reply All Forward ...

Fri 2022/09/09 22:34

You replied to this message on 2022/09/13 08:35.

Goeie middag George

Al die wyke het geen insette tot dusver gelewer nie alhoewel die meeste van die wyke nie tevrede is met die kort kennisgewing en tyd vir kommentaar.

Groete

AG BRÖNN

ASST MANAGER : GOVERNANCE SUPPORT

LANGEBERG MUNICIPALITY

S : 063 010 0171 T : 023 615 2219

F : 023 615 1563



RE: Illegal Electrical Connections



AB Bronn

To : George Lotter

Cc : Ilse Saunders; Elmarie Wagner; Daniel Lubbe; Joliza Swanepoel

You replied to this message on 2023/05/29 11:40.



Tue 2023/04/25 10:42

Goeie dag George

Die inligting is voorsien aan die wykskomiteelede van wyke 1 tot 12 en ons het geen kommentaar ontvang nie. Weens die verskuiwing van wyke 1,2,3,6,8,11 na 18h00 kon hulle nie die dokumente bespreek nie.

Daar is slegs kennis geneem van die dokumentasies.

Groete

AG BRÖNN
ASST MANAGER : GOVERNANCE SUPPORT
LANGEBERG MUNICIPALITY
S :063 010 0171 T :023 615 2219
F : 023 615 1563

RE: Illegal Electrical Connections



AB Bronn

To : George Lotter

Cc : Ilse Saunders; Elmarie Wagner; Daniel Lubbe; Joliza Swanepoel; Cllr Johannes Coetzee

You replied to this message on 2023/05/30 09:21.



Mon 2023/05/29 13:18

Goeie dag

Die inligting is by die Mei 2023 se Wykskomitee vergaderings versprei aan die komiteelede.

Groete

AG BRÖNN
ASST MANAGER : GOVERNANCE SUPPORT
LANGEBERG MUNICIPALITY
S :063 010 0171 T :023 615 2219
F : 023 615 1563



RE: Illegal Electrical Connections



AB Bronn
To George Lotter



Tue 2023/05/30 14:49

Goei emiddag George

Die enigste kommentaar wat ontvang is dat die komiteelede gewerkswinkel word op die dokument, by wyke 1,2,3,7,10 en 11.

Van die raadslede het genoem dait was ook hulle voorstelle toe die dokument aan hulle voorgelê was.

Groete

AG BRÖNN
ASST MANAGER : GOVERNANCE SUPPORT
LANGEBOEG MUNICIPALITY
S : 063 010 0171 T : 023 615 2219
F : 023 615 1563



This item served before the Engineering Services Portfolio Committee on 17 August 2023

Hierdie verslag het voor die Ingenieursdienste Portefeulje Komitee gedien op 17 Augustus 2023

Aanbeveling / Recommendation

1. That Council note the report regarding the illegal and unsafe connections and a proposed strategy to address the issue.
2. That Council note that the information ***Annexure A: Illegal and unsafe connections*** as well as ***Annexure B: Implementation strategy for the removal of illegal and unsafe connections*** was circulated to the ward committees in August 2022 and again in May 2023.
3. That Council approves the proposed strategy for the removal of illegal and unsafe connections as contained in ***Annexure B: Implementation strategy for the removal of illegal and unsafe connections*** and summarised below:
 - To do the necessary planning
 - To conduct a notification and information (awareness) campaign
 - To make use of External Contractors / Neighbouring Municipalities for the removal of the illegal and unsafe connections
 - To keep records of removed illegal and unsafe connections
 - To compile a follow-up strategy to keep illegal and unsafe connections to a minimum
4. That as part of the awareness campaign, relevant communication be provided to the Ward Committees, so that they can inform the public before the removal takes place.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

1. That Council note the report regarding the illegal and unsafe connections and a proposed strategy to address the issue.
2. That Council note that the information ***Annexure A: Illegal and unsafe connections*** as well as ***Annexure B: Implementation strategy for the removal of illegal and unsafe connections*** was circulated to the ward committees in August 2022 and again in May 2023.

3. That Council approves the proposed strategy for the removal of illegal and unsafe connections as contained in ***Annexure B: Implementation strategy for the removal of illegal and unsafe connections*** and summarised below:
 - To do the necessary planning
 - To conduct a notification and information (awareness) campaign
 - To make use of External Contractors / Neighbouring Municipalities for the removal of the illegal and unsafe connections
 - To keep records of removed illegal and unsafe connections
 - To compile a follow-up strategy to keep illegal and unsafe connections to a minimum
4. That as part of the awareness campaign, relevant communication be provided to the Ward Committees, so that they can inform the public before the removal takes place.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – MAY 2023 : DIRECTORATE:
CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.*

The Report on Deviations for May 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 15)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES - MAY 2023 : DIRECTORATE STRATEGY & SOCIAL DEVELOPMENT (9/2/1) (CHIEF FINANCIAL OFFICER)

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for May 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 17)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – MAY 2023 : DIRECTORATE
COMMUNITY SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.*

The Report on Deviations for May 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 19)

**This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling**

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – MAY 2023 : DIRECTORATE
FINANCIAL SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for May 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report of deviations from the procurement processes be noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 28)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES - JUNE 2023 : DIRECTORATE STRATEGY & SOCIAL DEVELOPMENT (9/2/1) (CHIEF FINANCIAL OFFICER)

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for June 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 30)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JUNE 2023 : DIRECTORATE
COMMUNITY SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.*

The Report on Deviations for June 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 32 – 33)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES - JUNE 2023 : OFFICE OF THE MUNICIPAL MANAGER (9/2/1) (CHIEF FINANCIAL OFFICER)

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for June 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 45)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JUNE 2023 : DIRECTORATE
FINANCIAL SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for June 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report of deviations from the procurement processes be noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 47)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

AUDIT & PERFORMANCE COMMITTEE: SUBMISSION OF THE QUARTERLY REPORT FOR QUARTER 4 OF 2022/ 2023 AND THE AUDIT AND PERFORMANCE COMMITTEE CHARTER FOR 2023/2024 (5/14/R) (CHIEF AUDIT EXECUTIVE)

Purpose of report

To submit the Audit & Performance Committee report for quarter 4 of the 2022/23 financial year and the Audit and Performance Committee Charter for 2023/2024 financial year to Council for noting and approval.

Background

In terms of Circular 65 of the Municipal Finance Management Act (MFMA) (Act No. 56 of 2003), the chairperson of the Audit & Performance Committee will report on a quarterly basis, or more frequently if required, to the municipal council on the operations of the Internal Audit Activity and the Audit & Performance Committee. The report should include:

- A summary of the work performed by the Internal Audit Activity and the Audit & Performance Committee against the annual work plan;
- Effectiveness of internal controls and additional measures that must be implemented to address identified risks;
- A summary of key issues dealt with such as significant internal and external audit findings, recommendations and updated status thereof;
- Progress with any investigations and its outcomes;
- Details of meetings and the number of meetings attended by each member; and
- Other matters requested of the Internal Audit Activity and Audit & Performance Committee.

The Audit & Performance Committee report for quarter 4 of 2022/23 and the Audit and Performance Committee Charter was attached to this report.

Comments: Municipal Manager

1. Council is requested to note the Audit & Performance Committee report for the 2022/23 financial year quarter 4.
2. It is recommended to Council to approve the Audit and Performance Committee Charter for the 2023/24 financial year.

Recommendation

That the contents of the Audit & Performance Committee report for quarter 4 of the 2022/23 financial year be noted and the Audit and Performance Committee Charter for 2023/2024 financial year be approved by Council.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 49 – 65)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the Audit & Performance Committee report for quarter 4 of the 2022/23 financial year be noted and the Audit and Performance Committee Charter for 2023/2024 financial year be approved by Council.

IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT (SCM) POLICY FOR 2022 / 2023 FINANCIAL YEAR
(DIRECTOR: FINANCIAL SERVICES (CFO))

Purpose of the report

To submit a report to Council for consideration about the implementation of the Langeberg Municipality's Supply Chain Management Policy for the 2022 / 2023 financial year (01 July 2022 – 30 June 2023).

Background

Section 4 of the SCM Policy states as follows:

That Council must maintain oversight over the implementation of the Supply Chain Management Policy.
 For the purpose of such oversight, the Accounting Officer must: -

- (a) within 10 days after the end of each quarter, submit a report on the implementation of the Policy to the Executive Mayor;
- (b) **within 30 days after the end of the financial year, submit a report on the implementation of the Policy to the Council;**
- (c) whenever there are serious and material problems in the implementation of the Policy, immediately submit a report to the Executive Mayor; and
- (d) make public the reports on the Policy in accordance with section 21A of the Systems Act.

1. Adoption of Policy

The SCM Policy was adopted by Council on 31 May 2022 for implementation in the 2022 / 2023 financial year.

2. Delegation

The following delegations were approved by the Municipal Manager and implemented:

- Delegations to do electronic transfers
- Delegations to sign purchase orders
- Delegations to approve requisitions

3. Sub-delegation

- (1) The Accounting Officer may in terms of section 79 of the MFMA sub-delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this policy, but any such sub-delegation must be consistent with legislation, this policy and subparagraph (2) of this paragraph.
- (2) The power to make a final award with a transaction value: -
 - (a) above R 10 000 000 may not be sub-delegated;
 - (b) of R 200 000, but not exceeding R 10 000 000, may be sub-delegated but only to a bid adjudication committee of which the chief financial officer is the chairperson and at least 3 (three) senior managers are members and present at the consideration and all are in favour of the award; and
 - (c) up to R 200 000 may be sub-delegated to an official.
- (3) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated to make a final award in a competitive bidding process, otherwise than through the committee system provided for in paragraph 8 of the policy.

4. Supply Chain Management Unit (SCM Unit)

The SCM Unit operates under the Finance Directorate, and the Manager: SCM reports directly to the Chief Financial Officer.

5. Range of Procurement processes

- (1) The procurement of goods and services will be procured as follows: -

- (a) petty cash purchases up to a transaction value of R 100. The Chief Financial Officer or senior manager can approve petty cash purchases up to an amount of R 500 per transaction in exceptional cases;
- (b) a documented verbal quotation for purchases below R 2 000 which are not petty cash purchases;
- (c) 3 (three) formal written quotations where the transaction value is between R 2 000 to R 200 000;
- (d) a competitive bidding process is required for: -
 - (i) procurement for transactions above a value of R 200 000; and
 - (ii) the procurement of long-term contracts.

- (2) The Accounting Officer may in writing lower, but not increase, the threshold values specified in (1) above.
- (3) Goods or services may not be split into parts or items of a lesser value to avoid complying with the requirements of this Policy.
- (4) When determining transaction values, the procurement of goods or services consisting of different parts or items must be treated and dealt with as a single transaction.

6. Bid Documents

The bid documents as prescribed by National Treasury include the *General Conditions of Contract*.

7. Bid Committee Structures

The following committees have been established:

- (i) A Bid Specification Committee
- (ii) A Bid Evaluation Committee
- (iii) A Bid Adjudication Committee

COMPOSITION OF COMMITTEES

- (i) **Bid Specification Committee** - The Accounting Officer appoints members to the Bid Specification Committee for each tender.

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Ms. C.O. Matthys	Director: Strategy & Social Development (Chairperson)
Ms. C. Coetzee	Practitioner: Supply Chain Management
Ms L.J Jass-Holmes	Practitioner: Supply Chain Management
User department	User department responsible for the function involved
When appropriate	External Specialist Advisor

The following table details the number of Bid Specification Committee meetings held for the quarter under review:

<u>Period</u>	<u>Bid Specification Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2022 – Sep 2022	8	26	8
2nd Quarter	Oct 2022 – Dec 2022	8	23	8
3rd Quarter	Jan 2023 – March 2023	8	23	8
4th Quarter	Apr 2023 – June 2023	4	10	4
	Total	28	82	28

- (ii) **Bid Evaluation Committee** - The following members have been appointed by the Accounting Officer:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mr. T.H Carstens	Manager: Human Resources (Chairperson)
Ms. L Deutchen	Practitioner: Supply Chain Management

Secundi

Mr Corné Franken Manager: Expenditure services

The following table details the number of Bid Evaluation Committee meetings held for the quarter under review.

