



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **COUNCIL MEETING** of the 2016/2021 term of the Garden Route District Municipality will be held **via Zoom**, on **TUESDAY, 22 JUNE 2021** at **11:00** to consider the items as set out in the agenda.

*Kennis geskied hiermee ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukture, 1998, Wet 117 van 1998, dat 'n **RAADSVERGADERING** van die 2016/2021 termyn van die Garden Route Distriksmunisipaliteit gehou sal word **via Zoom** op **DINSDAG, 22 JUNIE 2021** om **11:00** ten einde oorweging aan die items soos in die agenda uiteengesit, te skenk.*

KuKhutshwe isaziso ngokwemiqathango yoMhlathi 29 woRhulumente Basekhaya: Umthetho Wezolawulo loMasipala, 1998, uMthetho 117 wango 1998, sokuba **INTLANGANISO** yexesha lika 2016/2021 loMasipala Wesithili se Garden Route izakubanjwa ngobuxhakaxhaka **be Zoom NGOLWESIBINI, 22 KWEYESILIMELA 2021** ngentsimbi ye **11:00** ukuqwalasela imiba ebekwe kwi agenda.

BHJ GROENEWALD
SPEAKER
SPEAKER
SOMLOMO

MG STRATU
Municipal Manager
Munisipale Bestuurder
Mphathi Masipala

Date: 09 JUNE 2021

AGENDA

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO
3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO
 - 3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCEBA ABAKHOYO
 - 3.2 COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OOCEBA ABAKWIKHEFU
 - 3.3 COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA ABANGEKHO KWIKHEFU
4. NOTING OF THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 1 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STELSWET, 2000 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 1 (INDLELA YOKUZIPHATHA KOCEBA) LOMTHETHO WENKQUBO ZORHULUMENTE BASEKHAYA, 2000
5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA

6	COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU
7	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO
8	COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA

9	APPROVAL OF MINUTES OF COUNCIL MEETING / GOEDKEURING VAN NOTULES VAN RAADSVERGADERING / UKWAMKELWA KWEMIZUZU YENTLANGANISO ZEBHUNGA	
9.1	Council meeting dated 25 May 2021 / Raadsvergadering gedateer 25 Mei 2021 / Intlanganiso yeBhunga ngomhla 25 kuCanzibe 2021	10-43
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10.1	Mayoral Committee meeting dated 28 April 2021 / Uitvoerende Burgemeesterskomiteevergadering gedateer 28 April 2021 / Imizuzu yentlanganiso Yekomiti Kasodolophu ngomhla 28 KuTshazimphuzi 2021	44 – 65
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H.1	REPORT ON EXPANDED PUBLIC WORKS PROGRAMME AMENDED POLICY / VERSLAG RAKENDE DIE UITGEBREIDE OPENBARE WERKSPROGRAM (UOWP) GEWYSIGDE BELEID / INGXELO NGOMGAQO OLUNGELELANSIWEYO WENKUBO EYANDISIWEYO YOMSEBENZI WOLUNTU <i>Refer: Report dated 03 June 2021 from the Executive Manager Planning and Economic Development (L Menze) / Manager EPWP (R Dyantyi)</i>	355-382
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SECTION I		
NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO		

I.1	None / <i>Geen</i> / Azikho	
SECTION J NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO		
J.1	None / <i>Geen</i> / Azikho	
SECTION K IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI		
K.1	None / <i>Geen</i> / Azikho	
	CLOSURE / SLUITING / UQUKUNJELO	

Rdl / Cllr CN Lichaba
 Ald S De Vries
 Rdl / Cllr NF Kamte
 Rdl / Cllr SF May
 Rdl / Cllr BN Van Wyk
 Rdl / Cllr RE Spies
 Ald JL Hartnick
 Ald M Booysen
 Rdl / Cllr AJ Rossouw
 Rdl / Cllr KS Lose
 Rdl / Cllr IT Mangaliso
 Rdl / Cllr GL Boezak **(as at 30 June 2020)**
 Ald BHJ Groenewald
 Rdl / Cllr E Meyer
 Ald RH Ruiters
 Rdl / Cllr SS Mbandezi
 Ald IC Kritzing **(as at 30 June 2020)**
 Rdl / Cllr EH Stroebel
 Ald PJ Van der Hoven
 Ald T Teyisi
 Ald V Gericke
 Rdl / Cllr JC Lambaatjeen
 Rdl / Cllr RR Wildschut
 Rdl / Cllr ASM Windvogel
 Rdl / Cllr L Tyokolo
 Rdl / Cllr NV Gungubele (as at 08 Oct 2019)
 Ald GR Wolmarans (as 27 Nov 2019)
 Cllr J Fry **(As at 25 March 2020)**
 Cllr X Matyila **(As at 30 June 2020)**
 Cllr WT Harris **(As at 27 July 2020)**
 Cllr MG Matiwane **(as at 30 Sept 2020)**
 Cllr FN Mdumiso **(As at 22 Jan 2021)**
 Cllr HD Ruiters **(As at 22 Jan 2021)**
 Cllr A Barker **(As at 30 March 2021)**
 Cllr N Magopeni **(As at 25 May 2021)**



Minutes of a **Council Meeting**
of the 2016/2021 term of
Garden Route District Council held **via Zoom**
on **Tuesday, 25 May 2021** at **11:00**

Notule van 'n Raadsvergadering
van die 2016/2021 termyn
van Garden Route Distriksraad gehou via Zoom
op Dinsdag, 25 Mei 2021 om 11:00

Imizuzu **Yentlanganiso yeBhunga**
yexesha 2016/2021 yoMasipala Wesithili se Garden Route
nebibanjwe ngo **Zoom**
ngoLwesibini, 25 KuCanzibe 2021 ngo 11:00

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UVULO NOLWAMKELO

The Speaker, Ald BHJ Groenewald welcomed everybody present and thanked them for their attendance.

2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO

A moment of silence was observed for all those who have lost their lives, especially those due to Covid- 19. The Speaker also requested that all men stand up and observe a moment of silence to show support for the fight against gender based violence.

NB: The report on the addendum was dealt with first.

C.1 INAUGURATION OF ANC COUNCILLOR: GARDEN ROUTE DISTRICT COUNCIL: CLLR N. MAGOPENI/ INHULDIGING VAN ANC RAADSLID: RDL N. MAGOPENI / UKUFUNGISWA KOCEBA WE ANC: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA N. MAGOPENI

Refer: Report (4/2/9) dated 24 May 2020 from the Municipal Manager (MG Stratu)(pg 3-6)

RESOLVED

5.1.1 That cognizance be taken of the corrected notice from the IEC, dated 21 May 2021, but received on 25 May 2021.

5.1.2. That Cllr. Nondumiso Magopeni, be inaugurated as a Councillor of Garden Route District Council with effect from 21 May 2021.

5.1.3. That Cllr. Nondumiso Magopeni be requested to take the Oath of Office, as required in terms the Municipal Structures Act, 1998.

BESLUIT

5.1.1 *Dat kennis geneem word van die korrekte kennisgewing van die OVK, gedateer 21 Mei 2021 wat op 25 Mei 2021 gekry word.*

5.1.2 *Dat Rdl. Nondumiso Magopeni, met ingang van 21 Mei 2021 as Raadslid van die Gardenroute Distriksmunisipaliteit ingehuldig word.*

5.1.3 *Dat Rdl. Nondumiso Magopeni, versoek word om 'n eed van die kantoor te neem, soos vereis ingevolge die Wet op Munisipale Strukture, 1998.*

ISIGQIBO

5.1.1 Sesokuba kuthathelwe ingqalelo isaziso se IEC, sangomhla wama 21 ku-Meyi 2021 nefunyanekwe ngomhla we25 kuMeyi 2021

5.1.2 Sesokuba uCeba. Nondumiso Magopeni, afungiswe njengo Ceba weBhunga loMasipala Wesithili se Garden Route ukususela ngomhla wama 21 kuMeyi 2021.

5.1.3 Sesokuba uCeba. Nondumiso Magopeni, acengwe ukuba athathe Isifungo se Ofisi njengoko kufunwa yi Municipal Structures Act, 1998.

The Executive Mayor, Ald PJ van der Hoven, Cllr CN Lichaba, Ald V Gericke, Cllr RE Spies and Mr MG Stratu on behalf of Administration, welcomed the newly Inaugurated Cllr N Magopeni.

3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO

3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCABA ABAKHOYO

Ald M Booysen	DA
Cllr / Rdl / Ceba RE Spies	DA
Cllr / Rdl / Ceba AJ Rossouw	DA
Cllr / Rdl / Ceba SF May	DA
Cllr / Rdl / Ceba A Barker	DA
Cllr / Rdl / Ceba KS Lose	DA
Cllr / Rdl / Ceba BN Van Wyk	DA
Ald JL Hartnick	DA

Cllr / Rdl / Ceba CN Lichaba	ANC
Cllr / Rdl / Ceba NF Kamte	ANC
Ald S De Vries	ANC
Cllr / Rdl / Ceba NV Gungubele	ANC
Ald PJ Van der Hoven	George Municipality
Cllr / Rdl / Ceba EH Stroebe	George Municipality
Ald Ceba IC Krtzinger	George Municipality
Ald V Gericke	George Municipality
Ald T Teyisi	George Municipality
Cllr / Rdl / Ceba J Fry	George Municipality
Ald GR Wolmarans	Knysna Municipality
Cllr / Rdl / Ceba L Tyokolo	Knysna Municipality
Cllr / Rdl / Ceba MG Matiwane	Knysna Municipality
Cllr / Rdl / Ceba ASM Windvogel	Bitou Municipality
Cllr / Rdl / Ceba GL Boezak	Hessequa Municipality
Cllr / Rdl / Ceba IT Mangaliso	Hessequa Municipality
Ald RH Ruiters	Mossel Bay Municipality
Ald BHJ Groenewald	Mossel Bay Municipality
Cllr / Rdl / Ceba E Meyer	Mossel Bay Municipality
Cllr / Rdl / Ceba NF Mdumiso	Mossel Bay Municipality
Cllr / Rdl / Ceba JC Lambaatjeen	Oudtshoorn Municipality
Cllr / Rdl / Ceba RR Wildschut	Oudtshoorn Municipality
Cllr / Rdl / Ceba N Magopeni	Oudtshoorn Municipality

OFFICIALS / AMPTENARE / AMAGOSA

Mr / Mnr / Mnu MG Stratu	Municipal Manager
Ms / Me / Nkzn B Holtzhausen	Executive Manager Corporate Services
Mr / Mnr / Mnu J-W de Jager	Executive Manager Financial Services
Mr / Mnr / Mnu L Menze	Executive Manager Economic Development and Planning
Mr / Mnr / Mnu C Africa	Executive Manager: Community Services

Mr JG Daniels	Executive Manager Roads and Transport Services
Mr / Mnr / Mnu S Maqekeni	Manager: Integrated Support Services & Legal Compliance
Mr / Mnr / Mnu T Loliwe	Strategic Manager in the Office of the Municipal Manager
Ms / Me / Nkzn N Davids	Manager: Legal Services
Mr / Mnr / Mnu G Otto	Manager Disaster Management
Ms / Me / Kkzn M Wilson	Manager Economic Development and Tourism
Mr / Mnr / Mnu T Mpuru	Manager SCM, Data and Stores
Mr / Mnr / Mnu K Nieuwoudt	Manager ICT
Ms / Me / Kkzn M James	District IDP Manager
Ms / Me / Kkzn IG Saaiman	Manager Performance Management
Ms / Me / Kkzn P Lufele	Chief Audit Executive
Mr / Mnr / Mnu S Dladla	Chief of Staff in the Office of the Executive Mayor
Mr / Mnr / Mnu V Mkunqwana	Assistant Manager Human Settlements
Mr / Mnr / Mnu W Jacobs	Disaster Management Coordinator
Mr / Mnr / Mnu H Pieters	Senior Communications Officer
Ms / Me / Nkzn R Matthews	Senior Committee Officer
Ms / Me / Nkzn T Gauzela	Committee Officer
Ms / Me / Nkzn A Hogana	Intern

3.2 **COUNCILLORS AND OFFICIALS WITH LEAVE / RAADSLEDE EN AMPTENARE MET VERLOF / OOCEBA ABAKWIKHEFU**

Cllr / Rdl / Ceba WT Harris	ICOSA
Cllr / Rdl / Ceba SS Mbandezi	Mossel Bay Municipality

3.3 **COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA ABANGEKHO KWIKHEFU**

Cllr / Rdl / Ceba HD Ruiters

Kannaland Municipality

Cllr / Rdl / Ceba X Matyila

Bitou Municipality

4. **NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 / KENNISNAME VAN SKEDULE 1 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STESELSWET, 2000 / UQWALASELO LWEZIBONELELO ZOLUHLU 1 (INDELA YOKUZIPHATHA KOCEBA) LOMTHETHO WENKQUBO ZORHULUMENTE BASEKHAYA, 2000**

Noted / Kennis geneem / Luthathelwe ingqalelo

5. **DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA**

None / Geen / Azikho

6. **COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU**

The Executive Mayor reported to Council that Cllr Bernardus Van Wyk has been appointed as a member of the Mayoral Committee.

The Executive Mayor reported that the GRDM is leading a campaign in collaboration with Eden FM, Vodacom and George Museum. The campaign is called "Walk a Child to School" campaign. The Executive Mayor reported that through this campaign, the parties have identified schools where the most vulnerable and most impoverished learners attend. He urged those who want to participate in the campaign to donate by dropping shoes at all our Garden Route District Municipality offices in the region, Eden FM, Vodacom or George Museum offices. The Executive Mayor reported that the sizes for the kids is between 10 to 7 for this specific campaign.

The Executive Mayor urged everyone in the Garden Route to participate in this campaign and that the donations should be made before the end of June 2021.

The Executive Mayor reported that last Friday, he and some of the Councillors visited a small cooperative in Oudtshoorn, where the Western Cape Honeybush Co-operative is currently stationed. The Executive Mayor reported that there is massive potential for the Honeybush tea, especially on an international level. According to the Executive Mayor, the Honeybush Co-operative plans to broaden their scope by expanding their business model to a tourism attraction near the Cango Caves and this will have a positive impact for De Hoek Mountain Resort.

The Executive Mayor reported that he and other Councillors also visited the Calitzdorp Spa. The Executive Mayor extended a word of gratitude to the Municipal Manager, and all officials involved in what is taking place at the Spa. The Executive Mayor reported that upgrading at Calitzdorp Spa with our funding is currently taking place and the first phase is to replace the thatch roofs while the second phase would be to upgrade the interior of the resort.

The Executive Mayor extended a word of acknowledgement to the officials, particularly the Human Settlements Unit. He reminded Council that the GRDM signed a Memorandum of Agreement with the Western Cape Department of Human Settlements. The Executive Mayor acknowledged that there are still some unanswered questions or clarity about what role of GRDM in the human settlement space, but assured Council that these will be clarified. The Executive Mayor expressed his gratitude towards Mr Joel Mkunqwana and Ms Shehaam Simms for going from municipality to municipality to outline the draft integrated human settlements plan. He also committed himself and the Municipal Manager on their availability should they be required to outline the GRDM's role in the Human settlements space. The Executive Mayor said that the GRDM wants to avoid any miscommunications or misunderstandings in this regard.

The Executive Mayor mentioned that two weeks ago he attended a ceremony at the Rosemore Stadium where participants who formed part of the peace officer and learner and drivers license programmes received their certificates.

The Executive Mayor reported that the GRDM remains committed to these types of initiatives and skills development programmes. He assured Council that he will continue to get the youth on board and skilled to become employable and the GRDM is currently in a process to obtain funding from the National Skills Fund (NSF). The officials from NSF paid the GRDM a visit to conduct due diligence as part of the application process submitted by the GRDM to them. According to the Executive Mayor, this will be a significant injection to youth development skills in our region and it will be of benefit to women and differently-abled Garden Routers too.

The Executive Mayor reported that the GRDM is well on its way to becoming a skills mecca and a skills summit is envisaged in the near future. At that skills summit, the plans and dreams that the municipalities will be discussed.

The Executive Mayor reported that the GRDM will host a State of the District Address on 17 June 2021. At the SODA the achievements by the municipality since 2016 to date will be discussed. He reported that the SODA will take place at Bitou Local Municipality's Piesang Valley Hall and the logistics will be communicated in due time. The Executive Mayor requested that all councillors must indicate their attendance as soon as possible to ensure proper planning is done and that they are to bring their partners to the event. The Executive Mayor reported that the approach following the SODA will be different to previous years and the opposition parties will be given an opportunity to reply on 18 June 2021 and he will respond to all issues on 22 June 2021.

The Executive Mayor expressed his concern about that GRDM is concern about the 3rd wave of Coronavirus and that the Western Cape is still on high alert.

Under the Communications of the Executive Mayor, Ald PJ van der Hoven communicated the following:

Ald PJ van der Hoven said that the ANC supports the Walk a Child to school initiative and that this campaign must not be politicised. He was of the view that such a initiative should be done at the beginning of a school year. Ald PJ van der Hoven requested that the previously and currently disadvantaged community should benefit from the Honey Bush Tea Co-operative. Ald PJ van der Hoven requested that a report on the upgrading of the Calitzdorp Spa should serve at Council and not be published in the papers first.

Ald PJ van der Hoven said that Councillors need to be informed exactly of the role of GRDM with regards to the Human Settlements Department. Ald PJ van der Hoven reported that he attended the ceremony at the Rosemore Stadium and that he welcomes that the event was not politicised. Ald PJ van der Hoven said that the details around SODA should be communicated to all Councillors and also requested that the old and new Council resolutions be discussed at the upcoming SODA.

Under the Communications of the Executive Mayor, Ald V Gericke communicated the following:

Ald V Gericke said that the Honey Bush Tea Co-operative is a project that should be applauded and supported. Ald V Gericke said that the Walk a Child to school initiative is a good initiative, but he was of the view that such an initiative should be done at the beginning of a school year. With regards to the SODA, he expressed his support but has a problem with the procedure of the as outlined by the Executive Mayor as he could not find the procedure in the Rules of Order.

Under the Communications of the Executive Mayor, Cllr N Magopeni communicated the following:

Cllr N Magopeni, requested that the Executive Mayor should support all the schools in the district, especially the schools in the disadvantaged areas. Cllr N Magopeni reported that Oudtshoorn Municipality has a problem with mud houses, and that Province visited the area last week to discuss Human Settlements. She also mentioned that Ms S Simms' name was given to her as as contact with regard to Human Settlements and requested that Ms Simms should contact the Oudtshoorn Municipality to enquire about the promises that were made that the mud houses will no longer be in existence by November.

Under the Communications of the Executive Mayor, Cllr RE Spies communicated the following:

Cllr RE Spies, expressed his gratitude to the Executive Mayor with regards to the format for the planned SODA and said that this format takes GRDM to another level on engagement. Cllr RE Spies said that he is looking forward to the Skills Summit as reported by the Executive Mayor. He expressed that the

walk a child to school initiative, is not the DA campaigning for votes. The shoes will be delivered to all the children whose parents cannot afford to buy shoes, no matter who they vote for.

7. COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LIBAMBELA LOSOMLOMO

The Speaker urged all those who are above the age of 60 years to register to receive the COVID 19 vaccination. The Speaker reported that the following centres have been identified to assist those who need to register for the COVID 19 vaccinations:

Mossel Bay Thusong Centre and Mossel Bay indoor Sport Centre, New Horizons Library, Simunye and Central Library New Horizons, Plettenberg Bay, Thembaletu Thusong Centre, Thembaletu Library, Conville Library, Waboomskraal Thusong Centre, SAB Hop Farms, Slangrivier Municipal Building, Greak Brak River (Hibiscus Avenue), Hornlee Knysna, 1 Vigilance Drive, Prince Albert Environmental Building, E Centre.

The Speaker expressed his gratitude towards Administration for all the hard work that was put in ensuring that the agenda was distributed on time.

The Speaker congratulated the following Councillors who will be celebrating their birthdays during the month of June: Cllr EH Stroebe, Ald V Gericke, Cllr RR Wildschut, Ald M Booysen and Cllr CN Lichaba.

8. COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA

The Municipal Manager communicated the following:

The Municipal Manager informed the Councillors that today's Council meeting is a very important meeting, especially because the Budget and IDP will be approved. He reminded Councillors that it is the last budget and IDP for the term of this Council. He further reported that the IDP has been subjected to public scrutiny, and Province has submitted favourable comments.

The Municipal Manager said that he takes note of the questions that are being asked by Councillors regarding the role and responsibility of the GRDM in the Human Settlement space. The Municipal Manager, cautioned Councillors not to speak about Human Settlements projects that are undertaken by the Local Municipalities as this could be seen as the GRDM encroaching in local municipalities space.

The Municipal Manager reported that he is pleased that the SODA is being discussed, because at the last SODA, there was a request that the format should change to allow Councilors to reply on issues raised by the Executive Mayor in his speech. The Municipal Manager reported that on 17 June 2021 the SODA will take place and on the 18 of June 2021, the other parties will have an opportunity to reply to the speech by the Executive Mayor and on 22 June 2021, the Executive Mayor will answer all questions raised on the 18th of June 2021. The Municipal Manager suggested that Council should review its Rules of Order to accommodate the arrangements relating to SODA.

The Municipal Manager reported that the Road Agency function at District Municipalities is of interest to Councillors and discussions are on going realting to the matter. The Municipal Manager reported that today, the HOD for the Department of Public Works scheduled the very first meeting with all other District Municipalities to outline the processes of dealing with the agency function going forward. The MM also reminded Council that a new MEC for Public Works and Transport has been appointed, Mr Daylin Mitchel. He also assured all Councillors that the Mayors and Executive Managers for Roads and Transport Services will have a meeting also to discuss the road agency function going forward and this Council will also get an opportunity to raise their issues regarding the roads agency function.

9. APPROVAL OF MINUTES OF COUNCIL MEETINGS / GOEDKEURING VAN NOTULES VAN RAADSVERGADERINGS / UKWAMKELWA KWEMIZUZU YENTLANGANISO YEBHUNGA

- 9.1 Council meeting dated 28 April 2021 / Raadsvergadering gedateer 28 April 2021 / Intlanganiso yeBhunga ngomhla 28 kuTshazipmuzi 2021 (pg 9- 34)

RESOLVED

That the minutes of the Council meeting dated 28 April 2021, be approved.

BESLUIT

Dat die notule van die Raadsvergadering gedateer 28 April 2021, goedgekeur word.

ISIGQIBO

Sesokuba imizuzu yentlangano yeBhunga yangomhla 28 kuTshazipmuzi 2021,

10. MINUTES OF MAYORAL COMMITTEE MEETING/ SECTION 79 COMMITTEES AND OTHER COMMITTEES (FOR NOTIFICATION) / NOTULE VAN DIE BURGEMEESTERSKOMITEEVERGADERING/ ARTIKEL 79 KOMITEES EN ANDER KOMITEES (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU KUNYE NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)

- 10.1 Mayoral Committee meeting dated 30 March 2021 / Burgemeesterskomitee vergadering 30 Maart 2021 / Intlanganiso yeBhunga ngomhla 30 KweyeKwindla 2021 (pg 35-58)

RESOLVED

That the minutes of the Mayoral Committee meeting dated 30 March 2021, be noted.

BESLUIT

Dat kennis geneem word van die notule van die Burgemeesterskomiteevergadering gedateer 30 Maart 2021.

ISIGQIBO

Seskuba imizuzu yentlangano Yekomiti kaSodolophu nebibanjwe ngomhla 30 KweyeKwindla 2021 ithathelwe ingqalelo.

- 10.2 Minutes of the Special Education, Training and Development Committee meeting dated 09 March 2021 / *Notule van die Spesiale Onderrig- Opleiding- en Ontwikkelingskomiteevergadering gedateer 09 Maart 2021* / Imizuzu Yentlanganiso Ekhethekileyo yeKomiti yezeMfundo,uQeqesho kunye Nophuhliso yangomhla we 09 kweyoKwindla 2021 (pg 68-72)

RESOLVED

That the minutes of the Special Education, Training and Development Committee dated 09 March 2021, be noted.

BESLUIT

Dat kennis geneem word van die notule van die spesiale Onderrig- Opleiding- en Ontwikkelingskomiteevergadering gedateer 09 Maart 2021.

ISIGQIBO

Seskuba imizuzu yentlangano Imizuzu Yentlanganiso Ekhethekileyo yeKomiti yezeMfundo,uQeqesho kunye Nophuhliso yangomhla we 09 kweyoKwindla 2021 ithathelwe ingqalelo.

- 10.3 Minutes of an Occupational Health and Safety Committee meeting dated 11 March 2021 / *Notule van 'n Beroepsgesondheid- en Veiligheidskomitee gedateer 11 Maart 2021 / Imizuzu yentlanganiso yeKomiti yezeMpilo noKhuseleko Kwindawo Yempangelo yangomhla 11 kweyoKwindla 2021 (pg 67-79)*

RESOLVED

That the minutes of the Occupational Health and Safety Committee meeting dated 11 March 2021, be noted.

BESLUIT

Dat kennis geneem word van die notule van die Beroepsgesondheid- en Veiligheidskomitee gedateer 11 Maart 2021 gedateer 22 Februarie 2021.

ISIGQIBO

Seskuba imizuzu eKomiti yezeMpilo noKhuseleko Kwindawo Yempangelo yangomhla 11 kweyoKwindla 2021 entangano Yolawulo Lohlahlolwabiwo mali 22 KweyoMdumba 2021 ithathelwe ingqalelo.

12 STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO

12.1 APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR APRIL 2021 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVIRHOUDINGE INLIGTING VIR APRIL 2021 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA KUTSHAZIMPHUZI 2021

Refer: Report (9/3/1) dated 12 May 2021 from the Executive Manager: Corporate Services (B Holtzhausen) / Manager Human Resources (N Klaas)(pg 80-86)

RESOLVED

That the information on the appointments, service exits and labour relations matters for April 2021, be noted.

BESLUIT

Dat kennis geneem word van die aanstellings, uitdienstredings en arbeidsverhoudinge inligting vir April 2021.

ISIGQIBO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga KuTshazimphuzi 2021 kuthathelwe inqgalelo.

A. ITEMS FROM THE SPEAKER / ITEMS VANAF DIE SPEAKER / IMIBA EVELA KU SOMLOMO

A.1 None / Geen / Azikho

B. ITEMS FROM THE EXECUTIVE MAYOR/ ITEMS VOORGELÊ VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU

B.1 **FINAL BUDGET 2021/2022 MTREF (MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK) / VERSLAG: FINALE BEGROTING 2021/2022 MEDIUM TERMYN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / INGXELO: ULWABIWO-MALI LOKUGQIBELA 2020/2021 MTREF (INGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO)**

Refer: Report dated 20 May 2021 from the Executive Mayor (M Booysen)(pg 87 - 624)

RESOLVED

That Council take the following resolutions:

- 1) That the final annual budget of Garden Route District Municipality for the financial year 2021/22 as set out in the schedules contained in Section 4 and Annexure A be approved:
 - (a) Table A1 Consolidated Budget Summary;
 - (b) Table A2 Consolidated Budget Financial Performance (by standard classification);
 - (c) Table A3 Consolidated Budget Financial Performance (by municipal vote);
 - (d) Table A4 Consolidated Budget Financial Performance (revenue and expenditure); and
 - (e) Table A5 Consolidated Budget Capital Expenditure (by municipal vote and funding source)
 - (f) Table A6 Consolidated Budget Financial Position;
 - (g) Table A7 Consolidated Budget Cash Flows
 - (h) Table A8 Consolidated Cash backed reserves/ accumulated surplus
 - (i) Table A9 Consolidated Asset Management

- (j) Table A10 Consolidated basic service delivery measurement
- 2) That Council approves the Operating Revenue Budget of R420,694,075.
 - 3) That Council approves the Operating Expenditure budget of R428,166,027.
 - 4) That Council approves the Capital budget of R 76,172,524.
 - 5) That Council takes note that R 177,340,000 operating income and expenditure as approved by Department of Public Transport for the Roads agency function has been included in the Total Operating budget as per recommendation 1 – 4.
 - 6) That Council approves the tariffs for all services. (Annexure B)
 - 7) That Council approves the amended budget related policy that have been reviewed and that have been amended, namely:
 - SCM Policy (Annexure H)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)
 - Banking, Cash Management and Investment Policy (Annexure J)
 - 8) That council approves the following policies that have been reviewed and remained unchanged, namely:
 - Tariffs Policy (Annexure C)
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Funds and Reserve Policy (Annexure G)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L)
 - Petty Cash Policy (Annexure M)
 - Cost Containment Policy (Annexure N)
 - 9) That Council takes note of the following Budget Circulars, namely:
 - MFMA Circular No 107 (Annexure O)
 - MFMA Circular No 108 (Annexure P)
 - Provincial Treasury Budget Circular No. 20 of 2020 (Annexure Q)
 - 10) That Council take note of the project plans submitted by the departments (Annexure R)
 - 11) That Council approves that the indicated portion of the capital budget be funded from the Capital Replacement Reserve which is cash funded.
 - 12) That Council approves that the operational budget deficit be funded from accumulated reserves from prior years, which is cash funded.

BESLUIT

Dat die Raad die volgende aanbevelings aanvaar en goedkeur soos voorgelê sal word:

- 1) Dat die Raad goedkeuring gee vir die meerjarige konsepbegroting vir Garden Route Distrik Munisipaliteit vir die finansiële jaar 2021/2022 soos uiteengesit in seksie 4 van die begrotingsverslag en Aanhangsel A:
 - (a) Tabel A1 Gekonsolideerde begrotings opsomming;
 - (b) Tabel A2 Gekonsolideerde Begrotings Finansiële prestasie (volgens standard klassifikasie);
 - (c) Tabel A3 Gekonsolideerde Begrotings Finansiële Prestasie (volgens munisipale segment);
 - (d) Tabel A4 Gekonsolideerde Begrotings Finansiële Prestasie (Inkomste en Uitgawes)
 - (e) Tabel A5 Gekonsolideerde Kapitale Begrotings uitgawes (volgens munisipale segment en befondsing bron)
 - (f) Tabel A6 Gekonsolideerde Begroting Finansiële
 - (g) Tabel A7 Gekonsolideerde Begroting Kontantvloei
 - (h) Tabel A8 Gekonsolideerde kontant gerugsteunde reserwes/opgehoopte surplus
 - (i) Tabel A9 Gekonsolideerde Bate Bestuur
 - (j) Tabel A10 Gekonsolideerde Basiese dienslewering bepaling
- 2) Dat die Raad Bedryfsinkomste van R 420,694,075 goedkeur.
- 3) Dat die Raad Bedryfsuitgawes van R 428,166,027 goedkeur.
- 4) Dat die Raad Kapitale Begroting van R 76,172,524 goedkeur.
- 5) Dat die Raad kennis neem dat R 177,340,000 bedryfsinkomste en bedryfsuitgawes van Departement van Publieke Vervoer vir die paaie agentskapsfunksie ingesluit is by die totale bedryfsbegroting soos per aanbeveling 1 – 4.
- 6) Dat die Raad die tariewe vir alle dienste goedkeur. (Aanhangsel B)
- 7) Dat die Raad die aangepaste begrotingsverwante beleid wat hersien en verander is goedkeur, naamlik:
 - Voorsienings Kanaal Beleid (Aanhangsel H)
 - Krediet Beheer en Skuld Invorderings Beleid (Aanhangsel I)
 - Bank, Kontantbestuur en beleggings Beleid (Aanhangsel J)
- 8) Dat die Raad die volgende beleide hersien is en geen veranderinge is aangebring nie goedkeur, naamlik:
 - Tariewe Beleid (Aanhangsel C)
 - Langtermyn Finansiële Bestuurs Beleid (Aanhangsel D)
 - Begrotings Beleid (Aanhangsel E)
 - Bate Bestuurs Beleid (Aanhangsel F)
 - Opgehoopte fondse en reserwe beleid (Aanhangsel G)
 - Lenings Beleid (Aanhangsel K)
 - Voorkeur Verkrygings Beleid (Aanhangsel L)
 - Kleinkas Beleid Regulasies (Aanhangsel M)
 - Koste Besparings Beleid (Aanhangsel N)
- 9) Dat die Raad kennis neem van die volgende begrotings omsendskrywes, naamlik:
 - MFMA Omsendskrywe No 107 (Aanhangsel O)
 - MFMA Omsendskrywe No 108 (Aanhangsel P)
 - Provinsiale Tesourie Begrotingsomsendskrywe Nr. 20 van 2020 (Aanhangsel Q)

- 10) *Dat die Raad kennis neem van die projek planne wat ingedien is deur die departemente (Aanhangsel R)*
- 11) *Dat die Raad goedkeuring verleen dat die kapitale begroting befonds word uit die Kapitale Reserwe fonds wat kontant gerugsteun is, soos aangedui.*
- 12) *Dat die Raad goedkeuring verleen dat die tekort op die bedryfsbegroting befonds word uit opgehoopte fondse van vorige jare wat kontant gerugsteun is.*

ISIGQIBO

Sesokuba iBhunga lithathele ezi zigqibo zolandelayo:

- 1) Sesokuba ulwabiwo-mali lokugqibela lonyaka loMasipala Wesithili se Garden Route kunyakamali ka 2021/22 ngokuqulathwe kuluhlu loMhlathi 4 kunye no Annexure A luphunyezwe:
 - (a) Table A1 Consolidated Budget Summary;
 - (b) Table A2 Consolidated Budget Financial Performance (by standard classification);
 - (c) Table A3 Consolidated Budget Financial Performance (by municipal vote);
 - (d) Table A4 Consolidated Budget Financial Performance (revenue and expenditure); and
 - (e) Table A5 Consolidated Budget Capital Expenditure (by municipal vote and funding source)
 - (f) Table A6 Consolidated Budget Financial Position;
 - (g) Table A7 Consolidated Budget Cash Flows
 - (h) Table A8 Consolidated Cash backed reserves/ accumulated surplus
 - (i) Table A9 Consolidated Asset Management
 - (j) Table A10 Consolidated basic service delivery measurement
- 2) Sesokuba iBhunga liphumeze uLwabiwo-Mali Lwengeniso Eqhubayo neyi R 420,694,075.
- 3) Sesokuba iBhunga liphumeze ulwabiwo-mali Lwencitho Oluqhubayo lwe R 428,166,027.
- 4) Sesokuba iBhunga liphumeze ulwabiwo-mali Oluyinkunzi lwe R76,172,524.
- 5) Sesokuba iBhunga lithathele ingqalelo ukuba i R177,340,000 yengeniso eqhubayo kunye nencitho ngokuphunyezwe liSebe Lezothutho Loluntu yomsebenzi wezobu arhenge Kwezindlela iye yabandakanywa kulwabiwo-mali Luphelele Oluqhubayo ngokwezindululo 1-4.
- 6) Sesokuba iBhunga liphumeze amaxabiso azo zonek iinkonzo. (Annexure B)
- 7) Sesokuba iBhunga liphumeze ulwabiwo-mali olu lungisiweyo ngokumalunga nomgaqo oye waqwalaselwa ngokutsha noye walungiswa nongaqo we:
 - SCM Policy (Annexure H)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)

- Banking, Cash Management and Investment Policy (Annexure J)
- 8) Sesokuba iBhunga liphumeze lemigaqo ilandelayo nethe yaqwalaselwa ngokutsha kwaye ayikhange ibenenguqu:
 - Tariffs Policy (Annexure C)
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Funding and Reserve Policy (Annexure G)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L)
 - Petty Cash Policy (Annexure M)
 - Cost Containment Policy (Annexure N)
- 9) Sesokuba iBhunga lithathele ingqalelo iZazinge solwabiwo-mali nesiya:
 - MFMA Circular No 107 (Annexure O)
 - MFMA Circular No 108 (Annexure P)
 - Provincial Treasury Budget Circular No. 20 of 2020 (Annexure Q)
- 10) Sesokuba iBhunga lithathele ingqalelo izicwangciso zenkqubo ezinikezelweyo ngamasebe (Annexure R)
- 11) Sesokuba iBhunga liphumeze ukuba ulwabiwo-mali oluyinkunzi lubekelwe imali nesuka Kuvimba Ofakelweyo Oyinkunzi nonemali ekhoyo.
- 12) Sesokuba iBhunga liphumeze ukuba ulwabiwo-mali oluqhubayo nolunciphileyo lubenemali esuka kwinzala yovimba kwiminyaka yangphambili nethe yabanesibonelelo sezemali.