<u>Period</u>	<u>Bid Evaluation Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2022 – Sep 2022	8	21	8
2nd Quarter	Oct 2022 – Dec 2022	6	55	6
3rd Quarter	Jan 2023 – March 2023	7	28	7
4th Quarter	Apr 2023 – June 2023	4	24	4
	Total	25	128	25

(iii) **Bid Adjudication Committee** – The following members have been appointed by the Accounting:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mr. M. Shude	Chief Financial Officer (Chairperson)
Mr. AWJ Everson	Director: Corporate Services
Ms. C.O. Matthys	Director: Strategy & Social Development
Mr. M. Mgajo	Director: Community Services
Mr. S. Ngcongolo	Manager: Supply Chain Management

Secundi

Mrs L. Jass-Holmes Practitioner: Supply Chain Management

Mr. K. Brand was the Acting Director: Engineering Services, from 01 October 2022 and serve as a BAC member.

The following table details the number of Bid Adjudication Committee meetings held for the quarter under review:

<u>Period</u>	<u>Bid Adjudication Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2022 – Sep 2022	8	21	8
2nd Quarter	Oct 2022 – Dec 2022	6	55	6
3rd Quarter	Jan 2023 – March 2023	7	28	7
4th Quarter	Apr 2023 – June 2023	4	24	4
	Total	25	128	25

8. Verbal price quotations

The procurement of goods or services by means of a verbal quotation referred to in paragraph 14(1)(b) is as follows:-

- (a) a verbal quotation may only be obtained for a transaction of a value of not more than R 2 000 (two thousand rand);
- (b) quotations must be obtained from at least one service provider preferably from, but not limited to, service providers whose names appear on the list of accredited service providers of the Municipality. If quotations are obtained from a service provider who is not listed, such service provider must supply the information as set out in paragraph 16 of this Policy; and

- (c) if a quotation was obtained verbally, the order may only be placed after written confirmation of such quotation and the required information have been received from the service provider.

9. Formal written price quotations

The procurement of goods or services through formal written price quotations referred to in paragraph 14(1)(c) is as follows:-

- (a) quotations must be obtained in writing from the different providers whose names appear on the list of accredited service providers of the Municipality;
- (b) in the case of specialised plant, machinery and vehicles, quotations may be obtained from providers who are not listed, provided that such providers supply the information as set out in paragraph 16 of this Policy;
- (c) if it is not possible to obtain at least 3 quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official(s) designated by the Chief Financial Officer. Documentary proof must be provided that quotations have been requested;
- (d) the official(s) referred in (c) above must within 3 days after the end of each month report to the Chief Financial Officer on any approvals given during that month by that official(s); and
- (e) the names of the service providers and their written quotations must be recorded.

10. Further Procedures: formal written quotations

In addition to paragraph 19, the following must also be taken into account regarding formal written price quotations: -

- (a) all transactions in excess of R 30 000 that are made by means of written quotations, must be advertised for at least 7 calendar days on the website and official notice board;
- (b) where the quotations have been invited via the notice board and website of the Municipality, no additional quotations need to be obtained should the number of responses be less than 3 quotations;
- (c) when using the list of accredited service providers, the Municipality must: -
 - (i) promote ongoing competition amongst the providers, including by inviting providers to submit quotations on a rotational basis;
 - (ii) promote the objectives of the Broad-Based Black Economic Empowerment Act;
 - (iii) apply the Preferential Procurement Policy Framework Act and any applicable regulations; and
- (iv) promote the goals as identified by Council;
- (d) the Accounting Officer must take all reasonable steps to ensure that the procurement of goods and services through formal written price quotations is not abused;
- (e) the Accounting Officer must on a monthly basis be notified in writing of all formal written quotations accepted by an official acting in terms of a sub-delegation;
- (f) offers below R 30 000 must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;
- (g) acceptable offers, which are subject to the preference points system (PPPFA and associated regulations), must be awarded to the bidder who scored the highest points;
- (h) a proper record must be kept of the received written quotations;
- (i) the goals of Council must be taken into account before offers/quotations are awarded; and
- (j) in the case of construction works, where required a site inspection may be conducted before the close of the quotation due date to ensure that providers understand the scope of the project and that they comply with the conditions and requirements.

11. Central Supplier Database

Langeberg Municipality is using service providers registered on the Central Supplier Database for all its procurement.

12. Recommendation / Aanbeveling

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

This item served before the Finance Portfolio Committee on 17 August 2023
Hierdie item het gedien voor die Finansies Portefeulje Komitee op 17 Augustus 2023
Recommendation / Aanbeveling

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

This item served before the Executive Mayoral Committee on 23 August 2023
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023
Aanbeveling / Recommendation

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

RESUBMISSION – REQUEST FOR LAND – ROBERTSON CDC – WESTERN CAPE GOVERNMENT (7/2/R)
(DIRECTOR: CORPORATE SERVICES)

Purpose of report

To submit to Council for consideration a request received from the Department of Transport and Public Works relating to the acquisition of land for the CDC in Robertson.

Background

Council at its meeting of 24 October 2022 under item A 4344 resolved as follow:

1. *"That it be confirmed that Portion of RE/2, between Callie de Wet irrigation and Cocos Plumosa ($\pm 6\,000\text{m}^2$), is not need for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003).*
2. *That a Portion of RE/2, between Callie de Wet irrigation and Cocos Plumosa ($\pm 6\,000\text{m}^2$) be alienated to the Western Cape Government: Health, Transport and Public Works at a market related price subject to the following conditions:*
 - 2.1 *That the Municipality's intention to alienate this portion of land, be advertised for comments and if no written views of valid objections were received, the alienation process be proceeded with.*
 - 2.2 *That the market related value be determine by way of a market related value.*
 - 2.3 *That a land surveyor be appointed to draft a concept layout plan of the proposed site for the Robertson CDC.*
 - 2.4 *That the purchaser be responsible for all connection fees for municipal services rendered to the property.*
 - 2.5 *That the purchaser be responsible for all Town Planning costs involved which may include rezoning, subdivision, consolidation, land surveying etc. where applicable.*
 - 2.6 *That the purchaser be responsible for all costs to transfer the property into his name.*
 - 2.7 *That the purchase deal be finalize within a period of 8 months after allocation the property, failing which the offer will expire irrevocably.*
 - 2.8 *That a reversionary clause be included in the Deed of Sale that in the event that the erf is no longer used for a Robertson CDC, the purchaser must transfer the erf back to the Municipality at the original selling price for the cost of the purchaser."*

Comments

The decision of Council was forwarded to the applicant with the request that they indicate acceptance of the conditions before the advertisement indicating the intention of the Municipality as referred to under point 2.1 of the decision can be proceeded with.

Following the aforementioned decision having been communicated to the applicant, the following is the contents of a letter received from the Deputy Director: Property Acquisitions, Department of Transport and Public Works: Immovable Asset Management: Property Acquisitions – Western Cape Government:

'SUBJECT: ROBERTSON CDC

Your letter dated 11 November 2022 to the Ms Surina Neethling at the Western Cape Government Department of Health (WCGH) refers.

The Department of Infrastructure (previously under the auspices) of the Department of Transport and Public Works) on behalf of the Western Cape Government (WCG) appreciate the council's resolution on the matter to dispose of a portion of RE/2, between Callie de Wet irrigation and Cocos Plumosa ($\pm 6\,000\text{m}^2$) to the Western Cape Government Works.

The WCG hereby accepts the following conditions set out in the council's resolution.

1. That a Portion of RE/2, between Callie de Wet irrigation and Cocos Plumosa ($\pm 6\,000\text{m}^2$) be alienated to the WCG at a market related price subject to the following conditions:
 - 1.1 That the Municipality's intention to alienate this portion of land, be advertised for comments and if no written views of valid objections were received, the alienation process be proceeded with.
 - 1.2 That the market related value be determined by means of a valuation by an independent valuation.
 - 1.3 That a land surveyor be appointed to draft a concept layout plan of the proposed site for the Robertson CDC.
 - 1.4 That the purchaser be responsible for all connection fees for municipal services rendered to the subject property.
 - 1.5 That the purchaser be responsible for all Town Planning costs involved which may include rezoning, subdivision, consolidation, land surveying etc. where applicable.
 - 1.6 That the purchaser be responsible for all costs to transfer the property into their name.

The WCG hereby regrets to inform you that the following conditions cannot be accepted.

2. "That the purchase deal be finalized within a period of 8 months after allocation of the property, failing which the offer will expire irrevocably."

We understand that it is important to ensure that the purchase deal is completed in a timely manner. However, we feel that an eight-month timeframe is too restrictive and may not allow us to complete all necessary due diligence, planning, and approvals within this timeframe. We therefore request that this condition be revised to a more reasonable timeframe taking into consideration all Town Planning work that will be required (rezoning, subdivision, etc.).

3. "That a reversionary clause be included in the Deed of Sale, that in the event that the erf is no longer used/required for health purposes, the purchaser must transfer the erf back to the Municipality at the original selling price for the cost of the purchaser."

It is hereby requested that this clause be removed seeing that the property will be purchased at its market value as determined by an independent valuer. Please note that a requirement of the Western Cape Land Administration Act, Act 6 of 1998 is, when a property is acquired for provincial purposes, such property must be acquired at an amount equal or lower than its current market value.

Kindly confirm if the Municipality is in agreement with the amendment of clause 2 and the removal of clause 3, above respectively.

Please be advised that the acquisition of the Property is subject to the required approvals by the delegated authority as per the provisions of the Western Cape Land Administration Act, and it should be noted that the in-principal offer is accepted without prejudice to our rights, should approval not be granted by the delegated authority."

Further comments: Director Corporate Services

The request from the applicant is to amend clause 2 of the Council decision taken on 24 October 2022, thus not limiting the period in which the transaction must be finalised.

Clause 3 is dealing with the revisionary clause which the request is to remove this completely.

Comments: Director Financial Services (CFO)

I concur with the comments from the Director: Corporate Services.

Comments: Director Strategy & Social Development

Clause 2 could be considered for a period of 12 months as for clause 3 removal is not supported.

Comments: Director Community Services

Request to amend clause 2 not limiting the period in which transaction must be finalise is supported.

Request to amend (completely remove) clause 3 not supported to avoid land being used for different purpose in future.

Comments: Municipal Manager

The WCG Department of Infrastructure commented that the eight-month timeframe is too restrictive and that this condition should be revised to a more reasonable timeframe. In my opinion a more reasonable timeframe will be 18 months, and if after such period all processes have not been finalized, further extension may administratively be considered in relation to the percentage progress made.

In respect of the reversionary clause, I only in part agree with the WCG Department of Infrastructure comments in so far as to the value of the property at an amount equal to its current market value. However, the erf should be transferred back to the municipality if it will no longer be utilized/required for the purposes of a Robertson CDC. The risk is simply too big to the municipality for having vacant unprotected land in the name of the WCG Department of Infrastructure in its serving area. Reference is made to unprotected previous Public Works, now called Department of Infrastructure, land that is continuously being unlawfully invaded in municipalities in the Western Cape.

Recommendation

1. That the application by the WCG, Department of Infrastructure to amend the period of 8 months under point 2.7 of Council decision A4344 of 24 October 2022 be approved to finalize the purchase deal and effect transfer, failing which the offer will expire irrevocably.
2. That clause 2.8 be amended to reflect that the price applicable when transferring the property back to the Municipality will be the market value at that stage.

This item served before the Corporate Services Portfolio Committee on 16 August 2023

Die item het voor die Korporatiewe Dienste Portefeulje Komitee gedien op 16 Augustus 2023

Recommendation / Aanbeveling

1. That the application by the WCG, Department of Infrastructure to amend the period of 8 months under point 2.7 of Council decision A4344 of 24 October 2022 be approved to finalize the purchase deal and effect transfer, failing which the offer will expire irrevocably.
2. That clause 2.8 be amended to reflect that the price applicable when transferring the property back to the Municipality will be the market value at that stage.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediens op 23 Augustus 2023

Aanbeveling / Recommendation

1. That the application by the WCG, Department of Infrastructure to amend the period of 8 months under point 2.7 of Council decision A4344 of 24 October 2022 be approved to finalize the purchase deal and effect transfer, failing which the offer will expire irrevocably.
2. That clause 2.8 be amended to reflect that the price applicable when transferring the property back to the Municipality will be the market value at that stage.