B.2 GARDEN ROUTE DISTRICT MUNICIPALITY FINAL REVIEWED 2021/2022 INTEGRATED DEVELOPMENT PLAN (IDP) / GARDEN ROUTE FINALE HERSIENE 2021/2022 GEÏNTEGREERDE ONTWIKKELINGSPLAN (GOP) / ISICWANGCISO SENDIBANISELWANO YOPHUHLISO(IDP) ESILUNGELELWANISIWEYO SOKUGQIBELA SOMASIPALA WESITHILI SE GARDEN ROUTE SIKA 2021/2022(1423683)

Refer: Report dated 12 May 2021 from the Executive Mayor (M Booysen)(pg 625 -1006)

RESOLVED

That Council approves the 2021/2022 Final Reviewed IDP.

BESLUIT

Dat die Raad die Finale 2021/2022 GOP goedkeur.

ISIGQIBO

Sesokuba iBhunga liphumeze i IDP Elungelelwanisiweyo Yokugqibela ka 2021/2022.

B.3 **5TH ADJUSTMENT BUDGET 2020/2021 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) / VERSLAG: VYFDE AANSUIWERINGSBEGROTING 2020/2021 MEDIUM TERM EN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / ULUNGELELWANISO LWESITHATHU LOLWABIWO-MALI KA 2020/2021 INGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YOKUSEBENZISA INCITHO (MTREF)**

Refer: Report dated 20 May 2021 from the Executive Mayor (M Booysen)(pg 1007 - 1075)

RESOLVED

That Council take the following resolutions:

- (1) That the 5th adjustments budget of Garden Route District Municipality for the financial year 2020/2021 as set out in the schedules contained in Section 4 be **approved**:
 - i. Table B1 Adjustments Budget Summary;
 - ii. Table B2 Adjustments Budget Financial Performance (by standard classification);
 - iii. Table B3 Adjustments Budget Financial Performance (by municipal vote);
 - iv. Table B4 Adjustment Budget Financial Performance (revenue by source); and
 - v. Table B5 Adjustment Budget Capital Expenditure (by municipal vote and funding source)
- (2) That Council approves the Adjustment Operating Expenditure Budget of R440,108,660
- (3) That Council approves the Adjustment Operating Revenue Budget of R426,436,224
- (4) That Council approves the Adjustment Capital Budget of R14,096,440 (remain unchanged)
- (5) That a revised Service Delivery and Budget Implementation Plan (SDBIP) for the 2020/21 financial year be compiled and tabled to the Executive Mayor for approval.

BESLUIE

Dat die Raad die volgende resolusies aanvaar:

- (1) *Dat die vyfde Aangepaste Begroting van Garden Route Distriksmunisipaliteit vir die finansiële jaar 2020/2021 soos vervat in die skedules van Seksie 4 goedgekeur word:*

- i. *Tabel B1 Aangepaste Begrotings Opsomming;*
 - ii. *Tabel B2 Aangepaste Begroting Finansiële Prestasie (volgens standaard klassifikasie);*
 - iii. *Tabel B3 Aangepaste Begroting Finansiële Prestasie (volgens pos);*
 - iv. *Tabel B4 Aangepaste Begroting Finansiële Prestasie (volgens finansieringsbron); en*
 - v. *Tabel B5 Aangepaste Kapitale Begroting (volgens pos en finansieringsbron)*
- (2) *Dat die Raad die Aangepaste Uitgawe Begroting van R440,108,660 goedkeur.*
- (3) *Dat die Raad die Aangepaste Inkomste Begroting van R426,436,224 goedkeur.*
- (4) *Dat die Raad die Aangepaste Kapitaal Begroting van R14,096,440 goedkeur.(onveranderd)*
- (5) *Dat die hersiende Dienslewerings- en Begrotings Implementerings Plan vir 2020/2021 opgestel en aan die Uitvoerende Burgermeester voorgelê word vir goedkeuring.*

ISIGQIBO

Sesokuba iBhunga lithathe ezi zigqibo zilandelayo:

- (1) Sesokuba ulungelelwaniso lwesithathu lolwabiso-mali(izibonelelo ezongezelelweyo) loMasipala Wesithili se Garden Route kunyaka mali ka 2020/2021 njengoko kudandalazisiwe kuluhlu oluqulathwe kuMhlathi 4 luphunyezwe:
- i. *Table B1 Ushwankathelo Lolungelelwaniso Lolwabiwo-Mali;*
 - ii. *Table B2 Ulungelelwaniwo Lolwabiso-Mali uMsebenzi Wezemali (ngokwesibonelelo esifanelekileyo);*
 - iii. *Table B3 Ulungelelwaniwo Lolwabiso-Mali uMsebenzi Wezemali (ngokwevoti yomasipala);*
 - iv. *Table B4 Ulungelelwaniwo Lolwabiso-Mali uMsebenzi Wezemali (ingeniso ngovimba); kunye*
 - v. *Table B5 Ulungelelwaniwo Lolwabiso-Mali Incitho Yenkunzi (ngokwevoti yomasipala kunye nengeniso ngovimba)*

- (2) IBhunga liphumeze uLungelelwaniso Lwencitho Eqhubayo Yolawabiwo-Mali neyi R440,108,660
- (3) IBhunga liphumeze ULungelelwaniso Lwengeniso Eqhubayo Yolwabiwo-Mali neyi R426,436,224
- (4) IBhunga liphumeze ULungelelwaniso Oluyinkunzi Lolwabiwo-Mali lwe R14,096,440
- (5) Sesokuba ulungelelwaniso Lonikezelo Lwenkonzo kunye Nesicwangciso Sokumiselwa Kolwabiwo-Mali(SDBIP) kunyeka mali ka 2020/21 kuqulunqwe ukuze kuthiwe thaca nguSodolophu Obekekileyo ukuze siphunezwe.

C. ITEMS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA ENGXAMISEKILEYO EVELA KUMPHATHI MASIPALA

None / Geen / Azikho

D. ITEMS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZEMALI

D.1 DEBT WRITE-OFF REPORT 2020/21: QUARTER 2-3 / SKULD AFSKRYWINGSVERSLAG 2020/21: KWARTAAL 2-3 / INGXELO YOKUCINYWA KWETYALA 2020/21:IKOTA 2-3

Refer: Report dated 12 May 2021 from the Executive Manager Financial Services (JW de Jager) (pg 1076 - 1092)

RESOLVED

That Council approves the write-off of debtors balances outstanding per category with a total of R433 477.24, of which R295 100.66 was included in the debt impairment which totals the actual financial implication for 2020/21 of R138 376.58.

BESLUIT

Dat die Raad goedkeuring verleen vir die afskrywing van debiteure met balanse uitstaande per kategorie met 'n totaal van R433 477.24, waarvan R295 100.66 alreeds ingesluit was by die voorsiening vir slegte skulde, dus is die werklike finansiële implikasie vir 2020/21 R138 376.58.

ISIGQIBO

Sesokuba iBhunga liphumeze ukucinywa kwamatyala angakehlawulwa ngokwamabakala nafikelela kwi R433 477.24 nekuqukwa kuwo imali eyi R295 100.66 kulungiso lwamatyala nafikelela kumatyala ayimali eyi R138 376.58.

D.2 **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 APRIL 2021 TO 30 APRIL 2021 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 APRIL 2021 TOT 30 APRIL 2021 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO WOLAWULO LWENKCITHO KWIXESHA LOMHLA 1 KUTSHAZIMPUZI 2021 UKUYA 30 KUTSHAZIMPUZI 2021(1374491)**

Refer: Report dated 12 May 2021 from the Executive Manager Financial Services (JW de Jager) (pg 1093 - 1098)

RESOLVED

- 5.1.1 That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 April 2021 to 30 April 2021, be noted.
- 5.1.2 That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, that there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

BESLUIE

- 5.2.1 *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 April 2021 tot 30 April 2021.*

5.2.2 *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, dat daar geen goedkeuring was van tenders wat nie toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

ISIGQIBO

5.3.1 Sesokuba ukumisela komhlathi Wamashumi Amathathu Anesithandathu (36) kwemiqathango Womthetho Wezencitho zoMasipala kutenxo ukususela kumhla Wokuqala (1) uyakutsho kumhla Wamashumi Amathathu Ananye (30) KuTshazimpuzi i (2021), kuthathelwe ingqalelo.

5.3.2 Sesokuba kuthathelwe ingqalelo ukuba ngokwemiqathango yoMhlathi (114) lolawulo Lwezemali zikaMasipala, uMthetho Wamashumi Amahlanu Anesithandathu (56) wango (2003), uthathelwe ingqalelo ukuba akukhange kuphunyezwe zinikisi maxabiso ezingandululwanga kwinkqubo efanelekileyo ekumiselweni kwencitho yomgaqo wolawulo lomasipala.

D.3 COST CONTAINMENT REPOTING – QUARTER 3 OF 2020/21 / KOSTE INPERKINGSVERSLAG – KWARTAAL 3 VAN 2020/21 / INGXELO NGOKUNCIPHISA INDLEKO-IKOTA YESITHATHU(3) KA 2020/21 (1372792)

Refer: Report dated 12 May 2021 from the Executive Manager Financial Services (JW de Jager) (pg 1099 - 1102)

RESOLVED

That Council notes the measures implemented and aggregate amounts saved in quarter three of the current financial year through the implementation of cost containment measures.

BESLUIT

Dat die Raad kennis neem van die besparings soos geïdentifiseer in kwartaal drie van die huidige finansiële jaar as gevolg van die implementering van die GRDM Koste Inperkingsbeleid.

ISIGQIBO

Sesokuba ipBhunga lithathele ingqalelo imiqathango yokumiselwa kunye nemali eziye zongiwa kwikota yesithathu yonyakala mali omileyo ngokumisela indlela zokonga zokunciphisa indleko.

E. ITEMS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO

E.1 REPORT ON MICRO ORGANISATIONAL STRUCTURE OF GARDEN ROUTE DISTRICT MUNICIPALITY FOR 2021/2022 / VERSLAG RAKENDE DIE MIKRO ORGANISASIE STRUKTUUR VAN GARDEN ROUTE DISTRIKSMUNISIPALITEIT 2021/2022 / INGXELO MALUNGA NESIMO SEZOLAWULO SOMASIPALA WESITHILI SE GARDEN ROUTE SIKA 2021/2022

Refer:

Report dated 14 May 2021 from the Executive Manager: Corporate Services (B Holtzhausen) (pg 1103 - 1120)

RESOLVED

That the 2021/2022 organisational structure amendments be implemented from 1 July 2021.

BESLUIT

Dat die 2021/2022 organisasie struktuur wysigings vanaf 1 Julie 2021 implementeer word.

ISIGQIBO

Sesokuba izilungiso kwisimo sezolawulo sika 2021/2022 zimiselwe ukususela ngomhla 01 kweyeKhala 2021.

E.2 REPORT ON THE APPROVED WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT FOR THE 2021- 2022 FINANCIAL YEAR FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY / VERSLAG RAKENDE DIE GOEDGEKEURDE WERKSPEL VAARDIGHEIDSPAN EN JAARLIKSE OPLEIDINGS VERSLAG VIR DIE FINANSIËLE JAAR 2021- 2022 VIR DIE GARDEN ROUTE DISTRIKSMUNISIPALITEIT

Refer: Report dated 18 May 2021 from the Executive Manager: Corporate Services (B Holtzhausen) (pg 1121 - 1160)

RESOLVED

That Council takes note of the report.

BESLUIT

Dat die Raad kennis neem van die verslag.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

E.3 REPORT ON THE QUARTERLY IMPLEMENTATION PROJECT FOR THE GARDEN ROUTE SKILLS MECCA PROJECT FOR THE PERIOD UP TO END OF APRIL 2021 / VERSLAG RAKENDE KWAARTALIKSE TUINROETE VAARDIGHEIDS MEKKA PROJEK VIR TOT EINDE APRIL 2021 / INGXELO YEKOWA YOKUMISELWA KWENKQUBO ZOMASIPALA WESITHILI SE GARDEN ROUTE ZE SKILLS MECCA KWIXESHA UZAKUTHI GA EKUPHELENI KOTSHAZIMPUZI2021

Refer: Report dated 18 May 2021 from the Executive Manager: Corporate Services (B Holtzhausen) (pg 1161 - 1166)

RESOLVED

1. That Council takes note of the report.
2. That Council comment on the proposed activities as contained in the Service Level Agreement.

BESLUIT

1. Dat die Raad kennis neem van die verslag.
2. Dat die Raad insette gee rakende die voorgestelde aktiwiteite soos vervat in die Diensvlakkooreenkoms.

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo ingxelo.
2. Sesokuba iBhunga lvakalise uluvo lwalo ngemisebenzi ephakanyisiweyo nequlathwe Kwisivumelwano Sebakala Lenkonzo.

F. ITEMS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLUNTU

F.1 UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGS VERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR DIE COVID-19 DISTRIK BEHEERRAAD IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO AYE ATHATYATHWA LIBHUNGA LOLAWULO LESITHILI SE COVID-19 OKUJONGANA NOBHUBHANE COVID-19

Refer: Report dated 12 May 2021 from the Executive Manager Community Services (C Africa)/ Manger Disaster Management (G Otto) (pg 1167 - 1175)

RESOLVED

That Council takes note of the report.

BESLUIT

Dat die Raad kennis neem van die verslag.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo lengxelo.

G. ITEMS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO

G.1 PLANNED RESEAL PROJECTS OF THE ROADS DEPARTMENT FOR THE 2021 / 22 FINANCIAL YEAR / BEPLANDE HERSEEL PROJEKTE VAN DIE PAAIE AFDELING VIR DIE FINANSIËLE JAAR 2021/22 / INKQUBO EZICETIWEYO ZOTYWINO LEDLELA ZESEBE LENKONZO ZENDLELA KUNYAKAMALI KA 2021/22 (1422603)

Refer: Report dated 13 May 2021 from the Executive Manager Roads and Transport Services (JD Daniels)(pg 1176-1178)

RESOLVED

That Council takes note of the reseal projects.

BESLUIT

Dat die Raad kennis neem van die herseelprojekte.

ISIGQIBO

Sesokuba iBhunga lizithathele ingqalelo ezinkqubo.

G.2 ROAD ASSET MANAGEMENT BUSINESS PLAN FOR 2020 / 2021 /PAAIE BATE BESTUUR BESIGHEIDSPLAN VIR 2020 / 2021/ ISICWANGCISO SEZOSHISHINO SOLAWULO LWEMPAHLA ZEZENDLA KUNYAKA MALI KA 2020/2021

Refer: Report dated 13 May 2021 from the Executive Manager Roads and Transport Services (JD Daniels)(pg 1179 - 1226)

RESOLVED

That Council takes note of the Road Asset Management Business Plan.

BESLUIT

Dat die Raad kennis neem van die Paaie Bate Bestuursbesigheidsplan.

ISIGQIBO

Sesokuba iBhunga lithathele ingqalelo Isicwangciso Sezoshishino Solawulo Lwempahla yezeNdlela.

**H. ITEMS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT /
ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA
YESEBE LEZOCWANGCISO KUNYE NOPHULISO LOQOQOSHO**

**H.1 DRAFT GARDEN ROUTE FILM POLICY FRAMEWORK/KONSEP GARDEN ROUTE FILM
BELEIDSRAAMWERK / UYILO LOBUME BOMGAQO WEMIFANEKISO
BHANYABHANYA WE GARDEN ROUTE(1369995)**

Refer: Report dated 11 May 2021 from the Executive Manager Planning & Economic Development Services (L Menze)/ Manager: Economic Development & Tourism (M Wilson) (pg 1227-1258)

RESOLVED

That Council approves the Garden Route Film Policy Framework.

BESLUIT

Dat die Raad die Garden Route Film Beleidsraamwerk goedkeur.

ISIGQIBO

Sesokuba iBhunga liphumeze uMgaqo Wobume weMifanekiso Bhanyabhanya we Garden Route.

**H.2 RESORTS ACCOMMODATION BOOKING AND CONCESSION POLICY 2021 /
OORDE AKKOMMODASIE BESPREKING EN KONSESSIE BELEID 2021 / UMGAQO
WOKUBHALISELA INDAWO ZOKUHLALA KUNYE NOKUVUMELA KWINDAWO
ZOKUPHOLA 2021(1424241)**

Refer: Report dated 12 May 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi) (pg 1259 - 1266)

RESOLVED

1. That the Council takes note of the proposed amendments to the policy.
2. That Council approves the proposed amendments to the concession policy.

BESLUIITE

1. *Dat die Raad kennis neem van die voorgestelde wysigings aan die beleid.*
2. *Dat die Raad die voorgestelde wysigings aan die konsessiebeleid goedkeur.*

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo iziphakamiso zolungiso kumgaqo.
2. Sesokuba iBhunga liphumeze iziphakamiso zolungiso kumgaqo wokuvumela.

H.3 **REPORT REGARDING PROPOSALS TO DEVELOP AND MANAGE CALITZDORP AND DE HOEK RESORTS / VERSLAG RAKENDE DIE VERSOEK VIR VOORSTELLE OM CALITZDORP EN DE HOEK OORDE TE ONTWIKKEL EN TE BESTUUR / INGXELO MALUNGA NESIPHAKAMISO SOPHURLISO KUNYE NOLAWULO KWENDAWO ZOKUPHOLA ZASE CALITZDORP NASE DE HOEK**

Refer: Report dated 17 May 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi) (pg 1267 - 1272)

RESOLVED

1. That Council takes note of the proposed process for proposals to develop and manage the two resorts.
2. That Council approves and allow management to go ahead and obtain proposals and manage the process within the legislative requirements.
3. That Council approves and authorises management to make use of previous resolutions and also not to repeat processes that were embarked on previously.
4. That Council ensures that a proper public participation process, consultation with affected communities and all relevant stakeholders takes place before the commencement of the development at Calitzdorp Spa and De Hoek Resorts.

BESLUIITE

1. *Dat die Raad neem kennis van die voorgestelde proses vir voorstelle vir die ontwikkeling en bestuur van die twee oorde.*
2. *Dat die Raad goedkeuring verleen en Bestuur toestemming gee om voor te gaan en voorstelle te kry en die proses binne die wetlike vereistes te bestuur.*
3. *Dat die Raad Bestuur goedkeuring en magtig gee om van vorige Raadsbesluite gebruik te maak en ook nie om prosesse wat vroeër begin is, te herhaal nie.*
4. *Dat die Raad verseker dat 'n behoorlike openbare deelnameproses, raadpleging met geaffekteerde gemeenskappe en alle relevante belanghebbendes plaasvind, voor die aanvang van die ontwikkeling by Calitzdorp Spa en De Hoek Oorde.*

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqaelo inkqubo ephakanyisiweyo yophuhliso kunye nolawulo lwendawo ezimbini zokuphola.
2. Sesokuba iBhunga liphumeze kwaye livumele abaphathi ukuba baqhubekeke kokufumana iziphakamiso kunye nenkqubo zolawulo ezimayela nokufunwa ngumthetho.
3. Sesokuba iBhunga liphumeze kwaye lugunyazise abaphathi ukuba basebenzise izigqibo zebhunga zangaphambilini ukwenzela bangaphindi inkqubo ebekusele yenziwe.
4. Sesokuba iBhunga liqinisekise ukuba inkqubo efanelekileyo yokubandakanywa koluntu oluchaphazzelekayo, namanye amahlakani iyaqhutywa phambi kokuqaliswakophuhliso lwase Calitzdorp naseDe Hoek Resorts.

H.4

REPORT ON THE PROPOSED PROJECT KLEIN KAROO RURAL WATER SUPPLY SCHEME (KKRWSS) WEST: CALITZDORP SPA EXPLORATION BOREHOLES / VERSLAG RAKENDE DIE VOORGESTELDE PROJEK KLEIN KAROO LANDLIKE WATERVOORSIENINGSKEMA (KKRWSS) -WES: CALITZDORP SPA ONTDEKINGSBOORGATE / INGXELO NGESIPHAKAMISO SENKQUBO YESIBONELEKO SAMANZI SE KLEIN KAROO SAMANZI ASMAPHANDLENI

Refer: Report dated 17 May 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi) (pg 1273 - 1314)

RESOLVED

1. That Council notes the proposed borehole drilling activities on its premises (Calitzdorp Spa Resort) by Oudtshoorn Municipality.
2. That Council approves and allow Oudtshoorn Municipality to proceed ahead with drilling exploration borehole which is aimed at augmenting the supply of water in the KKRWSS.
3. That Council approves the use of excess water from the spring at Calitzdorp Spa currently flowing into the Olifants river through the construction of a small water package plant to treat the excess spring water which will then directly benefits the Spa as well.
4. That Council approves and authorises the Municipal Manager to negotiate with Oudtshoorn Municipality the arrangement, the benefits of this to GRDM, the ownership of the assets and the period of the lease a agreement with Oudtshoorn Municipality for the boreholes and the water package plant.

BESLUIE

1. *Dat die Raad neem kennis van die voorgestelde boorgat aktiwiteite by Calitzdorp Spa deur Oudtshoorn Munisipaliteit.*
2. *Dat die Raad goedkeuring verleen en Oudtshoorn Munisipaliteit toelaat om voort te gaan met die boorgat eksplorاسie wat daarop gemik is om die toevoer van water in die KKRWSS te vergroot.*

3. *Dat die Raad die gebruik van oortollige water uit die fontein by Calitzdorp Spa goedkeur, wat tans in die Olifantsrivier vloei deur die konstruksie van 'n klein aanleg om die oortollige fonteinwater te behandel, wat dan ook tot die Spa tot voordeel sal strek.*
4. *Dat goedkeuring deur die Raad aan die Munisipale Bestuurder en magtig verleen word om met Oudtshoorn Munisipaliteit te onderhandel rakende die reëling en die voordele hiervan vir GRDM, die eienaarskap van die bates en die tydperk van die huur of die moontlikheid van 'n huurooreenkoms met Oudtshoorn Munisipaliteit vir die boorgate en die aanleg om die water te behandel.*

ISIGQIBO

1. Sesokuba iBhunga lithathele ingqalelo iziphakamiso zemingxuma yokutsalwa kwamanzi kwimihlaba (Calitzdorp Spa Resort) ngu Masipala wase Tshoreni.
2. Sesokuba iBhunga liphumeze kwaye livumele uMasipala wase Tshoreni ukuba aqhubekeke nenkqubo zemingxuma yokutsala amanzi nejiongene nokukhawulelan nengxaki yezamansi kwi KKRWSS.
3. Sesokuba iBhunga liphumeze ukusetyenziswa kwamanzi aphuma kumthombo wase Calitzdorp Spa nephuphumalela kumlambi we Olifants ngokwakha indawo ezincinci zezityalo ukucola amanzi omthombo nazakuba yinzunzo knqo nase Spa.
4. Sesokuba iBhunga liphumeze kwaye ligunyazise uMphathi Masipala ukuba abambe iingxoxo kunye noMasipala wase Tshoreni esi sivumelwano, nenzunzo yaso kuGRDM, nokuba ngumninini wempahla kunye nexesha lesivumelwano sokuqashisa kuMasipala wase Tshoreni kwimingxuma yokutsala amanzi kunye nendawo zezityalo zamanzi.

H.5 **REPORT ON THE LEASE OF NOOITGEDAGT AND GROENEFONTYN (FARMS 29 AND 30) IN THE OUDTSHOORN AREA TO WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD / VERSLAG TEN OPSIGTE VAN DIE VERHURING VAN NOOITGEDAGT EN GROENEFONTYN (PLASE 29 EN 30) IN DIE OUDTSHOORN AREA AAN WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD / INGXELO NGOKUQASHISWA KWE NOOITGEDAGT KUNYE NE GROENEFONTYN (IIFAMA 29 KUNYE 30) KWINGINGQI YASE TSHORENI ZIQASHISELWA I WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD**

Refer: Report dated 20 May 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Manager : DED & Tourism (M Wilson) (pg 1315 - 1326)

RESOLVED

That the report be withdrawn.

BESLUIT

Dat die verslag onttrek word.

ISIGQIBO

Sesokuba lengxelo irhoxiswe.

I. MOTIONS OF EXIGENCY / DRINGENDE MOSIES / IMIBA ENGXAMISEKILEYO

I.1 NONE / GEEN / AYIKHO

J. NOTICES OF MOTIONS / KENNISGEWINGS VAN MOSIES / ISAZISO SEZIPHAKAMISO

J.1 NONE / GEEN / AYIKHO

K. IN –CLOSED COMMITTEE / IN GESLOTE KOMITEE / EKHUSINI

K.1 NONE / GEEN / AYIKHO

CLOSURE / SLUITING / UQUKUNJELO

The meeting closed at 13:54 with 31 Councillors present / *Die vergadering sluit om 13:54 met 31 Raadslede teenwoordig* / Intlanganiso ivalwe ngo 13:54 iNooceba abayi 31.

.....

SPEAKER: CLLR BHJ GROENEWALD

.....

DATE / DATUM / UMHLA

BACK TO AGENDA



Minutes of a
Mayoral Committee meeting
held via Zoom,
on **Wednesday, 28 April 2021** at **09:00**

Notule van 'n **Burgemeesterskomiteevergadering**
gehou via Zoom,
Woensdag, 28 April 2021 om 09:00

Imizuzu **yeKomiti Kasodolophu**
Nebibanjwe ngo Zoom
ngoLwesithathu, 28 KuTshazimphuzi 2021 ngo 09:00

1. **OPENING AND WELCOME / OPENING EN VERWELKOMING / UVULO NOLWAMKELO**

The Executive Mayor, Ald M Booysen, opened the meeting and welcomed everyone present.

2. **SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO**

A moment of silence was observed.

3. **ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO**

3.1 **MEMBERS: PRESENT / LEDE: TEENWOORDIG / AMALUNGU: AKHOYO**

Adl M Booysen	Executive Mayor
Adl RH Ruiters	Deputy Executive Mayor
Adl IC Kritzing	
Cllr / Rdl / Ceba RE Spies	
Cllr / Rdl / Ceba E Meyer	
Cllr / Rdl / Ceba JC Lambaatje	
Cllr / Rdl / Ceba KS Lose	(joined at 09:11)

OFFICIALS / AMPTENARE / AMAGOSA

Mr MG Stratu	Municipal Manager
Ms B Holtzhausen	Executive Manager Corporate Services
Mr C Africa	Executive Manager Community Services
Mr JG Daniels	Executive Manager Roads and Transport Services
Mr S Maqekeni	Manager Integrated Support Services & Legal Compliance
Ms N Davids	Manager Legal Services
Mr G Otto	Manager Disaster Management
Ms M Wilson	Manager LED & Tourism
Mr K Nieuwoudt	Manager ICT Services
Mr R Dyantyi	Manager EPWP
Mr S Dladla	Chief of Staff – Office of the Executive Mayor

Mr T Mpuru	Manager Supply Chain Management and Stores
Mr R Coetzee	Chief Accountant: BTO& AFS
Mr W Jacobs	Disaster Management Coordinator
Mr M Hubbe	Manager Regional Waste
Ms S Sims	Assistant Manager Human Settlements
Mr V Mkunqwana	Assistant Manager Human Settlements
Ms R Matthews	Senior Committee Officer

3.2 MEMBERS: ABSENT WITH LEAVE / LEDE: AFWESIG MET VERLOF / AMALUNGU: ABEKWIKHEFU

Officials

Mr J-W de Jager	Executive Manager Financial Services
Ms L Hoek	Deputy Manager Financial Services

3.3 MEMBERS: ABSENT WITHOUT LEAVE / LEDE: AFWESIG SONDER VERLOF / AMALUNGU: ANGEKHO KWIKHEFU

None / Geen / Azikho

4 NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, ACT 32 OF 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 1 (GEDRAGSDKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STELSWET, WET 32 VAN 2000 / UQWALASELO LWEZIBONELELO ZOLUHLU 1 (INDELA YOKUZIPHATHA KOCEBA) ZE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, ACT 32 OF 2000

Noted / Kennis / Ithathelwe ingqlelo

5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA NGOKUBANOMDLA NGOCEBA KUNYE NAMAGOSA

None / Geen / Azikho

6. **COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU OBEKEKILEYO**

None / Geen / Azikho

7. **COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA**

None / Geen / Azikho

8. **CONFIRMATION OF MINUTES: 30 MARCH 2021 / BEKRAGTIGING VAN NOTULE GEDATEER: 30 MAART 2021 / UKUQINISEKISWA KWEMIZUZU: 30 KWEYOKWINDLA 2021** (pg. 7-32)

RESOLVED

That the Executive Mayoral Committee approves the minutes of the Executive Mayoral Committee meeting dated 30 March 2021.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee die notule van die Uitvoerende Burgemeesterskomiteevergadering gedateer, 30 Maart 2021, goedkeur.

ISIGQIBO

Sesokuba iKomiti Kasododlophu Obekekileyo iphumeze imizuzu yentkangansio yekomiti Kasodolophu Obekekileyo yangomhla 30 KweyeKwindla 2021.

9. MINUTES OF SECTION 80 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN ARTIKEL 80 KOMITEES (VIR KENNISNAME) / IMIZUZUZ YEKOMITI KASODOLOPHU KUNYE NEZINYE IKOMITI ZOMHLATHI 80 (ITHATHELWE INGQALELO)

9.1 RESOLVED

That the minutes of the Roads and Transport Planning Services, Community Services Committee; Economic Development and Tourism Committee; Financial Services Committee and Corporate Services Committee meetings that took place on 10 February 2021, be noted.

BESLUIT

Dat kennis geneem word van die notules van die Paaie en Vervoerbepalningsdienste, Gemeenskapsdienste, Distrik Ekonomiese Ontwikkeling en Toerisme Komitee, Finansiële Dienste en Korporatiewe Dienste vergaderings wat plaasgevind het op 10 Februarie 2021.

ISIGQIBO

Sesokuba imizuzu y Yekomiti Yezendlela & Inkonzo Yezicwangciso Zothutho; Yekomiti yeNkonzo Zoluntu ; yeKomiti Yophuhliso loQoqosho kunye Nokhenketho kwiSithili; Ikomiti yeeNkonzo Zezimali nebibanjwe ngobuxhakaxhaka & yeKomiti yeeNkonzo Zolawulo nebezibanjwe ngomhla 10 kweyeMdumba 2021, ithathelwe ingqalelo.

9.2 APPROVAL OF AGENDAS OF SECTION 80 COMMITTEES / GOEDKEURING VAN AGENDAS VIR ARTIKEL 80 KOMITEES / UKUPHUNYEZWA KWE AGENDA ZEKOMITI ZOMHLATHI 80

RESOLVED

That the minutes of the Property Mangement and Development Committee and Strategic Services Agendas dated 01 April 2021, be approved.

BESLUIT

Dat die Eiendom Ontwikkeling en Bestuurskomitee en Strategiese Dienste Agendas gedateer 01 April 2021, goedgekeur word.

ISIGQIBO

Sesokuba imizuzu yentlanganiso iphunyezwe

10. STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO

10.1 APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MARCH 2021 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MAART 2021 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA KWEYEKWINDLA 2021

Refer: Report dated 16 April 2021 from the Executive Manager: Corporate Services (B Holtzhausen) HR Manager (N Klaas)(pg 275-282)

RECOMMENDATIONS TO COUNCIL

That the information on the appointments, service exits and labour relations matters for March 2021, be noted.

AANBEVELING

Dat kennis geneem word van die aanstellings, uitdienstredings en arbeidsverhoudinge inligting vir Maart 2021.

ISINDULULO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga KweyeKwindla 2021 kuthathelwe inqgalelo.

11. REPORTS FROM THE EXECUTIVE MAYOR / VERSLAE VANAF DIE UITVOERENDE BURGEMEESTER / IMIBA EVELA KUSODOLOPHU

11.1 REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER / INGXELO: U MHLATHI 52 - UXANDUVA LUKA SODOLOPHU

Refer: Report dated 14 April 2021 from the Executive Mayor (Ald M Booysen) (pg 283-336)

RECOMMENDATION TO COUNCIL

That Council notes the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2021.

AANBEVELING

Dat die Raad kennis neem van die kwartaalverslag rakende die implementering van die begroting en die finansiële posisie van die munisipaliteit vir die jaar tot datum en die kwartaal geëinding 31 Maart 2021.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo ngokumiselwa kolwabiwo-mali kunye nemicimbi yezemali zomasipala zonyaka uzakuthi ga ngoku kunye nekota ephela ngomhla 30 keyoKwindla 2021.