UMSIZA PLANNING: APPLICATION TO PURCHASE & CLOSE A PORTION OF STREET RESERVE (4392M²) SITUATED IN MONTAGU INDUSTRIAL AREA (7/) (DIRECTORATE: CORPORATE SERVICES)

Purpose of report

To submit a report to the Mayoral Committee for consideration regarding an application received from Umsiza Planning on behalf of Bussell.

Background

The following letter was received from Umsiza Planning:

"Bussell Boerdery wil graag toestemming kry by die Raad vir die sluiting en koop van 'n gedeelte pad in die Montagu Nywerheidsgebied.

Die voorgestelde Gedeelte A (Ptn A op plan) van 4392m² is die verlenging van Barlinkastraat en is as openbare straat gesoneer (sien soneringsplan aangeheg), maar die gebruik daarvan is onontwikkelde grond tussen Erwe 1778 (Montagu Nywerheidspark) en Erf 5789 Montagu. (sien aangehegte Cape Farm Mapper lugfoto).

Hierdie gedeelte "pad" word dus nie gebruik nie en vorm deel van die veldgrond tussen die nywerheidspark en die Kingna Rivier (sien foto aangeheg – geneem van Erf 1778 se suidelike grens).

Achtergrond en motivering vir versoek:

Bussell Boerdery het Erf 5789 (gedeelte van Erf 4403) in 2019 by die Munisipaliteit gekoop. Die ontwikkeling van hierdie gedeelte grond asook die ander nywerheidsere word gestrem a.g.v. die veiligheidsrisiko van hierdie area.

Die nywerheidsgebied word verbind met die Ashbury woongebied deur middel van menige paadjies oor die vakante munisipale grond (R/4403 en R/1) tussen-in die twee areas.

Alhoewel die Montagu nywerheidspark op die oostelike grens van die ontwikkelende nywerheidsere (Erf 1778) wel omhein is, veroorsaak die oop gedeelte grond suid daarvan 'n maklike deurgang na die nywerheidsarea. Die beplanning is wel om ook Erf 5789 te beveilig, maar die oop gedeelte grond tussen-in (Ptn A op plan) die twee ere sal steeds maklike en ongewensde toegang bied tot die nywerheidsarea en die nywerheidspersele.

Kinders speel ook in die strate en op vakante en operasionele persele en spring op bewegende vragmotors.

Beweging en toegang oor die vakante gedeelte munisipale grond na die nywerheidsarea sal in 'n groot mate beperk word indien Gedeelte A gesluit en met Erf 5789 gekonsolideer word. Die gekonsolideerde erf sal dan as 'n eenheid omhein en beveilig word.

Die sluiting van die straat (Ptn A op plan) sal dus die risiko's verminder en die veiligheid en sekuriteit verhoog vir beide Bussell Boerdery asook die ander nywerheidsere-eienaars. Die voorstel word ook deur die ander eienaars ondersteun.

Verhoogte sekuriteit en veiligheid sal bydrae tot verhoogte investering in die nywerheidsarea tot voordeel van Montagu se ekonomie.

Die pad het tans geen funksie nie en is nie ontwikkel nie. All omliggende ere word bedien met alternatiewe paaie met geen behoefte vir die ontwikkeling van hierdie gedeelte pad in die toekoms nie.

'n Onontwikkelde gedeelte munispale grond word omskep in privaatgrond met gepaardgaande ontwikkelingsbydraes en ontwikkeling.

Vir u gunstelike oorweging.

A location map was attached.

The following comments were received:

Comments: Director: Strategy & Social Development

The application for closure and selling of a road first needs to test in open via a public participation for comments.

The comments will determine what we should do.

My recommendation is that a public participation be done to determine if there is a need to close and sell the land.

Comments: Chief Financial Officer

The comments from Strategy and Social Development Directorate are supported.

Comments: Director: Community Services

Written comments be obtained from neighbouring property owners.

Comments: Manager: Civil Engineering Services

The Civil Engineering Department in principle do not have an objection to the above application on condition that:

1. There is a main sewer pipeline along the proposed portion and a 5m servitude must be registered to protect this service.
2. The closure of this portion might limit access to erf 5789 and R/4403, written consent from the property owners must be obtained.

Comments: Manager: Electrical Engineering Services

No objection from the Electrical Department.

Comments: Manager: Town Planning

The proposed alienation and formal closure of a portion of Remainder of Erf 1, Montagu – the road reserve between erven 1778 and 5789 - as well as the consolidation thereof with Erf 5789, is not supported, for the following reasons:

- Although this road reserve is currently not required to give access to the 3 large industrial erven abutting it (erf 1778 to the north, erf 5789 to the south and erf 4403 to the east), it will be needed to give proper access to possible future subdivisions and development of these erven.
- The road was designed to form an internal link through the industrial area from Barlinka Street in the west, via the road to the east of erf 1778, to Muskadel Street. If it is closed, the road from Muskadel Street, between erven 1778 and 4403) will be turned into a cul-de-sac, which is not ideal in terms of providing access and flow of traffic in an industrial area, should the vacant industrial land be developed in future.

Seeing that the main motivation for the request is to provide security and safety in the industrial area in general and for erf 5789 in particular, it is suggested that the applicant (or, for that matter, any landowner in the industrial area) be allowed to fence off the eastern and western ends of the road reserve between erven 1778 and 5789, at their cost and on condition that the municipality retains the right to remove the fencing in future, should it become necessary to use the road reserve for a public road.

Comments: Cllr Felix

I hereby support the application if it met all legal requirements.

Comments: Municipal Manager

Taking into consideration the detailed comments received from the Manager: Town Planning, the application is not supported, and the recommendation to Council is as a result, supported.

Recommendation

That the application received from Umsiza Planning on behalf of Bussell to purchase & close a portion of street reserve (4392m²) situated in Montagu is not approved taking into consideration comments received from the Manager: Town Planning:

1. *That this road reserve is currently not required to give access to the 3 large industrial erven abutting it (erf 1778 to the north, erf 5789 to the south and erf 4403 to the east), it will be needed to give proper access to possible future subdivisions and development of these erven.*
2. *The road was designed to form an internal link through the industrial area from Barlinka Street in the west, via the road to the east of erf 1778, to Muskadel Street. If it is closed, the road from Muskadel Street, between erven 1778 and 4403) will be turned into a cul-de-sac, which is not ideal in terms of providing access and flow of traffic in an industrial area, should the vacant industrial land be developed in future.*

NOTE: The annexure was distributed as part of the agenda for the Corporate Services Portfolio Committee meeting of 16 August 2023 (pg. 31 – 32)

This item served before the Corporate Services Portfolio Committee on 16 August 2023

Die item het voor die Korporatiewe Dienste Portefeulje Komitee gedien op 16 Augustus 2023

Recommendation / Aanbeveling

That the application received from Umsiza Planning on behalf of Bussell to purchase & close a portion of street reserve (4392m²) situated in Montagu is not approved taking into consideration comments received from the Manager: Town Planning:

1. That this road reserve is currently not required to give access to the 3 large industrial erven abutting it (erf 1778 to the north, erf 5789 to the south and erf 4403 to the east), it will be needed to give proper access to possible future subdivisions and development of these erven.
2. The road was designed to form an internal link through the industrial area from Barlinka Street in the west, via the road to the east of erf 1778, to Muskadel Street. If it is closed, the road from Muskadel Street, between erven 1778 and 4403) will be turned into a cul-de-sac, which is not ideal in terms of providing access and flow of traffic in an industrial area, should the vacant industrial land be developed in future.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That the application received from Umsiza Planning on behalf of Bussell to purchase & close a portion of street reserve (4392m²) situated in Montagu is not approved taking into consideration comments received from the Manager: Town Planning:

1. That this road reserve is currently not required to give access to the 3 large industrial erven abutting it (erf 1778 to the north, erf 5789 to the south and erf 4403 to the east), it will be needed to give proper access to possible future subdivisions and development of these erven.
2. The road was designed to form an internal link through the industrial area from Barlinka Street in the west, via the road to the east of erf 1778, to Muskadel Street. If it is closed, the road from Muskadel Street, between erven 1778 and 4403) will be turned into a cul-de-sac, which is not ideal in terms of providing access and flow of traffic in an industrial area, should the vacant industrial land be developed in future.

PRIMEDIA OUTDOOR (PTY) LTD: RENEWAL OF LEASE FOR ILLUMINATED STREET SIGNS IN THE LANGEBERG MUNICIPAL AREA (17/3/1/5/1; 2; 3;4;5) (DIRECTOR: CORPORATE SERVICES)

Purpose of report

To submit a report to the Mayoral Committee for consideration regarding an application received from Mr A Isaacs on behalf of Primedia Outdoor (Pty) Ltd.

Background

The following letter was received from Mr A Isaacs:

“With regards to the above mentioned, we are definitely interested in renewing. Could you kindly advise on the application process?”

Comments:

A location map was attached.

The following comments were received:

Comments: Chief Financial Officer

The account is in arrears with R187 210.62 and therefore renewal is not supported unless the lessee settles the account, and we reconsider the application after settling the account.

Comments: Director: Community Services

Renewal supported subject to settling the outstanding amount as indicated by finance.

Comments: Director: Strategy & Social Development

With the comments received from finance the request for renewal is not supported

Comments: Manager: Town Planning

Application for renewal is not supported. A new contract may also be considered with a reputable service provider subject to the Langeberg Supply Chain Management Policy

Comments: Manager: Civil Engineering Services

No objection to the above.

Comments: Manager: Electrical Engineering Services

No objection from the Electrical Department.

Comments: Cllr Coetzee

I support the renewal of the lease.

Comments: Cllr Felix

I hereby support the application of PRIMEDIA OUTDOOR for the renewing of their lease agreement.

Comments: Municipal Manager

The application for the renewal of the lease is definitely not supported, in view of the arrear payments owed to the municipality. Such arrears must be collected from Primedia Outdoor Pty (Ltd).

I am in full support of the recommendation, also offering the opportunity to other advertisers by public tender.

Recommendation

1. That it be confirmed that the municipal area is not needed for the provision of the minimum level of basic services, S14 of the MFMA 2003, act 56 of 2003)
2. That the application received from Mr A Isaacs on behalf of Primedia Outdoor (Pty) Ltd. for the renewal of lease of Illuminated Street signs in the municipal area not be approved taking in consideration comments received from the Manager: Town Planning that a new contract be considered with a reputable service provider subject to the Langeberg Supply Chain Management Policy
3. That the erection for Illuminated Street signs in the municipal area be leased by way of public tender for a period of three (3) years subject to the following conditions:
 - 3.1 That the municipal area be leased at a market related tariff. The rental amount will escalate annually with a percentage that will be determine by the yearly CPIX and that the Lessee be responsible for the payment of insurance for the signs.
 - 3.2 That no signs be erected until all existing municipal services have been declared.
 - 3.3 The Lessee will be responsible to arrange with the Municipality for the electrical connection or disconnection of each sign.
 - 3.4 That the Lessee, to the satisfaction of the Municipality, lay and connect the cable to the sign and will be responsible for making good the pavement/ surface.
 - 3.5 That the Municipality will complete the mains connection by connecting the cable to an electricity supply from the street lighting or other systems. The Lessee will pay a connection fee in respect thereof provided that the work is completed within 15 days of erection.
 - 3.6 That the Lessee installs all isolating fuses and an isolating switch to each sign. The Lessee must ensure that all electrical switchgear used will bear the approval of SABS.
 - 3.7 The Lessee is responsible to pay for all electricity charges in connection with the electricity consumed by the sign considering number of hours the streetlights are illuminated annually. Such charges will be based on an installed capacity of 320 watts per each illuminated sign erected and calculated in terms of the average rate of electricity as applicable from time to time to domestic municipal electricity users.
 - 3.8 That the Lessee be responsible for the monitoring and maintenance of the signs and where applicable the maintenance be done within one (1) week.
 - 3.9 That the Lessee be responsible for all claims that might arise due to any defects/ damage which may occur because of the signs.
 - 3.10 That the Lessee must apply for approval from the Town Planning Department of the Municipality his intension to display, erect or alter an outdoor advertisement or sign subject to the signage regulations/ policy of Council.
4. That Primedia Outdoor Pty (Ltd) given notice to remove the Illuminated Street signs in the municipal area within 60 days from date of notice letter, failing the Municipality will remove the Illuminated Street signs and all costs involved be for Premedia Outdoor Pty (Ltd) account.