12. REPORTS FROM THE OFFICE OF THE MUNICIPAL MANAGER / ITEMS VANAF DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER / IMIBA EVELA KWI OFISI YOMPHATHI MASIPALA

12.1 APPOINTMENT OF ACTING MUNICIPAL MANAGER IN TERMS OF SECTION 54(A) OF THE MUNICIPAL SYSTEMS ACT, 2000/ AANSTELLING VAN WAARNEMEDE MUNISIPALE BESTUURDER IN TERME VAN SEKSIE 54(A) VAN DIE MUNISIPALE STELSWET, 2000/ UKUCHONGWA KWEBAMBELA MPHATHI MASIPALA NGOKWEMMIQATHANGO YECANDELO 54(A) LOMTHETHO WENKQUBO ZOMASIPALA, WANGO 2000

Refer: Report dated 15 April 2021 from the Municipal Manager (MG Stratu)(pg 337-340)

RECOMMENDATIONS TO COUNCIL

5.1 That Council approve the following schedule for Executive Managers to act in the absence of the Municipal Manager:

Months	Acting Position	Secundi 1	Secundi 2
January, February March	Executive Manager: Planning and Economic Development	Executive Manager: Corporate Services	Executive Manager: Roads Services

April, May & June	Executive Manager: Financial Services	Executive Manager: Planning and Economic Development	Executive Manager: Community Services
July, August & September	Executive Manager: Corporate Services	Executive Manager: Financial Services	Executive Manager: Planning and Economic Development
October & November	Executive Manager: Road Services	Executive Manager: Planning and Economic Development	Executive Manager: Roads Services
December	Executive Manager: Community Services	Executive Manager: Corporate Services	Executive Manager: Planning and Economic Development

5.2 That in the absence of the Executive Manager that is required to act, in terms of the above schedule, council delegate the Executive Mayor to use the first secondi and in the absence of the first secondi, the second secondi.

AANBEVELINGS

5.1 Dat die Raad die volgende skedule van Uitvoerende Bestuurders om waar te neem in die afwesigheid van die Munisipale Bestuurder, goedkeur:

Maande	Waarnemende Posisie	Secundi 1	Secundi 2
Januarie, Februarie & Maart	Uitvoerende Bestuurder: Ekonomiese Ontwikkeling en Beplanning	Uitvoerende Bestuurder: Korporatiewe Dienste	Uitvoerende Bestuurder: Paaie
April, Mei & Junie	Uitvoerende Bestuurder: Finansiële Dienste	Uitvoerende Bestuurder: Ekonomiese Ontwikkeling en Beplanning	Uitvoerende Bestuurder: Gemeenskapsdienste
Julie, Augustus & September	Uitvoerende Bestuurder: Korporatiewe Dienste	Uitvoerende Bestuurder: Finansiële Dienste	Uitvoerende Bestuurder: Ekonomiese Ontwikkeling en Beplanning

Oktober, November &	Uitvoerende Bestuurder: Paaie	Uitvoerende Bestuurder: Ekonomiese Ontwikkeling en Beplanning	Uitvoerende Bestuurder: Paaie
Desember	Uitvoerende Bestuurder: Gemeenskapsdienste	Uitvoerende Bestuurder: Korporatiewe Dienste	Uitvoerende Bestuurder: Ekonomiese Ontwikkeling en Beplanning

5.2 Dat die Raad, in die afwesigheid van die Uitvoerende Bestuurder wat ingevolge bogenoemde skedule moet waarneem, die Uitvoerende Burgemeester oorweeg om die eerste secondi te gebruik en in die afwesigheid van die eerste secondi, die tweede secondi.

ISINDULULO

5.1 Sesokuba iBhunga liphumeze uluhlu olulandelayo lwabaPhathi Abazintloko nabazakubambela ngethuba uMphathi Masipala engekho:

Months	Acting Position	Secundi 1	Secundi 2
January, February March	Executive Manager: Planning and Economic Development	Executive Manager: Corporate Services	Executive Manager: Roads Services
April, May & June	Executive Manager: Financial Services	Executive Manager: Planning and Economic Development	Executive Manager: Community Services
July, August & September	Executive Manager: Corporate Services	Executive Manager: Financial Services	Executive Manager: Planning and Economic Development
October & November	Executive Manager: Road Services	Executive Manager: Planning and Economic Development	Executive Manager: Roads Services
December	Executive Manager: Community Services	Executive Manager: Corporate Services	Executive Manager: Planning and Economic Development

5.2 Ukubangwaba kuye kwenzeka ukuba umphathi Oyintloko angabikho nekumele ukuba uyabambela, ngokwemiqathango yoluhlu olungentla, iBhunga ligunyazise uSodolophu Obekekileyo ukuba asebenzise isekela lokuqala ukubangaba alikho isekela lokuqala, asebenzise isekela lesibini

13. REPORTS FROM THE FINANCIAL SERVICES DEPARTMENT / ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZEMALI

13.1 DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 MARCH 2021 TO 31 MARCH 2021 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 MAART 2021 TOT 31 MAART 2021 / INGXELO YOTENXO: UKUMISELWA KOMGAQO WOLAWULO LWENCITHO KWIXESHA UMHLA 01 KWEYEKWINDLA 2021 UYAKUTSHO KUMHLA WE 31 KWEYEKWINDLA 2021

Refer: Report dated 14 April 2021 from the Executive Manager Financial Services (JW de Jager)(pg 341-346)

RECOMMENDATIONS TO COUNCIL

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 01 March 2021 to 31 March 2021, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

AANBEVELINGS

1. *Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 01 Maart 2021 tot 31 Maart 2021.*
2. *Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, daar geen goedkeuring was van tenders wat nie toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie.*

IZINDULULO

1. Sesokuba ukumisela komhlathi Wamashumi Amathathu Anesithandathu (36) kwemiqathango Womthetho Wezencitho zoMasipala kutenxo ukususela kumhla Wokuqala (1) uyakutsho kumhla Wamashumi Amathathu (31) ngeyeKwindla 2021, kuthathelwe ingqalelo.
2. Sesokuba ngokwemiqathango yoMhlathi (114) lolawulo Lwezemali zikaMasipala, uMthetho Wamashumi Amahlanu Anesithandathu (56) wango (2003), uthathelwe ingqalelo ukuba akukhange kuphunyezwe zinkisi maxabiso ezingandululwanga kwinkqubo efanelekileyo ekumiselweni kwencitho yomgaqo wolawulo lomasipala.

14. ITEMS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO

14.1 RESTRUCTURING OF SECTION 79 AND 80 COMMITTEES / HERSAMESTELLING VAN ARTIKEL 79 EN 80 KOMITEES / ULUNGELELWANISO LWEKOMITI ZOMHLATHI 79 KUNYE 80

Refer: Report dated 29 March 2021 from the Executive Manager Corporate Services (B Holtzhausen) pg 347-353)

RECOMMENDATION TO COUNCIL

That Council approves the nominated names of members to serve on the Section 79 and 80 Committees of Garden Route District Council in terms of Section 79 of the Local Government: Municipal Structures Act, 1998 Act 117 of 1998.

AANBEVELINGS

Dat die Raad die genomineerde name van lede wat op die Artikel 79 en 80 Komitees van Garden Route Distrikraad moet dien, goedkeur ingevolge die bepalings van Artikel 79 van die Plaaslike Owerheid: Munisipale Strukturewet, 1998 Wet 117 van 1998.

IZINDULULO

Sesokuba iBhunga liphumeze amagama achongiweyo amalungu azakuchopha kwiKomiti zoMhlathi 79 kunye 80 zeBhunga loMasipala Wesithili se Garden Route ngokwemiqathango zoMhlathi 79 woRhulumente Basekhaya: Umthetho Wesimo soMasipala, 1998 uMthetho 117 wango 1998.

15. REPORTS FROM THE COMMUNITY SERVICES DEPARTMENT / ITEMS VANAF DIE GEMEENSKAPSDIENSTE DEPARTEMENT / IMIBA ESUKA KWISEBE LENKONZO ZOLUNTU

15.1 QUATERLY PROGRESS REPORT WITH REGARDS TO ESTABLISHMENT OF A DISTRICT FOODBANK (JANUARY – MARCH 2021) / KWARTAALLIKSE VORDERINGSVERSLAG MET BETREKKING TOT DIE STIGTING VAN 'N DISTRIK VOEDSELBANK (JANUARIE – MAART 2021) / INGXELO NGOKUSELE KWENZIWE MALUNGA NOKUMISELWA KWEBANKI YOKUTYA KWISITHILI (KWEYEMQUNGU – KWEYOKWINDLA)

Refer: Report dated 12 April 2021 from the Executive Manager Community Services (C Africa)(pg 354-367)

RECOMMENDATIONS TO COUNCIL

- 5.1) That Council take note of the quarterly activities to the District Food Pantry.
- 5.2) That Council approve the extension of the period for the payment of the total Food Pantry monthly costs as per the 26 November 2020 council resolution (from December 2020 to February 2021) to the period December 2020 to the end of June 2021. The cost in excess of the approved Garden Route contribution towards the Food Pantry would then be recovered from the local municipal contributions as soon as their final contributions towards the Garden Route Food Pantry is received.

AANBEVELINGS

- 5.1) *Dat die Raad kennis neem van die kwartaalikse aktiwiteite vir die Distriks Voedselbank.*
- 5.2) *Dat die Raad die periode vir die betaling van die volle Voedsel Spens koste verleng vanaf Desember 2020 - February 2021 (verwys 26 November 2020 raadsbesluit) na die periode Desember 2020 tot Junie 2021. Koste wat meer is as die goedgekeurde bydrae van die GRDM is sal dan vanaf die Plaaslike Munisipale bydraes verhaal word.*

IZINDULULO

- 5.1) Sesokuba iBhunga lithathele ingqalelo imisebenzi yeBhanki Yokutya Yesithili.
- 5.2) Sesokuba iBhunga liphumeze ukwandiswa kwexesha lentlawulo yendleko ezipheleleyo zenyanga Zebanki Yokutya ngokwesigqibo sebhunga

sangomhla 26 kweyeNkanga 2020(ukususela kweyoMnga 2020 ukuya kweyoMdumba 2021) kwixesha loMnga 2020 ukuya ekupheleni kweyeSilimela 2021. Indleko ezingaphaya kwesiphunyezo se Garden Route nokufakwa kwezandla kwiBhanki Yokutya izakubuyekwezwa kwinxaso yomasipala basekuhlaleni xa imalinxaso zabo zihlawulwe kwiBanku Yokutya yeGarden Route.

15.2 REGIONAL WASTE MANAGEMENT FACILITY / STREEK AFVALBESTUUR FASILITEIT / ULAWULO LWENDAWO YENKUNKUMA KWINGINGQI

Refer: Report dated 12 April 2021 from the Executive Manager Community Services (C Africa) Manager Regional Waste Management (M Hubbe)(pg 368-375)

RECOMMENDATIONS TO COUNCIL

1. That Council takes notice of the progress made regarding the process to finalise the implementation of a Regional Waste Management Facility to receive domestic and hazardous waste from the municipalities of Bitou, Knysna, George, Mossel Bay and Hessequa (Albertinia and Gouritsmond).
2. That the participating municipalities of Bitou, Knysna, George, Mossel Bay and Hessequa is informed of the new proposed timeline.
3. That urgent negotiations start with the management of the Petroleum Oil and Gas Corporation of SA to extend the existing disposal contracts of the local municipalities until 28 February 2023.
4. That Council requests GRDM's Legal Services to determine possible legal action against the consultants iX Engineers in the case of non-compliance with the scope of tender E/14/2007.

AANBEVELINGS

1. *Dat die Raad kennis neem van die vordering wat reeds gemaak is met die proses om 'n Streek Afval Bestuursfasiliteit daar te stel om huishoudelike en gevaarhoudende afval te ontvang vanaf die munisipaliteite Bitou, Knysna, George, Mosselbaai en Hessequa (Albertinia en Gouritsmond).*
2. *Dat die deelnemende munisipaliteite in kennis gestel word ten opsigte van die nuwe voorgestelde tydsraamwerk.*

3. *Dat dringend onderhandel word met die bestuur van die Petroleum Oil and Gas Corporation of SA om die huidige stortingskontrakte van die plaaslike munisipaliteite te verleng tot 28 Februarie 2023.*
4. *Dat die Raad, die GRDM se regsafdeling versoek om ondersoek in te stel na die moontlikheid dat daar geregtelike stappe geneem word teen die raadgewers iX Engineers indien daar nie aan die tender vereistes van tender E/14/2007 voldoen is nie.*

IZINDULULO

1. Sesokuba iBhunga lithathele ingqalelo umsebenzi osele wenziwe malunga nenkqubo yokuqukunjelwa kokumiselwa Kwendawo Yolawulo Lwenkunkuma kwiNgingqi sokufumana inkunkuma yasekuhlaleni kunye neyobungozi nevela koomasipala, owase Bitou, Knysna, George, Mossel Bay nase Hessequa(Albertinia nase Gouritsmond).
2. Sesokuba uthabatho nxaxheba lomaasipala owase Bitou, Knysna, George, Mossel Bay nase Hessequa baziswe ngeziphakamiso zamaxesha amatsha abekiweyo.
3. Sesokuba kuqaliswe ngengxoxo ezingxamisekileyo nabaphathi bakwa Petroleum Oil and Gas Corporation of SA ukwandisa isivumelwano sokulwahlwa kwenkunkuma ngomasipala basekuhlaleni de ibengumhla 28 kweyoMdumba 2023.
4. Sesokuba iBhunga licele Inkonzo Yezomthetho ye GRDM ukuze iqwalasele amanyathelo asemthetweni asenokuthatyathwa ngakwabanikezeli benkonzo bakwa iX Engineers kwityala lokungahabelani ngokufanelekileyo kwisinki maxabiso E/14/2007.

15.3 STATUS REPORT ON THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES (DEFF) ADAPTIVE CAPACITY FACILITY (ACF): CLIMATE RESILIENT HUMAN SETTLEMENTS PILOT PROGRAMME, FUNDED BY THE GOVERNMENT OF FLANDERS / STATUS VERSLAG VAN DIE DEPARTEMENT "ENVIRONMENT, FORESTRY AND FISHERIES (DEFF) ADAPTIVE CAPACITY FACILITY (ACF)": KLIMAATS VEERKRAGTIGE MENSLIKE NEDERSETTINGS LOODSPROGRAM, BEFONDS DEUR DIE REGERING VAN FLANDERS / INGXELO NGESIMO YESIMO SESEBE LOKUSINGQONGILEYO, AMAHLATHI NEZOKULOBA(DEFF) UBUXHAKAXHAKA BOESAKHONO SOKUQHELANA NESIMO(ACF)" INKQUBO YOVAVANYO YOKUMELANA NESIMO SEZULU EKUHLALISWENI KOLUNTU, NEXHASWA KURHULUMENTE WE FANDERS

Refer: Report dated 12 April 2021 from the Executive Manager Community Services (C Africa)/ Disaster Risk Reduction and Climate Change Adaptation Practitioner (Dr NS Viljoen)(pg 376 - 380)

RECOMMENDATION TO COUNCIL

That Council takes note of the Status Report on the Department of Environment, Forestry and Fisheries (DEFF) Adaptive Capacity Facility (ACF): Climate Resilient Human Settlements Pilot Programme.

AANBEVELING

Dat die Raad kennis neem van die status verslag van die Departement "Environment, Forestry and Fisheries (DEFF) Adaptive Capacity Facility (ACF)": Klimaats Veerkragtige Menslike Nedersettings Loods Program.

IZINDULULO

Sesokuba iBhunga loMpasipala Wesithili se Garden Route lithathele ingqalelo Ingxelo Yesimo Esikhoyo malunga ngesimo Sesebe Lokusingqongileyo, Amahlathi Nezokuloba(DEFF) ubuxhakaxhaka Besakhono Sokuqhelana Nesimo(acf)" iNkqubo yoVavanyo Yokumelana Nesimo Sezulu Ekuhlalisweni Koluntu.

15.4 UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGSVERSLAG RAKENDE DIE AKSIE STAPPE WAT REEDS DEUR DIE COVID-19 DISTRIK BEHEERRAAD IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO AYE ATHATYATHWA LIBHUNGA LOLAWULO LESITHILI SE COVID-19 OKUJONGANA NOBHUBHANE COVID-19

Refer: Report dated 19 April 2021 from the Executive Manager Community Services (C Africa)/ Manager Disaster Management (G Otto) (pg 381 - 402)

RECOMMENDATION TO COUNCIL

That Council takes note of the report.

AANBEVELING

Dat die Raad kennis neem van die status verslag.

IZINDULULO

Sesokuba iBhunga lithathele ingqalelo lengxelo.

16. ITEMS FROM THE ROADS AND TRANSPORT PLANNING SERVICES DEPARTMENT / ITEMS VANAF DIE PAAIE EN VERVOER BEPLANNINGSDIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZENDLELA KUNYE NEZICWANGCISO KWEZOTHUTHO

16.1 QUARTERLY REPORT REGARDING THE PROGRESS OF THE ROADS DEPARTMENT AND THE FINANCIAL PROJECTIONS / KWARTAALVERSLAG RAKENDE DIE VORDERING VAN DIE PAAIE DEPARTEMENT EN DIE FINANSIËLE PROJEKSIES

Refer: Report dated 21 April 2021 from the Executive Manager Roads & Transport Services (JG Daniels)(pg 403-408)

RECOMMENDATION TO COUNCIL

That Council notes the content of the report.

AANBEVELING

Dat die Raad kennis neem van die inhoud van die verslag.

IZINDULULO

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

16.2 REPORT REGARDING THE MENTORSHIP PROGRAMME OF THE ROADS DEPARTMENT/ VERSLAG RAKENDE DIE MENTORSKAPPROGRAM VAN DIE PAAIE DEPARTEMENT

Refer: Report dated 21 April 2021 from the Executive Manager Roads & Transport Services (JG Daniels)(pg 409-416)

RECOMMENDATION TO COUNCIL

That Council notes the content of the report.

AANBEVELING

Dat die Raad kennis neem van die inhoud van die verslag.

IZINDULULO

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

17. ITEMS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZOCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO

17.1 REPORT ON THE LEASE OF NOOITGEDAGT AND GROENFONTEIN (FARMS 29 AND 30) IN THE OUDTSHOORN AREA TO WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD / VERSLAG RAKENDE DIE VERHURING VAN NOOITGEDAGT EN GROENFONTEIN (PLASE 29 EN 30) IN DIE OUDTSHOORN AREA AAN DIE WES-KAAP HEUNINGBOS TEE KOÖPERASIE (EDMS) BPK / INGXELO NGOKUQESHISWA KWE NOOITGEDAGT KUNYE GROENEFONTYN(IIFAMA 29 KUNYE NEYE 30) KWINGINGI YASE TSHORENI IQASHISELWA INKAMPANI YE WESTERN CAPPE HONEY BUSH TEA CO-OPORATIVE (PTY)LTD

Refer: Report dated 08 April 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Manager Economic Development and Tourism (M Wilson)(pg 417-522)

RECOMMENDATIONS TO COUNCIL

1. That Council authorizes that a public participation process be followed in terms of a long-term agreement with the Western Cape Honey Bush Co-Operative (PTY) Ltd;
2. That the long-term agreement will be a period of nine (9) years with the option to renew for a further nine (9) years.
3. That a full report which includes all public comments be brought back to Council for consideration of a long-term agreement with Western Cape Honey Bush Co-Operative (PTY) Ltd.
4. That Council takes note that after year 3 the market related value must be sourced and the lessee then pays a market related rental and not the lesser amount.

AANBEVELINGS

1. *Dat die Raad magtig dat 'n openbare deelnameproses gevolg word in terme van 'n langtermynnooreenkoms met die Wes-Kaapse Honey Bush-koöperasie (PTY) Ltd;*
2. *Dat die langtermynnooreenkoms 'n tydperk van nege (9) jaar sal wees met die opsie om vir 'n verdere nege (9) jaar te hernu.*
3. *Dat 'n volledige verslag met alle openbare kommentaar aan Coucil teruggebring word vir oorweging van 'n langtermynnooreenkoms met Western Cape Honey Bush Co-Operative (PTY) Ltd.*
4. *Dat die Raad kennis neem dat die markverwante waarde na jaar 3 verkry moet word en dat die huurder dan 'n markverwante huur betaal en nie die mindere bedrag nie.*

IZINDULULO

1. Sesokuba iBhunga liphumeze ukuba inkqubo yothabatho nxaxheba yoluntu iyalandelwa ngokwemiqathango yesivumelwano kunye nabakwa Western Cape Honey Bush Co-Operative(PTY)Ltd.
2. Sesokuba isivumelwano sexesha elide lizakuba yiminyaka elithoba(9) ngesolotya lokusandisa eminye miminyaka elithoba(9).
3. Sesokuba ingxelo epheleleyo neqka izimvo zothabatho nxaxheba loluntu ibuyiselwe kwiBhunga ukuze luqwalasele isivumelwano sexesha elide nabakwa Western Cape Honey Bush Co-Operative(PTY)Ltd.
4. Sesokuba iBhunga lithathle ingqalelomukuba emveni konyaka wesithathu ixabiso elamaniswa nemalike kufuneka lifunyenwe kwaye umqeshi ze abhatale ixabiso lezentlengo lokuqesha ingabiloxabiso elingaphantsi kwexabiso lentengo.

17.2 PROPERTY ADMINISTRATION FEE 2021 / EIENDOM ADMINISTRATIEWE FOOI 2021 / IMALI YEZOLAWULO LWEMIHOABA 2021

Refer: Report dated 12 April 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi)(pg 523 - 525)

RECOMMENDATIONS TO COUNCIL

1. That Council takes note of the proposed non-refundable administration fee of R 2 200.00.
2. That Council gives approval that the proposed administration fee be included in the tariff policy.

AANBEVELINGS

1. *Dat die Raad kennis neem van die voorgestelde administrasie fooi van R2 200.00 wat nie terugbetaalbaar is nie.*
2. *Dat die Raad goedkeuring verleen dat die voorgestelde administrasie fooi ingesluit word by die tariewe beleid.*

IZINDULULO

1. Sesokuba iBhunga lithathele ingqalelo isiphakamiso sentlwulp yezolawulo nengebuyisekiyo ye R2 200.00.
2. Sesokuba iBhunga linikeze ukuphunyezwa kweysiphakamiso solawulo lwentlawulo ifakwe kumgaqo wamaxabiso.

17.3 RESORTS ACCOMMODATION BOOKING AND CONCESSION POLICY 2021 / OORDE AKKOMMODASIE BESPREKING EN KONSESSIE BELEID 2021 / UKUBHALISWA KWENDAWO ZOKUHLALA KUNYE NOMGAQO WELUNGELO 2021

Refer: Report dated 12 April 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi)(pg 526-538)

RECOMMENDATION

That the report be withdrawn.

AANBEVELING

Dat die verslag onttrek word.

IZINDULULO

Ingxelo irhoxiswe

17.4 AGREEMENT(S) TO DEVELOP, MANAGE AND OPERATE KLEINKRANTZ PROPERTY / OOREENKOMS OM KLEINKRANTZ EIENDOM TE ONTWIKKEL, BESTUUR EN TE BEDRYF / IZIVUMELWANO ZOPHUHLISO, ULAWULO KUNYE NOKUQHUBA KUMHLABA OSE KLEINKRANTZ

Refer: Report dated 08 April 2021 from the Executive Manager Planning & Economic Development Services (L Menze) / Acting Manager Properties (P Dongi)(pg 526-538)

RECOMMENDATIONS TO COUNCIL

1. That Council notes the proposed development for the Kleinkrantz property.
2. That the municipality embark on a process signing the lease agreement with Waterleaf Properties.
3. That the property is not required for the provision of basic municipal services as contemplated in section 14 (1) of the Municipal Finance Management Act 56 of 2003.
4. That the comments from the community, Provincial and National treasury be noted.
5. That Council note that the asset transfer regulations processes were followed for this proposed development.

AANBEVELINGS

1. *Dat die Raad kennis neem van die voorgestelde ontwikkeling van Kleinkrantz eiendom.*
2. *Dat die munisipaliteit 'n proses onderneem om die huurooreenkoms met Waterleaf Properties te onderteken.*
3. *Dat die eiendom nie benodig word vir die verskaffing van basiese munisipale dienste soos bepaal in artikel 14 (1) van die Wet op die Bestuur van Munisipale Finansies 56 van 2003 nie.*
4. *Dat kennis geneem word van die kommentaar wat ontvang was vanaf die gemeenskap en Provinsiale en Nasionale Tesourie.*

5. *Dat die Raad kennis neem dat die bate oordrag regulasie proses was gevolg vir die voorgestelde ontwikkeling.*

IZINDULULO

1. Sesokuba iBhunga lithathele ingqalelo isiphakamiso sophuhliso lomhlaba wase Kleinkrantz.
2. Sesokuba uMasipala ngenele kwinkqubo yokutyikitywa yesivumelwano sokuqashisa nabakwa Waterleaf Properties.
3. Lemihlaba ayimiselwanga inkonzo ezingundoqo zomasipala njengoko kuchaziwe kumhlathi 14(1) Womthetho Wolawulo Lwemali zoMasipala wango 56 wango 2003.
4. Sesokuba izimvo zoluntu, unondyebo wephondo kunye nonondyebo kazwelonke zithathelwe ingqalelo.
5. Sesokuba iBhunga lithathele ingqalelo inkqubo yemithetho yokunikezelwa kwemihlaba ziye zalandelwa kwesi siphakamiso sophuhliso.

18. MOTIONS OF EXIGENCY / DRINGENDE MOSIES / IMIBA ENGXAMISEKILEYO

18.1 NONE / GEEN / AYIKHO

19. NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO

19.1 NONE / GEEN / AYIKHO

20. IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI

20.1 NONE / GEEN / AYIKHO

CLOSURE / SLUITING / UQUKUNJELO

The meeting closed at 09:23 / *Die vergadering sluit om 09:23* / Intlanganiso ivalwe nge 09:23.

.....

EXECUTIVE MAYOR

CLLR M BOOYSEN

.....

DATE / DATUM / UMHLA

BACK TO AGENDA



Minutes of a
Budget Steering Committee meeting
 of the Garden Route District Municipality, 54 York Street, George
 held on **Tuesday, 30 March 2021 at 08:00 via Zoom**

*Notule van 'n **Begrotingslooskomiteevergadering***
van Garden Route Distriksmunisipaliteit, op
Dinsdag, 30 Maart 2021 om 08:00 via Zoom

Imizuzu
Yentangano Yolawulo Lohlahlolwabiwo mali
 Lomasipala Wesithili se Garden Route, nebibanjwe **ngoLwesibini, 30 KweyoKwindla**
2021 ngo 08:00 ngobuxhakaxhaka be Zoom

PRESENT / TEENWOORDIG / ABAKHOYO

Cllr / Rdl / Ceba JC Lambaatjeen - Chairperson
 Cllr / Rdl / Ceba RE Spies
 Cllr / Rdl / Ceba WT Harris

OFFICIALS / AMPTENARE / AMAGOSA

Mr MG Stratu	Municipal Manager
Mr JW de Jager	Executive Manager: Financial Services
Mr L Menze	Executive Manager: Planning & Economic Development
Mr C Africa	Executive Manager: Community Services
Mr S Maqekeni	Manager: Integrated Support & Legal Compliance
Mr. T Loliwe	Strategic Manager: Office of the Municipal Manager
Ms N Davids	Manager: Legal Services
Ms. L Hoek	Manager: BTO, AFS & Assets
Ms R Matthews	Committee Officer

OPENING EN VERWELKOMING / OPENING AND WELCOME / UVULO NOLWAMKELO

The Chairperson, Cllr JC Lambaatjeen, requested a minute of silence and then welcomed everybody present.

BSC 02/03/20 **APOLOGIES / VERSKONINGS / IZINGXENGXEZO**

None / Geen/ Azikho

**COUNCILLORS ABSENT WITHOUT LEAVE / RAADSLEDE AFWESIG
 SONDER VERLOF / OCEBA ABANGKHOYO NGAPHANDLE
 KWEMVUME**

Cllr. NV Gungubele

BSC 03/03/19 **DECLARATION OF INTEREST BY COUNCILLORS AND OFFICIALS REGARDING ITEMS INCLUDED ON THE AGENDA / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE TEN OPSIGTE VAN ITEMS IN DIE AGENDA VERVAT / UKUBHENGESWA KWENGENELO EYINZUZO NGOOCEBA NAMAGOSA KWIMIBA EKWI AGENDA**

None / Geen/ Azikho

BSC 04/03/19 **COMMUNICATION BY THE CHAIRPERSON / MEDEDELINGS DEUR DIE VOORSITTER / UNXIBELELWANO LUKASIHLO**

None / Geen / Azikho

BSC 05/01/19 **APPROVAL OF MINUTES DATED 07 DECEMBER 2020 AND 22 FEBRUARY 2021 / GOEDKEURING VAN NOTULES GEDATEER 07 DESEMBER 2020 EN 22 FEBRUARIE 2021 / UKUPHUNYEZWA KWEMIZUZU YEKOMITI YEENKONZO YEZEMALI YANGOMHLA WE 07 KWEYEMNGA 2020 KUNYE 22 KWEYEMDUMBA 2021** (pg 3-14)

RESOLVED

That the minutes of the Budget Steering Committee meetings held on 07 December 2020 and 22 February 2021, be approved.

BESLUIT

Dat die notules van die Begrotingslodsomiteevergaderings soos gehou op 07 Desember 2020 en 22 Februarie 2021, goedgekeur word.

ISIGQIBO

Sokuba kuphunyezwe imizuzu Yentangano Yolawulo Lohlahlowabiwo mali yangomhla we 07 KweyeMnga 2020 kunye 22 KweyeMdumba 2021.

BSC 06/08/19

REPORT: DRAFT BUDGET 2021/2022 MTREF (MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK) / VERSLAG: KONSEP BEGROTING 2021/2022 MEDIUM TERMYN INKOMSTE EN UITGAWE RAAMWERK (MTIUR) / INGXELO: UYLO LOLWABIWO-MALI 2021/2022 MTREF (INGENISO YEXESHA ELIFUTSHANE KUNYE NENDLELA YENCITHO(1312624)

Refer: Report (16/18/7) (6/1/1/1 – 19/20) dated 26 March 2021 from the Executive Mayor (Cllr M Booysen) (pg 15-466)

RESOLVED

That Council take the following resolutions:

- 1) That the draft annual budget of Garden Route District Municipality for the financial year 2021/22 as set out in the schedules contained in Section 4 and Annexure A be noted:
 - (i) Table A1 Consolidated Budget Summary;
 - (ii) Table A2 Consolidated Budget Financial Performance (by standard classification);
 - (iii) Table A3 Consolidated Budget Financial Performance (by municipal vote);
 - (iv) Table A4 Consolidated Budget Financial Performance (revenue and expenditure); and
 - (v) Table A5 Consolidated Budget Capital Expenditure (by municipal vote and funding source)
 - (vi) Table A6 Consolidated Budget Financial Position;
 - (vii) Table A7 Consolidated Budget Cash Flows
 - (viii) Table A8 Consolidated Cash backed reserves/ accumulated surplus
 - (ix) Table A9 Consolidated Asset Management
 - (x) Table A10 Consolidated basic service delivery measurement

- 2) That Council takes note of the Operating Revenue Budget of R 419,474,075.
- 3) That Council takes note of the Operating Expenditure budget of R 425,883,927.
- 4) That Council takes note of the Capital budget of R 57,882,524.
- 5) That Council takes note that R 172,240,000 operating income and expenditure as approved by Department of Public Transport for the Roads agency function has been included in the Total Operating budget as per recommendation 1 – 4.
- 6) That Council takes note of the tariffs for all services. (Annexure B)
- 7) That Council takes note of the amended budget related policy that have been reviewed and that have been amended, namely:
 - SCM Policy (Annexure H)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)
 - Banking, Cash Management and Investment Policy (Annexure J)
- 8) That Council takes note of the following policies that have been reviewed and remained unchanged, namely:
 - Draft Tariffs Policy (Annexure C)
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Funding and Reserve Policy (Annexure G)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L)
 - Petty Cash Policy (Annexure M)
- 9) That Council takes note of the following Budget Circulars, namely:

- MFMA Circular No 107 (Annexure N)
- MFMA Circular No 108 (Annexure O)

BESLUIE

Dat die Raad die volgende aanbevelings aanvaar:

1. *Dat die Raad kennis neem van die meerjarige konsepbegroting vir Garden Route Distrik Munisipaliteit vir die finansiële jaar 2021/2022 soos uiteengesit in seksie 4 van die begrotingsverslag en Aanhangsel A:*
 - (ii) Tabel A1 Gekonsolideerde begrotings opsomming;*
 - (iii) Tabel A2 Gekonsolideerde Begrotings Finansiële prestasie (volgens standard klassifikasie);*
 - (iv) Tabel A3 Gekonsolideerde Begrotings Finansiële Prestasie (volgens munisipale segment);*
 - (v) Tabel A4 Gekonsolideerde Begrotings Finansiële Prestasie (Inkomste en Uitgawes)*
 - (vi) Tabel A5 Gekonsolideerde Kapitale Begrotings uitgawes (volgens munisipale segment en befondsing bron)*
 - (vii) Tabel A6 Gekonsolideerde Begroting Finansiële*
 - (viii) Tabel A7 Gekonsolideerde Begroting Kontantvloei*
 - (ix) Tabel A8 Gekonsolideerde kontant gerugsteunde reserwes/opgehoopte surplus*
 - (x) Tabel A9 Gekonsolideerde Bate Bestuur*
 - (xi) Tabel A10 Gekonsolideerde Basiese dienslewering bepaling*
2. *Dat die Raad kennis neem van die Bedryfsinkomste van R 419,474,075.*
3. *Dat die Raad kennis neem van die Bedryfsuitgawes van R 425,883,927.*
4. *Dat die Raad kennis neem van die Kapitale Begroting van R 57,882,524.*
5. *Dat die Raad kennis neem dat R 172,240,000.00 bedryfsinkomste en bedryfsuitgawes van Departement van*

Publieke Vervoer vir die paaie agentskapsfunksie ingesluit is by die totale bedryfsbegroting soos per aanbeveling 1 – 4.