5. That Premedia Outdoor Pty (Ltd) still be liable to pay any municipal debt on the property.

NOTE: The annexure was distributed as part of the agenda for the Corporate Services Portfolio Committee meeting of 16 August 2023 (pg. 36)

This item served before the Corporate Services Portfolio Committee on 16 August 2023

Die item het voor die Korporatiewe Dienste Portefeulje Komitee gediën op 16 Augustus 2023

Recommendation / Aanbeveling

1. That it be confirmed that the municipal area is not needed for the provision of the minimum level of basic services, S14 of the MFMA 2003, act 56 of 2003)
2. That the application received from Mr A Isaacs on behalf of Primedia Outdoor (Pty) Ltd. for the renewal of lease of Illuminated Street signs in the municipal area not be approved taking in consideration comments received from the Manager: Town Planning that a new contract be considered with a reputable service provider subject to the Langeberg Supply Chain Management Policy
3. That the erection for Illuminated Street signs in the municipal area be leased by way of public tender for a period of three (3) years subject to the following conditions:
 - 3.1 That the municipal area be leased at a market related tariff. The rental amount will escalate annually with a percentage that will be determined by the yearly CPIX and that the Lessee be responsible for the payment of insurance for the signs.
 - 3.2 That no signs be erected until all existing municipal services have been declared.
 - 3.3 The Lessee will be responsible to arrange with the Municipality for the electrical connection or disconnection of each sign.
 - 3.4 That the Lessee, to the satisfaction of the Municipality, lay and connect the cable to the sign and will be responsible for making good the pavement/ surface.
 - 3.5 That the Municipality will complete the mains connection by connecting the cable to an electricity supply from the street lighting or other systems. The Lessee will pay a connection fee in respect thereof provided that the work is completed within 15 days of erection.
 - 3.6 That the Lessee installs all isolating fuses and an isolating switch to each sign. The Lessee must ensure that all electrical switchgear used will bear the approval of SABS.
 - 3.7 The Lessee is responsible to pay for all electricity charges in connection with the electricity consumed by the sign considering number of hours the streetlights are illuminated annually. Such charges will be based on an installed capacity of 320 watts per each illuminated sign erected and calculated in terms of the average rate of electricity as applicable from time to time to domestic municipal electricity users.
 - 3.8 That the Lessee be responsible for the monitoring and maintenance of the signs and where applicable the maintenance be done within one (1) week.
 - 3.9 That the Lessee be responsible for all claims that might arise due to any defects/ damage which may occur because of the signs.
 - 3.10 That the Lessee must apply for approval from the Town Planning Department of the Municipality his intention to display, erect or alter an outdoor advertisement or sign subject to the signage regulations / policy of Council.
4. That Primedia Outdoor Pty (Ltd) given notice to remove the Illuminated Street signs in the municipal area within 60 days from date of notice letter, failing the Municipality will remove the Illuminated Street signs and all costs involved be for Premedia Outdoor Pty (Ltd) account.
5. That Premedia Outdoor Pty (Ltd) still be liable to pay any municipal debt on the property.

Aanbeveling / Recommendation

1. That it be confirmed that the municipal area is not needed for the provision of the minimum level of basic services, S14 of the MFMA 2003, act 56 of 2003)
2. That the application received from Mr A Isaacs on behalf of Primedia Outdoor (Pty) Ltd. for the renewal of lease of Illuminated Street signs in the municipal area not be approved taking in consideration comments received from the Manager: Town Planning that a new contract be considered with a reputable service provider subject to the Langeberg Supply Chain Management Policy
3. That the erection for Illuminated Street signs in the municipal area be leased by way of public tender for a period of three (3) years subject to the following conditions:
 - 3.1 That the municipal area be leased at a market related tariff. The rental amount will escalate annually with a percentage that will be determine by the yearly CPIX and that the Lessee be responsible for the payment of insurance for the signs.
 - 3.2 That no signs be erected until all existing municipal services have been declared.
 - 3.3 The Lessee will be responsible to arrange with the Municipality for the electrical connection or disconnection of each sign.
 - 3.4 That the Lessee, to the satisfaction of the Municipality, lay and connect the cable to the sign and will be responsible for making good the pavement/ surface.
 - 3.5 That the Municipality will complete the mains connection by connecting the cable to an electricity supply from the street lighting or other systems. The Lessee will pay a connection fee in respect thereof provided that the work is completed within 15 days of erection.
 - 3.6 That the Lessee installs all isolating fuses and an isolating switch to each sign. The Lessee must ensure that all electrical switchgear used will bear the approval of SABS.
 - 3.7 The Lessee is responsible to pay for all electricity charges in connection with the electricity consumed by the sign considering number of hours the streetlights are illuminated annually. Such charges will be based on an installed capacity of 320 watts per each illuminated sign erected and calculated in terms of the average rate of electricity as applicable from time to time to domestic municipal electricity users.
 - 3.8 That the Lessee be responsible for the monitoring and maintenance of the signs and where applicable the maintenance be done within one (1) week.
 - 3.9 That the Lessee be responsible for all claims that might arise due to any defects/ damage which may occur because of the signs.
 - 3.10 That the Lessee must apply for approval from the Town Planning Department of the Municipality his intension to display, erect or alter an outdoor advertisement or sign subject to the signage regulations / policy of Council.
4. That Primedia Outdoor Pty (Ltd) given notice to remove the Illuminated Street signs in the municipal area within 60 days from date of notice letter, failing the Municipality will remove the Illuminated Street signs and all costs involved be for Premedia Outdoor Pty (Ltd) account.
5. That Premedia Outdoor Pty (Ltd) still be liable to pay any municipal debt on the property.

QUARTERLY REPORT ON BUILDING PLANS SUBMITTED: FEBRUARY 2023 – JUNE 2023 (9/2/1/5)
(MANAGER TOWN PLANNING)

Purpose of report

To submit a report for information on building plans approved from February 2023 – June 2023.

Background

The Engineering Portfolio Committee requested that a quarterly report be submitted regarding approved building plans.

Comments

Building plans were categorized into the following headings: dwellings, shops, stores, cellphone towers, hospitals, schools and also additions/alternations.

Five (5) Towns were also separately depicted indicating m² area and approximate capital spend (± R 15 000 p/m²)

Comments: Municipal Manager

The recommendation to Council is supported.

Recommendation

That Council notes the report submitted regarding building plans approved for the period February 2023 – June 2023.

NOTE: The annexure was distributed as part of the agenda for the Engineering Services Portfolio Committee meeting of 17 August 2023 (pg. 18 – 22)

This item served before the Engineering Services Portfolio Committee on 17 August 2023

Hierdie verslag het voor die Ingenieursdienste Portefeulje Komitee gedien op 17 Augustus 2023

Aanbeveling / Recommendation

That Council notes the report submitted regarding building plans approved for the period February 2023 – June 2023.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That Council notes the report submitted regarding building plans approved for the period February 2023 – June 2023.

RE-APPOINTMENT OF DISCIPLINARY BOARD (2022/2023) (CHIEF AUDIT EXECUTIVE)**Purpose of report**

To submit a report to Council on the re-appointment of a Disciplinary Board for Langeberg Municipality in terms of regulation 4 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (Regulations).

Background

A municipal council must establish a disciplinary board to investigate allegations of financial misconduct in the municipality, and to monitor the institution of disciplinary proceedings against an alleged transgressor in terms of regulation 4(1) of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Council already resolved under resolution A4183 in an Ordinary Meeting of Council held on 27 July 2021 to appoint the disciplinary board for Langeberg Municipality consisting of following individuals:

- a) The head of the internal audit unit within the municipality who is the Chief Audit Executive;
- b) One member of the Audit Committee of the municipality; and
- c) A senior manager from the legal division in the municipality who is the Director: Corporate Services.

Council also approved the members of the disciplinary board be appointed on a part- time basis for a period not exceeding three years as required by the regulations. The term of the current disciplinary board ended on 31 July 2023.

Comments

A disciplinary board is an independent advisory body that assists the council with the investigation of allegations of financial misconduct, and provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken.

A disciplinary board must consist of maximum five members appointed on a part- time basis by the council for a period not exceeding three years, in accordance with a process as determined by the municipal council.

A copy of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and the approved Disciplinary Board terms of reference and reporting procedures are attached to this report.

Recommendation/ Aanbeveling

1. That Council approve the re-appointment of the disciplinary board for Langeberg Municipality consisting of following individuals:
 - a) The head of the internal audit unit within the municipality who is the Chief Audit Executive;
 - b) One member of the Audit Committee of the municipality; and
 - c) A senior manager from the legal division in the municipality who is the Director: Corporate Services.
2. That Council approve the members of the disciplinary board be re-appointed on a part- time basis for a period not exceeding three years.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 67 – 87)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

1. That Council approve the re-appointment of the disciplinary board for Langeberg Municipality consisting of following individuals:
 - a) The head of the internal audit unit within the municipality who is the Chief Audit Executive;
 - b) One member of the Audit Committee of the municipality; and
 - c) A senior manager from the legal division in the municipality who is the Director: Corporate Services.
2. That Council approve the members of the disciplinary board be re-appointed on a part- time basis for a period not exceeding three years.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JULY 2023 : DIRECTORATE:
CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.*

The Report on Deviations for July 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 89)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES - JULY 2023 : DIRECTORATE STRATEGY & SOCIAL DEVELOPMENT (9/2/1) (CHIEF FINANCIAL OFFICER)

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include as a note to the annual financial statements.*

The Report on Deviations for July 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 91 – 92)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

**DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JULY 2023 : DIRECTORATE
COMMUNITY SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

Purpose of Report

To submit a report on deviations from the normal procurement processes for Council's notification.

Background

Paragraph 27(2) of the Supply Chain Management Policy of Council reads as follows:

- (2) *The Accounting Officer must record the reasons for any deviations in terms of subparagraph 1(a) and 1(b) of this Policy and report them to the next meeting of the Council and include it as a note to the annual financial statements.*

The Report on Deviations for July 2023 was attached to this report.

Aanbeveling / Recommendation

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

NOTE: The annexure was distributed as part of the agenda for the MPAC Committee meeting of 16 August 2023 (pg. 94)

This item served before the Municipal Public Accounts Committee (MPAC) on 16 August 2023
Die item het voor die Munisipale Openbare Rekeninge Komitee (MORK) gedien op 16 Augustus 2023
Recommendation / Aanbeveling

That the contents of the report on deviations from the procurement processes is noted.

Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.

STOCKTAKING 2022/23 FINANCIAL YEAR ~ OPERATING STORES (6/1/1) DIRECTOR FINANCIAL SERVICES**Purpose of report**

To submit a report to Council regarding the stocktaking at the Municipal Stores for the 2022/23 financial year.

Background

The official stock take was carried out at the Langeberg Municipality's Central Store from 19 – 30 June 2023 and Internal Audit informed the Auditor –General of the dates of the stock take.

Financial Interns and EPWP workers were made available to partake in the stock count as independent officials to formally confirm that inventory records are complete, and confirm the existence and condition of the inventory as at 30 June 2023. The stock take also identifies obsolete and/or unusable inventory and serves as a basis for the compilation of the annual financial statements in terms of inventory presentation and disclosure. The stock take also confirms the reliability of the municipality's inventory system and identifies areas for improvement, as needed.

In instances, where discrepancies still existed after the 2nd count, as part of investigating the difference, another recount was performed, and appropriate evidence was obtained to consider in the counting of the stock items and resolving differences.

Journals have been compiled, reviewed, and captured in the financial system for shortages, surpluses and damaged stock.

The total difference (surplus/shortage) represents 0,30 % of the total stock value.

The following reports are included in the report, as identified on 30 June 2023:

- Slow moving stock
- The 20 highest value stock items
- Damaged and unusable stock
- Dormant Stock
- Stock Surplus and Shortages
- Relevant documentation was attached to this report.

Comments

Please note that there are capital spares for Infrastructure that are held at the stores which are not included in the stock value as they are part of the Asset Register and amount to the value of:

Electrical	R10,689,220.85
Water	R 250,159.43

The biggest challenges with regards to inventory currently held at the stores relate to electrical cable, conductor and wire, as not all of these items are pre-marked and/or cannot be marked and due to the weight and length not all can be physically measured.

During the financial year (18 Jan 2023) a damaged electrical meter was disposed/written off to the value of R550.21

Recommendation / Aanbeveling

That the stock-take report of the Municipal Stores for the 2022/23 financial year be accepted.

Dat die voorraadopname verslag van die Munisipale Store vir die 2022/23 finansiële jaar aanvaar word.

STOCKTAKE-REPORT FOR 2022/2023
FINANCIAL YEAR

It is hereby certified that a stock take has been done for the 2022/23 financial year in terms of GRAP 12 and the following has been determined:

- (a) The value of the stock amounts to R9,172,953.17 at lower of cost / NRV.
- (b) A proper record is kept which indicates the items that should be found during the stocktake.
- (c) The value of the stock where no movement has taken place during the financial year amounts to R 1,478,151.40
- (d) List of 20 highest value stock items amounts to R1,715,420.49
- (e) Damaged /unusable goods to the amount of R527.13 were identified.
- (f) Stock Surplus to the amount of R6311,14
- (g) Stock Shortage to the amount of R21,321.56

K M Meiring
ACCOUNTANT (INSURANCE & STORES MANAGEMENT)

NOTE: The annexure was distributed as part of the agenda for the Finance Portfolio Committee meeting of 17 August 2023 (pg. 11 – 33)

This item served before the Finance Portfolio Committee on 17 August 2023
Hierdie item het gedien voor die Finansies Portefeulje Komitee op 17 Augustus 2023
Recommendation / Aanbeveling

That the stock-take report of the Municipal Stores for the 2022/23 financial year be accepted.

Dat die voorraadopname verslag van die Munisipale Store vir die 2022/23 finansiële jaar aanvaar word.

This item served before the Executive Mayoral Committee on 23 August 2023
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023
Aanbeveling / Recommendation

That the stock-take report of the Municipal Stores for the 2022/23 financial year be accepted.

Dat die voorraadopname verslag van die Munisipale Store vir die 2022/23 finansiële jaar aanvaar word.

**NOMINATION OF COUNCILLORS ON CLINIC COMMITTEES WITHIN THE LANGEBERG MUNICIPAL AREA
(17/1/R) (DIRECTOR: CORPORATE SERVICES)**

Purpose of report

To submit to Council for consideration to appoint / delegate councillors to serve on the Clinic Committees within the Langeberg Municipal area.

Background

According to a request received from the office of the Provincial Minister of Health and Wellness it is requested that Council appoint / delegate councillors to serve on the Clinic Committees for the following clinics:

Bergsig Clinic
Cogmanskloof Clinic
Happy Valley Clinic
McGregor Clinic
Montagu Clinic
Nkqubela Clinic
Zolani Clinic

Recommendation

That the following councillors be nominated / delegated to represent Langeberg Municipality on the following Clinic Committees:

Bergsig Clinic	-
Cogmanskloof Clinic	-
Happy Valley Clinic	-
McGregor Clinic	-
Montagu Clinic	-
Nkqubela Clinic	-
Zolani Clinic	-

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Aanbeveling / Recommendation

That the report be referred to Council.

UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2022/2023 FINANCIAL YEAR (4/5/1) (DIRECTOR: CORPORATE SERVICES)

Purpose of report

To submit to Council for consideration the determination of upper limits, salaries, allowances and benefits of different members of Municipal Councils as set out in Government Notice 3807 contained in Government Gazette 49142 dated 18 August 2023.

Background

Attached to this report is a Copy of Government Gazette 49142 of 18 August 2023 in this regard.

Comments

In considering the proposed increases, the following will be applicable to Langeberg Municipality:

- To determine the grade of the Municipality, the total municipal income as well as the total population have to be taken into consideration.
- Total municipal income (as stated in the audited financial statements for the 2021/2022 financial year was R 730 724 012. Number of points 33.33.
- Total population as per 2016 community survey is 105 483. Number of points 25.
- The total points is thus 58.33. (Grade 4).

If the increase in allowances are approved, it will be as follows retrospective from 1 July 2022:

OFFICE	NEW
Executive Mayor	955 651
Speaker	764 518
Deputy Mayor	764 518
Mayoral Committee Members	716 738
Chairperson Sect 79 Committee	388 116
Councillor	302 428

Under point 11 is the cell phone allowance, which is R 3 600.00 per month.

Under point 12 is the upper limit of mobile and data bundles of R 317.00 per month.

The total costs for remuneration of councillors for the 2022/2023 financial year will be R 11 157 267.

In the 2022/2023 budget an amount of R 11 225 307 has been budgeted for councillors allowances and remuneration.

Comments: Director Financial Services (CFO)

Upper limits as gazetted are within the Municipal budget and payment thereof is supported.

Recommendation

1. That the following allowances in terms of Government Notice 3807 in Government Gazette 49142 of 18 August 2023 be approved and made applicable to members of the Municipal Council of Langeberg Municipality retrospective from 1 July 2022:

OFFICE	NEW
Executive Mayor	955 641
Speaker	764 518
Deputy Executive Mayor	764 518
Mayoral Committee Members	716 738
Chairperson Sect 79 Committee	388 116
Councillor	302 428

2. That the monthly cell phone allowance of R 3 600.00 be paid.
3. That a monthly mobile and data allowance of R 317.00 be paid.
4. That it be confirmed that the necessary funds have been budgeted for in the 2023/2024 financial year.
5. That the necessary consultation with the MEC for Local Government in the Western Cape be done in order to obtain approval for the allowances to be implemented.

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediën op 23 Augustus 2023

Aanbeveling / Recommendation

1. That the following allowances in terms of Government Notice 3807 in Government Gazette 49142 of 18 August 2023 be approved and made applicable to members of the Municipal Council of Langeberg Municipality retrospective from 1 July 2022:

OFFICE	NEW
Executive Mayor	955 641
Speaker	764 518
Deputy Executive Mayor	764 518
Mayoral Committee Members	716 738
Chairperson Sect 79 Committee	388 116
Councillor	302 428

2. That the monthly cell phone allowance of R 3 600.00 be paid.
3. That a monthly mobile and data allowance of R 317.00 be paid.
4. That it be confirmed that the necessary funds have been budgeted for in the 2023/2024 financial year.
5. That the necessary consultation with the MEC for Local Government in the Western Cape be done in order to obtain approval for the allowances to be implemented.

SUBMISSION OF THE 2024/2025 THE BUDGET AND IDP PROCESS PLAN/TIME-SCHEDULE INCLUDING PMS AND SDF (5/1/1) (DIRECTOR STRATEGY AND SOCIAL DEVELOPMENT)

Purpose of the report

To submit the 2024/ 2025 **Budget and IDP process plan** and time-schedule to Council for consideration.

Legal Framework

Relevant documentation **is attached to this report**

Section 21 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

21. Budget preparation process

(1) The mayor of a municipality must—

- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) 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 integrated development plan 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 integrated development plan and the budget-related policies; and
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

Section 28 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

28. Adoption of process

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

Section 29 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

29. Process to be followed

- (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must—

- (a) be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

Section 34 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

34. Annual review and amendment of integrated development plan — a municipal council—

- (a) must review its integrated development plan—
 - (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 integrated development plan in accordance with a prescribed process

Section 27 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

27. Framework for integrated development planning

- (1) Each district municipality, within a prescribed period after the start of its 40 elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.
- (2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipality, and must at least—
 - (a) identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;
 - (b) identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
 - (c) specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters;
 - (d) and determine procedures—
 - (i) for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and
 - (ii) to effect essential amendments to the framework

Recommendation

That the 2024/2025 Budget and IDP Process plan and Time schedule be approved.

(A4600)



PROCESS PLAN AND TIME SCHEDULE OF IDP AND BUDGET INCLUDING THE PMS AND SDF

1 July 2024 – 30 June 2025
(In preparation for the IDP amendment 2022/23 – 2026/27)

IDP & BUDGET PROCESS PLAN

INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 5th - Generation IDP in July 2023. Currently the municipality operates in the 5th - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Preparation and finalization of the annual Budget in terms of the relevant legislation.

1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;

- Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget. National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a concise description of each step:

Steps		Process
1	Planning	Schedule key dates, establish consultation forums, review previous processes
2	Strategizing	Review the IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare the Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table the draft IDP, the draft Budget and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalizing	Publish the IDP, Budget and approve the SDBIP and performance targets

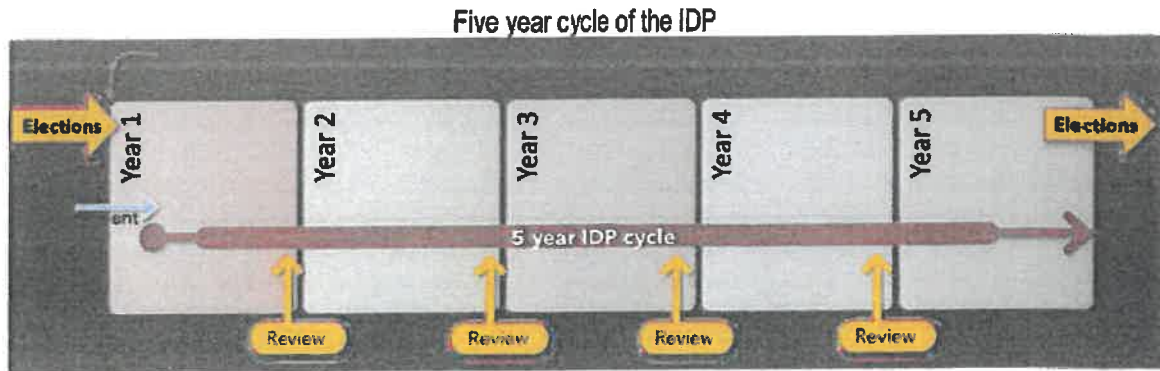
Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

2. AREA OF THE IDP

The IDP will be applicable to the Langeberg Municipal Area which includes the following towns: Robertson, Ashton, Bonnievale, Montagu and McGregor.



3. PHASES OF THE ANNUAL PROCESS

PHASE 1 - PLANNING

The Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

External analysis:

Spatial
Social
Economic
Environmental
Sector needs and issues

Compilation of area plans:

- Ward profiles
- Services backlogs
- Priority Issues

Internal Analysis:

- Critical Issues / challenges
- Minimum service level

Inter-governmental alignment:

Align with National and Provincial Policies

Strategy and action plan

Council and Management discuss strategic issues such as vision and mission, future directions, strategic goals and objectives, as well as programmes, actions, key performance indicators and targets for each strategic objective.