6. *Dat die Raad kennis neem van die tariewe vir alle dienste.
(Aanhangsel B)*
7. *Dat die Raad kennis neem van die aangepaste begrotingsverwante beleid wat hersien en verander is, naamlik:*
 - *Voorsienings Kanaal Beleid (Aanhangsel H)*
 - *Krediet Beheer en Skuld Invorderings Beleid (Aanhangsel I)*
 - *Bank, Kontantbestuur en beleggings Beleid (Aanhangsel J)*
8. *Dat die Raad kennis neem dat die volgende beleide hersien is en geen veranderinge is aangebring nie, naamlik:*
 - *Tariewe Beleid (Aanhangsel C)*
 - *Langtermyn Finansiële Bestuurs Beleid (Aanhangsel D)*
 - *Begrotings Beleid (Aanhangsel E)*
 - *Bate Bestuurs Beleid (Aanhangsel F)*
 - *Opgehoopte fondse en reserwe beleid (Aanhangsel G)*
 - *Lenings Beleid (Aanhangsel K)*
 - *Voorkeur Verkrygings Beleid (Aanhangsel L)*
 - *Kleinkas Beleid Regulasies (Aanhangsel M)*
9. *Dat die Raad kennis neem van die volgende begrotings omsendskrywes, naamlik:*
 - *MFMA Omsendskrywe No 107 (Aanhangsel N)*
 - *MFMA Omsendskrywe No 108 (Aanhangsel O)*

IZINDULULO

Sesokuba iBhunga lithathe ezi zigqibo zilandelayo:

- 1) Sesokuba uyilo lolwabiwo-mali loMasipala Wesithili se Garden Route kunyakamali ka 2021/22 njengoko kudandalaziswe kuluhlu oluqulathwe kuMhlathi 4 kunye Nesifakelo A sithathelwe ingqalelo.
 - (i) Table A1 Ushwankathelo Lolwabiwo-Mali Olulungelelanisiweyo;
 - (ii) Table A2 ULwabiwo-Mali Olulungelelanisiweyo Lomsebenzi Wezemali (ngokwendlela efanelekileyo);
 - (iii) Table A3 ULwabiwo-Mali Olulungelelanisiweyo Lomsebenzi Wezemali (ngokwevoti yomasipala);
 - (iv) Table A4 ULwabiwo-Mali Olulungelelanisiweyo Lomsebenzi (ingeniso kunye nencithoi); kunye
 - (v) Table A5 ULwabiwo-Mali Olulungelelanisiweyo Incitho Eyinkunzi (ngokwevoti yomasipala kunye nesibonelelo sovimba)
 - (vi) Table A6 ULwabiwo-Mali Olulungelelanisiweyo Isikhundla sezemali;
 - (vii) Table A7 ULwabiwo-Mali Olulungelelanisiweyo Ukuhanjiswa kwemali
 - (viii) Table A8 Imali Elungelelanisiweyo nekhatsheva ngovimba/inzuzo efunyenweyo
 - (ix) Table A9 Ulungelelwaniso Lolawulo Lwempahla
 - (x) Table A10 Ulungelelwaniwo lonikezelo lwenkonzo ezingundoqo ezijongiweyo
- 2) Sesokuba iBhunga lithathele ingqalelo ULwabiwo-Mali Oluqhubayo Lwengeniso lwe R 419,474,075.
- 3) Sesokuba iBhunga lithathele ingqalelo Incitho Eqhubayo yolwabiwo-mali lwe R 425,883,927.
- 4) Sesokuba iBhunga lithathele ingqalelo ulwabiwo-mali oluYinkunzi lwe R 57,882,524.
- 5) Sesokuba iBhunga lithathele ingqalelo ingeniso eqhubayo ye R 172,240,000 kunye nencithi njengoko ziphunyeziwe liSebe Loluntu Lezothutho ngomsebenzi wobu Arhente oye

wabandakanywa kulwabiwo-mali Oluqhubayo

Ngokupheleleyo ngokwezindululo 1 – 4

- 6) Sesokuba iBhunga lithathele ingqalelo amaxabiso azo zonke iinkonzo. Aisifakelo B).
- 7) Sesokuba iBhunga lithathele ingqalelo ulungiso lomgaqo owayamaniswa nolwabiwo-mali nothe waqwalaselwa ngokutsha zewalungiswa, lemigaqo yi:
 - SCM Policy (Annexure H)
 - Credit Control and Debt Collection Policy and Bylaw (Annexure I)
 - Banking, Cash Management and Investment Policy (Annexure J)
- 8) Sesokuba iBhunga lithathele ingqalelo lemgaqo ilandelayo iye yaphunyezwa kwaye ayinazinguqu,:
 - Draft Tariffs Policy (Annexure C)
 - Longterm Financial Management Policy (Annexure D)
 - Budget policy (Annexure E)
 - Asset Management Policy (Annexure F)
 - Funding and Reserve Policy (Annexure G)
 - Borrowing Policy (Annexure K)
 - Preferential Procurement Policy (Annexure L)
 - Petty Cash Policy (Annexure M)
- 9) Sesokuba iBhunga lithathele ingqalelo Izazinge Zolwabiwo-Mali ezilandelayo:
 - MFMA Circular No 107 (Annexure N)
 - MFMA Circular No 108 (Annexure O)

7 **DATE OF NEXT MEETING:**

To be communicated.

Meeting closed at 08:24 / Vergadering gesluit om 08:24 / Intlanganiso ivalwe ngo 08:24.

.....
CHAIRPERSON / VOORSITTER / USIHLALO

.....
DATE / DATUM / UMHLA

BACK TO AGENDA

1. APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MAY 2021 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MEI 2021 / ABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA YEKHALA 2021

(9/3/1)

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B. HOLTZHAUSEN) MANAGER: HUMAN RESOURCES (N. KLAAS)

2 PURPOSE

To report on the appointments, service exits and labour relations matters for May 2021.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the report is to provide a summary of permanent and contract appointments, how the appointments promote employment equity objectives, number of terminations and an overview of related labor matters for the period May 2021.

5. RECOMMENDATIONS

That the information on the appointments, service exits and labour relations matters for May 2021, be noted.

AANBEVELING

Dat kennis geneem word van die aanstellings, uitdienstredings, gelyke indiensnemingspraktyke en arbeidsverhoudinge inligting vir Mei 2021.

ISINDULULO

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga yeKhala 2021 kuthathelwe inqgalelo.

Background

The Human Resource Department is responsible for the management of discipline and other labour related issues in the organization. One of the responsibilities of the department includes the appointment of employees and service exits in the organization. This report will therefore, focus on the following:

APPOINTMENTS: MAY 2021

The following employees were appointed permanently in May 2021 and their conditions of service and benefits implemented accordingly:

N R	DEPARTMENT	DESIGNATION	STATION	NAME	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS SERVICES	OPERATOR: REGRAVEL	OUDTSHOORN	A MARS	C/M	Plant & Machine
2	ROADS SERVICES	OPERATOR: LAYER WORKS	GEORGE	M BANZI	A/M	Plant & Machine
3	ROADS SERVICES	CLERK: DATA	GEORGE	S MATHALALISO	A/M	Clerks
4	ROADS SERVICES	WORKER MAINTENANCE	GEORGE	S STAFANS	A/M	Elementary
5	ROADS SERVICES	WORKER MAINTENANCE	VAN WYKSDORP	E OKTOBER	C/M	Elementary
6	ROADS SERVICES	WORKER MAINTENANCE	CALITZDORP	D CONRADIE	C/M	Elementary
7	ROADS SERVICES	WORKER CONSTRUCTION	OUDTSHOORN	R HENDRICKS	C/M	Elementary
8	ROADS SERVICES	SUPERVISOR/ OPERATOR	OUDTSHOORN	F RHEEDER	W/M	Technicians and Associate Professionals
9	PLANNING & ECONOMIC DEVELOPMENT	HANDYMAN	GEORGE	S FLEMING	C/M	Plant & Machine
10	PLANNING & ECONOMIC DEVELOPMENT	HANDYMAN	GEORGE	I SILJEUR	C/M	Plant & Machine

SERVICE EXITS: MAY 2021

N R	DEPARTMENT	DESIGNATION	STATION	NAME	RACE & GENDER	REASON	EMPLOYMENT CATEGORY
1	ROADS SERVICES DEPARTMENT	WORKER GRADER	RIVERSDALE	JC MICHAELS	C/F	MEDICALLY BOARDED	Elementary
2	ROADS SERVICES DEPARTMENT	WORKER: MAINTENANCE	RIVERSDALE	L YOLI	A/M	DISMISSED	Elementary
3	ROADS SERVICES DEPARTMENT	WORKER: MAINTENANCE	UNIONDALE	E ROSSOUW	C/F	RESIGNED	Elementary
4	ROADS SERVICES DEPARTMENT	WORKER: CONSTRUCTION	GEORGE	B SOLOMONS	C/M	RETIRED	Elementary

5	ROADS SERVICES DEPARTMENT	WORKER: CONSTRUCTION	GEORGE	R BOOYSEN	C/M	RETIRED	Elementary
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EMPLOYMENT EQUITY

N R	DEPARTMENT	DESIGNATION	STATION	NAME	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS SERVICES	OPERATOR: REGRAVEL	OUDTSHOORN	A MARS	C/M	Plant & Machine
2	ROADS SERVICES	OPERATOR: LAYER WORKS	GEORGE	M BANZI	A/M	Plant & Machine
3	ROADS SERVICES	CLERK: DATA	GEORGE	S MATHALALISO	A/M	Clerks
4	ROADS SERVICES	WORKER MAINTENANCE	GEORGE	S STAFANS	A/M	Elementary
5	ROADS SERVICES	WORKER MAINTENANCE	VAN WYKSDORP	E OKTOBER	C/M	Elementary
6	ROADS SERVICES	WORKER MAINTENANCE	CALITZDORP	D CONRADIE	C/M	Elementary
7	ROADS SERVICES	WORKER CONSTRUCTION	OUDTSHOORN	R HENDRICKS	C/M	Elementary
8	ROADS SERVICES	SUPERVISOR/ OPERATOR	OUDTSHOORN	F RHEEDER	W/M	Technicians and Associate Professionals
9	PLANNING & ECONOMIC DEVELOPMENT	HANDYMAN	GEORGE	S FLEMING	C/M	Plant & Machine
10	PLANNING & ECONOMIC DEVELOPMENT	HANDYMAN	GEORGE	I SILJEUR	C/M	Plant & Machine

LABOUR RELATIONS: MAY 2021

DISCIPLINARY HEARINGS					
N O	DEPART	DATE	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
1.	Roads Dept	23 Sept 2020	Gross insubordination Absenteeism	Finalised	Employee dismissed.
2.	Community Services	23 March 2021	Sexual Harassment	In Process	Employee suspended. The disciplinary hearing commence on the 08 June 2021. The next sitting is scheduled for 17 June 2021.
3.	Roads Dept	30 March 2021	Absenteeism	In Process	The disciplinary hearing commenced on 07 June 2021, awaits sanction report from chairperson before 23 June 2021.

4.	Corporate Services	31 March 2021	Gross insubordination	In process	The chairperson and initiator is appointed and awaiting hearing date.
5.	Roads Dept	15 April 2021	Absenteeism	In Process	Disciplinary hearing scheduled for 30 June 2021.
6.	Roads Dept	22 April 2021	Damage of council vehicle	In Process	Hearing started on 03 June 2021, where-after the chairperson postponed the hearing to make a ruling on Employee representation.
7.	Corporate Services	09 June 2021	Contravention of Disciplinary Code and Code of Conduct for staff members	In process	Two employees currently suspended. Chairperson and initiator to be appointed.
INFORMAL DISCIPLINARY HEARING					

NO	NAME	DEPART MENT	DATE	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
				None to report		

GRIEVANCES					
NO	DEPART	DATE	NATURE OF GRIEVANCE	PROGRESS MADE	OUTCOMES
1.	Roads	21 Aug 2019	Spreading of false statements	In Process	Feedback report received from Independent investigator. Meeting took place on 11 June 2021 and HOD must respond before 29 June 2021.
2.	Roads Services	4 Feb 2020	Unfair labour practise	In Process	Feedback report received from Independent investigator. Meeting took place on 11 June 2021 and HOD must respond before 29 June 2021.
3.	Roads Dept	12 Dec 2020	Unfair Labour	Finalised	Step 3 Grievance held on 21 May 2021. Parties were requested to submit written submissions to Municipal Manager before 28 May 2021. Matter finalized.

4.	Corporate Services	21 May 2021	Unfair Labour Practise	In Process	Meeting date scheduled for 23 June 2021.
INCAPACITY INVESTIGATIONS					
NO	DEPART	DATE	NATURE OF INCAPACITY	PROGRESS MADE	OUTCOMES
1.	Roads	12 Jun 2019	Ankle injury	In Process	<p>Meeting was held on the 20th January 2021. Decision was made that the user department look for alternative position for the employee. Follow up on progress 31 March 2021.</p> <p>Chairperson submitted report on collab for alternative placement of employee. Matter to be concluded before 23 June 2021.</p>

DISPUTES					
N O	DEPART	DATE	NATURE OF DISPUTES	PROGRESS MADE	OUTCOMES
1.	External	26 June 2020	Unfair discrimination	In Process	Applicant has submitted a rescission application awaits feedback from Commissioner
2.	Corporate Services	04 May 2021	Unfair labour practice	In Process	Conciliation meeting held on 20 May 2021, matter remains unresolved. Awaits Arbitration hearing date.
3.	External	05 May 2021	Unfair labour practice	In Process	Conciliation meeting held on 20 May 2021, Matter remains unresolved. Awaits Arbitration hearing date.
4.	Community Services	25 May 2021	Unfair labour practice	In Process	Awaiting date for conciliation.
COUNSELLING					
N O	DEPART	DATE	NATURE OF COUNSELLING SESSION	PROGRESS MADE	OUTCOMES
				None reported	

CONTRACT APPOINTMENTS: MAY 2021(18)

CONTRACT APPOINTMENTS FOR MAY 2021 (18)						
N R	INITIALS & SURNAME	POSITION	DEPARTMEN T	STATION	RACE & GENDER	PERIOD
1	NOLOKHIWE L	WORKER	ROADS	GEORGE	M/A	10/05/21 – 31/03/22
2	GUNGULUZA Z	WORKER	ROADS	GEORGE	M/A	10/05/21 – 31/03/22
3	LENTO A	WORKER	ROADS	GEORGE	M/A	10/05/21 – 31/03/22
4	MAHLATHI M	WORKER	ROADS	GEORGE	M/A	10/05/21 – 31/03/22
5	MABENGE LM	ADMIN ASST	ROADS	GEORGE	M/A	03/05/21 – 30/07/21
6	KATZ M	SUPERINTEN	ROADS	GEORGE	M/C	17/05/21 – 30/07/21
7	SNYMAN A	SNR SUPERV	ROADS	KNYSNA	M/C	17/05/21 – 30/07/21
8	MYUNGULA Z	LEARNER	ROADS	GEORGE	F/A	24/05/21 - 29/10/21
9	MONO AA	WORKER	PLANNING	HERBERTSDALE	F/C	03/05/21 – 29/05/21
10	WITBOOI D	WORKER	PLANNING	HERBERTSDALE	M/C	03/05/21 – 29/05/21
11	MORRIS DP	WORKER	PLANNING	HERBERTSDALE	F/C	03/05/21 – 29/05/21
12	ISAACS IS	WORKER	PLANNING	HERBERTSDALE	M/C	03/05/21 – 29/05/21
13	DEVEROUX JM	WORKER	PLANNING	CALITZDORP	F/C	10/05/21 – 30/06/21
14	MBODO T	TRANSLATOR	PLANNING	GEORGE	F/A	19/05/21 – 30/06/21
15	MAGWEBU TH	LAW ENFORC	PLANNING	PLETTENBERG B	M/A	17/05/21 – 30/06/21
16	JACOBS S	STUDENT	COMMUNITY	MOSSELBAY	F/C	03/05/21 -28/06/21
17	SOMASHU S	STUDENT	COMMUNITY	MOSSELBAY	M/A	03/05/21 – 28/06/21
18	DU PLESSIS J	RADIO OPER	COMMUNITY	GEORGE	F/C	13/05/21 – 30/04/23

6.2 Discussion

As stipulated in the report.

6.3 Financial Implications

As per budget for each position

6.4 Legal Implications**RELEVANT LEGISLATION**

CONSTITUTION OF REPUBLIC OF SOUTH AFRICA, 1996

BASIC CONDITIONS OF EMPLOYMENT ACT, ACT 56 OF 2003

LABOUR RELATIONS ACT, ACT 66 OF 1995

6.5 Staff Implications

As indicated in attached report.

6.6 Previous / Relevant Council Resolutions:

Monthly reports are submitted to Council for noting

6.7 Risk Implications

There can be unforeseen financial implications based on outcomes of labour matters.

6.8 Comments from Executive Management:

6.8.1 Executive Manager: Roads and Transport Planning Services

6.8.2 Executive Manager: Planning and Economic Development

6.8.3 Executive Manager: Community Services

6.8.4 Executive Manager: Corporate Services

6.8.5 Executive Manager: Financial Services

6.8.6 **Manager: Legal Services**

BACK TO AGENDA

DISTRICT COUNCIL

22 JUNE 2020

1. **REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF FEBRUARY 2021 UNTIL APRIL 2021 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE FEBRUARIE 2021 TOT APRIL 2021 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LWENYANGA KWEYEMDUMBA 2021 UKUYA KUTSHAZIMPHUZI 2021**

02 JUNE 2021

REFER REPORT FROM THE SPEAKER (ALD BHJ GROENEWALD)**2 PURPOSE**

To submit the report on the execution of Council Resolutions for the months of February 2021 until April 2021, to Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

At a Special Council meeting that took place on 27 February 2019 Council resolved to approve the concept of a Council Resolution Register.

Council is hereby informed of all the resolutions that have been executed for the months of February until April 2021.

5. RECOMMENDATION

That Council takes note of the report on the execution of Council resolutions for the period of February until April 2021.

AANBEVELING

Dat die Raad kennis neem van die Raads Resolusie Register vir die periode van Februarie 2021 tot April 2021.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo isimo sezigqibo zeBhunga kwixesha lenyanga KweyeMdumba 2021 ukuya KuTshazimphuzi 2021.

6. DISCUSSION / CONTENTS

6.1 Background

Included in the 2020/2021 SDBIP is a KPI assigned to the Executive Manager: Corporate Services which determines that the HOD must report to Council on the execution of Council Resolutions at least quarterly.

6.2 Discussion

The last report submitted to Council on execution of Council resolution was submitted at a Council meeting of 30 March 2021. This report serves as notification on execution of Council resolutions for the period of February 2021 until April 2021. On the attached Annexure you will find the details of all the resolutions that were loaded on the electronic system (Collaborator) and the progress made with the execution thereof.

6.3 Financial Implications

The financial implications are contained in the specific reports to which the resolutions relate.

6.4 Legal Implications

If Council resolutions are not executed, this can result in non-compliance with legislation. This can also result in the institution of disciplinary action against officials who fail to act.

6.5 Staff Implications

There is no staff implications.

6.6 Previous / Relevant Council Resolutions:

Council resolved at a Special Council meeting dated 27 February 2019, which resolution is as follow:

"E.3 That Council approves the Council Resolution Register".

6.7 Risk Implications

If the resolutions are not executed, there is a risk that Council will not deliver on its promises to the public.

6.8 COMMENTS FROM EXECUTIVE MANAGEMENT:

6.8.1 EXECUTIVE MANAGER: ROADS AND TRANSPORT PLANNING SERVICES

Noted

6.8.2 EXECUTIVE MANAGER: PLANNING AND ECONOMIC DEVELOPMENT

Take note of the implementation of Council Resolutions.

6.8.3 EXECUTIVE MANAGER: COMMUNITY SERVICES

Noted.

6.8.4 EXECUTIVE MANAGER: CORPORATE SERVICES

Noted.

6.8.5 EXECUTIVE MANAGER: FINANCIAL SERVICES

Noted. Items relating to the finance department have all been resolved.

6.8.5 MANAGER: LEGAL SERVICES

Noted

ANNEXURE

See Council Resolution register attached.

Council Resolution Actions

This Report only displays data when the task
'Complete Resolution Action' is send to the user
responsible

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1148145	1148145	DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 DECEMBER 2020 TO 18 DECEMBER 2020					GOLOGOLOS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1275279	RESOLVED 5.1.1 That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 December 2020	DEJAGERJ	DEJAGERJ	100.0000	Noted	2021-03-02	Noted	Resolved

	to 18 December 2020, be noted.							
	5.1.2 That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, that there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1254199	1254199	PROPOSED UPGRADING OF DIVISIONAL ROAD 1263 AND DIVISIONAL ROAD 1297, SLANGRIVIER, WESTERN CAPE REFERENCE: 16/3/3/6/5/D5/16/0186/19. MAINTENANCE MANAGEMENT PLAN/BEPLANDE OPGRADERING VAN AFDELINGSPAD 1263 AND AFDELINGS PAD 1297, SLANGRIVIER, WES KAAP VERWYS					NORTJESINGHT	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

1275291	That Council takes note of the Maintenance Management Plan (MMP) for a watercourse triggered by activities under the project.	DANIELSJ	DUPLESSISE	100.0000	This item was served for notification pupose only.	2021-03-10	This item was served for notification pupose only.	Resolved
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
1255475	1255475	DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021				GOLOGOLOS		Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1275288	RESOLVED 5.1.1 That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 January 2021 to 31 January 2021, be noted. 5.1.2 That it be noted that in terms of Section	DEJAGERJ	DEJAGERJ	100.0000	Noted	2021-03-03	Noted	Resolved

	114 of the Municipal Finance Management Act, Act 56 of 2003, that there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management Policy of a municipality.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1255845	1255845	REQUESTED/SUGGESTED ADJUSTMENTS ON THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2020/2021					ABRAHAMSI	RESOLVED
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1274495	For noting.	ABRAHAMSI	GOVINDSAMIR	100.0000	Implemented	2021-05-07	implemented	Resolved
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1256848	1256848	COST CONTAINMENT REPORTING – QUARTER 2 OF 2020-2021					STOFFELSC	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

1275290	That Council notes the measures implemented and aggregate amounts saved in quarter two of the current financial year through the implementation of cost containment measures.	DEJAGERJ	DEJAGERJ	100.0000	Noted	2021-03-03	Noted	RESOLVED
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
1256991	1256991	REQUEST IN-PRINCIPLE DECISION TO PURSUE A PROJECT FUNDING AGREEMENT WITH INTERNATIONAL DIVERSE INNOVATIVE SOLUTION (PTY) LTD				NTANGOL		Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1275295	5.1 That Council grants an in principle decision to the Municipal Manager to pursue the Project Funding Agreement. 5.2 That any agreement to be signed under this project funding	MENZEL	GOVINDSAMIR	75.0000	See comment from Executive Manager	2021-03-07	See Response from Executive Manager	RESOLVED

	<p>process, should first be submitted to Council for pre approval before signature.</p> <p>5.3 That Management identify projects that will be eligible for funding, in line with IDIS Criteria, after which such identified projects must be submitted to Council for approval before implementation.</p> <p>5.4 That Management provides regular progress feedback to Council on the implementation of the programme.</p>							
1275295	5.1 That Council grants an in principle decision	MENZEL	GOVINDSAMIR	100.0000	See Response from Executive Manager	2021-03-07	See Response from Executive Manager	RESOLVED

<p>to the Municipal Manager to pursue the Project Funding Agreement.</p> <p>5.2 That any agreement to be signed under this project funding process, should first be submitted to Council for pre approval before signature.</p> <p>5.3 That Management identify projects that will be eligible for funding, in line with IDIS Criteria, after which such identified projects must be submitted to Council for approval before implementation.</p> <p>5.4 That Management provides regular progress feedback to</p>								
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	Council on the implementation of the programme.							
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
1258554	1258554		UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC				BEKEERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1275292	That Council takes note of the report.	COMPIONJ	GOVINDSAMIR	100.0000	completed	2021-03-03	completed	RESOLVED
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
1275244	D.1		DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 FEBRUARY 2021 TO 28 FEBRUARY 2021				DEJAGERJ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326504	5.1.1 That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 February 2021 to 28 February 2021, be noted.	DEJAGERJ	DEJAGERJ	100.0000	For noting	2021-04-07	For noting	RESOLVED

	5.1.2 That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, that there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1278373	K.1	Feedback report on labour dispute: Gate Guards (De Hoek Resorts)					SCHEEPERSC	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326542	5.1.1 That Council take note of the content of the report. 5.1.2 That	HOLTZHAUSENT	KLAASN	100.0000	Completed.	2021-04-06	Completed	RESOLVED

	Council resolves that the dispute remains unresolved and that the aggrieved parties are free to pursue other available options.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1278513	E.1	Report on Human Trafficking workshop dated 03 March 2021					SCHEEPERSC	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326505	1. That Council notes the content of the report. 2. That Council notes that further workshops will be conducted within the communities of Garden District Municipality to create further awareness.	HOLTZHAUSENT	KLAASN	100.0000	Completed	2021-04-06	Completed	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome

1278857	C.2		DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2021/2022				ABRAHAMSI	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326503	That Council takes note of the draft SDBIP for the 2021/2022 financial year.	ABRAHAMSI	GOVINDSAMIR	100.0000	completed	2021-05-07	completed	RESOLVED
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
1279529	B.4		PERFORMANCE EVALUATION OUTCOME OF SECTION 56 EMPLOYEES FOR THE 2019/2020 FINANCIAL YEAR				ABRAHAMSI	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1339446	5.1.1 That Council considers and approves the Evaluation outcomes. 5.1.2 That Council approves the pay out of the calculated bonuses. 5.1.3 That payment of the approved bonuses be	ABRAHAMSI	GOVINDSAMIR	50.0000	Thank you very much for informing me.	2021-03-31	Will redirect to the Financial Services directly.	RESOLVED

	scheduled after the approval of the Final Annual Report.							
1339446	<p>5.1.1 That Council considers and approves the Evaluation outcomes.</p> <p>5.1.2 That Council approves the pay out of the calculated bonuses.</p> <p>5.1.3 That payment of the approved bonuses be scheduled after the approval of the Final Annual Report.</p>	ABRAHAMSI	GOVINDSAMIR	100.0000	RESOLVED	2021-03-31	Will redirect to the Financial Services directly.	RESOLVED
1326496	<p>5.1.1 That Council considers and approves the Evaluation outcomes.</p> <p>5.1.2 That Council approves</p>	ABRAHAMSI	GOVINDSAMIR	100.0000	Completed/Implemented	2021-05-07	Completed/Implemented	Resolved

	the pay out of the calculated bonuses. 5.1.3 That payment of the approved bonuses be scheduled after the approval of the Final Annual Report.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1281558		REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD 01 OCTOBER 2020 UNTIL 28 FEBRUARY 2021 BY COUNCILLORS					GOVINDSAMIR	What is happening here?
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326480	1. That the content of the report be noted. 2. That the financial implications of the non attendance of Councillors be investigated.	HOLTZHAUSENT	MAQEKENIS			2021-04-06		Resolved

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1287628	E.3	Report on progress of various Human Resource Policies					SCHEEPERSC	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326510	That Council takes note of the progression of various Human Resource Policies.	HOLTZHAUSENT	KLAASN	100.0000	Completed.	2021-04-06	Completed	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1288427	B.1	GARDEN ROUTE DISTRICT MUNICIPALITY DRAFT REVIEWED 2021/2022 INTEGRATED DEVELOPMENT PLAN (IDP)					JAMESM	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326498	That Council takes note of the Draft 2021/2022 Reviewed IDP.	MENZEL	JAMESM	100.0000	Completed on 30 March 2021	2021-04-06	Completed on 30 March 2021	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1290162	G.1	FENCING SUBSIDY MARCH 2021					GELDERBLOEMA	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326528	1. That the proposed	DANIELSJ	DUPLESSISE	100.0000	.	2021-04-12	The approved price increase per km is noted. The fencing	RESOLVED

	increase for financial support for erecting of new fencing and the replacing of damaged fencing along the provincial road network, in the jurisdiction of the Garden Route District Municipality be considered. 2. That the fencing subsidy be implemented on 1 July 2021.						subsidie advertisement for the 2021 2022 fin year was published on 21/05/2021.	
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1290178	G.2	ILLEGAL ACTIVITIES ON PROVINCIAL ROADS					GELDERBLOEMA	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326538	1. That Council take note of the report. 2. That the Department of Public Works and Transport	DANIELSJ	DUPLESSISE	100.0000	.	2021-04-23	The DPWT process for dealing with illegal activities are the following: - the illegal activity documentation is send to their Head Office in Cape Town, where the	RESOLVED

	services be engaged in a formal manner to discuss the way forward regarding the illegal activities along the Provincial Road in the Garden Route District.						trespasser will receive a formal letter where they will have 21 days to remove the illegal activity - failing such, another formal letter will be sent affording them another opportunity to rectify - when the illegal activity has not been addressed after the second letter, the case is handed over to the state attorneys to pursue the matter legally.	
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
1292045	F.1		UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC				BEKEERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326525	That Council takes note of the report.	AFRICAC	OTTOG	100.0000	No further actions required.	2021-04-07	Noted	RESOLVED
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome

1295468	E.4		1. VARIOUS ICT POLICIES FOR COUNCIL'S APPROVAL				POWELLM	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326516	RESOLVED That it be noted that the relevant policies was approved.	HOLTZHAUSENT	NIEUWOUDTK	100.0000	Noted	2021-04-06	Noted	RESOLVED
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
1295477	E.5		REPORT TO COUNCIL REGARDING THE OVERALL FLEET MANAGEMENT POLICY				BRINKHUYSS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326519	That the Overall Fleet Management Policy for the Garden Route District Municipality be approved.	HOLTZHAUSENT	BRINKHUYSS	100.0000	100	2021-04-06	Approved Overall Fleet Policy sent to Communication and Legal Section.	RESOLVED
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
1295504	E.6		REPORT TO COUNCIL REGARDING THE INTRODUCTION OF A SECURITY POLICY				BRINKHUYSS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

1326522	That the Security Policy be discussed and approved by Council and that after approval of the Security Policy, a meeting will be convened with all the respective stakeholders to discuss and agree upon the implementation plans of the policy for the way forward.	HOLTZHAUSENT	BRINKHUYSS	100.0000	100	2021-04-06	Send for publication on the website and policy register. And on COLLAB for all staff Meetings in progress	RESOLVED
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
1312630	B.1	Draft Budget 2021/2022 MTREF				STOFFELSC		Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1326489	RESOLVED That Council adopts the following resolutions: 1) That the draft annual budget of Garden Route District Municipality for	DEJAGERJ	HOEKL	100.0000	budget was submitted 31 March to NT/PT	2021-04-07	submitted to NT/PT/notice boards/advertisement	RESOLVED

<p>the financial year 2021/22 as set out in the schedules contained in Section 4 and Annexure A be noted:</p> <p>(i) Table A1 Consolidated Budget Summary;</p> <p>(ii) Table A2 Consolidated Budget Financial Performance (by standard classification);</p> <p>(iii) Table A3 Consolidated Budget Financial Performance (by municipal vote);</p> <p>(iv) Table A4 Consolidated Budget Financial Performance (revenue and expenditure); and</p> <p>(v) Table A5 Consolidated Budget Capital Expenditure (by municipal vote and funding</p>								
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source) (vi) Table A6 Consolidated Budget Financial Position; (vii) Table A7 Consolidated Budget Cash Flows (viii) Table A8 Consolidated Cash backed reserves/ accumulated surplus (ix) Table A9 Consolidated Asset Management (x) Table A10 Consolidated basic service delivery measurement 2) That Council takes note of the Operating Revenue Budget of R 419,474,075. 3) That Council takes note of the Operating Expenditure budget of R								
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<p>425,883,927.</p> <p>4) That Council takes note of the Capital budget of R 57,882,524.</p> <p>5) That Council takes note that R 172,240,000 operating income and expenditure as approved by Department of Public Transport for the Roads agency function has been included in the Total Operating budget as per recommendation 1 – 4.</p> <p>6) That Council takes note of the tariffs for all services. (Annexure B)</p> <p>7) That Council takes note of the amended budget related policy that have been reviewed and that have been</p>								
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<p>amended, namely:</p> <ul style="list-style-type: none"> • SCM Policy (Annexure H) • Credit Control and Debt Collection Policy and Bylaw (Annexure I) • Banking, Cash Management and Investment Policy (Annexure J) <p>8) That Council takes note of the following policies that have been reviewed and remained unchanged, namely:</p> <ul style="list-style-type: none"> • Draft Tariffs Policy (Annexure C) • Longterm Financial Managment Policy (Annexure D) • Budget policy (Annexure E) • Asset Mangement 								
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	Policy (Annexure F) • Funding and Reserve Policy (Annexure G) • Borrowing Policy (Annexure K) • Preferential Procurement Policy (Annexure L) • Petty Cash Policy (Annexure M) 9) That Council takes note of the following Budget Circulars, namely: • MFMA Circular No 107 (Annexure N) • MFMA Circular No 108 (Annexure O)							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1321773	D1	DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 MARCH 2021 TO 31 MARCH 2021					GOLOGOLOS	Resolved

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374862	<p>5.1.1 That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 March 2021 to 31 March 2021, be noted.</p> <p>5.1.2 That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, that there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.</p>	DEJAGERJ	DEJAGERJ	100.0000	For noting	2021-05-04	For noting	RESOLVED

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1330570	H.2	1. SUBJECT: QUATERY PROGRESS REPORT WITH REGARDS TO ESTABLISHMENT OF A DISTRICT FOODBANK (JANUARY - MARCH 2021) / KWARTAALLIKSE VORDERINGSVERSLAG MET BETREKKING TOT DIE STIGTING VAN 'N DISTRIK VOEDSELBANK (JANUARIE – MAART 2021) / INGXELO NGOKUSELE KWENZI					TAITL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374876	5.1 That Council takes note of the quarterly activities to the District Food Pantry. 5.2 That Council approve the extension of the period for the payment of the total Food Pantry monthly costs as per the 26 November 2020 council resolution (from December 2020 to February 2021) to the period December 2020 to the end	AFRICAC	OTTOG	100.0000	No further actions required.	2021-05-31	Noted	RESOLVED

	of June 2021. The cost in excess of the approved Garden Route contribution towards the Food Pantry would then be recovered from the local municipal contributions as soon as their final contributions towards the Garden Route Food Pantry is received.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1332323	H.3	PROPERTY ADMINISTRATION FEE 2021					LOUWMK	What is happening here?
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374885	1. That Council takes note of the proposed non-refundable administration fee of R 2 200.00.	MENZEL	LOUWMK			2021-05-04		IN PROGRESS

	2. That Council gives approval that the proposed administration fee be included in the tariff policy.							
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
1332386	H.2	RESORTS ACCOMMODATION BOOKING AND CONCESSION POLICY 2021				LOUWMK		Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374889	The item was taken back to council including the recommendations of the council and it was approved on the 25 May 2021	MENZEL	DONGIP	100.0000	Will engage the colleagues I agree with your line of argument	2021-05-05	Will engage the colleagues and effect the changes and send it back to council end of May I agree with your line of argument	RESOLVED
1374899	That the report be withdrawn and that Administration to further work on the policy	MENZEL	GOVINDSAMIR	100.0000	Policy was updated and will serve at the council meeting that is going to take place in may 2021	2021-05-18	Report was updated and will serve at the council meeting that is going to take place in may 2021	RESOLVED

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1332400	H.2	REGIONAL WASTE MANAGEMENT FACILITY / STREEK AFVALBESTUUR FASILITEIT					VINNIESA	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374878	1. That Council takes notice of the progress made regarding the process to finalise the implementation of a Regional Waste Management Facility to receive domestic and hazardous waste from the municipalities of Bitou, Knysna, George, Mossel Bay and Hessequa (Albertinia and Gouritsmond). 2. That the participating municipalities of Bitou, Knysna, George, Mossel Bay and Hessequa are informed of the	AFRICAC	COMPIONJ	100.0000	Please see comments attached	2021-05-31	Attached please find the documents.	RESOLVED

	<p>new proposed timeline.</p> <p>3. That urgent negotiations start with the management of the Petroleum Oil and Gas Corporation of SA to extend the existing disposal contracts of the local municipalities until 28 February 2023.</p> <p>4. That Council requests GRDM's Legal Services to determine possible legal action against the consultants iX Engineers in the case of non-compliance with the scope of tender E/14/2007.</p>							
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Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1332437	H.3	STATUS REPORT ON THE DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES (DEFF) ADAPTIVE CAPACITY FACILITY (ACF): CLIMATE RESILIENT HUMAN SETTLEMENTS PILOT PROGRAMME, FUNDED BY THE GOVERNMENT OF FLANDERS / STATUS VERSLAG VAN DIE DEPARTEMENT "ENVIRONMENT,					TAITL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374880	That Council takes note of the Status Report on the Department of Environment, Forestry and Fisheries (DEFF) Adaptive Capacity Facility (ACF): Climate Resilient Human Settlements Pilot Programme.	AFRICAC	VILJOENN	100.0000	Council took note of the Status Report.	2021-05-31	Council took note of the Status Report.	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1335324	C.1	Inauguration of DA councilor: Garden Route District Council: Cllr A Barker					KELEMA	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1336337	5.1.1 That cognizance be	KELEMA	KELEMA	100.0000	done	2021-04-06	Councillor has been inaugurated	RESOLVED

	taken of the notice from the IEC, dated 23 March 2021. 5.1.2. That Cllr. Anco Barker, be inaugurated as a Councillor of Garden Route District Council with effect from 23 March 2021. 5.1.3. That Cllr. Anco Barker be requested to take the Oath of Office, as required in terms the Municipal Structures Act, 1998.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1337990	E.1	Restructuring of the Section 79 and 80 Committees					GOVINDSAMIR	
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374864	5.1 That Council approves the nominated names of members to serve on the	HOLTZHAUSEN	MAQEKENIS			2021-05-04		Completed

	<p>Section 79 and 80 Committees of Garden Route District Council in terms of Section 79 of the Local Government: Municipal Structures Act, 1998 Act 117 of 1998.</p> <p>5.2 That the following changes be made to the list: That Cllr NF Mdumiso serves on the following committees: Property Management and Development and Strategic Services Committee and that Ald PJ van der Hoven replace Cllr NF Mdumiso on the Workplace and Restructuring Committee.</p>							
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Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1341987	G.4	UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC					BEKEERG	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374875	That Council takes note of the report.	AFRICAC	OTTOG	100.0000	No further actions required.	2021-05-31	Noted	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1347635	B.1	REPORT: SECTION 52 - RESPONSIBILITY OF MAYOR FOR QUARTER 3 ENDING 3 MARCH 2021					STOFFELSC	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374857	That Council notes the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the quarter ending 31 March 2021.	DEJAGERJ	DEJAGERJ	100.0000	For noting	2021-05-04	For noting	RESOLVED

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1355287	G.1	QUARTERLY REPORT TO INFORM COUNCIL REGARDING THE PROGRESS OF THE ROADS DEPARTMENT AND THE FINANCIAL PROJECTIONS					NKEBANAQ	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374867	That Council notes the content of the report.	DANIELSJ	GOVINDSAMIR	100.0000	Take note of Council resolution.	2021-05-07	Completed	RESOLVED
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
1355310	F.2	Report on the Mentorship programme of the Roads Department					NKEBANAQ	Resolved

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
1374873	That Council notes the content of the report.	DANIELSJ	STRYDOMJ	100.0000	Ongoing	2021-05-14	Ongoing and practical to happen	RESOLVED

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DISTRICT COUNCIL

22 JUNE 2021

1. **REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD 01 MARCH 2021 UNTIL 31 MAY 2021 BY COUNCILLORS / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS VIR DIE PERIODE 01 MAART 2021 TOT 31 MEI 2021 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA 01 KWEYEKWINDLA 2020 UKUYA KUMHLA 31 KUCANZIBE 2021 NGOOCEBA**

02 JUNE 2021

REFER REPORT FROM THE SPEAKER (ALD BHJ GROENEWALD)

2 **PURPOSE**

The purpose of this report is to submit a report regarding the attendance of Council, Committee meetings and Workshops by Councillors for the period 01 March until 31 May 2021.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

At the Council meeting of 30 September 2020, the Speaker, requested that a report be submitted to Council regarding the attendance of meetings and workshops by Councillors after every three months. A similar report served at the Council meeting dated 30 March 2021 for the period 01 October 2020 to 28 February 2021.

5. **RECOMMENDATION**

That the content of the report be noted.

AANBEVELING

Dat kennis geneem word van die inhoud van die verslag.

ISINDULULO

Sesokuba umongo wengxelo uthathelwe ingqalelo.

6. DISCUSSION / CONTENTS**6.1 Background**

This report serves on a quarterly basis or as requested by the Speaker.

6.2 Discussion

The Speaker, requested that a report be submitted to Council regarding the attendance of meetings and workshops by Councillors.

Attached to this report, is annexure A that indicates the attendance of Councillors that attended meetings and workshops for the period 01 March until 31 May 2021.

6.3 Financial Implications

For each and every meeting that does not take place because of no quorum, the municipality incurs wasteful expenditure in S &T, catering and cost of staff members who come to meetings with no quorum.

6.4 Legal Implications

- Section 79 and 80 of the Local Government: Municipal Structures Act, 117 of 1998
- Rules of Order for Procedures and maintenance of order at meetings
- The Code of Conduct for all Councillors

6.5 Staff Implications

There are no staff implications.

6.6 Previous / Relevant Council Resolutions:

A similar report served at the Council meeting that took place on 30 March 2021, and Council resolved as following:

“A.1 – Resolved: That the content of the report be noted”.

6.7 Risk Implications

There is a great risk that Council will not be able to conduct its business if there are no quorums.

6.8 COMMENTS FROM EXECUTIVE MANAGEMENT:

6.8.1 EXECUTIVE MANAGER: PLANNING AND ECONOMIC DEVELOPMENT

Contents of the report are noted.

6.8.2 EXECUTIVE MANAGER: COMMUNITY SERVICES

Noted.

6.8.3 EXECUTIVE MANAGER: CORPORATE SERVICES

Noted.

6.8.4 EXECUTIVE MANAGER: FINANCIAL SERVICES

Noted.

6.8.5 MANAGER: LEGAL SERVICES

Noted.

ANNEXURE

Annexure A: Summary of meeting attendance for 01 March until 31 May 2021.

ANNEXURE A

Y= Present | A = Absent | AWL = Absent without leave

COUNCIL MEETINGS	COUNCIL	COUNCIL	COUNCIL
	30 MARCH 2021	28 APRIL 2021	25 MAY 2021
SF May	Y	Y	Y
A Barker (as from 30 March 2021)	Y	Y	Y
BN Van Wyk	Y	A	Y
RE Spies	Y	Y	Y
JL Hartnick	A	AWL	Y
M Booysen	Y	Y	Y
AJ Rossouw	Y	Y	Y
KS Lose	A	Y	Y
CN Lichaba	Y	Y	Y
NV Gungubele	Y	A	Y
S De Vries	Y	A	Y
NF Kamte	AWL	Y	Y
NF Mdumiso	AWL	AWL	Y
WT Harris	Y	Y	A
EH Stroebe	Y	Y	Y
IC Krtzinger	Y	Y	Y
J Fry	Y	Y	Y
PJ Van der Hoven	Y	Y	Y
T Teyisi	Y	Y	Y
V Gericke	Y	Y	Y
HD Ruiters	AWL	Y	AWL
MG Matiwane	Y	Y	Y
X Matyila	Y	AWL	AWL
GL Boezak	Y	Y	Y
GR Wolmarans	Y	Y	Y
L Tyokolo	Y	A	Y
IT Mangaliso	Y	AWL	Y
SS Mbandezi	AWL	AWL	AWL
BHJ Groenewald	Y	Y	Y
E Meyer	Y	Y	Y
RH Ruiters	Y	Y	Y
K Windvogel / N Magopeni (as from 25 May 2021)	AWL	VACANT	Y
JC Lambaatjeen	Y	Y	Y
RR Wildschut	Y	Y	Y
ASM Windvogel	Y	Y	Y

Y= Present | A = Absent | AWL = Absent without leave

MAYORAL COMMITTEE	30 MARCH 2021	28 APRIL 2021	25 MAY 2021
Memory Booysen	Y	Y	Y
Rosina Ruiters	Y	Y	Y
RE Spies	Y	Y	Y
Jerome Lambaatjeen	Y	Y	Y
IC Kritzinger	Y	Y	Y
Erica Meyer	Y	Y	Y
Khayalethu Lose	A	Y	Y
VACANT / BN van Wyk (as of 25 May 2021)			Y

SECTION 80 COMMITTEES

Y= Present | A = Absent | AWL = Absent without leave

ROADS & TRANSPORT PLANNING SERVICES COMMITTEE	01 APRIL 2021
RE Spies	Y
Cllr GL Boezak	Y
A Barker	AWL
BN Van Wyk	Y
NF Kamte	A
PJ Van der Hoven	Y

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE	01 APRIL 2021
RH Ruiters	Y
KS Lose	Y
SF May	Y
EH Stroebel	Y
S De Vries	AWL
GM Wolmarans	Y
V Gericke	A

SECTION 80 COMMITTEES**Y= Present | A = Absent | AWL = Absent without leave**

FINANCIAL SERVICES COMMITTEE	12 APRIL 2021
JC Lambaatjeen	Y
RE Spies	Y
RR Wildschut	Y
BN Van Wyk	Y
L Tyokolo	AWL
NV Gungubele	AWL
IT Mangaliso	Y
V Gericke	Y

COMMUNITY SERVICES COMMITTEE	01 APRIL 2021
KS Lose	Y
E Meyer	Y
RR Wildschut	Y
L Tyokolo	Y
JL Hartnick	Y
CN Lichaba	Y
WT Harris	Y

PROPERTY MANAGEMENT & DEVELOPMENT COMMITTEE	01 APRIL 2021
HD RUITERS	AWL
IC Kritzingier	Y
SF May	A
ASM Windvogel	AWL
EH Stroebeel	Y
NF Kamte	A
NF Mdumiso	AWL
V Gericke	A

SECTION 80 COMMITTEES**Y= Present | A = Absent | AWL = Absent without leave**

CORPORATE SERVICES COMMITTEE	01 APRIL 2021
IC Kritzingar	Y
RH Ruiters	Y
G Wolmarans	Y
AJ Rossouw	A
SS Mbandezi	AWL
T Teyisi	Y
WT Harris	A
J Fry	Y

STRATEGIC SERVICES COMMITTEE	12 APRIL 2021
E Meyer	Y
JC Lambaatjeen	Y
J Fry	Y
JL Hartnick	A
A Barker	Y
JL Hartnick	Y
NF Mdumiso	Y
WT Harris	A
X Matyila	AWL

TRAINING & DEVELOPMENT COMMITTEE	09 MARCH 2021	11 MAY 2021	14 MAY 2021	31 MAY 2021
S De Vries	Y	Y	Y	Y
J Fry	A	A	Y	Y
RE Spies	A	Y	Y	Y

Y= Present | A = Absent | AWL = Absent without leave

CENTRAL HEALTH	11 MARCH 2021	13 MAY 2021
V Gericke	Y	Y
A Barker (as of 30 March 2021)		Y
NF Kamte	AWL	AWL

BUDGET STEERCOM	30 MARCH 2021	24 MAY 2021
JC Lambaatjeen	Y	Y
RE Spies	Y	Y
NV Gungubele	AWL	AWL
WT Harris	Y	A

LOCAL LABOUR FORUM	LLF MEETINGS	
	24 MARCH 2021	14 MAY 2021
PJ Van der Hoven	Y	Y
RE Spies	Y	Y
A Barker as of 30 March 2021		Y

WORKPLACE & RESTRUCTURING	30 MARCH 2021	08 APRIL 2021	16 APRIL 2021	10 MAY 2021
R Ruiters	Y	Y	Y	Y
SF May	Y	A	A	Y
NF Mdumiso	AWL	AWL	AWL	Y
A Barker (as of 30 March 2021)	Y	Y	Y	Y
PJ van der Hoven (as of 25 April 2021)				Y

Y= Present | A = Absent | AWL = Absent without leave

COUNCIL POLICY WORKSHOPS		
	15 MARCH 2021	19 MAY 2021
SF May	Y	Y
A Barker (as from 30 March 2021)		Y
BN Van Wyk	Y	Y
RE Spies	Y	Y
JL Hartnick	Y	AWL
M Booysen	Y	Y
AJ Rossouw	A	AWL
KS Lose	Y	AWL
CN Lichaba	AWL	Y
NV Gungubele	AWL	AWL
S De Vries	Y	AWL
NF Kamte	AWL	Y
NF Mdumiso	AWL	AWL
WT Harris	Y	AWL
EH Stroebel	Y	Y
IC Krtzinger	Y	Y
J Fry	Y	Y
PJ Van der Hoven	Y	Y
T Teyisi	AWL	A
V Gericke	Y	A
HD Ruiters	AWL	Y
MG Matiwane	A	AWL
X Matyila	AWL	AWL
GL Boezak	Y	Y
GR Wolmarans	Y	A
L Tyokolo	Y	Y
IT Mangaliso	Y	Y
SS Mbandezi	AWL	AWL
BHJ Groenewald	Y	Y
E Meyer	Y	Y
RH Ruiters	Y	Y
K Windvogel / N Magopeni (as from 25 May 2021)		
JC Lambaatjeen	Y	Y
RR Wildschut	Y	AWL
ASM Windvogel	Y	A

MPAC	25 MARCH 20201
CN Lichaba	Y
AJ Roussouw	Y
EH Stroebel	Y
BN van Wyk	Y
IT Mangaliso	Y
JL Hartnick	Y
WT Harris	A

GOVERNANCE	31 MAY 20201
BHJ Groenewald	Y
PJ van der Hoven	Y
V Gericke	Y
RE Spies	Y
WT Harris	AWL

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DISTRICT COUNCIL

22 JUNE 2021

1. ANNUAL REPORT PROCESS PLAN FOR 2020/21 FINANCIAL YEAR / JAARVERSLAG PROSESPLAN VIR DIE 2020/2021 FINANSIËLE JAAR / INKQUBO YESICWANGCISO SONYANKA KUNYAKAMALI KA 2021

08 JUNE 2021

REFER REPORT FROM THE EXECUTIVE MAYOR (ALD M BOOYSEN)

2. PURPOSE

The purpose of this report is to submit the Annual Report Process Plan for the development of the 2020/21 Annual Report for approval by Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The process plan of the Annual Report is the guiding plan on the processes to be followed in the development of the Annual Report. The primary purpose is to ensure that there is compliance with all the pieces of legislations that governs the content and public participation processes on the development of the Annual Report.

The timelines for producing the Annual Report is taken from the guidelines provided in Circular 63 of the Municipal Finance Management Act (2003). Municipalities must submit the Annual Reports as soon as possible after year end, namely, August. The entire process is concluded in the first or second week of December.

5. RECOMMENDATION

That Council approves the 2020/2021 Annual Report Process plan

AANBEVELING

Dat die Raad die 2020/2021 Jaarverslag prosesplan goedkeur.

ISINDULULO

Sesokuba iBhunga liphumeze Ingxelo Yenqubo Yesicwangciso Sonyaka ka 2020/2021.

6. DISCUSSION / CONTENTS

6.1 Background

The Annual Report process flow provides a framework for municipalities and entities to follow in completing various reports within each financial year cycle. Sectoral plans, the municipality's spatial development framework, and financial strategy feed into the IDP. The IDP informs the budget, SDBIP and in-year reports. The Four Quarterly Reports, which is the annual performance report, is synonymous with the Unaudited Annual Report. It contains the financial statements, derived from the in-year reports. This information should be available by the end of July and signed off by the audit committee & tabled to council by the end of August annually as per Circular 63.

6.2 Discussion

The Annual Report process is explained below as per Circular 63 of the MFMA (2003).

The Unaudited Annual Report is used to feed information to the next year's IDP. The Un-audited Annual Report is sent through in August to departments, National Treasury for records and the Auditor-General for auditing. It is also submitted to the MPAC for oversight verification and community consultation together with Council.

The Auditor-General submits the audited report to the Accounting Officer by the end of November. The audited Annual Report is then submitted to Council and the MPAC for finalising its oversight report, the Audit Committee to finalise its report.

The Accounting Officer to report on actions on issues raised in the audit report & explanations on matters related to the AFS, as well as the committee dealing with performance to enable it to report to Council on recommendations on performance awards, if any.

Public overview of the Unaudited Annual Report and participation in the IDP/Budget process should occur simultaneously. This process should be complete by December when Council is responsible for concluding the Annual Report.

The audited Annual Report will be submitted to Treasuries, DCoG and sector departments by the end of December annually and is also used to inform the mid-year assessment processes and IDP reviews.

6.2 Financial Implications

None

6.3 Legal Implications

None, but the following legislation provides a framework for the tabling of the Annual Report:

- Local Government: Municipal Systems Act (2000), (MSA),
- Local Government: Municipal Planning and Performance Regulations (2001),
- Local Government: Municipal Finance Management Act (2003) (MFMA),
- MFMA Circular 11 (Annual Report Guidelines),
- MFMA Circular 63 (Annual Report Guidelines)

6.4 Staff Implications

The tabling of this report to Council has no staff implications.

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk Implications

None

ANNEXURE

2020/2021 Annual Report Process Plan

Garden Route District Municipality Annual Report Process Plan 2020/2021/ Circular 63 MFMA



Activity	Legislation and guidance	Process Owner/Role Player	Time Frame
Submit Annual Report process plan for Council's approval		Executive Manager: Planning & Economic Development	22 June 2021
Departments to submit Annual Report information to IDP unit by 31 July 2021 and Draft AFS to be submitted by 16 August 2021		All HODs Chief Financial Officer	31 July 2021 16 August 2021
Consideration of next financial year's Budget, 5 year District Framework and IDP Process plan.	MSA S41(1)(e)	MM assisted by other Section 56 Managers & the CFO	July 2021 – August 2021
Implementation and monitoring of approved IDP and Budget through the approved SDBIP commences.	MSA S41(1)(e)	MM assisted by other Section 56 Managers & the CFO	July 2021
Finalise 4 th quarter report of previous financial year.	MFMA S52(d)	MM assisted by other Section 56 Managers & the CFO	July 2021
Submit draft previous financial year Annual Report and evidence to Internal and the Auditor General including annual financial statements and financial and non-financial information.	Submission of annual financial statements as per section 126(1) of the MFMA. Additional step, a draft Annual Report is prepared. Annual Performance report needs to be included as per section 46 of the MSA.	MM & CFO	By 31 August 2021

Submit Annual Report including annual financial statements and Annual Performance Report to the Combined Audit/Performance Committee.	Joint Committee assessing both financial and non-financial performance advances accountability and expedites corrective measures	MM & CFO	July/ August 2021
Combined Audit/Performance Committee considers unaudited annual Report of municipality.		Audit and Performance Audit Committee	August/September 2021
Mayor tables the unaudited Annual Report in Council by 31 August 2021.	The Annual Report submitted complies with the requirements of Section 121(3)(a-k). Information on pre-determined objectives to be included. Note that it is unaudited and will not include any of the Auditor-Generals reports as the auditing thereof will still be in progress.	Mayor	
Municipality submits Annual Report including final annual financial statements and annual performance report to Auditor General for auditing purposes by 31 August 2021. Council to submit unaudited tabled annual report to MPAC for vetting and verification of council's directive on service delivery & the committee to evaluate senior managers' performance against agreement entered into.		CFO	
Commencement of IDP analysis of institutional services and infrastructure provision, backlogs and priorities. Unaudited Annual Report as submitted to Auditor-General to be used as input into the IDP strategic	If the above process is followed, the unaudited Annual Report can add value to the IDP/Budget planning process for the next year as well as oversight by MPAC on the reported deliverables by communities and achievements targets	Council	

phase process and community verification & input by MPAC on reported performance. Such information includes that of various entities incorporated into the information of the parent entity	reached.		
Auditor-General audits the unaudited Annual Report and submit an audit report to the accounting officer for the municipality.	Section 126(3)(b) require the Auditor-General to submit an audit report within three months after receipt of statements from the municipality.	Auditor General	November 2021
Annual Report and oversight report process for adoption to be used as input into public participating meetings for the IDP review process	Section 127, 128, 129 and 130 of the MFMA	Council	September-November 2021
The Auditor General's reports are issued during the period of Oct/Nov 2021 Once the AG audit reports have been issued no further changes are allowed as the audit process is completed.	Section 129, 130 and 131. Tabling the audited Annual Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website.	MM	November/December 2021 (depending on date of the Audit Report)
Auditor General review the audited report		Auditor General	
Mayor tables audited Annual Report and financial to Council		Mayor	
Audited Annual Report is made public, e.g. posted on municipality's website.		MM	
Oversight committee finalises assessment on Annual Report within 7 working days		Oversight Committee	

of receipt of AGs report.			
Council adopts oversight report	The entire process, including oversight reporting and submission to provincial legislators is completed in December and not in March the following year.	Council	December 2021
Oversight report is made public		MM	
Oversight report is submitted to Legislators, Treasuries and DLG.		Mayor	

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DISTRICT COUNCIL

22 JUNE 2021

1. **REPORT ON THE STRATEGIC (TOP 10) RISK REGISTER /VERSLAG RAKENDE DIE STATEGIESE (TOP 10) RISIKO REGISTER / INGXELO MALUNGA NOBUCHULE(TO 10) BOLUHLU LOKUSENGCIPHEKWENI**

4/1/2/4/3)

REPORT FROM ACTING STRATEGIC MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER (N DAVIDS) / RISK OFFICER (L JAMES)

2 **PURPOSE**

The purpose of the report is for the Council to take note of the Strategic Risk Register as at 27 May 2021.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Council take note of the Strategic Risk register as at 27 May 2021.

5. **RECOMMENDATION**

That the content of the contents of the report be noted.

AANBEVELING

Dat kennis geneem word van die inhoud van die verslag.

ISINDULULO

Sesokuba umongo wengxelo uthathelwe ingqalewlo.

6. **DISCUSSION / CONTENTS**

6.1 **Background**

Risk Management is the process by which the Accounting Officer, CFO and Senior Management pro-actively, purposefully and regularly at least annually identify and define current as well as emerging business, financial and operational risks. Management is then responsible for identifying appropriate, cost-effective methods of managing these risks.

6.2 Discussion

Please see Strategic Risk Register attached

6.3 Financial Implications

None

6.4 Legal Implications

None

6.5 Staff Implications

None, only when events occur

6.6 Previous / Relevant Council Resolutions:

There are no previous or relevant resolutions related to this matter.

6.7 Risk Implications

Top Risks of the municipality discussed in this item for action implementation by the department heads for mitigation in the case of the event occurring.

GARDEN ROUTE DISTRICT MUNICIPALITY STRATEGIC RISK REGISTER								
Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR
Corona Virus Infection	Coughing and sneezing without proper care taken No distance kept from sick individuals Not washing hands regularly after exposure to possible infected objects Not wearing masks and gloves Person to person infection Touching objects or then touching their nose or mouth	5	5	25	Awareness campaigns by EHP official to staff and communities Continuous information sharing on the WhatsApp emergency group Implementation and activation of controls instituted by the Disaster Management Gazette of 18 March 2020 JOC activated and weekly meetings still active for feedback and reporting on Covid 19 Reactivation of access control via access cards	3,5	3,5	12
Failure to operate the Regional Landfill site	Implementation of Waste minimisation strategies at source Non payment by B Municipalities Non-approval of municipal disposal contracts extension from 01 January 2022 onwards. (PetroSA Landfill) Unable to source R240m external funding to construct the site	4,5	4	18	Consultant appointed to assist with drawing up and evaluation of tender Engaging PT re funding /loan application assistance Ensure alternative disposal facility availability (Discussion with PetroSA regarding extension of lease and Oudtshoorn Municipality with regular discussions at Mancom meetings. Implementation of the Bylaw - Waste Management. Updating of participating municipalities Council resolutions on Buy in at different phases of the project	3,6	3,2	11,7
Climate Change	Changes in temperature Changes in weather patterns Human fingerprint Inability to adapt to a changing climate and environment Increase in Greenhouse gases Ineffective management of environmental climate change	4,2	4,3	18,1	Adoption of the Greenbook of CSIR for disaster management Appointment of Climate change specialist Education and awareness training wrt climate change Green energy expert appointed Implementation and regular review of the Waste Management plan Implementation of the Air Quality Management plan Implementation of the Climate Change adaptation plan MOU with Stellenbosch University	3,3	3,4	11,2
Ineffective ICT Disaster Recovery	Disaster Recovery Server Room not compliant as a recovery facility / Offsite Disaster Recovery Centre in close proximity to primary server site. No backup compliancy checks in place No Disaster Recovery Tests in place	4	4	16	DR Policy and Action Plan / DR tests (bi-annually) Offsite Server room is located at Roads Offices (no access control) / Aircon, UPS and fire extinguisher installed (no fire detection and suppression system) Weekly and monthly backup reports / store backups off-site - available for restores / testing of backups	3,3	3,3	11,2

GARDEN ROUTE DISTRICT MUNICIPALITY STRATEGIC RISK REGISTER								
Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR
Slow economic growth in the district	Capacity constraints Failure of B municipalities to regularly attend LED / IGR Forums; Ineffective facilitation and coordination of district economic activities, projects and programmes across the region. Lack of funding Lack of investor confidence in GRDM - insufficient or ineffective investment promotion; Absence of investment incentive policies Misalignment/Duplication of programs by different municipalities in the District Political instability Slow Economic growth nationally	4	4	16	Attendance of Quarterly LED Forums (Mun's. + SEDA) Distribution and follow up on resolutions and actions wrt Investment prospectus Implementation of the Growth and Development Strategy for the district. Investment readiness workshops held as well as Business Engagements and Investment Conference as platform to launch the GR & KK as investment destination. Regular meetings held by The South Cape Economic Partnership - working groups (All Mun's + Private Sector Business Chambers)	3,3	3,3	10,9
Financial Sustainability	District municipality providing minimal leivable services Expenditure growth exceeding revenue growth Faulty LG/DM Funding model Grant dependency Limited revenue sources Lost opportunity of rental income due to minimal or no payments of Council properties Slow recoverability of fire service accounts	3	4	12	Attendance of District CFO forum, District Mayoral forum where transversal issues are discussed Continuous updating of lease agreements Implementation of PwC Revenue Enhancement report Regular reporting to Council on expenditure and financial position through S52 Revenue Enhancement Committee established	2,6	3,5	9
Increased Litigation against GRDM	Lack of compliance to Contract Management Lack of knowledge of environmental legislation: Environmental Notices (Pre Directives and Directives) Lack of knowledge/understanding of processes and content Non Compliance with legislation and policies Outdated policies review of Council Possible litigation as a result of District fire	5	3	15	Alerts to responsible contract manager of renewal/termination date of contract Collective engagement with legal and relevant department to develop action plan to deal with specific matter Continuous training on Contract Management by the Legal section Contracts Management Policy Register of all summonses served on municipality submitted to committees of Council	3,7	2,2	8,3

GARDEN ROUTE DISTRICT MUNICIPALITY STRATEGIC RISK REGISTER								
Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR
Non Compliance with legislation and policies	Lack of annual review of all policies of Council Lack of knowledge/understanding of processes and content Lack of training Outdated policy register of Council Red tape	4	3	12	Departments are informed as and when new and/or amended legislation are available as well as the due dates for comments (if any) by legal section Policy register updated and submitted to Mancom and APAC on a quarterly basis Submission of monthly reports to the Corporate Services Portfolio Committee of new and/or amended legislation	3,2	2,4	7,8
Loss of Roads Agency Function	Admin fee (Duplication of admin functions) Political Intervention Poor performance on Roads maintenance and repairs Provincial reason for existence	4,4	2,2	9,9	Current SLA with Provincial department extended and currently under review Negotiations wrt roles and responsibilities discussed at DCF/MMF level Political Intervention	3,3	1,7	5,6
Regression in AGSA Audit Opinion	Capacity of the vendor to support their client Inconsistent application of regulation by the AGSA Increase in Irregular expenditure Ineffective systems control procedures with regards to capturing of data Lack of organisational buy in by departments within municipality wrt processes and procedures Non implementation of SCM related processes	4	3	12	Implementation of Audit action plan (OPCAR) as per the findings in the AG report Phoenix system support available as and when needed Regular GRAP meetings with implementation of resolutions and new GRAP releases	2,5	1,9	4,8

[BACK TO AGENDA](#)

DISTRICT COUNCIL

22 JUNE 2021

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

15 JUNE 2021

1. REPORT ON IRREGULAR, UNAUTHORISED AND FRUITLESS AND WASTEFUL EXPENDITURE IDENTIFIED IN 2019/20 FINANCIAL YEAR / *VERSLAG OOR ONREËLMATIGE, ONGEMAGTIGDE EN VRUGTELOSE UITGAWES IN 2019/20 FINANSIËLE JAAR* / INGXELO YENKCITHO ENXAMNYE NOMTHETHO, INKCITHO ENGAVUMELEKANGA KUNYE NENKCITHO ENGENANGENISO KUNYE NENELAHLEKO KUNYAKA 2019/20

(4/1/2/4/1)

15 June 2020

REPORT FROM THE CHAIRPERSON OF MPAC (CLLR CN LICHABA)

2. PURPOSE

To provide the Council with a report on Irregular, Unauthorized as well as Fruitless and Wasteful Expenditures that were identified in 2019/20 financial year for write-off.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

MPAC is an oversight committee of Council that is cautious not to interfere in the administrative processes of a municipality; they generally rely on reports submitted to it by the administration in order to execute its duties and functions. It is from these reports that it will provide its recommendations.

5. RECOMMENDATIONS

1. That the Council take note of the content of the report.

2. That Council write off the Fruitless and Wasteful Expenditure amounting to **R887.**
3. That Council write off the Irregular Expenditure amounting to **R61 184 821.**
4. That Council write off the Unauthorised Expenditure amounting to **R35 263 003.**

6. DISCUSSION / CONTENTS

6.1 Background

As part of the MPAC oversight, we probe matters relating to unauthorised, irregular, fruitless and wasteful expenditure that has been identified. The aspect of these reports are dealt with from both a financial and non-financial point of view. The abovementioned types of expenditures are defined in the Local Government: Municipal Finance Management Act (MFMA) as follows:

“fruitless and wasteful expenditure”, means expenditure that was made in vain and would have been avoided had reasonable care been exercised,

“unauthorised expenditure”, in relation to a municipality, means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3), and includes —

- (a) overspending of the total amount appropriated in the municipality's approved budget;
- (b) overspending of the total amount appropriated for a vote in the approved budget;
- (c) expenditure from a vote unrelated to the department or functional area covered by the vote;
- (d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
- (e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of “allocation” otherwise than in accordance with any conditions of the allocation; or
- (f) a grant by the municipality otherwise than in accordance with this Act;

AND

“irregular expenditure”, in relation to a municipality or municipal entity, means—

- a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of **this Act**, and which has not been condoned in terms of section 170;
- b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of **the Municipal Systems Act**, and which has not been condoned in terms of that Act;
- c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of **the Public Office-Bearers Act, 1998 (Act No. 20 of 1998)**; or
- d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of **the supply chain management policy of the municipality** or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law,

In terms of section **section 32 (1) (a) (b) (c)**, without limiting liability in terms of the common law or other legislation-

- (a) political office-bearer of a municipality is liable for unauthorised expenditure if that office-bearer knowingly or after having been advised by the accounting officer of the municipality that the expenditure is likely to result In unauthorised expenditure, instructed an official of the municipality to incur the expenditure;
- (b) the accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer. subject to subsection
- (c) any political office-bearer or official of a municipality, who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure; or
- (d) any political office-bearer or official of a municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

In terms of section 32(b), a municipality must recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure is, after investigation by a Council committee, certified by the Council as irrecoverable and written-off by the Council.

6.2 DISCUSSION

The municipality incurred Fruitless and Wasteful Expenditure, Irregular Expenditure as well as Unauthorized Expenditure. The table below indicates the type of Expenditure in each financial year as well as the value of the expenditure incurred. Council should take note that the prior expenditure relates to the balance that was not presented to council to be written off.

Expenditure Type	Amounts (R)		
	Prior Years	2019/20	Total
Fruitless and wasteful	-	887	887
Irregular	7 567 246	53 617 575	61 184 821
Unauthorised	1 027 630	34 235 373	35 263 003

Subsequent to the issue of final audited outcomes, the Accounting Officer referred all of the above expenditures to the Internal Audit Section. The purpose of the referral was for an independent evaluation and thereafter advise the Accounting Officer on whether there was any deliberate or negligence in incurring such expenses. The Internal Audit reports were presented to the Municipal Manager, MPAC and the Audit Committee. Further to that, the Office of the Municipal Manager also made presentation to MPAC on actions taken in addressing these expenditures.

1. FRUITLESS AND WASTEFUL EXPENDITURE

The total amount of Fruitless and Wasteful Expenditure for 2019/2020 financial year is R887. This amount relates to the interest paid to a Creditor; due to the fact that invoices are sent to user departments, the submission thereof to Creditors is sometimes delayed, and thereby causing the payments to be made late as well. This caused the supplier to charge the municipality interest on the outstanding debt. This relates to one invoice that was paid late. This supplier services without receiving a valid order

and that delayed the payment, as payments to suppliers can only be made on approved orders.