PHASE 3 – PREPARATION AND TABLING

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Finalising and approve draft IDP

PHASE 4 – CONSULTATION AND INTEGRATION

- Make public the draft IDP and draft annual budget for comments and submissions
- Submit the draft annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget
- Consult the District Municipality on the draft IDP
- Consult the local community and other stakeholders

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

4. PREPARATION FOR THE PROCESS

- The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management, confident about the task ahead. In the Process Plan
- Organisational arrangements are established and the membership of committees and forums is clarified
- Roles and responsibilities are clarified and internal human resources allocated accordingly.
- The legal requirements, principles and functions of community and stakeholder participation during the IDP process are clarified.
- Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government are looked at.
- An example of a table of contents for the IDP is provided.
- Legislation and policy requirements that have to be considered in the course of the IDP process are provided. The list contains documents, guidelines, plans and strategies from the provincial and national sphere of government

This preparation for the IDP compilation process is a task of municipal management. Individual tasks may be delegated but the process remains the accountability of the Management Team

5. INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

5.1 Organisational arrangements

The municipality needs to establish a set of organisational arrangements to -

- *institutionalise the participation process;*
- *effectively manage outputs; and*
- *give affected parties access to contribute to the decision-making process*

The Municipality should consider existing arrangements, use and adapt them if necessary, and avoid duplication of mechanisms

5.2 Structured participation

- Inputs with key role-players e.g. business sector, social sector
- Inputs from ward committees
- Inputs from sector representatives and community members
- Perception and opinion surveys (e.g. Questionnaires & Survey Monkey)
- Mass communication e.g. press articles, Facebook, newsletters

5.3 Ward committees

The role of the Ward Committees with respect to the IDP is to –

- Assist the ward councillor in identifying challenges and needs of residents.
- Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
- Advise and make recommendations to the ward councillor on matters and policy affecting the ward.
- Disseminate information in the ward.
- Ensure constructive and harmonious interaction between the Municipality and community.
- Interact with other forums and organisations on matters affecting the ward.
- Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward.
- Monitor the implementation process concerning its area

The chairperson of the Ward Committee is the Ward Councillor of that particular ward

6. ROLES AND RESPONSIBILITIES

6.1 Activities and outputs

It is one of the pre-requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles, and of the persons or organisations that can assume those roles. This section deals with:

▣ The roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.

The further specification of roles within the Municipality and the responsibilities related to that role in detail

6.2 Roles and responsibilities within Government

Role Player	Roles and Responsibilities
Local Municipality	• Prepare and adopt the IDP Process Plan. Undertake the overall management and co-ordination of the IDP process which includes ensuring that : ○ all relevant role-players are appropriately involved; ○ appropriate mechanisms and procedures for community participation are applied; ○ events are undertaken in accordance with the approved time schedule; ○ the IDP relates to the real burning issues in the municipality; and ○ the sector planning requirements are satisfied. • Prepare and adopt the IDP. • Adjust the IDP in accordance with the MEC's proposal. • Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP
District Municipality	Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA). • Fulfil a coordination and facilitation role by - ○ ensuring alignment of the IDP's of the municipalities in the district council area; ○ ensuring alignment between the district and local planning; ○ facilitation of alignment of IDP's with other spheres of government and sector departments; and ○ preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.
Provincial Government	• Ensure horizontal alignment of the IDP's of the district municipalities within the province. • Ensure vertical/sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level by - ○ guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and ○ guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's. • Efficient financial management of provincial IDP grants. • Monitor the progress of the IDP processes. • Facilitate resolution of disputes related to IDP. • Assist municipalities in the IDP drafting process where required. • Organise IDP-related training where required. • Co-ordinate and manage the MEC's assessment of IDP's

6.3 Roles and responsibilities - Municipality and stakeholders

Objectives

- Increased ownership and accountability
- More appreciation of the merit of the process/ plan
- More openness to new / different ideas
- Greater commitment to the process / plan
- Be more accessible to the public
- Get buy-in from the community
- Improved communication to manage expectations
- Communicate limited resources

Role Players:

I. Mayoral Committee

- Decide on planning process: nominate persons in charge
- Monitor planning process
- Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved)

II. Councillors and ward committee members

- Link integrated development planning process to their respective wards
- Organise public participation

III. Municipal Manager and Management Team

Provide technical/sector expertise and information
Provide inputs related to the various planning steps
Summarise / digest / process inputs from the participation process
Discuss / comment on inputs from specialists

IV. Strategic Partners

- Public sector organisations
- Key business people
- Business and agricultural societies
- NGO's and NPO's
- Sector representatives

V. Citizens

- Represent interests and contributing knowledge and ideas

7. INTER-GOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes,

particularly with respect to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

The alignment process is coordinated by the Cape Winelands Municipality. Alignment meetings take place on district level, but with the involvement of all local municipalities

8. IDP CONTENT

8.1 Legally required content of a five year IDP

Section 26 of the MSA: Core components of integrated development plans

An integrated development plan must reflect-

- (a) the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.

Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations: Detail of integrated development plan

(1) A municipality's integrated development plan must at least identify-

- (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality's internal transformation needs,as informed by the strategies and programmes set out in the integrated development plan;
- (b) any investment initiatives in the municipality;
- (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
- (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
- (e) the key performance indicators set by the municipality.

An integrated development plan may-

- (a) have attached to it maps, statistics and other appropriate documents; or
- (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.

(3) A financial plan reflected in a municipality's integrated development plan must at least-

- (a) include the budget projection required by section 26(h) of the Act;
- (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
- (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.

(4) A spatial development framework reflected in a municipality's integrated development plan must-

- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
- (b) set out objectives that reflect the desired spatial form of the municipality;
- (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and
 - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
- (d) set out basic guidelines for a land use management system in the municipality;
- (e) set out a capital investment framework for the municipality's development programs;
- (f) contain a strategic assessment of the environmental impact of the spatial development framework;
- (g) identify programs and projects for the development of land within the municipality;
- (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
 - (i) provide a visual representation of the desired spatial form of the municipality, which representation -
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.

8.2 AMENDMENT OF THE IDP

- (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
- (2) Any proposal for amending a municipality's integrated development plan 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 integrated development plan 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 integrated development plan 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) the municipality, if it is a district municipality, has complied with subregulation (5); and
 - (d) the municipality, if it is a local municipality, has complied with subregulation (6)
- (5) A district municipality that considers an amendment to its integrated development plan must:
 - (a) consult all the local municipalities in the area of the district municipality on the proposed amendment; and
 - (b) take all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment
- (6) A local municipality that considers an amendment to its integrated development plan 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.

IDP Amendment Process

Langeberg Municipality is in the process to develop a new MSDF and therefore triggering an amendment of its IDP. In terms of the procedures to be followed in respect of the compilation and adoption of an IDP-amendment, there are guidelines that regulate the process and we intend to follow suit.

The following steps will be followed to amend its IDP:

- Develop draft Process Plan and submit to Mayco
- Finalize Process Plan for council approval (31 August)
- Publish notice of the Process Plan and Time schedule
- Call for Public Inputs on the IDP September 2023 till Nov 2023
- Plan, arrange and facilitate the engagements with the community and relevant stakeholders
- Request Inputs from (Directors & OMT's) Dec 2023 till Jan 2024
- Compile the amended IDP making use of the last adopted or amended IDP
- Compile draft memorandum to be submitted to Council
- Table draft IDP amendment to Council together with the memorandum
- Advertise the draft IDP amendment for public comment for a period of 21 days
- Consult with the district municipality on the proposed amendments

- Forward copy of draft amended IDP to the Department of Local Government and Provincial Treasury
- Consider public input received on the IDP amendment and what of these should be factored into the amended IDP submitted for adoption
- Consider any proposals received from the district municipality
- Update draft amended IDP in preparation for submission to Council
- Submit final amended IDP to Council for adoption together with the memorandum
- Submit adopted amended IDP within 10 days of adoption to the MEC for Local Government together with the summary of the process
- Give notice to the public of the adoption of the amended IDP and that it is available for inspection at specified places

8.3 ANNUAL REVISION OF THE IDP

Legal requirements

MSA Section 34: Annual review and amendment of integrated development plan

A municipal council-

- (a) must review its integrated development plan-
 - (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 integrated development plan in accordance with a prescribed process

Purpose of a review

The IDP has to be reviewed annually in order to:

- ▯ Ensure its relevance as the municipality's strategic plan;
- ▯ inform other components of the municipal business process including institutional and financial planning and budgeting; and
- ▯ inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The annual review must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter.

The purpose of the annual review is therefore to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

What the review is not

The Review is not a replacement of the 5 year IDP.

The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new whims and additional demands.

9. TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

ACTIVITIES	RESPONSIBLE PERSON	DATE
AUGUST 2023		
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	31/08/2023
Submit monthly report statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	15/08/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	15/08/2023
Submit the IDP & Budget draft process plan with time schedule to SMT	Financial Services / Strategic Services	20/08/2023
Table in council budget, IDP and SDF Process Plan/time schedule of key deadlines.	Financial Services / Strategic Services	31/08/2023
Previous Year's Financial Statements – Compile and submit municipal audit file to Auditor – General for auditing.	Financial Services	31/08/2023
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	31/08/2023
Council to approve SDF 23/24 Status Quo report	Mayor Town Planning	31/08/2023
Draft proposed SDF plans per town to relevant Ward Cllrs	Town Planning	31/08/2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	15/08/2023
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	15/08/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	15/08/2023

Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	31/08/2023
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Financial Services	31/08/2023
SEPTEMBER 2023		
Advertise budget and IDP time schedule in terms of budget consultation policy.	Financial Services / Strategic Services	08/09/2023
Commence process of review of IDP and service delivery mechanisms to gauge impact of new or existing service delivery agreements and long-term contracts on budget where appropriate.	Financial Services / Strategic Services	08/09/2023
Determine strategic objectives for service delivery and development including backlogs for next three-year budget including reviews of other municipal, provincial, and national government sector and strategic plans	Council and SMT	08/09/2023
Initiate public participation process on IDP, Budget and draft SDF proposal plans	Strategic Services	15/09/2023
District IDP Managers Forum	Strategic Services	15/09/2023
Provincial IDP Managers Forum	Strategic Services	15/09/2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	14/09/2023
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	14/09/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	14/09/2023
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	29/09/2023
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Financial Services	29/09/2023
Premier's Co-ordinating Forum – Joint consultation with Western Cape Cabinet, HoDs, Municipal Managers and relevant Senior Management.	Municipal Manager	29/09/2023

IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology	Strategic Services	29/09/2023
Ward Cllr comments on draft SDF proposal plans	Town Planning	30/09/2023
Completion of draft CEF and Engagement between consultants, MM and CFO re. draft CEF	Town Planning	30/09/2023
CWDM Mayoral Monday's – Public Participation commence	CWDM	04/09/2023
OCTOBER 2023		
Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers.	SMT	31/10/2023
Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis.	SMT	31/10/2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	13/10/2023
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	13/10/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	13/10/2023
Submit monthly reports for period ending 30 September for each contract awarded and signed above the prescribed amount.	Financial Services	13/10/2023
Submit quarterly report for period ending 30 September on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	15/10/2023
Review quarterly projections for period ended 30 September for the SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 report.	Financial Services	15/10/2023
Table in council quarterly consolidated report for period ending 30 September of all withdrawals not approved in the budget and submit report to the Provincial Treasury and the Auditor-General.	Financial Services	20/10/2023
Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial affairs of the municipality to council.	Financial Services	20/10/2023
Conclude first budget draft and policies for initial council discussion.	Financial Services	31/10/2023

Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Financial Services	31/10/2023
HoD/MM engagement – Joint consultation on providing context to provincial policy priorities.	MM	31/10/2023
Medium-Term Budget Policy Committee – Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	MM	31/10/2023
Project Steering Committee (1)– agreement on SDF proposal plans and CEF	Town Planning	15/10/2023
Portfolio Committee – agreement on SDF proposal plans and CEF	Town Planning	30/10/2023
IDP Indaba 1– Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology.	SMT	31/10/2023
IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology	SMT	31/10/2023
NOVEMBER 2023		
MAYCO – agreement on SDF proposal plans	MAYCO	15/11/2023
Public Sector Participation – Agric Sector Business/Health/Safety & Security etc.	Strategic Services	30/11/2023
Priorities from CWDM and comments from CWDM on SDF proposal plans	Strategic Services	30/11/2023
Ward Based Plan Review, incl. SDF proposal plans	Strategic Services	30/11/2023
Priorities from Directors and Confirmation of acceptance of SDF proposal plans and CEF	Strategic Services	30/11/2023
Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Further council and management discussion and debate.	SMT	30/11/2023
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	03/11/2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	13/11/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	13/11/2023
Submit monthly reports for period ending 31 October for each contract awarded and signed above the prescribed amount.	Financial Services	13/11/2023
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate	Financial Services	30/11/2023

amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.		
DCF Planning – Strategic engagements between provincial government and municipalities to discuss policy priorities	MM	30/11/2023
DECEMBER 2023		
District IDP Managers Forum	Strategic Services	1/12/2023
Provincial IDP Managers Forum	Strategic Services	7/12/2023
Dept Finance provide working papers for adjustment Budget	Financial Services	10/12/2023
Final draft SDF presented to Council for final comment and confirmation of commencement of public participation (5/1/24-5/3/24)	Town Planning	12/12/2023
Departments provide responses to Adjustment Budget	Financial Services	15/12/2023
Financial inputs from bulk resource providers and agree on proposed price increase.	Financial Services	15/12/2023
Review whether all bulk resource providers have lodged a request with National Treasury and SALGA seeking comments on proposed price increases of bulk resources.	Financial Services	15/12/2023
Finalize first draft of departmental operational plans and SDBIP for review against strategic priorities.	Financial Services	15/12/2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	14/12/2023
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	14/12/2023
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	14/12/2023
Finalize first draft of the annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements.	Financial Services	15/12/2023
Submit monthly reports for period ending 30 November for each contract awarded and signed above the prescribed amount.	Financial Services	14/12/2023
Receive audit report on consolidated annual financial statements from the Auditor-General (for municipalities with a municipal entity).	Financial Services	15/12/2023
Ensure that the Accounting Officer addresses any issues raised by the Auditor-General in the audit report, prepare action/audit plans to address and incorporate into the annual report (for municipalities with a municipal entity).	MM	15/12/2023
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	15/12/2023
JANUARY 2024		
Public participation on amended SDF commences	Town Planning	05/01/2024
Inputs for Operational Budget (Directors & OMT's)	Financial Services	15/01/2024
Approval of Organizational Structure for Budgetary Purpose by MM	Municipal Manager	26/01/2024

Submit Electricity Tariffs to NERSA	Financial Services	26/01/2024
Submit quarterly report for period ending 31 December on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	15/01/2024
Review quarterly projections for period ending 31 December for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report.	Financial Services	22/01/2024
Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state.	Financial Services	26/01/2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	15/01/2024
Submit monthly statement to the provincial or national organ of state of municipality on allocations received – within 1- working days of the start of the month.	Financial Services	15/01/2024
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	15/01/2024
Submit monthly reports for period ending 31 December for each contract awarded and signed above the prescribed amount.	Financial Services	15/01/2024
Ensure that any municipal entity submits report for period ending 31 December on compliance with the prescribed minimum competency levels to council.	Financial Services	15/01/2024
Note the President's State of the Nation Address for further budget priorities.	Financial Services	20/01/2024
Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.	Financial Services	20/01/2024
Finalize annual performance report, assessments of arrears on taxes and service charges and an assessment of municipal performance together with recommendations from the council audit committee and details of corrective action undertaken arising from audit report, and minimum competency compliance for inclusion in the annual report.	Strategic Services	25/01/2024
Assess the performance of the municipality to 31 December and submit a (section 72) report on the assessment to the Mayor, Provincial Treasury and National Treasury. Consider an adjustments budget if necessary.	Financial Services	22/01/2024
Further review all aspects of budget including any unforeseen and unavoidable expenditure in light of need for an adjustments budget.	Financial Services	19/01/2024
Where necessary consider tabling and approval of an adjustments budget.	Financial Services	22/01/2024
Table in council quarterly consolidated report for period ending 31 December of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Financial Services	31/01/2024

Table in council quarterly consolidated report for period ending 31 December on compliance with the prescribed minimum competency levels to council, Provincial Treasury and National Treasury.	Financial Services	31/01/2024
Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial situation of the municipality to council.	Financial Services	15/01/2024
Consider monthly and mid-year (Section 71 and 72) reports for the period ended 31 December, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP - due end of the month.	Financial Services	22/01/2024
Table in council the annual report of the municipality and any municipal entity for the year ended 30 June.	Strategic Services	31/01/2024
Make public the annual report and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Strategic Services	31/01/2024
Finalize detailed operating and capital budgets in the prescribed formats incorporating national and provincial budget allocations, integrated and align to IDP and draft SDBIP, finalize budget policies including tariff policy.	Financial Services	31/01/2024
Report to council on status of next three-year budget, previous year's annual report (including annual financial statements, audit report) and summarize overall findings of previous year's annual performance report – reinforce upcoming process of budget approval and oversight.	Financial Services	31/01/2024
FEBRUARY 2024		
Make public the annual report and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Strategic Services	10/02/2024
Place annual report on the municipal website.	Strategic Services	10/02/2024
IDP Office to provide draft IDP document for scrutiny by departments	Strategic Services	15/02/2024
Departments provide inputs on draft IDP	Strategic Services	22/02/2024
Project alignment between Provincial, District and Local municipalities. Prepare draft IDP document	Strategic Services	23/02/2024
Receive proposed budget from the board of directors of any municipal entity under the sole or shared control of the municipality.	Financial Services	02/02/2024
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	02/02/2024
Consider proposed budget of municipal entity and assess entity's priorities and objectives and make recommendations to the board of directors as necessary.	Financial Services	02/02/2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	14/02/2024

Submit monthly statement of the provincial or national organ of state of municipality on allocations received – within 10 working days of the start of the month.	Financial Services	14/02/2024
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	14/02/2024
Submit monthly reports for period ending 31 January for each contract awarded and signed above the prescribed amount.	Financial Services	14/02/2024
Note National budget for provincial and National allocations to municipalities for incorporation into budget.	Financial Services	16/02/2024
Submit tabled adjustments budget to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services	28/02/2024
Submit the approved adjustments budget to the Provincial Treasury and National Treasury.	Financial Services	28/02/2024
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	28/02/2024
Finalize corrective measures from audit report.	SMT	28/02/2024
Technical Integrated Municipal Engagement – Technical engagement on governance and mid-year budget assessments and service delivery risks	SMT	29/02/2024
CWDM Mayoral Monday's – Public Participation commence	CWDM	06/02/2024
MARCH 2024		
Closing date for public comment on amended draft SDF	Town Planning	05/03/2024
Project Steering Committee (2) consider all inputs and agree on final draft SDF for submission to Council	Town Planning	12/03/2024
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years.	Financial Services	01/03/2024
Provide notification of any transfers that will be made by the municipality to other municipalities in each of the next three financial years.	Financial Services	01/03/2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	14/03/2024
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	14/03/2024
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	14/03/2024
Receive bulk resource providers' price increased as tabled in Parliament for the Western Cape Provincial Legislature.	Financial Services	01/03/2024

Submit monthly reports for period ending 28 February for each contract awarded and signed above the prescribed amount.	Financial Services	14/03/2024
Receive revised budget of municipal entity from board of directors.	Financial Services	01/03/2024
Incorporate transfers to be made to or received from other municipalities.	Financial Services	01/03/2024
Incorporate changes in prices for bulk resources and finalize tariff proposals for all charges.	Financial Services	01/03/2024
Print and distribute all budget documentation prior to meeting at which budget is to be tabled.	Financial Services	19/03/2024
Table in council the draft annual budget and IDP supporting porting documents. Final SDF presented.	Executive Mayor	29/03/2024
Consider and approve, reject or refer back the annual report at a council meeting.	Strategic Services	29/03/2024
Adopt an oversight report providing comments on the Annual Report.	Strategic Services	29/03/2024
Attend council and committee meetings where Annual Report is discussed and respond to questions	Strategic Services	29/03/2024
Submit minutes of meetings where Annual Report is discussed to the Provincial Treasury and Western Cape Department of Local Government.	Strategic Services	29/03/2024
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendments to the SDBIP – due end of the month.	Strategic Services	29/03/2024
District IDP Managers Forum	Strategic Services	01/03/2024
Provincial IDP Managers Forum	Strategic Services	09/03/2024
APRIL 2024		
Make public the tabled annual budget and accompanying budget documentation, IDP and SDF, invite the community to submit representations and submit to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services Strategic Services Town Planning	06/04/2024
Council adopted LSDF submitted to MEC for Local Government, within 10 days of adoption	Town Planning	06/04/2024
Commence process of consultation on tabled budget, publicize and conduct public hearings and meetings with wards, Provincial Treasury and other organs of state making a budget submission. Publish ward based information for ward councillors.	Financial Services / Strategic Services	02/04/2024
Confirm provincial and national budget allocations	Financial Services	22/04/2024
Make public the oversight report.	Strategic Services	02/04/2024

Submit the annual report and oversight report to the Western Cape Provincial Legislature.	Strategic Services	07/04/2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	15/04/2024
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	15/04/2024
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	15/04/2024
Submit monthly reports for period ending 31 March for each contract awarded and signed above the prescribed amount.	Financial Services	15/04/2024
Submit quarterly report for period ending 31 March on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	15/04/2024
Table in council quarterly consolidated report for period ending 31 March of all withdrawals not approved in the budget and submit report to the Provincial Treasury and Auditor-General.	Financial Services	30/04/2023
Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council.	Financial Services	15/04/2024
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, taking into account the results of the third quarter (section 52) report.	Financial Services Strategic Services	30/04/2024
Consider the views of the community and other stakeholders.	Financial Services Strategic Services	30/04/2024
Respond to submissions received and if necessary, revise the budget and table amendments for council consideration.	Financial Services Strategic Services	30/04/2024
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	30/04/2024
SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget.	SMT	30/04/2024
MAY 2024		
Preparing final IDP and Budget documentation for final approval by council, review any other comments from National, or Provincial Government or organ of state.	Financial Services Strategic Services	15/05/2024
Respond to submissions received and if necessary, revise the budget and table amendments for council consideration.	Financial Services Strategic Services	15/05/2024
Place quarterly (section 52) report on budget implementation of the municipal website.	Financial Services	03/05/2024

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	15/05/2024
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	15/05/2024
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	15/05/2024
Submit monthly reports for period ending 30 April for each contract awarded and signed above the prescribed amount.	Financial Services	15/05/2024
Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget and IDP is to be approved.	Financial Services Strategic Services	15/05/2024
Consider approval of the IDP, SDF and annual budget	Council	31/05/2024
Develop plan of action to start on preparation of annual financial statements, communicate what is to be done.	Financial Services	31/05/2024
Distribute adopted IDP and associated supplementary documents to the MEC for Local Government.	Strategic Services	31/05/2024
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	31/05/2024
JUNE 2024		
Submit draft SDBIP to the Mayor – final date under legislation 14 July.	Strategic Services	14/06/2024
Submit draft annual performance agreements for the next year to the Mayor – final date under legislation 14 July.	Strategic Services	30/06/2024
Approve SDBIP – final date under legislation 28 July.	Strategic Services	30/06/2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	14/06/2024
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	14/06/2024
Submit monthly reports for period ending 31 May for each contract awarded and signed above the prescribed amount.	Financial Services	14/06/2024
Submit approved budget to National and Provincial Treasury	Financial Services	07/06/2024
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	30/06/2024
District IDP Managers Forum	Strategic Services	1/06/2024
Provincial IDP Managers Forum	Strategic Services	6/06/2024
Conduct planning alignment engagements between district and local municipalities	Strategic Services	30/06/2024

JULY 2024		
Make public the SDBIP.	Strategic Services	14/07/2024
Make public annual performance agreements and ensure copies are provided to council.	Strategic Services	14/07/2024
Place annual performance agreements on the municipal website.	Strategic Services	14/07/2023
Compile the IDP & Budget draft Time schedule 2025/26	Financial Services Strategic Services	30/07/2024

~ MEMORANDUM ~			
AAN / TO	The Municipal Manager Mr D Lubbe	VAN / FROM	Manager: Town Planning Ms. T Brunings
VERW / REF	LSDF 23/24	DATUM / DATE	17 August 2023
ONDERWERP SUBJECT	MEMO FOR EXECUTIVE MAYOR: PROCESS PLAN FOR FINALISING THE LANGEBERG LOCAL MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (LSDF)		

Dear Sir,

I refer to the request from the Director: Strategic Services for a memo setting out the key steps in the SDF process in relation to the IDP process plan. Sections 3.2.1.to 3.2.5 below outline the way forward to finalise the SDF.