Management is argued to avoid requesting suppliers to provide any services without a valid order unless it's an emergency. Furthermore the receipt of invoices should be centralized in order to eliminate too many hands being involved in the payment process and thereby prolonging the payment process. Management should continue to monitor expenses to ensure compliance to the relevant legislation.

The committee also note that this interest relates to only one invoice and therefore recommends that the amount be written off.

2. IRREGULAR EXPENDITURE

The irregular expenditure for the 2019/20 financial year amounted to **R61 184 821** and the breakdown was reported as follows:

Irregular Expenditure	2020 R
Opening balance	167 757 049
Irregular expenditure current year	8 843 364
Deviations	-
SCM Reg 29(2) Composition of the BAC – current year	44 585 532
SCM Reg 29(2) Composition of the BAC – prior year	-
SCM Reg 32 Contracts secured by other organs of state – current year	188 679
SCM Reg 32 Contracts secured by other organs of state – prior year	-
Irregular expenditure written-off as irrecoverable supported by Council i.t.o Sec 32 of MFMA	(160 189 803)
TOTAL	61 184 821

The Irregular Expenditure of 2019/2020:

The R61 184 821 of Irregular expenditure was broken down as follows:

No.	Description	Amount
A	Contracts above R10 million not advertised as prescribed in 2014/2015 – 2016/2017 financial years	8 836 610
B	Long-term contracts exceeding one year not advertised for a minimum period as prescribed	6 753
C	SCM Reg 29(2) Composition of the BAC – current year	44 585 532
D	SCM Reg 32 Contracts secured by other organs of state – current year	188 679

E	Irregular Expenditure previously reported in AFS 2011/12 (KPMG Report)	7 567 246
TOTAL		61 184 821

Section A: Contracts above R10 million (R8 836 610)

This is the expenditure on multi-year tender that were awarded to various companies. Council wrote off this irregular expenditure relating to these contracts in the past. The municipality is obliged to honor these contracts until end of their contract period. The breakdown of the expenditure in those contracts, for the year under review, is detailed below.

Tender Number	Award Date	Supplier	Item Description	Amount
R/08/15-16	30/06/2016	Tippeton Plant Hire	Hire of machinery	98 722
R/19/15-16	22/08/2016	Total South Africa	Supply and delivery of unleaded fuel and diesel and lubricating oils	4 948 254
R/08/15-16	30/06/2016	Phakeme Construction	Hire of machinery	127 659
R/08/15-16	30/06/2016	South Cape Plant Hire And Civil Contractors	Hire of machinery	132 182
R/08/15-16	30/06/2016	VSV Plant Hire	Hire of machinery	3 529 794
TOTAL				8 836 610

The expenditure on the same contracts were written off in the previous financial year, the committee recommends the same as the facts are also the same.

Section B: Long-term contracts exceeding one year (R6 753)

Tender Number	Award Date	Supplier	Item Description	Amount
ITE/13/17-18	15/11/2017	M Sec Security Systems	Security monitoring and reaction services at Municipal Health offices in Mossel Bay	6 489
ITE/35/16-17	17/05/2017	Nashua George/Zestirox	Repair/Service of printers and scanners	264
TOTAL				6 753

The SCM Regulations contain specific requirements for a competitive bidding process to be followed for the procurement of long-term contracts. These long-term contracts were not advertised for a minimum period as prescribed during the 2016/2017 and 2017/2018 financial years, the expenditure has been reported to MPAC in the previous years and subsequently written off by Council as recommended by MPAC. This is to report the current year's expenditure as they are multi-year contracts that are still

ongoing. These multi-year contracts have already been reported to Council in the prior years, the committee did not find any deliberate actions that caused the non-compliance.

Section C: Composition of the Bid Adjudication Committee (R44 585 532)

For the 2018/19 statutory audit, the Office of the Auditor-General's technical department issued a clarification regarding the interpretation and application of SCM Regulation 29(2) regarding the composition of the Bid Adjudication Committee (BAC). Membership to the committee requires, amongst others, the CFO, as well as Senior SCM Practitioner.

In the past, due to capacity constraints, the CFO was regarded to also fulfil the requirement of the Senior SCM Practitioner. However, the current clarification stated that these must be two different officials. It was therefore concluded that the BAC was not constituted as per Regulation 29(2) and this non-compliance results in all formal tenders to be considered to be irregular expenditure.

This non-compliance did not result in any loss to Council as the award would not have been granted to a different bidder. The Manager: SCM attended the BAC meetings in an advisory capacity, the irregular expenditure is purely because the Manager: SCM should have been a formal member of the BAC, not only an advisor. The Municipal Manager has since formally appointed the Manager: SCM as a member of the BAC.

The expenditure of these tenders was reported to MPAC in the previous year and subsequently written off by Council. This is to report expenditure incurred in the 2019/2020 financial year as they are multi-year contracts that are still ongoing.

D: SCM Regulation 32: Contracts secured by other organs of state (R188 679)

National Treasury issued Circular 96 in July 2019 to municipalities, which elaborates on the principles captured in regulation 32 of the SCM Regulations when procuring goods or services from contracts secured by other organs of state.

In addition, the following two court cases provided rulings on the interpretation of SCM Regulation 32:

- o Blue Nightingale Trading 397 (Pty) Ltd t/a Siyenza Group vs Amathole District Municipality [24 November 2015] (Eastern Cape circuit court, East London)
- o KwaDukuza Municipality vs Skilful 1169 CC and Another (High Court of South Africa KwaZulu-Natal division, Durban) [06 July 2018]

Application of the information referred to above concludes that "the municipality cannot substitute itself in place of the other organ of state". GRDM has contracts procured under the auspices of regulation 32, but contracted directly with the supplier. All expenditure on contracts procured under SCM Regulation 32 therefore is deemed to be irregular expenditure due to the non-compliance derived from the new application.

Supplier	Total 19/20
DF Kwakudi	188 152
FG Uniforms	527
TOTAL	188 679

The above contracts were entered into in the previous financial years; expenditures related to them were reported to MPAC and subsequently written off by Council as recommended by MPAC. This is to report the current year's expenditure as they are multi-year contracts that are still ongoing.

3. UNAUTHORISED EXPENDITURE

The following Unauthorised Expenditure was disclosed in the 2019/20 Annual Financial Statements ("AFS"):

Description	2019/2020 R
Opening balance	19 637 033
Unauthorised expenditure current year – Operating	33 657 910
Unauthorised expenditure current year – Capital	577 463
Approved by Council to be written off	(18 609 403)
Total	35,263,003

The following note in the 2019/20 AFS provides detail on the breakdown of the R35 263 003 disclosed as unauthorised expenditure. This unauthorised expenditure relates to

mainly the overspending on two operational votes and overspending on four capital votes.

Unauthorised expenditure by vote	2020 Actual	2020 Budget	2020 Variance	2020 Unauthorised
	R	R	R	R
<u>Operating</u>				
Vote 4 – Planning and Development	56 344 074	23 356 675	(32 987 399)	(32 987 399)
Vote 6 – Health	323 703 737	33 033 226	(670 511)	(670 511)
	393 841 753	434 093 302	40 251 549	(33 657 910)
<u>Capital</u>				
Vote 1 - Executive and Council	186 432	163 935	(22 497)	(22 497)
Vote 2 - Budget and Treasury Office	112 358	40 000	(72 358)	(72 358)
Vote 4 - Planning and Development	75 851	22 000	(53 851)	(53 851)
Vote 6 – Health	2 728 758	2 300 000	(428 758)	(428 758)
	8 181 574	242 432	242 858	(577 463)

The explanations of the above unauthorised expenditure is as follows:

- a) **R32 987 399** – This is a none-cash transaction. The valuation exercise for Council properties was done over two overlapping years. The portion of valuations that were done in 2018/19, resulted in a gain to the value of more than R15 million. When the valuations were completed in 2019/20; it resulted in impairment loss. This was not anticipated considering the previous valuation; therefore no reasonable expectation/reason existed to budget for an impairment loss in 2019/20. The resulted in the diffidence between the actual valuation loss and the budgeted amount and was therefore classified as Unauthorised Expenditure.
- b) **R670 511** - Due to COVID, the EHPs were required on short notice to attend funerals, do contact tracing, do information sessions in Hotspot areas as and when required, which resulted in greater expenditure than anticipated when the budget was done.
- c) **R22 497** - The grant on the BarnOwl system was budgeted under operational expenditure. However, during year-end processes it was identified that some of the expenditure met the definition of an asset (R46 143 in total), and therefore had to be reported under Capital. The total expenditure on the grant did not exceed the amount received from Province.

- d) **R72 358** - During the Covid-19 pandemic when employees working from home, computer equipment had to be purchased in order for the employees to be able to work from home. The ICT budget had sufficient funding but the actual expenditure is reported under the department of the officials who received the equipment
- e) **R53 851** - During the Covid-19 pandemic when employees working from home, two computer laptops had to be purchased in order for the employees to be able to work from home. The ICT budget had sufficient funding but the actual expenditure is reported under the department of the officials who received the equipment.
- f) **R428 758** - The use of mobile technology by EHPs increased due to COVID, the cellphones/notes of these officials needed to be upgraded in June 2020. Again, savings from other votes were utilised for the purpose. It was too urgent to wait until the new financial year. Cellphones were included in the 2020/21 budget, but due to the changed service demands brought by COVID, it was too urgent to wait until the new financial year.

OTHER

An amount of R1 027 630 unauthorized expenditure relates to the two previous financial years. These amounts were investigated by MPAC as part of 2017/8 (R227 342) and 2016/17 (R800 288) unauthorised expenditure and were recommended for write off. However, due to human error, these amounts were not included in the MPAC report that served at council. The detail of the amount is as follows:

A. R227 342 (2017/18)

The unauthorised expenditure related to the Roads Agency Function, where additional funding was received from Provincial Roads Department. An over expenditure of R23 963 734 was reported in our books and subsequently and amount of R24 191 076 was received and the balance recorded was R227 342.

Management could not have known at the time that additional funding was to be received and therefore could not budget for the additional funding. However, Management has since resolved to table the Budget for adjustment for Council approval whenever additional funding is received from Provincial Roads Department.

B. R800 288 (2016/17)

Capital expenditure by vote	2016 (R)	2016 (R)	2016 (R)	2016 (R)
	(Actual)	(Budget)	(Variance)	(Unauthorised)
Waste Management	373,071	-	373,071	373,071
Corporate Services	1,276,324	1,040,800	235,524	235,524
Health	253,378	105,395	147,983	147,983
Budget and Treasury Office	69,125	39,100	30,025	30,025
Planning & Development	12,116	-	12,116	12,116
Community and Social Services	1,570	-	1,570	1,570
	6,180,510	6,713,295	(532,785)	800,288

- **R373 071** - Air quality monitoring units were purchased and recorded under "Waste Management"; however, these were all budgeted for under "Environmental Protection". Therefore, the items were budgeted for under different vote names. The procurement process was adequately approved and the purchase price did not exceed the budgeted amount.
- **R235 524** - Included in the capital budget of Corporate Services was one line named "DTP COMPUTER EQUIPMENT" for R824 000. It is however noted in the FAR that purchases of computer equipment and software recorded in the Corporate Services department amounted to R1 141 555. On computer equipment and software alone there was therefore over-expenditure, these were all necessary for operational purposes.
- **R147 983** – Purchase of EPWP equipment (chainsaws, brush cutters, hand radios, etc.) that was not included in the Health vote's adjustment capital budget. The assets purchased are all considered to be necessary for operational purposes. The rest of the money was utilised for Air Quality and Environmental Protection within the same department.
- **R43 993** - The IT department resides within the Corporate Services department, the purchase of computer equipment was therefore fully

budgeted for under Corporate Services, even though the purchased asset is recorded under the department where it is actually installed/utilised.

From the review and the explanations above, we did not find any deliberate actions that caused the overspendings that constitutes unauthorised expenditure. The following points are noted:

- the total expenditure for financial years did not exceed the total budget for the years as approved by Council;
- the over-expenditures in the listed votes were funded by savings from other departments;
- the purchases of all assets were adequately approved by the necessary delegated authorities;
- the list of assets purchased are all assets that are deemed to be operationally necessary for the provision of services by Garden Route DM; and
- Council did get the full benefit of the assets purchased.

However, the Office of the CFO should ensure that controls are implemented to prevent these votes overspending as this may have a negative impact to the users of the financial statements.

The Internal Audit Section/Department further conceded on the report that, they did not find any actions from officials deemed to meet the definition of an "offence" as per s173 of the MFMA and they recommend that the unauthorized expenditure be written-off by Council.

6.3 Financial Implications

1. Fruitless and Wasteful Expenditure amounting to R887.
2. Irregular Expenditure amounting to R61 184 821.
3. Unauthorised Expenditure amounting to R35 263 003.

6.4 Legal Implications

- The Municipal Finance Management Act, No.56 of 2003,
- Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings

6.5 Staff Implications

None

6.6 Financial Implications

None

6.7 Risk Implications

Non-compliance with the MFMA

BACK TO AGENDA

1. **REQUESTED/SUGGESTED ADJUSTMENTS ON THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2020/2021 / AANVRAAG/VOORGESTELDE VERANDERINGE OP DIE DIENSLWERINGS EN BEGROTINGSIMPLEMENTERINGSPLAN VIR 2020/2021 / IZICELO/IINGCEBISO ZOLUNGELELWANISO KUNIKEZELO LWENKONZO KUNYE NESICWANGCISO SOKUMISELWA KOLWABIWO-MALI LUKA 2020/2021**

03 JUNE 2021

REFER REPORT FROM THE MUNICIPAL MANAGER (MG STRATU) / MANAGER PERFORMANCE MANAGEMENT (IG SAAIMAN)

2 PURPOSE

The report is tabled to Council in terms of section 54 (1) (c) as required in terms of the Municipal Finance Management Act 56 of 2003

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The requested adjustments must be read in conjunction with the System Descriptions for the Top Level SDBIP.

5. RECOMMENDATION

That Council approves the requested/suggested adjustments for the 2020/2021 financial year.

AANBEVELING

Dat die Raad die voorgestelde veranderinge vir die 2020/2021 finansëele jaar goedkeur.

ISINDULULO

Sesokuba iBhunga liphumeze iizicelo/iingcebiso zolungelelwaniso lonyakamali ka 2020/2021.

6. DISCUSSION / CONTENTS

6.1 Background

Municipal Finance Management Act 56 of 2003

Section 54 (1) (c) *On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must –*

(c) consider and, if necessary, make any provisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;

An adjustment budget was tabled and approved by council in May 2021.

6.2 Discussion

The following adjustments are hereby presented for approval;

Organizational Changes

- TL32 – Achieve a current ration of 1 (Current assests:Current liabilities)

The KPI must read as follows;

Achieve a current ration of 1.5(Current assests:Current liabilities)

The target therefore increases from 1 to 1.5

- TL40 – Compile a business plan for RRAMS and submit to MAncom by 30 June 2021

The KPI must read as follows;

Compile a business plan for RRAMS and submit to Council by 30 June 2021

- TL41 – Report bi annually to Mancom on the replacement value of fleet vehicles
- The KPI must read as follows;
- Report bi annually to Council on the replacement value of fleet vehicles

After approval, a Revised SDBIP will be placed on our website for perusal

6.3 Financial Implications

There will be no financial implications for the municipality adjusting the KPI's on the SDBIP

6.4 Legal Implications

None

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

There are no previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

There are no foreseen risks associated with the proposed request for Council

6.8 Comments from Senior Management:**6.8.1 EXECUTIVE MANAGER: COMMUNITY SERVICES**

The report is noted

6.8.2 EXECUTIVE MANAGER CORPORATE SERVICES

Amendments proposed noted.

6.8.3 EXECUTIVE MANAGER FINANCIAL SERVICES

Adjustments supported. The adjustment to the KPI on current ratio is to align it to NT norms as published in MFMA Circular 71.

6.8.4 MANAGER: LEGAL SERVICES

Supports the adjustment and it is in line with legislation - MFMA.

BACK TO AGENDA

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 MEI 2021 TOT 31 MEI 2021 / NGXELO YOTYESHELO: UKUMISELWA KOMGAQO WOLAWULO LWENKCITHO KWIXESHA LOMHLA 1 KUCANZIBE 2021 UKUYA 30 KUCANZIBE 2021)**

09 JUNE 2021

EXECUTIVE MANAGER: FINANCIAL SERVICES (J-W DE JAGER)

2 PURPOSE

To inform the Council of the deviations approved for the period 1 May to 31 May 2021.

3. DELEGATED AUTHORITY

Financial Services Committee

4. EXECUTIVE SUMMARY

The accounting officer must record the reasons for any deviations in terms of sub-regulation (1)(a) & (b) and report them to the next meeting of council. The report is for the month of May 2021.

5. RECOMMENDATIONS

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 May 2021 up to 31 May 2021, be noted.
2. That it be noted that in terms of Section 114 of the Municipal Finance Management Act, Act 56 of 2003, there was no approval of tenders not recommended in the normal course of implementing Supply Chain Management policy of a municipality.

AANBEVELINGS

1. Dat die kennis geneem word van die implementering van Artikel 36 van die Voorsieningskanaal beleid in terme van die afwykings vir die periode van 1 Mei 2021 tot 31 Mei 2021.
2. Dat kennis geneem word dat in terme van Artikel 114 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003, daar geen goedkeuring was van tenders wat toegeken is in die normale implementering van die Voorsieningskanaalbeleid van die munisipaliteit nie

IZINDULULO

1. Sesokuba ukumiselwa komhlathi 36 woMgaqo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 ngekaCanzibe 2021 ukuya 31 ngekaCanzibe 2021, kuthathelwe ingqalelo.
2. Sesokuba kuthathelwe ingqalelo ngokwemimiselo yoMhlathi 114 woMthetho Wolawulo Lwemali zoMasipala, uMthetho 56 wango 2003, akukhange kubekho ziniki maxabiso ezingandululwanga kwinkqubo eqhelekileyo yokumiselwa uMgawo Wolawulo Lwezencitho zomasipala

6. DISCUSSION / CONTENTS

6.1 Background

Section 36 of the Municipal Supply Chain Regulation states:

- 1) *A supply chain management policy may allow the accounting officer –*
 - a) *To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –*
 - i) *In an emergency*
 - ii) *If such goods or services are produced or available from a single provider only;*
 - iii) *For the acquisition of special of special works of art or historical objects where specifications are difficult to compile;*
 - iv) *Acquisition of animals for zoos; or*
 - v) *In any other exceptional case where it is impractical or impossible to follow the official procurement processes;*
 - b) *To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.*
- 2) *The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."*

6.2 Discussion

Section 114 of the Municipal Finance Management Act, Act 56 of 2003 states:

- (1) *If a tender other than the one recommended in the normal course of implementing the supply chain management policy of a municipality or municipal entity is approved, the accounting officer of the municipality or municipal entity must, in writing, notify the Auditor General, the relevant provincial treasury and the National Treasury and, in the case of a municipal*

entity, also the parent municipality, of the reasons for deviating from such recommendation.

- (2) Subsection (1) does not apply if a different tender was approved in order to rectify an irregularity.

6.3 Financial Implications

The total deviations for the period 1 May 2021 to 31 May 2021 amounts to **R4 961.53** (VAT included). Refer to **Annexure A**

6.4 Legal Implications

None

Main Expenditure for Deviation in May 2021

None

Trend Analysis Based on Successive Month to Month Comparison

APPROVED DEVIATIONS			
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS			
Apr-21		May-21	
Department	Amount	Department	Amount
Community Services	50 773,91	Community Services	2 687.58
Corporate Services	1 760,01	Corporate Services	0.00
Financial Services	0,00	Financial Services	0.00
Office of the MM	0,00	Office of the MM	0.00
Planning and Economic Development	0,00	Planning and Economic Development	0.00
Roads and Transport Planning Services	4 720,81	Roads and Transport Planning Services	2 273.95
Total Deviations	57 254,73	Total Deviations	4 961.53

6.5 Staff Implications

None, failure to report to council will result in non compliance.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

6.8 Comments from Executive Management:

6.8.1 Executive Manager: Roads and Transport Planning Services

6.8.2 Executive Manager: Economic Development and Planning

6.8.3 Executive Manager: Community Services

6.8.4 Executive Manager: Corporate Services

6.8.5 Executive Manager: **Financial Services**

6.8.6 Manager: Legal Services

APPROVED DEVIATIONS								
ANNEXURE: A								
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS								
COMMUNITY SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
1	1253509	FIDELITY ADT PLETT	2021-02-01	SCM Reg 36(v) – Impractical / Exceptional	In 2019 GRDM Purchased offices in Plettenberg Bay. ADT Fidelity rendered the security services at the premises at the time that Garden Route occupied the building. To secure the building we had to proceed with the existing service provider on the property. GRDM had an agreement from 2019 till 30 June 2020 with the ADT Fidelity.	2021-05-06	2 687,58	D0004209
ROADS AND TRANSPORT PLANNING SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
2	1378441	Xerox	2021-05-11	SCM Reg 36(v) – Impractical / Exceptional	Month to month use of Xerox while procurement process is being final-ized for a new contract to be in place.	2021-05-12	2 273,95	D0004331
TOTAL							4 961,53	

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DISTRICT COUNCIL

22 JUNE 2021

1. **REPORT ON THE PROPOSED SCHEDULE OF MEETINGS FOR COUNCIL AND COMMITTEES FOR THE PERIOD JULY 2021 UNTIL OCTOBER 2021 / VERSLAG RAKENDE DIE KONSEP VOORGESTELDE SKEDULE VAN VERGADERINGS VIR 2021 VIR DIE TYDPERK JULIE 2021 TOT OKTOBER 2021 TEN OPSIGTE VAN RAAD EN KOMITEES / INGXELO NGOYILO LWESIPHAKAMISO SOLUHLU LWENTLANGANISO ZIKA 2021 NGOKUPHATHELENE NEBHUNGA KUNYE NEEKOMTI KWIXESHA LENYANGA YEKHALA 2021 UKUYA KWEYEDWARHA 2021**

03 June 2021

REFER REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN)

2 PURPOSE

The purpose of this report is to obtain permission from Council to approve the proposed scheduled of meeting dates for the period from July 2021 until 27 October 2021.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In order for Garden Route District Municipality to determine the meeting dates for 2021, this Council has to obtain the meeting dates of the B-municipalities and SALGA.

5. RECOMMENDATIONS

1. That the proposed schedule of dates for Council and Committee meetings for the period starting from July until October 2021, be discussed and after discussion, be approved.
2. That the closing dates for submission of reports be strictly adhered to.
3. That it be noted that the schedule is subject to changes, as approved by the Speaker.

AANBEVELINGS

1. *Dat die konsep voorgestelde skedule van vergaderingdatums vir Raad en komiteevergaderings vir die tydperk Julie tot Oktober 2021, bespreek word en na bespreking, goedgekeur word.*
2. *Dat die sluitingsdatums vir die indiening van verslae streng nagekom word.*
3. *Dat kennis geneem word dat die skedule onderhewig is aan veranderinge. weens die afwagterende datums vir SALGA se vergaderings.*

IZINDULULO

1. Sesokuba uyilo lwesphakamiso soluhlu lwemihla yentlanganiso zeBhunga nezeKomiti kwixesha eliqala ngenyanga yeKhala ukuya kweyeDwarha 2021, luxoxwe waye emveni kwengxoxo, liphunyewe.
2. Sesokuba imihla yokugqibela yokunikezelwa kwengxelo ithotyelwe ngokufanelekileyo.
3. Sesokuba kuthathelwe ingqalelo olu luhlu lusengatshintsha, ngokwemvume kaSomlomo.

6. DISCUSSION / CONTENTS

6.1 Background

The proposed calendar for this coming financial year is informed by the meeting dates of the Local Municipalities in our district. The calendar of meeting dates from Local Municipalities have been considered in preparation of the calendar.

6.2 Discussion

During November and December of 2020, all the Local Municipalities in our district were approached for their approved meeting schedules. These schedules were gathered and collated in order to determine the appropriate meeting dates (as per attached annexure). Due to the upcoming Local Government elections, this schedule is only until the month of October 2021. The remainder of the year will be determined once the new Council has been declared elected.

6.3 Financial Implications

There is budget allocated for all matters relating to Council meetings.

6.4 Legal Implications

Local Government: Municipal Finance Management Act 56 of 2003, Local Government: Municipal Systems Act 32 of 2000, Local Government: Municipal Structures Act 117 of 1998, Rules of order for procedure and maintenance of order at meetings.

6.5 Staff Implications

A decision to not implement will have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

A similar report served at the Council meeting that took place on 22 January 2021:

"E.1 REPORT ON THE DRAFT PROPOSED SCHEDULE OF MEETINGS FOR 2021 IN RESPECT OF COUNCIL AND COMMITTEES FOR THE PERIOD JANUARY UNTIL JUNE 2021"

1. *That the draft proposed schedule of dates for Council and Committee meetings for the period January until June 2021, be approved.*
2. *That the closing dates for submission of reports strictly be adhered to.*
3. *That it be noted that the schedule is subject to changes due to the awaiting dates for meetings from SALGA".*

6.7 Risk Implications

The risks involved are primary related to delayed decision making, i.e If meetings do not take place there are very real implications for Council which includes IDP related deadlines being missed as well as financial implications relating to the approval of the budget and the continuity of Council with regards to projects that are approved or not approved.



JULY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Closing date for items for Governance at 12:00	2	3
4	5	9 Education, Training & Development at 10:00	7 Closing date for items for Mayco, Council at 12:00	8 Occupational Health & Safety at 10:00	9 Closing date for items for LLF at 12:00	10
11	12	13 Governance at 14:00	14 PRE-LIM	15	16 Closing date for items for APAC meeting at 12:00	17
18	19	20 LLF at 10h00	21 IDP, BUDGET & STEERING COMMITTEE AT 09:00	22 Closing date for items for Portfolio Committee meetings at 12:00	23	24
25	26	27	28 MAYCO AT 09h00 COUNCIL AT 11H0	29	30 APAC AT 10:00	31

AUGUST 2021						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 MMF MEETING AT 08:30 & DCF AT 11:00	5	6 Closing date for items for MPAC meeting at 12:00	7
8	9 PUBLIC HOLIDAY: WOMENS DAY Closing date for items for LLF meeting at 12:00	10 Closing date for items for council meeting at 12:00	11 Roads & Transport at 08:00; Community Serv at 09:00, Strategic Serv at 10:00, Property Man at 11:00, Economic Dev at 12:00, Finance at 13:00, Corporate Serv at 14:00	12	13	14
15	16 PRE – LIM at 09:00	17	18	19	20 MPAC at 10:00	21
22	23 BUDGET STEERCOM AT 14:00	24 MAYCO at 09H00 SPECIAL COUNCIL at 11H00	25 Closing date for items for Training & Development and OHS meetings at 12:00	26	27	28
29	30	31				

SEPTEMBER 2021						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Closing date for Council workshop at 12:00	2	3	4
5	6	7 Education, Training & Development at 10:00	8 Closing date for items for LLF at 12:00	9 Occupational Health & Safety at 10:00	10 Closing date for items for council meeting at 12:00	11
12	13 COUNCIL POLICY WORKSHOP AT 09:00	14 Closing date for items for APAC meeting at 12:00	15	16 PRE-LIM	17 Closing date for items for Governance at 12:00	19
21	20	21 Closing date for items for Portfolio Committee Meetings at 12:00	22 LLF at 10:00	23	24 PUBLIC HOLIDAY: HERITAGE DAY	25
26	27 Governance Committee at 14:00	28 Mayco at 09:00 Council Meeting at 11:00	29 IDP REP FORUM AT 09:00	30 APAC AT 09:00		

**OCTOBER
2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Roads & Transport at 08:00; Community Serv at 09:00, Strategic Serv at 10:00, Property Man at 11:00, Economic Dev at 12:00, Finance at 13:00, Corporate Serv at 14:0	7	8	9
10	11 closing date for items for council meeting at 12:00	12	13	14	15	16
17	18 PRE-LIM AT	19 IDP, BUDGET, STEERING COMMITTEE AT 09:00	20 MPAC at 09:00	21	22	23

24	25 MAYCO AT 09:00 COUNCIL MEETING AT 11:00	26	27 Local Government Elections	28	29	30
31						

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DISTRICT COUNCIL

22 JUNE 2021

1. RESTRUCTURING OF SECTION 79 AND 80 COMMITTEES / HERSAMESTELLING VAN ARTIKEL 79 EN 80 KOMITEES / ULUNGELELWANISO LWEKOMITI ZOMHLATHI 79 KUNYE 80

08 JUNE 2021

REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (B HOLTZHAUSEN)

2 PURPOSE

To recommend the restructuring and consideration of Committees in terms of Sections 79 and 80 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

This report seeks the approval of Council to approve the restructuring and consideration of the Sections 79 and 80 Committees. Annexure A is attached that indicates the recommended changes.

5. RECOMMENDATION

That Council approves the nominated names of members to serve on the Section 79 and 80 Committees of Garden Route District Council in terms of Section 79 and 80 of the Local Government: Municipal Structures Act, 1998 Act 117 of 1998.

AANBEVELING

Dat die Raad die genomineerde name van lede wat op die Artikel 79 en 80 Komitees van Garden Route Distrikraad moet dien, goedkeur ingevolge die

bepalings van Artikel 79 and 80 van die Plaaslike Owerheid: Munisipale Strukturewet, 1998 Wet 117 van 98.

ISINDULULO

Sesokuba iBhunga liphumeze amagama achongiweyo amalungu azakuchopha kwiKomiti zoMhlathi 79 kunye 80 zeBhunga loMasipala Wesithili se Garden Route ngokwemiqathango zoMhlathi 79 no 80 woRhulumente Basekhaya: Umthetho Wesimo soMasipala, 1998 uMthetho 117 wango 1998.

6. DISCUSSION / CONTENTS

6.2 Background

As a result of the passing away of Cllr K Windvogel, the situation has left vacancies on the different portfolio committees that the above mentioned Councillor occupied. These vacancies has to be occupied by the newly appointed councillor, Cllr N Magopeni to serve on those respective committees.

6.2 Discussion

Council, at its meeting held on 25 May 2021, inuaguarated Cllr N Magopeni (replacing Cllr K Windvogel). During the Council meeting of 25 May 2021, Exectuive Mayor, Ald M Booysen informed Council that Cllr BN van Wyk has been appointed as a member of the Mayoral Committee as from 12 April 2021, occupying the vacancy that was held by Cllr JP Johnson.

A Governance Committee also took place on 31 May 2021 and resolved that Cllr N Magopeni occupy all the commitees that the late Cllr K Windvogel represented. At the Governace Committee meeting the Chief Whip of the DA, Cllr RE Spies recommended that Cllr J Hartnick serve on the Roads and Transport Services Committee (a position held by Cllr BN van Wyk) and Cllr EH Stroebeel serve on the Financial Services Committee (a position held by Cllr BN van Wyk).

Attached as **Annexure A** are the respective Section 79 and 80 Committees with the nominated councillors to serve on the respective committees.

Section 79 of the Structures Act reads as follows:

- (1) "A municipal council may –
 - (a) *establish one or more committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers;*
 - (b) *appoint the members of such a committee from among its members; and*
 - (c) *dissolve a committee at any time.*
- (2) *The municipal council –*
 - (a) *must determine the functions of a committee;*
 - (b) *may delegate duties and powers to it in terms of Section 32;*
 - (c) *must appoint the chairperson;*
 - (d) *may authorize a committee to co-opt advisory members who are not Lids of the council within the limits determined by the council;*
 - (e) *may remove a member of a committee at any time; and*
 - (f) *may determine a committee's procedure."*

6.3 Financial Implications

The financial implications can be very costly especially if a Committee does not have members to form a quorum.

6.4 Legal Implications

None

6.5 Staff Implications

There is no Staff implications.

6.6 Previous / Relevant Council Resolutions:

A report of this nature last served at Council on 28 April 2021.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council to not implement the Directions.

GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES: AS AT 31 MAY 2021

RESPONSIBLE COMMITTEE OFFICER, DAY & TIME OF MEETINGS	BONISILE	ALVERA	CARRON - ANN	BONISILE	CARRON - ANN	TANDO	TANDO
	ROADS & TRANSPORT PLANNING SERVICES: MON @ 14:00	FINANCIAL SERVICES: TUES @ 10:00	PLANNING & ECONOMIC DEV TUES @ 14:00	COMMUNITY SERVICES: WED @ 10:00	PROPERTY /ASSET MANAGEMENT WED @ 14:00	CORPORATE SERVICES: THUR @ 10:00	STRATEGIC SERVICES: THUR @ 14:00
FUNCTIONS	Roads Maintenance Integrated Transport Planning RRAMS	Income and Expenditure Supply Chain BTO Revenue Management Asset Management Stores Financial Statements / GRAP Statements	Regional Economic Development Tourism / Arts and Culture Youth (EPWP) Rural Development Job Creation	Fire and Rescue / Disaster Management / Municipal Health / Environmental Management (Waste Management/Air Quality) Call Centre Spacial Development & Planning	Property Planning & Maintenance Resorts Strategic / Investment Properties Strategic Properties (for noting only)	Human Resources Committee Services Legal Services Auxiliary Services: Records and Archives	IGR Communications IDP Public Participation Information Shared Services Funding Mobilization
CHAIRPERSON	RE Spies	JC Lambaatjeen	RH Ruiters	KS Lose	BN van Wyk	IC Kritzinger	E Meyer
DEPUTY CHAIR	BN van Wyk	RE Spies	KS Lose	E Meyer	IC Kritzinger	RH Ruiters	JC Lambaatjeen
EXE MANAGER	J Daniels	JW de Jager	L Menze	C Africa	L Menze	B Holtzhausen	L Menze
DA	GL Boezak A Barker JL Hartnick	EH Stroebe RR Wildschut L Tyokolo	SF May EH Stroebe GR Wolmarans	RR Wildschut L Tyokolo JL Hartnick	SF May A Windvogel EH Stroebe	J Fry GR Wolmarans AJ Rossouw	J Fry JL Hartnick A Barker
ANC	NF Kamte PJ Van der Hoven	IT Mangaliso NV Gungubele	S De Vries MG Matiwane	CN Lichaba N Magopeni	NF Kamte NF Mdumiso	T Teyisi SS Mbandezi	X Matyila NF Mdumiso
ICOSA	HD Ruiters			WT Harris		WT Harris	WT Harris
PBI		V Gericke	V Gericke		V Gericke		
TOTAL	7	8	8	8	8	8	8

GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES:

	REHANA	REHANA	REHANA	CARRON - ANN	TANDO	REHANA
	BUDGET STEERING	GOVERNANCE	MPAC	TRAINING & DEV	OCCUPATIONAL HEALTH & SAFETY COMMITTEE	LOCAL LABOUR FORUM
CHAIR	JC Lambaatjeen	HBJ Groenewald	CN Lichaba	S De Vries	V Gericke	Employer
DA	RE Spies	RE Spies	AJ Rossouw JL Hartnick EH Stroebel BN Van Wyk	RE Spies J Fry	A Barker	RE Spies A Barker
ANC	NV Gungubele	PJ Van der Hoven	IT Mangaliso		NF Kamte	PJ Van Hoven
ICOSA	WT Harris	WT Harris	WT Harris			
PBI		V Gericke				
MANAGEMENT						Municipal Manager B Holtzhausen J-W de Jager JG Daniels L Menze N Davids N Klaas
UNIONS				2 Imatu 2 Samwu	2 Imatu 2 Samwu	5 Samwu 3 Imatu

GARDEN ROUTE DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES:

	WORKPLACE RESTRUCTURING	& AUDIT COMMITTEE
	REHANA	REHANA
CHAIR		Dr A Potgieter Adv D Block Mr G Stenekamp Ms S Maharaj
DA	A Barker SF May RH Ruiters	
ANC	PJ van der Hoven	
ICOSA		
PBI		
SAMWU	B Desha VACANT	
IMATU	H Herwels R Dyantyi	

[BACK TO AGENDA](#)

1. **REPORT FROM THE AUXILIARY SERVICES SECTION TO COUNCIL REGARDING THE PARKING POLICY / VERSLAG VANAF DIE ONDERSTEUNINGS DIENSTE AFDELING RAKENDE DIE PARKEER BELEID / INGXELO ESUKA KWICANDELO LENKONZO ZEZOGCINO ESIWA KWIBHUNGA MALUNGA NOMGAQO WOKUMISA IZITHUTHI**

03 JUNE 2021

REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (B HOLTZHAUSEN/ MANAGER RECORDS,ARCHIVES,FLEET AND AUXILIARY SERVICES (S BRINKHUYS)

2 PURPOSE

The purpose of this report is to table the Parking Policy to Council for adoption.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Parking Policy was workshopped on 19 May 2021 and is now tabled to Council for adoption.

5. RECOMMENDATION

That the Parking Policy be adopted by Council.

AANBEVELING

Dat die parkeerbeleid deur die Raad aanvaar word.

ISINDULULO

Sesokuba iBhunga lamkele uMgqo Wokimisa Izithuthi.

6. DISCUSSION / CONTENTS

6.1 Background

The Parking Policy was workshopped during 2020 and various amendments and additions were identified, which were reviewed by Council on 19 May 2021.

Subsequently the Parking Policy is now tabled to Council for adoption.

6.2 Discussion

The Parking Policy was workshopped during 2020 and various amendments and additions were identified.

Subsequently the Parking Policy is now tabled for the policy workshop for final adoption by Council.

6.3 Financial Implications

A monthly amount of R30 is payable for parking under the steel structures

6.4 Legal Implications

None

6.5 Staff Implications

All staff utilising the parking areas

6.6 Previous / Relevant Council Resolutions:

No council resolutions related to this report.

6.7 Risk Implications

There are no foreseen risks associated with the report.



PARKING POLICY

Date **DD MM YYYY**
Approved:

Council
Resolution (DC
No):

DC
??/??/??

Council workshop: 19 May 2021

Contents

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Garden Route District Municipality | **Parking Policy****1. INTRODUCTION**

- The policy seeks to provide a framework for managing all parking areas of the municipality by ensuring effective and efficient use, by.
- Regulating what is permissible when using the parking area of the municipality and public parking area.
- Providing mutual agreement between all councillors, employees and the municipality.
- Introducing corrective action measures for employees who fail to obey to the guidelines as stipulated in the policy.
- To generate income to maintain the parking areas and structures in a sound condition.

2. DEFINITIONS

- In this policy, words used in the masculine gender includes the feminine, the singular includes the plural and visa versa and unless the context otherwise indicates –

Controllers - means an employee appointed by the municipal manager to act on behalf of the manager support services at the branch offices.

Council – means a municipal council referred to in terms of Section 157 of the Constitution and refers to the council of Garden District Municipality.

Designated parking area – means the parking area reserved for the full-time councillors, municipal manager, executive managers and people with disabilities.

Employee – means any official who has been appointed by the municipality to a position of employment either in a permanent, contract or intern capacity, but excluding a service provider and contractor.

Full-time councillor – means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of Section 18(4) of the Local Government Municipal Structures Act (Act 117 of 1998).

Local municipality – means the municipality responsible for the public parking area.

Municipality – means Garden Route District Municipality as defined by the Local Government Municipal Structures Act (Act 117 of 1998).

Municipal Manager – means an employee appointed by council in terms of section 55 of the Systems Act (Act 32 of 2000) and who is the head of administration and also the accounting officer of the municipality.

Parking area of the municipality – means any area reserved for the parking of private vehicles for councillors and employees during office hours at a specific site.

Parking bay - means the area where the private vehicle or official vehicle of the municipality may be parked during office hours.

Garden Route District Municipality | **Parking Policy**

Public parking area – means any area under the jurisdiction of the local municipality and governed in terms of the by-laws of the local municipality

3. SCOPE OF THIS POLICY

- The policy is applicable to full-time councillors and employees of the municipality.

4. LEGAL FRAMEWORK

- The municipality will clearly indicate the parking area for exclusive use by the full-time councillors, municipal manager, executive managers, people with disabilities and political employees and all staff members
- Employees must park their private vehicles at the allocated parking bay or under the solar panels of the municipality as awarded and own risk
- Any cancellation of the allocated parking bay must be done in accordance with the agreement.
- When a parking bay becomes available at a specific workplace, the following criteria will be used:
 - The vacant parking will be advertised by means of an email to all staff with a cut-off date not later than one working day
 - Applicants must then apply by responding to the email
 - Allocation will be based on the years of service at Garden Route DM
 - No waiting list will be applicable to allocation of a parking bay

5. INDEMNITY

- The Garden Route District Municipality shall be indemnified against any claim, loss or damages that might occur during the period the private vehicle are parked at the allocated areas by staff members, councillors, students, interns, consultants and service providers

6. KEY PRINCIPLES

- Parking bays number 1 to 11 is specifically designated for the Municipal Manager, Mayor, Deputy Mayor, Full time Councillors, Speaker and the official vehicle of the Mayor.
- Parking bays number 12 to 35 (steel structures) is payable parking and staff members must apply for such parking in case there is an open space
- Parking bays number 36 to 38 is allocated for the disaster vehicles and is free of charge
- Parking bays number 39 to 74 is free of charge (Solar Panels) and staff members are allowed to park anywhere, first come first serve basis
- The parking in front of the Head Office building, 54 York Street is reserved for councillors and members of the public.
- Parking in Omega Street is prohibited.

7. TRANSGRESSION

Garden Route District Municipality | **Parking Policy**

- The transgression of the policy by any employee will be dealt with in terms of the disciplinary procedures.
- The transgression of the policy by a full-time councillor will be reported to the Speaker for action.

8. ROLES AND RESPONSIBILITIES**Department Corporate Services**

- The Department Corporate Services shall be the implementing authority of the policy and shall facilitate its annual revision.
- The Department Corporate services provides the controllers at the branch offices of the municipality with a copy of the latest policy and any other applicable information needed to manage the implementation of the policy.
- Proof required as evidence includes the name of the employee or councillor who breaches the registration number of the vehicle and the date and time of transgression.
- Auxiliary Services evaluates the need for extra parking to be allocated and informs the Executive Manager for discussion at Management Level.
- Auxiliary Services informs the employee responsible for maintenance of damages and or repairs needed on the parking bays.
- Auxiliary Services is responsible to informing all employees at least two months before the start of the new financial year, regarding the revised tariffs.

Main office

- Auxiliary Services shall inform the employees via e-mail when a parking bay at main office becomes available and provides the necessary documentation.
- Auxiliary Services verifies the information provided by the employee on his application form before allocating a parking bay.
- Auxiliary Services will inform all users of any unsafe conditions to prevent any unforeseen damages to private vehicles

Controllers

- The controllers manage the implementation of the policy at their respective offices.
- The controllers inform the employees at the specific offices when a parking bay becomes available and provides the necessary documentation.
- The controllers at the respective offices shall locate the vacant parking bay.
- The controllers provide their respective Supervisors with a daily list of employees/councillors not complying with the policy for further investigation

Garden Route District Municipality | **Parking Policy**

with the necessary proof of evidence (e.g name list with registration number and date and time of occurrence)

Employees

- All employees are expected to familiarize themselves with the provisions of this policy and to comply with the provisions.
- Employees who want to park their private vehicle at a parking bay of the municipality must apply when a parking bay becomes available by completing the attached application form.
- All successful applicants must sign an agreement with the municipality.

Local Labour Forum and Council/ Council policy workshop

- The Local Labour forum serves as consultative body and recommends the policy and any amendments to Council for approval.

Department Financial Services

- The Department Financial Services shall refer a list of amended tariffs Council for approval.
- The Department Financial Services is responsible for the deduction of the amount payable as rent for the allocated parking area from the salary of the employee.

Municipal Manager

The Municipal Manager or his appointee is responsible for signing all agreements.

9. ALLOCATION CRITERIA

- The following criteria is applicable to the allocation of parking areas of the municipality at the Main building in 54 York Street George:
 - Designated parking bays:
 - Parking bays on paving area will be reserved for Aldermans, members of Parliament(MP'S) or member of Executive Committee (MEC's).
 - Parking bays numbers 1 to 11 will be reserved for the private vehicles of fulltime Councillors, the Municipal Manager and official vehicle of the Executive Mayor, based on the position they fulfill within council:

Parking bay number 1	Speaker
----------------------	---------

Garden Route District Municipality | **Parking Policy**

Parking bay number 2	Municipal Manager
Parking bay number 3 & 4	Executive Mayor (official & private vehicle)
Parking bay number 5	Deputy Executive Mayor
Parking bay number 6 to 11	Portfolio Councillors

- Parking bays numbers 12 and 13 will be reserved for employees with disabilities. Employees with disabilities had to provide a medical certificate as proof of disability and receives automatic allocation.
- Parking bays numbers 14,15 and 17 will be reserved for officials who are appointed as head of departments (automatic allocation).

STEEL/WOOD STRUCTURE

- Parking bays numbers 16 to 35 will allocated as follows:
- Employee must apply for the steel/wood structure parking bay
- Allocation based of years of service as calculated in months
- First come, first serve basis
- New employee informed at the induction process
- Allocation of the steel/wood structure parkings bays will be done first.
- The monthly rent will be R30, subject to annual revision.

SOLAR STRUCTURE

- The cloth parking bays, 36 to 38, are replaced with solar structures which are allocated to the disaster section for parking its vehicles
- The cloths parking bays 39 tot 86 are also replaced with solar structures which can be used for parking of private vehicles
- No formal criteria exists for the current parking bays 36 to 86 and parking of the private vehicle are on daily first come, first serve basis.
- Employees who park their vehicle under the solar structures are exempted from paying rent.

CRITERIA FOR THE ALLOCATION OF PARKING AREAS AT OTHER OFFICES

MISSION STREET

- Designated parking bays (Roads and Community Services) will be reserved for Executive Managers and people with disabilities (automatic allocation).
- The same principle applies with the allocation of the parking bays as stipulated above.
- The monthly rent will be R30, subject to annual revision.

MOSSEL BAY, RIVERSDALE AND OUDTSHOORN:

- Designated parking bays (Roads and Community Services) will be reserved for Executive Managers and people with disabilities (automatic allocation).
- Office managers at these offices will be responsible for the allocation of parking bays.
- The same principle applies with the allocation of the parking bays as stipulated above.
- The monthly rent will be R30 for steel structures subject to annual revision.
- The policy for administering council parking areas must be incorporated in the induction process of new employees.

10. POLICY REVIEW

- The policy becomes effective from the date of approval
- The policy will be reviewed annually

COUNCIL MEETING

22 JUNE 2021

COUNCIL WORKSHOP

15 JUNE 2021

1. POLICY ON EMPLOYEES LEAVING COUNCIL SERVICE / BELEID OOR WERKNEMERS DIE DIENS VAN DIE RAAD VERLAAT / UMGAQO MALUNGA NABASEBENZI ABASHIYA INKONZO YEBHUNGA

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B. HOLTHAUSEN)

2. PURPOSE

The purpose of the report is seek Council approval of the policy on employees leaving Council.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

This policy was workshopped on 15 June 2021.

The purpose of this policy is to develop a process for recognising employees whose employment contracts are linked to political office bearers and those employees who are employed on fixed term of employment up a to maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality.

5. RECOMMENDATIONS

That Council approves the policy.

AANBEVELING

Dat die Raad die beleid goedkeer.

ISINDULULO

Sesokuba iBhunga liwuphumeze umgaqo.

6. DISCUSSION / CONTENTS

6.1 Discussion

fixed-term contract employees and employees employed on fixed term of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality (contract employees) should not be treated less favourably than an employees employed on a permanent basis performing the same or similar work. However contract employees do not always enjoy the same benefits enjoyed by permanent employees.

When you consider the above and the risk associated with the contract employee's positions – the fact that the contract will terminate when the political office bearer leaves or term of Council ends, some form of cushion should be provided to these employees.

The GRDM pays a gratuity to employees who have reached a certain number of years in the service of the municipality, and this is referred to as a long service payment. This same benefit is not extended to contract employees, which becomes an unfair treatment. This coupled with the lack of job security in these positions supports the need to support these employees.

A similar gesture has been extended to Members of Parliament, Provincial Legislatures as well as to the Members of Municipal Councils post elections in order to allow these Councillors to adjust to circumstances where they are no longer in public offices and to assist them to meet already entered into commitments. At the end of elections, it is normally found that many Councillors lose their properties, while some are unable to service their debts, buy basic living requirements as well as pay school fees for their children. The same challenges are experienced by contract employees.

In an effort to show appreciation to these employees for having served Council well, the Garden Route District Municipality has adopted this policy.

6.2 Financial Implications

As budgeted in the 2021/2022 Financial year.

6.3 Legal Implications

Constitution of the Republic of South Africa, 1996

Local Government: Municipal Systems Act 32 of 2000

Local Government: Municipal Structures Act 117 of 1998

Municipal Finance Management Act 56 of 2003

Rules of order for procedure and maintenance of order at meetings

6.4 Staff Implications

The only affected staff will be those employees who are defined as contract employees in terms of this policy.

6.5 Previous / Relevant Council Resolutions:

There are no previous or relevant Council resolutions related to this matter.

6.6 Risk Implications

There is a risk of prolonged labour disputes if contract employees feel that they are not treated in the same manner.



EMPLOYEES LEAVING COUNCIL SERVICE

Date
Approved: **DD MM YYYY**

Council
Resolution (DC
No):

DC ????/??/??

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1. INTRODUCTION

It is trite law that an employee employed in terms of a fixed-term contract should not be treated less favourably than an employee employed on a permanent basis performing the same or similar work. However employees whose employment contracts are linked to political office bearers do not always enjoy the same benefits enjoyed by permanent employees.

When you consider the above and the risk associated with these positions – the fact that the contract will terminate when the political office bearer leaves, some form of cushion should be provided to these employees.

The GRDM pays a gratuity to employees who have reached a certain number of years in the service of the municipality, and this is referred to as a long service payment. This same benefit is not extended to employees whose contracts are linked to a political offices, which becomes an unfair treatment. This coupled with the lack of job security in these positions supports the need to support these employees.

A similar gesture has been extended to Members of Parliament, Provincial Legislatures as well as to the Members of Municipal Councils post elections in order to allow these Councillors to adjust to circumstances where they are no longer in public offices and to assist them to meet already entered into commitments. At the end of elections, it is normally found that many Councillors lose their properties, while some are unable to service their debts, buy basic living requirements as well as pay school fees for their children. The same challenges are experienced by officials whose employment is linked to political offices.

In an effort to show appreciation to these employees for having served Council well, the Garden Route District Municipality has adopted this policy.

2. DEFINITION

Municipal Manager – means an employee appointed by council in terms of the Local Government: Municipal Systems Act 32 of 2000 and who is the head of administration and the accounting officer of the municipality.

Contract Employees – means an employee employed on a fixed term contract and whose term of employment is linked to a political office bearer and the Municipal Manager.

Municipality – means the Garden Route District Municipality and GRDM has the same meaning.

Termination of employment contract – means that the official leaves the municipality and is not accommodated in another position.

3. LEGISLATIVE FRAMEWORK

Constitution of the Republic of South Africa, 1996;

Code of Conduct for Staff members – schedule 2 of the Local Government: Local Government: Municipal Systems Act 32 of 2000;

Local Government: Municipal Finance Management Act; 56 of 2003

Local Government: Municipal Systems Act; 32 of 2000

Local Government: Municipal Structures Act; 117 of 1998

4. OBJECTIVE

The objectives of this policy are to:

- 4.1 Establish guidelines to recognise contract employees whose contracts will terminate;
- 4.2 Establish guidelines for the consideration of ex-gratia payments to contract employees whose contracts are linked to a political office bearer and the Municipal Manager;
- 4.3 Ensure ex-gratia payments are in accordance with applicable legislation.

5. SCOPE OF THIS POLICY

The policy is applicable to contract employees whose term of employment is linked to a political office bearer and the Municipal Manager.

6. PRINCIPLES

6.1.1 Eligibility

The recognition of a departing employee does not apply to an employee who has resigned or been dismissed by the municipality for any reason.

- 6.1.2 Contract employees become automatically eligible for the payment of gratuity in terms of the policy.

6.2 Recognition for employees leaving

Number of years in service	Recognition
Each year of service	10 % of annual remuneration package

6.3 Ex-gratia Payments approvals

- 6.3.1 The Executive Mayor in the case of a Municipal Manager or the Municipal Manager in the case of other officials is responsible for administrative processes relating to this policy.
- 6.3.2 The payment of the gratuity shall be 10% for each completed year of service.
- 6.3.3 Notwithstanding 6.3.2, where an employee has worked for a shorter period than a year, a pro-rata basis will be used to calculate the payment.

6.4 Service

For the purpose of this policy, service shall be deemed to include:

- 6.4.1 Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- 6.4.2 Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee.
- 6.4.3 Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 1 year.
- 6.4.3 For the purpose of this policy, service shall not include:
 - 6.4.4.1 Any period of unauthorised absence from duty unless the Executive Mayor determines otherwise.
 - 6.4.4.2 Any period of unpaid leave unless the Council determines otherwise. Any period of absence from duty on Parental leave unless the Executive Mayor determines otherwise.

7. CONSEQUENCES

This policy represents the formal policy and expected standards of the GRDM. Appropriate approvals must be obtained prior to any deviation from the policy.

8. POLICY REVIEW

- 8.1 The policy becomes effective from the date of approval.
- 8.2 The policy will be reviewed every 12 months.

9. IMPLEMENTATION DATE

This policy shall come into effect on the date of approval by Council

BACK TO AGENDA

DISTRICT COUNCIL

22 JUNE 2021

1. SUBJECT: REPORT ON HUMAN RESOURCE POLICIES (AMENDED FUNERAL/MEMORIAL SERVICES POLICY)/ MENSLIKE HULPBRONNE BELEIDE (GEWYSIGDE BEGRAFNIS/HERDENKINGS DIENS BELEID) / INGXELO NGEMIGAQO YECANDELO LEZENGQESHO (UMGAQO OLUNGELELWANISIWEYO WENKONZO ZOMNGCWABO/IZIKHUMBUZO

(9/3/1)

16 June 2021

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B. HOLTZHAUSEN) ASS. MANAGER: HUMAN RESOURCES C. SCHEEPERS)

2 PURPOSE

To consider possible amendments to Funeral/Memorial Services Policy.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The following Policy with proposed changes highlighted in red are being submitted for discussion and consideration

1	FUNERAL/MEMORIAL SERVICES POLICY
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IMPORTANCE OF POLICIES

Human Resource Policies serve a very critical role in the Garden Route District Municipality. Relevant and updated policies are important for the following reasons:

- To ensure compliance with legislation
- To ensure compliance with Bargaining Council Agreements
- To align with strategic organisational objectives

- To ensure equitable, fair and standard practices
- To achieve optimisation
- To drive corporate governance
- To adapt to market trends and best practice
- To achieve overall service delivery excellence

NECESSITY FOR POLICY UPDATES

There are various occurrences that necessitate the review, update or development of policies. The Municipality shall review, update or develop policies as per events in the table below:

OCCURRENCE	DESCRIPTION
New / updated legislation	New legislation may impact conditions of service, which require updates to policies and procedures. As legislation is passed, the impact on policies should immediately be assessed.
Bargaining Council resolutions	Bargaining Council resolutions impact internal conditions of service, which require updates to policies and procedures. Impact on policies should be assessed once an agreement is signed.
Organisational objectives / strategy	A change in organisational strategy and objectives can also influence HR policies. Example: organisational transformation or restructuring.
Periodic review	Regular scheduled review of policies should take place to ensure alignment and compliance. This should happen annually, at the start of the new financial year.
Operational issues	Operational process issues can highlight inadequacies in existing policies. This can happen on an <i>ad hoc</i> basis.
Risk assessment / audit	Risk assessments or policy implementation audits can identify policy issues.

5. RECOMMENDATIONS

That the Amended Funeral/Memorial Services Policy be approved by Council.

AANBEVELING

Dat die Gewysigde Begrafnis- / Gedenkdienstbeleid deur die Raad goedgekeur word

ISINDULULO

Sesokuba uMgaqo Olungelelanisiweyo weNkonzo
Zomngcwabo/Izikhumbuzo uphunyezwe liBhunga.

6. DISCUSSION / CONTENTS

As outlined in the executive summary.

6.1 Background

As outlined in the executive summary.

6.2 Discussion

As outlined in the executive summary.

6.3 Financial Implications

As per approved budget

6.4 Legal Implications

None, to ensure alignment with policy and legislative directives.

6.5 Staff Implications

A decision to implement above HR Policies will currently have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

That council resolution E6 be revoked, especially the approval of the Funeral/Memorial Services Policy.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision to implement the HR Policies.

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Corporate Services

6.8.2 Executive Manager: Planning and Economic Development

6.8.3 Executive: Community Services

6.8.4 Executive Manager: Roads and Transport Planning Services

6.8.5 Executive Manager: Financial Services



FUNERAL/MEMORIAL SERVICE POLICY (AMENDED)

Date Approved:	30/06/2020	Council Resolution (DC No):	DC E6/06/2020
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1. PURPOSE

The purpose of this policy is to set guidelines to take time-off for attending memorial services and funerals in the case of death of councillors and colleagues, excluding "family responsibility leave". The purpose of the policy seeks to give guidance and direction to the organization of the Memorial Service and funeral service of councillor (s), employee(s) in Garden Route District Municipality. The policy objective also seeks to give a space for employee(s) and management of Garden Route District Municipality a last opportunity to give respect for the last time to all those councillor (s) and employee(s) who have given loyal service to the Municipality in making sure that service delivery is being rendered to the community.

The policy will not seek to replace family funeral arrangements or any form of mourning by a family bereaved but it will rather focus on internal staff members of Garden Route District Municipality. The policy will seek to give guide and direction to specific matters towards the organizational success of the Memorial Service and the funeral service.

2. DEFINITIONS

- 2.1 Words indicating the masculine gender shall include the feminine gender.
- 2.2 All references to days shall be working days.
- 2.3 Time-Off refers to the service(funeral/memorial) and travel time to and from the funeral/memorial service.
- 2.4 Memorial service is a ceremony remembering and honouring a colleague/councillor that has passed away.
- 2.5 Funeral service is a ceremony that takes place prior to the burial or cremation of the body of a colleague/councillor that has passed away and it may include the actual burial service.

Day – "Monday to Friday, excluding public holidays, unless indicated otherwise by the context"

Employee – "any person, excluding an independent contractor who works for another person or for the state and who receives, or is entitled to receive, any remuneration" (asper employment equity act 55 of 1998) – "(b) means any other person who in any manner assists in carrying on or conducting the business of an employer"

Employer - **"Garden Route District Municipality"**

Workplace – **"the employer"**

Organising Committee – **"committee members that assist and manage a multitude of tasks relating to memorial and funeral services"**

3. POLICY

Employees will be granted three (3) hours' time-off to attend memorial service or funeral of a councillor/colleague on condition that limited numbers of employees leave the office and uninterrupted services are still available to the public.

Leave or overtime due must be submitted for time-off exceeding the (3) three hours' time – off for attending the memorial service or funeral. Prior approval must be obtained for such time-off.

4. PROCESS

Three (3) hours will be granted to employees attending a memorial service or funeral. Annual leave or overtime due must be submitted and approved for time-off exceeding three (3) hours.

The relevant ESS (Employee Self Service) transaction must be submitted prior to taking the time-off and also the application for leave or overtime due should the time-off exceed three (3) hours.

The following policy guidelines are proposed in the event of the death of a councillor/employee.

- (i) The initiative to hold a memorial service is initiated and arranged by the relevant Head of Department or assignee;
- (ii) Employees from the particular section would be permitted to attend the memorial service;
- (iii) Employees from other sections or departments must obtain permission timeously from their relevant Head of Department to attend;
- (iv) The relevant Head of Department should ensure that sufficient staff members remain on duty to ensure a full uninterrupted service is rendered. Special care must be taken that essential services are not interrupted;
- (v) Municipal transport will only be provided during normal working hours to the memorial service that is facilitated by the relevant department.
- (vi) A hall will be arranged for the memorial service, at Council's expenses, only during office hours.
- (vii) That the arrangements of any memorial or funeral should be aligned with any applicable legislation or directive issued by National Government, meaning all protocols in regard to COVID-19 Funeral Regulations/Rules must

be adhered to.

- (viii) That the employer (Garden Route District Municipality) shall not be held liable of any act/damage/loss or omission to an employee or third party as a result of any non-adherence of employees to the COVID-19 Funeral Regulations/Rules. Employees attending funerals/memorials will do so at their own risk.

(ix) DECORATIONS OF THE HALL

- (x) The official(s) will have to look and make use of internal resources firstly that will make the hall look good and be suitable for the Memorial Service. Decorations of the hall will include amongst other things:
- (xi) Flowers
- (xii) Pictures of the deceased if family may so wish and/or made available on time to the committee and logistic team.
- (xiii) Light refreshments for the family after the Memorial Service and this will include water and soft drinks on the table and the family during the Memorial Service.
- (xiv) PA system, the official upon inspecting the venue or a need of the system it must be organized.
- (xv) Trade Union Banners can be mounted up inside the hall and be removed after the Memorial Service. The committee must make sure that on the venue there will be nothing that will be used for decorations or be mounted that will bring divisions amongst the work force and offend anyone that will be attending the Memorial Service.
- (xvi) A department in which a worker was working in must identify six people who will usher fellow workers, guests and the family members for order during the Memorial Service.

(xvii) TRANSPORT ASSISTANCE

- (xviii) GRDM employees may apply for assistance in terms of transport and accommodation costs for officials who have been granted permission to attend a funeral service that is held outside the boundaries of GRDM.
- (xix) GRDM employees may apply for assistance for Family members to be provided with transport, where they are unable to provide their own to the memorial service, subject to the approval of funds.
- (xx) The employees shall be responsible for their own insurance and traffic fines.

(xxi) SPEAKER (S) FROM THE MUNICIPALITY

- (xxii) The Organising Committee will decide who may speak at the memorial and funeral service on behalf of Council.

5. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

5.1 COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Municipality.

5.2 POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

5.3 BUDGET AND RESOURCES

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

5.4 ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegate accepts overall responsibility for the implementation and monitoring of the policy.

5.5 PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

5.6 DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)

BACK TO AGENDA

DISTRICT COUNCIL

22 JUNE 2021

1. **SUBJECT: REPORT ON HUMAN RESOURCE POLICIES (AMENDED SMOKING POLICY) / MENSLIKE HULPBRONNE BELEIDE (GEWYSIGDE ROOKBELEID) / INGXELO NGEMIGAQO YECANDELO LEZENGQESHO (UMGAQO WOKUTSHAYA)**

16 June 2021

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B. HOLTZHAUSEN) ASS. MANAGER: HUMAN RESOURCES C. SCHEEPERS)

2. PURPOSE

To consider possible amendments to the Smoking Policy

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The following Policy with proposed changes highlighted in red are being submitted for discussion and consideration

1	SMOKING POLICY
---	-----------------------

IMPORTANCE OF POLICIES

Human Resource Policies serve a very critical role in the Garden Route District Municipality. Relevant and updated policies are important for the following reasons:

- To ensure compliance with legislation
- To ensure compliance with Bargaining Council Agreements
- To align with strategic organisational objectives
- To ensure equitable, fair and standard practices
- To achieve optimisation
- To drive corporate governance

- To adapt to market trends and best practice
- To achieve overall service delivery excellence

NECESSITY FOR POLICY UPDATES

There are various occurrences that necessitate the review, update or development of policies. The Municipality shall review, update or develop policies as per events in the table below:

OCCURRENCE	DESCRIPTION
New / updated legislation	New legislation may impact conditions of service, which require updates to policies and procedures. As legislation is passed, the impact on policies should immediately be assessed.
Bargaining Council resolutions	Bargaining Council resolutions impact internal conditions of service, which require updates to policies and procedures. Impact on policies should be assessed once an agreement is signed.
Organisational objectives / strategy	A change in organisational strategy and objectives can also influence HR policies. Example: organisational transformation or restructuring.
Periodic review	Regular scheduled review of policies should take place to ensure alignment and compliance. This should happen annually, at the start of the new financial year.
Operational issues	Operational process issues can highlight inadequacies in existing policies. This can happen on an <i>ad hoc</i> basis.
Risk assessment / audit	Risk assessments or policy implementation audits can identify policy issues.

5. RECOMMENDATIONS

That the Amended Smoking Policy be approved by Council:

6. DISCUSSION / CONTENTS

As outlined in the executive summary.

6.1 Background

As outlined in the executive summary.

6.2 Discussion

As outlined in the executive summary.

6.3 Financial Implications

As per approved budget

6.4 Legal Implications

To ensure that Occupational Health and Safety legislations are adhered in the workplace and protect the rights of all employees.

6.5 Staff Implications

A decision to implement above HR Policies will currently have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

That previous council resolution regarding the Smoking Policy be revoked.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision to implement the HR Policies.

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Corporate Services

6.8.2 Executive Manager: Planning and Economic Development

6.8.3 Executive: Community Services

6.8.4 Executive Manager: Roads and Transport Planning Services

6.8.5 Executive Manager: Financial Services

Annexure: SMOKING POLICY



SMOKING POLICY (Review)

Date Approved:		Council Resolution (DC No):	
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1. PURPOSE

The purpose of this policy on smoking in the work place is to protect the rights of both smokers and non-smokers and to protect all employees, as well as visitors and clients, on the premises of the Municipality against any threats to health and safety.

2. SCOPE OF THE POLICY

This policy apply to and binding all management members and employees in the Garden Route District Municipality, with due consideration to the specific building and existing rules and regulations of the building regulations.

The smoking of tobacco products within all Garden Route District Municipality buildings or working places, except in the designated smoking area is prohibited.

This smoking policy is enforceable and will apply to all contactors, clients and visitors.

Staff may only smoke in the designated smoking area which will comply with the requirements of the law, and will display clear signs indicating that this is a designated smoking area.

All vehicles or means of transport of the Municipality are non-smoking zones.

3. DEFENITIONS

In the policy "the Act" means the Tobacco Control Amendment Act, 1999 (Act no **23** of **2007**), unless indicated otherwise.

"Smoke" means to inhale, exhale, hold or otherwise have control over an ignited tobacco product, weed or plant, and 'smoked' and 'smoking' have corresponding meaning.

"Public place" means any indoor, enclosed **or partially enclosed** area, which is open to the public and includes a workplace and a public conveyance.

“Tobacco product” means a product containing tobacco that is intended for human consumption, and includes, but is not limited to, any device, pipe, water pipe, papers, tubes, filters, portion pouches or similar objects manufactured for use in the consumption of tobacco.

“Workplace”

- (a) Means any indoor, enclosed **or partially enclosed** area in which employees perform the duties of their employment; and
- (b) includes any corridor lobby, stairwell, elevator, cafeteria, washroom, Council's vehicles or other common area frequently by such employees during the course of their employment; but
- (c) excludes any private dwelling, and any portion of an area mentioned in paragraph (a) specifically designated by the employer as a smoking area and which complies with the prescribed requirements.

4. OBLIGATIONS OF MANAGEMENT AND EMPLOYEES

- 4.1 The success of this policy on smoking in the work place will depend upon the thoughtfulness, consideration and co-operation of employees that smoke and non-smokers.
 - 4.2 According to the legislative framework on smoking in the work place, management must ensure that employees who do not want to be exposed to tobacco smoke in the work place, are protected from tobacco smoke in that specific work place.
 - 4.3 Employees may object to tobacco smoke in the work place without retaliation of any kind. Management should manage the time utilized for smoking with great care to ensure that it does not have a negative effect on productivity levels, required working hours, operational requirements and work processes.
 - 4.4 If an employee who smokes is spending an inordinate amount of time away from work in order to smoke, management should address the situation appropriately to ensure that the prescribed working hours is complied with. Management as well as employees share in the same responsibility for adhering to and enforcing the policy, in order to comply with the applicable legislation.
-

5. POLICY OBSERVATIONS

- 5.1 Garden Route District Municipality recognises that there is clear scientific evidence that passive smoking (breathing other people's tobacco smoke) is harmful to the health of smokers and non-smokers.
- 5.2 Garden Route District Municipality recognizes section 29 of the constitution that "every person has the right to an environment which is not detrimental to his or her health or well-being".
- 5.3 Council further recognises, that the Tobacco Products Control Act enshrines the principle that every citizen has the right to tobacco smoke free air in public places, and public places is defined as including any indoor or enclosed areas and including the workplace.
- 5.4 Council recognises the constitutional and legal obligations placed on it by the Occupation Health and Safety Act no 85 of 1993 of providing a safe and healthy workplace, namely to make the workplace smoke-free.
 - 5.1.1 Garden Route District Municipality, as an employer, recognises its duty under the Tobacco Products Control Amendment Act (Act no **23** of **2007**) to ensure that employees who do not want to be exposed to tobacco smoke in the workplace are protected from tobacco smoke.
 - 5.1.2 Council recognises that it should provide a safe working environment and protect the health of all employees from illness and injury arising from the workplace consequently, in the interest of the health and safety of all our employees, Council will move towards a smoke-free work environment.
 - 5.1.3 Council resolving to align the health system with the democratic values of the Constitution and the World Health Organisation's Framework Convention on Tobacco Control, and to enhance and protect the fundamental rights of citizens by discouraging the use, promotion and advertising of tobacco products in order to reduce the incidence of tobacco-related illness and death.