1. Background:

- 1.1. The Langeberg Spatial Development Framework Plan, 2015 (LSDF) has successfully served its purpose of guiding land use decision-making in the municipal area for the past 8 years. Given the time which has elapsed, it was deemed necessary to rewrite the SDF and outline an updated development agenda which considers new development pressures and identifies the spatial and financial requirements of future plans for development, looking towards 2030.
- 1.2. Tender 71/2021 to re-write the Langeberg Municipal Spatial Development Framework was awarded to CK Rumboll and Partners-Planning in June 2022. The Municipal Systems Act, 32/2000 (MSA) requires that the Municipality adopt an SDF concurrently with the adoption of the IDP. Accordingly, it was intended that the SDF rewrite coincide with the adoption of the 5th generation IDP by June 2023.
- 1.3. The SDF rewrite progressed rapidly, with the establishment of a Project Steering Committee and the preparation and approval of a status quo report, and a draft SDF report and plans. At its February 2023 meeting, Council approved the final draft SDF and the commencement of the Public Participation Process. The final draft SDF was advertised in the Breede River Gazette and Government Gazette, for a 60-day commenting period. This participation process was conducted as per legislative requirements, which included meetings with the public and external stake holders.

2. Current Status:

- 2.1. Arising from the participation process and particularly comments received from DEA&DP, a number of gaps were identified which require further attention to ensure a complete and implementable SDF. Council agreed with the submissions made and consequently decided that the existing SDF (2015) will remain in use for 2023/24. The new deadline for the approval of the new SDF is the end of May 2024, as an IDP amendment. The SDF process plan must therefore dovetail with the current IDP process plan.

3. Way forward to ensure the new SDF is ready for adoption as an IDP amendment in May 2024:

- 3.1. Sections 3 – 8 of the Langeberg Land Use Planning By-Law, 2015(the bylaw) guide the LSDF content and procedure (extracts of Sections 7 and 8 attached herewith). The approval and adoption of the LSDF will be undertaken in accordance with the by-law, the MSA 2000, SPLUMA 2013 and LUPA 2014.
- 3.2. The way forward to finalise the SDF is summarized in terms of the following phases:
 - 3.2.1. Phase 1 – The Status Quo report has been approved but requires amendment to specifically address the following: *assessment of the existing levels of development and development challenges in the municipal area*. The Status Quo report must be approved by Council. Proposed date 31/08/2023.

- 3.2.2. Phase 2 - First Draft: The draft marked Version 7, dated March 2023, is the first draft which was submitted to Council for approval in February 2023.
- 3.2.3. Phase 3 - Public Participation: Public participation took place during March and April 2023, but a further 60 day commenting period will be required for the final draft SDF as the changes required to the first draft will be materially different.
- 3.2.4. Phase 4 - Amendments and drafting of final draft: CK Rumboll, in liaison with the Town Planning Department, is currently attending to the comments which arose out of the participation process. The focus is on building the Capital Expenditure Framework component of the LSDF as well as on the implementation chapter. Amended drafts will be submitted to the Project Steering Committee before being submitted to Council.
- 3.2.5. Phase 5 - Final SDF: report and plans endorsed by Council: The amended draft SDF will be presented to Council on 12 December 2023. Thereafter the 60 days final public notification process will run from January to March 2024. Council may adopt the amended final draft SDF with or without amendments simultaneously with the IDP and annual budget. A response will also be submitted to Province advising how their comments have been addressed (requirement of Section 8(1)(f)(i) of the bylaw).
- 3.3. Within 14 days of Council's decision to adopt a new SDF, Council must give notice of its decision in the media and the Provincial Gazette.

Yours faithfully



TL BRUNINGS
MANAGER: TOWN PLANNING

The required procedure as set out in the LLUPB, 2015 is as follows:

7. (1) If the Council does not establish an intergovernmental steering committee to compile or amend its municipal spatial development framework, the project committee must-
 - (a) compile a draft *status quo* report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption;
 - (b) after adoption of the *status quo* report, compile a first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment;
 - (c) after approval of the first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework for publication contemplated in paragraph (b), submit the first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework to the Provincial Minister for comment in terms of section 13 of the Land Use Planning Act; and
 - (d) after consideration of the comments and representations received from the public and the Provincial Minister, submit the final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework, with any further amendments, to the Council for adoption.
- (2) If the final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework contemplated in subsection (1) is materially different to what was published in terms of subsection (1) (b), the Municipality must follow a further consultation and public participation process before the municipal spatial development framework or amendment of the municipal spatial development framework is adopted by the Council.
- (3) The Council must adopt the final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework, with or without amendments, and must within 14 days of its decision give notice of its decision in the media and the Provincial Gazette.

Functions and duties

8. (1) The members of the project committee must, in accordance with the directions of the executive mayor-
 - (a) oversee the compilation of the municipal spatial development framework or drafting of an amendment of the municipal spatial development framework for adoption by the Council;
 - (b) provide technical knowledge and expertise to the Council;
 - (c) ensure that the compilation of the municipal spatial development framework or drafting of the amendment of the municipal spatial development framework is progressing according to the process contemplated in section 3(2)(a)(ii);
 - (d) guide the public participation process and ensure that the registered stakeholders remain informed;

- (e) oversee the incorporation of amendments to the draft municipal spatial development framework or draft amendment of the municipal spatial development framework based on the consideration of the comments received during the process of drafting thereof;
- (f) oversee drafting of-
 - (i) a report in terms of section 14 of the Land Use Planning Act setting out the response of the Municipality to the provincial comments issued in terms of section 12(4) or 13(2) of that Act; and
 - (ii) a statement setting out-
 - (aa) whether the Municipality has implemented the policies and objectives issued by the national minister responsible for spatial planning and land use management and if so, how and to what extent the Municipality has implemented it; or
 - (bb) if the Municipality has not implemented the policies and objectives, the reasons for not implementing it.
- (g) ensure alignment of the municipal spatial development framework with the development plans and strategies of other affected municipalities and other organs of state as contemplated in section 24(1) of the Municipal Systems Act;
- (h) facilitate the integration of other sector plans into the municipal spatial development framework; ...

SLEGS VIR KENNISNAME • FOR INFORMATION ONLY

B & BB ITEMS

B5785	IHS TOWERS SOUTH AFRICA (PTY) LTD: RENEWAL OF LEASE FOR SITE T6359 SITUATED ON A PORTION OF ERF 2567 WATERWORKS, ROBERTSON (7/2/3/1/5) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)	130
B5786	RENEWAL OF LEASE AGREEMENT FOR THE APRICOT ORCHARD ON ERF 256 AND PORTIONS OF ERVEN 254 AND 255, MONTAGU (7/2/3/1/4) (DIRECTOR: CORPORATE SERVICES)	130
B5787	RENEWAL OF LEASE AGREEMENT FOR MUNICIPAL LAND ADJACENT TO ERF 645, MCGREGOR FOR CONSERVATION PURPOSES (7/2/3/1/3) (DIRECTOR: CORPORATE SERVICES)	131

B & BB ITEMS

B5785

IHS TOWERS SOUTH AFRICA (PTY) LTD: RENEWAL OF LEASE FOR SITE T6359 SITUATED ON A PORTION OF ERF 2567 WATERWORKS, ROBERTSON (7/2/3/1/5) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Eenparig Besluit / Unanimously Resolved

1. That it be confirmed that the portion situated on a portion of erf 2567, Robertson Waterworks is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)
2. That the application received from Mr K Isaacs on behalf of IHS Towers SA (Pty) Ltd for the renewal of lease agreement for a portion of erf 2567, Robertson Waterworks be approved in principle and the intention of the Municipality to lease the property for a period of three (3) years be advertised for comments.
3. That after the period for comments has lapsed and if no written views and/ or valid objections were received, the intention of the Municipality to lease the property to IHS Towers SA (Pty) Ltd be proceed with, subject to the following conditions:
 - 3.1 That the lease amount be R72 082.40 (VAT included) per year. The rental amount will escalate annually with a percentage that will be determined by the yearly CPIX.
 - 3.2 That the cost for the supply of electricity will be for the account of IHS Towers SA (Pty) Ltd.
 - 3.3 That IHS Towers SA (Pty) Ltd be responsible for the maintenance of the access road to the premises.
 - 3.4 That the Lessee be responsible for the fencing of the property and the maintenance thereof.
4. That the amount in arrears for the municipal service of the property been paid in full before finalizing the lease agreement.

B5786

RENEWAL OF LEASE AGREEMENT FOR THE APRICOT ORCHARD ON ERF 256 AND PORTIONS OF ERVEN 254 AND 255, MONTAGU (7/2/3/1/4) (DIRECTOR: CORPORATE SERVICES)

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Eenparig Besluit / Unanimously Resolved

1. That it be confirmed that the portion of land is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)
2. That the application from Mr J Plaatjies for the renewal of lease agreement for the apricot orchard situated on Erf 256 and portions of Erven 254 and 255, Montagu for the purpose of a vegetable garden be approved for three (3) years be advertised for comments.:
3. That after the period for comments has lapsed and if no written views and/ or valid objections were received, the intention of the Municipality to lease the property to be Mr J Plaatjies proceed with, subject to the following conditions:
 - 3.1 That the portion of land be leased at a minimum rental of R342.10 per annum (VAT incl.) which will escalate yearly with 10% and the Lessee is responsible for the payment of the insurance of the portion of land, which is calculated as a percentage of the municipal insurance portfolio.

- 3.2 That the Lessee be responsible for the payment of all connection fees and services rendered to the facility.
- 3.3 That the Lessee apply for irrigation water from the Montagu Irrigation Water Users Association.
- 3.4 That the Lessee be responsible for the fencing of the old orchard board for his account.
- 3.5 That the lessee will ensure that the premise are in a tidy, hygienic and litter free condition at all times.
- 3.6 That the lessee will be responsible for the removal of the apricot trees for their own account.
- 3.7 No structures may be erected on the premises without the written approval of Council.
4. That it be confirmed by the group of pensioners, who the responsible person will be.

B5787

RENEWAL OF LEASE AGREEMENT FOR MUNICIPAL LAND ADJACENT TO ERF 645, MCGREGOR FOR CONSERVATION PURPOSES (7/2/3/1/3) (DIRECTOR: CORPORATE SERVICES)

This item served before the Executive Mayoral Committee on 23 August 2023

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 Augustus 2023

Eenparig Besluit / Unanimously Resolved

1. That it be confirmed that municipal land adjacent to erf 645, McGregor is not needed for the provision of the minimum level of basic municipal services (S14 of the MFMA 2003, Act 56 of 2003).
2. That the application from Mr J Nel for the renewal of lease agreement for the of the municipal land adjacent to erf 645, McGregor for the management of flora be approved for three (3) years and that the intention of the Municipality to renew the lease be advertised for comments.
3. That after the period for comments has lapsed and if no written views and/ or valid objections were received, the intention of the Municipality to lease the property to be Mr J Nel proceed with, subject to the following conditions:
 - 3.1 That the portion of land be leased at market related tariff per month (VAT incl.) The rental amount will escalate annually with a percentage that will be determine by the yearly CPIX and the Lessee is responsible for the payment of the insurance of the portion of land, which is calculated as a percentage of the municipal insurance portfolio.
 - 3.2 That the lessee be responsible for the payment of all connection fees and services rendered to the facility.
 - 3.3 That the land only be utilized for the existing purposes. (Management of flora)
 - 3.4 That the Lessee be responsible for the fencing (wire netting and/or barbed wire with a maximum of 1.5m high) for his account.
 - 3.5 That no portion of the land be sublet without the written approval of Council.
 - 3.6 That the lessee will ensure that the premise is in a tidy, hygienic and litter free condition always.
 - 3.7 No structures may be erected on the premises without the written approval of Council.

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