5.1 ASSISTANCE FOR SMOKERS

Council recognises that, while this policy will provide benefit to all employees, some employees may have difficulty in adjusting, particularly those whose smoking habits is a long-standing one.

It should be noted that smokers are being ask to resist their smoking in the workplace rather than stop smoking all together of which that will realize

over time through assistance programmes.

In an effort to assist smokers to adjust to this change, the following help is provided:

- (a) Self-help materials: books, audio tapes and video tapes, leaflets, correspondence course, and other aid. The materials will re-inforce counselling suggestion given to smokers.
- (b) Behavioural interventions: to replace old habits and patterns with new ones.
- (c) Physician monitoring and Pharmacological Aids: smokers will, be assisted at Council expense, and the employer will continue to provide with counselling regarding smoking habits on voluntary bases, and at employees cost access nicotine substitutes in the form of gum prescribed by Physician.

5.2 DESIGNATED SMOKING AREA

Garden Route District Municipality has the duty to identify a particular designated smoking area, where all smokers should utilized it as the smoking designated area.

The designated smoking area must be separated from the rest of the public place by a solid partition and an entrance door on which the sign "SMOKING AREA" is displayed, written in black letters 2cm in height and 1,5cm in breadth, on a white background.

The message "SMOKING OF TOBACCO PRODUCTS IS HARMFUL TO YOUR HEALTH AND TO THE HEALTH OF CHILDREN, PREGNANT WOMAN OF BREASTFEEDING WOMAN AND NON-SMOKERS. FOR HELP TO QUIT PHONE (011) 720 3145" is displayed at the entrance to the designated smoking area, written in black letters, at least 2cm in height and 1,5cm in breadth, on a white background;

and notices and signs indicating areas where smoking is permitted and where it is not permitted must be permanently displayed and signs indicating that smoking is not permitted must carry the warning: "ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE SHALL BE PROCECUTED AND MAY BE LIABLE TO A FINE."

5.3 SMOKE OR SMOKING BREAKS/INTERVALS

Smokers will not be entitled to smoking breaks or interval during their working hours.

Smokers may smoke in designated smoking areas during their normal lunch breaks, before and after working hours.

5.4 CONTROL OVER SMOKING OF TOBACCO PRODUCTS:

Council will ensure that;

- employees may object to smoking in the workplace in contravention of the Act without retaliation of any kind;
- employees who do not want to be exposed to tobacco smoke in the Workplace are not so exposed;
- it is not a condition of employment, expressly or implied, that any employee is required to work in any portion of the workplace where smoking is Permitted; and
- Employees are not required to sign any indemnity for working in any portion of the workplace where smoking is permitted.

6. OFFENCES AND PENALTIES

Any person who contravenes or fails to comply with this policy shall be guilty of an offence.

7. IMPLEMENTATION

7.1 Council agrees that this policy will become effective immediately after signature hereof by the Municipal Manager and Mayor.

7.2 Though, the workplace has been declared smoke-free, Council will conduct educational programs and training sessions, as it considers necessary, to inform employees of the harmful implications of tobacco products and of the contents of this policy. Council will utilize such methods as it is able, including the issuing of notices to each employee, the use of posters, video's and team briefing.

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)

1. SUBJECT: AMENDED WORK FROM HOME CORONA VIRUS (COVID-19) POLICY / GEWYSIGDE WERK VAN HUIS CORONA VIRUS (COVID-19) BELEID / UMGAQO OLUNGELELANISIWEYO WOKUSEBENZELA EKHAYA WENTSHOLONGWANE YE CORONA(COVID-19)

16 June 2021

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B. HOLTZHAUSEN) ASS. MANAGER: HUMAN RESOURCES C. SCHEEPERS)

2. PURPOSE

To consider possible amendments to the Work From Home Corona Virus (Covid-19) Policy.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The following Policy was approved by the Council in the early Stages of National Lockdown level 4 and 5. Sections highlighted in red in the policy are declared to be outdated and irrelevant in the current context legislations also in the operations of GRDM as the employer. However Council must also note that there is an existing COVONA VIRUS (COVID-19) Policy that covers the current changes in the regulations.

1	WORK FROM HOME CORONA VIRUS (COVID-19) POLICY
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IMPORTANCE OF POLICIES

Human Resource Policies serve a very critical role in the Garden Route District Municipality. Relevant and updated policies are important for the following reasons:

- To ensure compliance with legislation
 - To ensure that employees are protected in the workplace
 - To ensure compliance with Bargaining Council Agreements
 - To align with strategic organisational objectives, and risk reduction strategy of the organisation.
-

- To ensure equitable, fair and standard practices
- To achieve optimisation
- To drive corporate governance
- To adapt to market trends and best practice
- To achieve overall service delivery excellence

NECESSITY FOR POLICY UPDATES

There are various occurrences that necessitate the review, update or development of policies. This policy can be viewed as the living document that Council must consider to reviewed , update the policy in continua's bases.

OCCURRENCE	DESCRIPTION
New / updated legislation	New legislation may impact conditions of service, which require updates to policies and procedures. As legislation is passed, the impact on policies should immediately be assessed.
Bargaining Council resolutions	Bargaining Council resolutions impact internal conditions of service, which require updates to policies and procedures. Impact on policies should be assessed once an agreement is signed.
Organisational objectives / strategy	A change in organisational strategy and objectives can also influence HR policies. Example: organisational transformation or restructuring.
Periodic review	Regular scheduled review of policies should take place to ensure alignment and compliance. This should happen annually, at the start of the new financial year.
Operational issues	Operational process issues can highlight inadequacies in existing policies. This can happen on an <i>ad hoc</i> basis.
Risk assessment / audit	Risk assessments or policy implementation audits can identify policy issues.

5. RECOMMENDATIONS

That the Amended Work From Home Corona Virus (Covid-19) Policy be approved by Council.

AANBEVELING

Dat die beleid oor gewysigde Corona-virus van die huis af (Covid-19) deur die Raad goedgekeur word.

ISINDULULO

Sesokuba uMgaqo Olungelelanisiweyo Wokusebenza eKhaya weNtsholongwane ye Corna(Covid-19) uphunyezwe liBhunga.

6. DISCUSSION / CONTENTS

As outlined in the executive summary.

6.1 Background

As outlined in the executive summary.

6.2 Discussion

As outlined in the executive summary.

6.3 Financial Implications

As per approved budget

6.4 Legal Implications

To ensure that Disaster Management Act, Occupational Health and Safety legislations are adhered in the workplace and protect the rights of all employees.

6.5 Staff Implications

A decision to implement above HR Policies will currently have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

That previous council resolution regarding the Work From Home Corona Virus (Covid-19) Policy be revoked.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision to implement the HR Policies.

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Corporate Services

6.8.2 Executive Manager: Planning and Economic Development

6.8.3 Executive: Community Services

6.8.4 Executive Manager: Roads and Transport Planning Services

6.8.5 Executive Manager: Financial Services

Annexure: Work From Home Corona Virus (Covid-19) Policy



WORK FROM HOME CORONA VIRUS (COVID 19) POLICY

Date Approved:	30 06 2020	Council Resolution (DC No):	DC E6/06/2020
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Policy brief, purpose and background

Garden Route District Municipality will from 27 March 2020, adopt a risk based, balanced response concerning return-to-office (RTO).

The policy aims to address any challenges emanates from the status of corona virus at the time and allow the employer to be flexible in permitting employees to work remotely.

We anticipate that a full return to normal operations will be achieved by 01st September 2020 or at a later date as announced to ease the lockdown restrictions. These measures have been taken to safeguard employee's health and wellbeing.

A balance between the Health & Safety of employees and the operation of the business must be maintained; therefore all employees are reminded that they are expected to be available and engaged in work, during operating business hours.

This document provides guiding principles that must be employed at Garden Route DM to ensure a safe Return to Office (RTO) following the COVID-19 South African lockdown. The guiding principles address means to minimize possible exposure and spreading of the virus on all Garden Route DM facilities, isolation and quarantine protocols; in addition it addresses other applicable Garden Route DM processes necessary to minimize business interruption.

This policy includes measurements to mitigate the spread of corona virus. All employees are requested to follow all the rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that all respond responsibly and transparently to these health precautions, Garden Route DM assures that it will strives to always treat employees private health and personal data with high confidentiality and sensitivity.

This corona virus (COVID-19) work from home policy is susceptible to changes with the introduction of additional governmental guidelines.

Scope

The policy applies to all of employees who physically work in Garden Route DM office(s).

Definitions

Home working is about using the employee's home as a base for work instead of the employee coming into a workplace.

Working at home is not an employee right or benefit and may be discontinued by the municipality for any business reason, at any time. Employees will be permitted to work at home at the discretion of the municipality.

Work-At-Home Criteria

To be eligible to work at home, employees must, among other things: (1) have portable job duties; (2) have a work site and equipment (telephone, Internet, supplies, etc.) suitable for working at home; and (3) be able to work independently and

productively.

Some positions, responsibilities and projects are more suitable for working from home than others and may be appropriate to maintain the operations continuity in the

event of an emergency, or as part of a flexible work arrangement. Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement.

Appointing authorities (Head of Departments/Line Managers/Supervisors) must examine the distinct activities, functions and tasks to determine whether a work-at-home arrangement is appropriate.

Policy elements

Below are the required actions that employees should take to protect themselves and their co-workers from a potential corona virus infection.

Sick leave arrangements:

- If an employee has cold symptoms, such as cough/sneezing/fever, or feels poorly, request sick leave or work from home.
- If an employee has a positive COVID-19 diagnosis, such an employee can return to the office *only after* fully recovered, with a doctor's note confirming your recovery.

Quarantine & Isolation under medical instructions

- Officials that must be under quarantine or isolation due to COVID-19 will be dealt in terms of clause 5.5 of the Collective Agreement on Conditions of Services for the Western Cape Division of the SALGBC, which stipulates that such officials will be granted paid special leave provided that a medical certificate is submitted and also details the period of absence and the reason therefore.

Work from home requests/arrangements:

- If an employee are feeling ill, but are able to work, he/she can request to work from home.
 - Older employees and those that present with co-morbidities are expected to submit evidential documentation to the employer.
 - The decision to allow remote working, must take due consideration of the service delivery needs of the department and organisation.
 - Employees working from home may from time to time required to attend the workplace, among others, receive instructions, documentation, access to office infrastructure and to submit completed tasks.
 - Work from home strategy is adopted and in line with the Risk Adjusted
-

strategy and Risk Assessment Policy.

- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- **Phased and staggered approach to be followed –**

Departmental Heads must develop a phased and staggered approach to returning to office for areas they are responsible for. Considerations for the plans must include:

- ✓ Working from home of non-core employees and those who can work from home must be extended as far as possible (until Lock Down is completely lifted and even beyond Lock Down).
- ✓ Returning to office in batches of 1/3
- ✓ Shift systems (even for office workers)
- ✓ Reduce the number of days in the office
- ✓ Employees who are required to be at the workplace must be issued with the requisite permit authorizing travel for work purposes.
- ✓ Limit the number of employees arriving; leaving or working at the same time, the HOD's must consider amending working times to minimize the risk associated with the simultaneous arrival and departure of employees.

Workers should be encouraged to stay at home when ill or when having to care for children without fear of reprisal.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
-

- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners, disciplinary hearings etc).
- If an employee normally commute to the office by public transportation or in a lift club and do not have other alternatives, he/she can request to work from home as a precaution.
- If an employee is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, they will be asked to work from home for 14 calendar days. Employees will also be asked not to come into physical contact with any colleagues during this time

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)

BACK TO AGENDA

**1. REPORT ON THE REVIEW OF THE VARIOUS EDUCATION, TRAINING AND DEVELOPMENT POLICIES WITHIN THE GARDEN ROUTE DISTRICT MUNICIPALITY /
VERSLAG TEN OPSIGTE VAN DIE VERSKILLENDSE BELEIDE VAN DIE ONDERWYS,
OPLEIDING EN ONTWIKKELING VIR DIE GARDEN ROUTE DISTRIK MUNISIPALITEIT**

2. PURPOSE

The purpose of the report is to submit the various policies used by the Training Section for review to Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The GRDM needs to review its policies on an annual basis in order to keep up with the latest trends within the field of Human Resources. The following policies were approved by Council in 2018 and need to be reviewed:

- (i) Councillor Capacity Program Policy
- (ii) Education, Training and Development Policy
- (iii) Workplace Based Learning Policy

RECOMMENDATIONS

1. That Council discuss the various policies.
 2. That the policies be reviewed and approved.
-

5. DISCUSSION / CONTENTS:

The following policies need to be reviewed:

- (i) Councillor Capacity Program Policy
- (ii) Education, Training and Development Policy
- (iii) Workplace Based Learning Policy

6. Financial Implications

The allocated budget for the Training section.

7. Legal Implications

None

8. Staff Implications

There are no Staff implications.

9. Previous / Relevant Council Resolutions:

There are no previous or relevant Council resolutions related to this matter.

10. Risk Implications

There are no risk implications.

11. Comments from Executive Management:

Executive Manager: Roads and Transport Planning Services

Executive Manager: Planning and Economic Development

Executive Manager: Community Services

Executive Manager: Corporate Service

Executive Manager: Financial Services

Manager: Legal Services



COUNCILLOR CAPACITY PROGRAM POLICY

Date
Approved: **TBC**

Council
Resolution (DC
No): **TBC**

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1. INTRODUCTION

The Garden Route District Municipality (GRDM) is fully committed to the education, training and development of all Councillors within the framework of the financial muscle and resources available.

2. LEGAL FRAMEWORK

- Skills Development Act 81 of 1998
- Skills Development Levy Act 28 of 1999;
- SAQA Act 58 of 1995
- NQF Act 68 of 2008
- Employment Equity Act, No.55 of 1998
- Employment Equity Act (55/1998): Amendment to the Employment Equity Regulations
- Labour Relations Act, 66 of 1995, Schedule 8 (LRA)
- Employment Equity Act, 55 of 1998 (EEA) in relation to disability
- Local Government Municipal Finance Management Act 56 of 2003 (MFMA)

3. PURPOSE OF THIS POLICY

The purpose of this policy is to outline the processes associated with the education, training and development of all Councillors of the Garden Route District Municipality.

4. SCOPE OF THIS POLICY

The terms “Education, Training & Development and Capacity” cover various forms of learning that take place at diverse sites as well as at specialist and academic institutions. The content of learning covers technical and non-technical fields, capacity building as well as general Councillor training (such as Occupational Health and Safety and Life skills in order to assist Councillors with their oversight role and function.

5. INTENT OF POLICY

The intent of this Policy is:

- 5.1 To promote skills Development as a strategic output to ensure that Councillors are professional, productive and competent in the execution of their tasks;
- 5.2 To ensure that Councillor or skills development ultimately provides effective, efficient and cost effective services delivery;
- 5.3 To ensure that Councillor competencies are continuously improved.

6. POLICY OBJECTIVES

The objectives of this policy are to ensure that:

- 6.1 The capacity of Councillors to render and drive the rendering of service delivery is promoted;
- 6.2 An integrated strategic approach is adopted in addressing the educational, training and development needs of Councillors;
- 6.3 Areas of Skills shortages amongst Councillors is addresses;
- 6.4 The council contributes to the full personal development of every Councillor from the day such Councillor is elected as a Councillor of municipality until such Councillor's services with the municipality are terminated for any lawful reason.
- 6.5 Access to training is facilitated thereby ensuring mobility and progression in the career path of each Councillor;
- 6.6 A culture of life – long learning is created;
- 6.7 Fair and transparent education, training and development practices with regard to Councillors are promoted.

7 CORE EDUCATION, TRAINING AND DEVELOPMENT (ETD) PRINCIPLES

The Speaker of Council will promote the following principles in order to achieve the objectives of this policy:

- 7.1 The attainment of stakeholder support for the objectives referred to in paragraph 6;
- 7.2 The alignment of ETD interventions to the strategic objectives of the municipality;
- 7.3 The need for Council investment in human capital;
- 7.4 Competency based job profiling;
- 7.5 The assessment of competencies and potential;
- 7.6 The full utilisation of potential career pathing and development;
- 7.7 The alignment of the council's ETD policy with the applicable legislative frame work;
- 7.8 The need for an integrated ETD process;
- 7.9 The need for outcomes orientated activities;
- 7.10 The support and acceptance of responsibility and accountability, including adequate resourcing;
- 7.11 Improving performance and service delivery;

8 PROCESSES

The following processes relative to the satisfaction of the educational, training and development needs of Councillors in terms of this policy should be followed by the Speaker:

- 8.1** The Speaker must undertake an assessment of the competencies of Councillors by means of a potential evaluation, actual work performance and training needs analysis;
 - 8.2** The Speaker should conduct a skills audit annually to inform, amongst others, the ETD budget of the municipality;
 - 8.3** The Speaker must submit an annual report to the council on identified skills development areas of Councillors;
 - 8.4** The Speaker must promote specific development interventions, including but not limited to:
-

- The grant of financial assistance to Councillors by the municipality to allow study towards further relevant qualifications.
- The attendance by Councillors of goal – orientated training course;
- The participation by Councillors in formal development programmes leading to recognised qualifications;
- The undertaking by councillor of formal studies through accredited educational institution; and
- The participation of Councillors in learnership, mentorships and career counselling sessions;
- ABET;
- The development and maintenance of career management.

8.5 The Council's development plan must be included in the WSP to ensure councillor development in order to enable Councillors to adequately and efficiently perform their assigned duties and promote service delivery;

8.6 The strategic plan referred to in paragraph 5.5 shall also deal with the role of the councillor in ensuring adequate public participation as required by chapter 4 of the Municipal systems Act no. 32 of 2000.

9. EDUCATION, TRAINING AND DEVELOPMENT

In order to afford Councillors an opportunity to equip themselves with skills, knowledge and expertise that will add value to their functions and the municipality, the Speaker must actively encourage the participation of Councillors in Internal and External training courses and formal studies that are accredited in terms of SAQA/NQF/QCTO specifications and requirements, provided that a Councillor who participates in a training programme shall not:

9.1 Be absolved from his or her responsibilities as a Councillor of the municipality; nor

9.2 Shall such Councillor be entitled to advance the fact that he or she is undergoing training as a reason for non – compliance with the code of

conduct for Councillor contained in schedule 1 to the municipality System Act No.32 of 2000 (code of conduct for Councillors). And particularly the requirement relating to the attendance of meetings; provided that –

- 9.3** A Councillor may, in terms of the standing rules and orders of the council, apply for leave of absence in a manner provided for therein in respect of those days which he or she cannot perform his or her function as a Councillor of the municipality on account of his or her formal training commitments.

9.4 Internal training Courses

Subject to budgetary provision, the Speaker will provide or make arrangements for the provision of in – house training courses and/ or purchase new training courses, subject to the following:

- Councillors should have ongoing and equitable access to training in order to equip them with the necessary and relevant skills and knowledge;
- Training should support/ enhance work performance;
- Training should be needs driven.

9.5 External training Course

Subject to budgetary provision, financial study assistance may be granted to councillor to enable them to attend external training courses in line with the strategic plan prepared for the personal development of Councillors.

External courses include congresses, symposia, conferences, workshops, lectures and study tours of short duration of all which are referred to below as “short” interventions.

Applications for study assistance must be made on an application form to be made available for this purpose and to be submitted to the speaker for approval.

Applications will be evaluated on the basis of the following criteria:

- Whether or not the nature of the short intervention is applicable to the functions and responsibilities of the applicant councillor
- Whether the training intervention will enhance the performance of the applicant councillor;
- The performance profile of the applicant councillor;
- The need for fair exposure to ensure that all deserving Councillors are afforded an opportunity to be nominated for external training interventions;
- Cost – benefit analysis of prospective training course / training provider to ensure value for money and optimal investment;
- Alignment with the personal development plan of the councillor concerned. Fees related to the training intervention referred to in this paragraph will only be paid by the municipality upon production of an original invoice submitted by the relevant training services provider which invoice must contain full details of fees claimed. Training assistance to be funded out of organizational / donor funds, may also be provided for short courses conducted locally, provincially or nationally.

10. FORMAL STUDIES

Subject to compliance with this policy and budgetary provision, the Speaker may grant formal study bursaries to Councillors who have the desire to further their development in line with the council's objectives, the need for specifically identified courses and the career planning and personal development plans of Councillors wishing to apply for a bursary in terms of this policy.

Bursaries may also be granted, in terms of this policy, for training in respect of senior certificate, ABET and advanced qualifications or modules leading to or

associated with the award of degrees, diplomas and certificates up to NQF level 8.

Bursaries will only be awarded for part-time studies at recognised tertiary institutions. Campuses that claim to be extensions of foreign training institutions must submit proof of compliance with SAQA/NQF requirements.

Any leadership programme supported by or offered SALGA shall, for purposes of this policy, also be regarded as a formal training programme.

Applications for bursaries must be made on an application form to be made available for this purpose and be submitted to the speaker for processing in terms of this policy.

Councillors must, in particular, provide full details pertaining to the course they intend pursuing as well as the subjects/ modules of such course, the name of the educational institution which they will intend or at which they will be enrolled as a part – time student, the duration of the course concerned and the cost thereof.

The council shall establish a committee to assist the speaker with the assessment of applications for bursaries received from Councillors in terms of this policy.

11. BURSARY CONDITIONS

A bursary approved by the speaker in terms of this policy shall be subject to the following conditions:

11.1 The study course must comply with the provisions of this policy and be purpose – directed;

- 11.2** The training institution at which the applicant councillor wishes to study must be approved by the speaker provided that this condition shall not apply in respect of training courses approved by or sponsored by SALGA;
- 11.3** A bursary is awarded on an academic year and not a financial year basis and then only for such number of academic years as are equal to the duration of the study courses plus one year or for such number of years as may remain until a new council is elected for the municipality in terms of applicable legislation, whichever is the shortest;
- 11.4** A bursary will be subject to available budget
- 11.5** The bursary amount referred to in 8.4 shall be used for the payment of registration, examination, tuition costs, if applicable, and book and study material costs only;
- 11.6** A bursary will only be paid to the educational institution concerned and not directly to the applicant councillor and then only upon receipt of a detailed account reflecting all costs from such educational institution and also proof that the application for the registration by the affected councillor has been approved;
- 11.7** Before the grant of a bursary to a councillor in terms of this policy is confirmed, the applicant councillor shall submit proof to the satisfaction of the speaker to the effect that he or she is in a financial position to meet any shortfall in study fees as reflected on the account from the educational institution concerned and, In the event of such councillor not having the required funds; he or she shall not qualify for a bursary in terms of this policy;
- 11.8** The educational institution at which a councillor in receipt of a bursary in terms of this policy is studying must submit regular progress reports to the Speaker and, in the event of the councillor concerned failing to meet reasonable standards in terms of progress towards completing the approved course of study, the Speaker shall, after consultation with the councillor concerned, advise the relevant training institution that the
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council shall advance no further bursary funds to it on behalf of such councillor;

- 11.9** The Speaker shall also apply paragraph 8.8 in the event of the councillor concerned being unable; in the sole discretion of the speaker, to undertake his or her duties as a councillor of the municipality or to carry out his or responsibilities as a full – time office bearer of the council, due to the fact that that he or she is pursuing a course of study funded either wholly or in part by a bursary granted in terms of this policy, provided that this paragraph shall not prevent the Speaker from taking action against the councillor concerned in terms of the applicable provisions of the code of conduct for Councillors on the grounds of neglect of duty.
- 11.10** In the event of a councillor who has been granted a bursary in terms of this policy failing to meet the required standard in terms of progress or failing to complete the course of study due to his or her own fault or negligence, then the council reserves the right to claim from such councillor all amounts paid to an educational institution on his or her behalf and, by accepting a bursary in terms of this policy, such councillor authorizes the Municipal Manager to deduct all amounts so paid from the monthly allowance paid to him or her by the municipality;
- 11.11** Paragraph 8.10 shall also be applied in circumstances where the councillor concerned is removed as a councillor of the municipality on account of a contravention of the code of conduct for Councillors;
- 11.12** No bursary amount granted in terms of this policy will be disbursed on behalf of a qualifying councillor before that councillor has entered into a written agreement with the council accepting the terms and conditions of this policy and the municipal manager has certified funds are available to fund the bursary concerned;
- 11.13** In the Event of the councillor referred to in this policy being the Speaker of the council, then the functions of the Speaker in terms thereof shall be performed by the Executive Mayor
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12. BURSARY NOT TO CONSTITUTE A LOAN

12.1 The council acknowledges that, in terms of section 164(1)(c) of the municipality finance Management Act, 2003, no municipality or municipal entity may make loans to Councillors or officials of the municipality, directors or officials of the entity concerned or members of the public.

12.2 A bursary granted by the council to a councillor in terms of this policy shall not be regarded as loan to such councillor but a conditional donation aimed at ensuring that the council complies with its obligation to build the educational and development capacity of Councillors of the municipality.

13. EFFECTIVE DATE OF POLICY

This policy shall take effect on the date of approval thereof by resolution of the council provided that the payment of any bursary in terms thereof shall be dependent upon adequate budgetary provision either in the annual or an adjustments budget approved by the council in terms of the applicable provisions of the municipal Finance Management Act, 2003.

14. ACKNOWLEDGEMENT AND APPLICATION OF THIS POLICY

14.1 This policy shall not apply in respect of the attendance by nominated Councillors at workshops, conferences, meetings and short training courses offered by organs of state, SALGA or any public institution with a view to discussing or disseminating information on matters concerning local government either generally or specifically and Councillors shall be compensated for any costs incurred by them in attending such events in a manner provided in the subsistence and transport policy of the council.

14.2 The Speaker shall report all applications for bursaries approved in terms of this policy to the council at its next ensuing meeting



EDUCATION, TRAINING AND DEVELOPMENT POLICY

Date
Approved: **TBC**

Council
Resolution (DC
No): **TBC**

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1. DEFINITIONS

For the purpose of this policy unless the context otherwise indicated –

- 1.1 “accreditation” means a process through which an organisation's capability to perform or deliver training and / or assessment is recognised and approved to fulfil the intended outcomes.
- 1.2 “assessment” means a process of gathering sufficient information for evaluating what learners know and can do, this may take place through a number of methods, for example, portfolios, simulations, workplace assessments or written and oral examinations,
- 1.3 “career pathway” means a plan you need in order to progress through the learning bands on a chosen career path,
- 1.4 “designated groups” means to refer to black people (African, Coloured and Indian), women and people with disabilities, in terms of Employment Equity Act,
- 1.5 “education, training and development” means practices which directly or indirectly promote or support learning. Teaching or designing learning materials or programmes, or managing learning institutions or programmes are all examples of such practices,
- 1.6 “in-house” means programmes that are presented to employees of Garden Route District Municipality by internal service providers,
- 1.7 “learnership” means a combination of structured learning and work experience which may lead to a registered qualification
- 1.8 “Internship” means a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment
- 1.9 “Apprenticeship” means a system of [training](#) a new generation of practitioners of a [trade](#) or [profession](#) with on-the-job training and often some accompanying study (classroom work and reading). Apprenticeships also enable practitioners to gain a [license](#) to practice in a [regulated](#) profession. Apprentices or [protégés](#) build their [careers](#) from

apprenticeships. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies. Apprenticeships typically last 3 to 6 years. People who successfully complete an apprenticeship reach the [journeyman](#) level of competence.

2. PREAMBLE

The Garden Route District Municipality is committed to embarking on a process of education, training and development for employees and in meeting the legislative requirements of the Skills Development Act and other relevant legislations. Promotion of Councillors, employees and the unemployed on development programmes shall be subject to Council's relevant policy and procedure on Recruitment and Selection.

3. STATEMENT OF INTENT

The Garden Route District Municipality is fully committed to educating, training and developing all Councillors, employees and the unemployed within the financial muscle and resources available, and this will be done by:

- Development of training and skills development strategy in line with the stipulations of Skills Development Act as amended and other relevant legislations.
 - Introducing fair and reasonable objective principles for education, training and development of Councillors, employees and the unemployed of Council.
 - Providing guidelines for training and development of Councillors, employees and the unemployed of Council.
 - Conduct thorough Skills Audit and identify gaps existing and devise strategies in terms of the broader vision of Council.
 - Allocate significant training resources, within the means of Council.
-

- Putting up comprehensive education, training and development programmes that focus on literacy, numeracy, technical competencies and management and development programmes.

4. VISION

The Garden Route District Municipality aims to create a Garden Route that strives to be a preferred destination for learning tourism, an inclusive and thriving region that unlocks the learning potential for all who live, work, travel and play here.

5. GUIDING PRINCIPLES

- Training will be provided on an in-sourced or out-sourced basis, depending on the internal capacity available and the specific training need.
 - Providers must be accredited in terms of accredited SETA, relevant legislation and government approved institution, where applicable.
 - Tendering procedures and the selection of training providers will be in terms of the Procurement Policy, and with due consideration for quality control.
 - Training that is undertaken will support the principle of capacity building.
 - Whenever possible, the training will lead to the acquisition of credits for learners in terms of the National Qualification Framework.
 - Training will be provided based on need, first come first serve and within the Garden Route District Municipality budgetary constraints
 - Education, training and development within the District will take place in a coordinated manner and will be reported on according to approved protocols and schedules as per Garden Route Skills Mecca Implementation plan.
-

6. SCOPE

The terms “education, training & development” cover various forms of learning that take place at diverse sites as well as at specialist and academic institutions. The content of learning covers technical and non-technical fields, capacity building as well as general employee training (such as Occupational Health and Safety, Life skills and Adult Basic Education and Training (ABET).

7. POLICY APPLICATION

This Policy applies to all Councillors, employees and the unemployed of the Garden Route District Municipality.

This Policy applies to all accredited and non-accredited capacity-building, education and training supported by and/or provided by the Garden Route District Municipality. This includes both in-house delivery, as well as provision which take place at other learning sites. It includes full-time and part-time training delivered through, e.g. –

- on-the-job training
- courses
- learnerships and skills programmes
- seminars and conferences
- study at formal learning institutions, and
- Other education, training and development interventions.

8. LEGISLATIVE MANDATE

There are a number of national laws and policies which impact on how an organisation approaches education, training and development. The legislation includes:

- Occupational Health and Safety Act, 85 of 1993
- South African Qualifications Authority Act, 58 of 1995 (this lays the foundation for the National Qualifications Framework (NQF))
- Labour Relations Act, 65 of 1995
- The Constitution of the Republic of South Africa, 1996
- Basic Conditions of Employment Act, 75 of 1997
- White Paper on Local Government, March 1998
- Employment Equity Act, 55 of 1998
- Skills Development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999
- Municipal Systems Act, 1999
- Demarcation Act, 1999
- Promotion of Equality and Prevention of Unfair Discrimination Bill, 57 of 1999
- QTCO/Occupational qualifications
- National Skills development Strat
- National Skills Development Plan 2030

These laws underpin and inform the Municipality's Education, Training and Development Policy Framework. The local policy context will include the Conditions of Service of Employees, as well as the Procurement Policy.

9 EDUCATION, TRAINING AND DEVELOPMENT STRATEGIES

- Use the workplace as an active learning environment.
 - Provide employees with the opportunities to acquire new skills.
-

- Provide opportunities for new entrants to the labour market to gain skills and work experience.
- Employ persons who find it difficult to be employed.

Learnerships and Skills Development Programmes:-

Learnerships and skills programmes contribute to these aims by combining structured learning with structured work experience to obtain an NQF-registered qualification. They are the main ways in which the workplace Skills Development Plan will be implemented.

- Learnerships replace and extend traditional apprenticeships to non-trade learning areas and result in a whole qualification registered by SAQA and related to an occupation.
- Skills programmes are smaller units of learning which are credit-bearing and may build credits towards a qualification.
- The learnership contract governs the relationship between the employer, the employee/learner and the accredited training provider. Contracts must be registered with the Sector Education and Training Authority (SETA) before learnerships commence.

Garden Route District Municipality is committed to learnerships and skills programme which:

- are diverse (i.e. cover a lot of different fields)
 - are provided on the basis of organisational needs
 - involve partnerships and co-operation between various workplace contexts to provide learners with the necessary work experience
 - may be undertaken in any occupational field, not only traditionally technical trades
 - integrate education and skills training and will provide a work-based route to a qualification – or build credits towards a qualification
-

- provide a basis for lifelong learning
- implement the Skills Development Plan

Apprenticeship programmes

Apprenticeship is a system of training a new generation of practitioners of a trade or profession with on-the-job training and often some accompanying study (classroom work and reading). Apprenticeship also enables practitioners to gain a license to practice in a regulated profession.

Apprentices or protégés build their careers from apprenticeships. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies.

Apprenticeships typically last 3 to 6 years. People who successfully complete an apprenticeship reach the journeyman level of competence.

Workplaces (WIL)

Work-Integrated Learning (WIL) – student is a student who is enrolled at a tertiary education institution for a SAQA registered qualification and is required to obtain practical experience as part of their study programme.

The duration: Vary from one week to 18 months

10. CAREER STREAMING

Career streams are vocational pathways along which an employee can move, to promote their own development and the organisation's capacity. Streams must be developed within the strategic priorities of Local Government and within its responsibilities for service delivery. Career streams do not necessarily provide “promotion” (upwards), but rather a number of different ways of moving within the organisation.

Garden Route District Municipality will:

- Ensure that education, training and development provision is within identified career streams.
 - Assist employees to decide on the career paths they could follow through the Learner Support Programme.
 - Provide study assistance to permanent employees according to organisational needs, capacity and priorities.
 - Provide study assistance to members of the local community within its financial capacity as part of the social responsibility and with a view to making provision for future needs of the organisation.
-

11. ASSESSMENT AND QUALITY ASSURANCE

As the new organising mechanism for all education, training and development in South Africa, the National Qualifications Framework (NQF) will ensure that standards and qualifications have the same value nationally. This is because the standards and qualifications have been set nationally with the participation of all stakeholders in various fields of learning.

12. THE MUNICIPALITY IS COMMITTED TO:

- Ensuring specialist employees are trained and registered in outcomes-based assessment.
- Establishing and implementing a corporate internal quality assurance system – which includes a system of learner assessment and a record of learning for all employees – in terms of national Education and Training Quality Assurance (ETQA) guidelines
- Identifying which learning standards and qualifications it will register as a provider of learning.

13. RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is an assessment process through which learners may be awarded credits for learning which they have already obtained through work experience or some form of prior learning. During this assessment they have to show that they meet the learning outcomes in the learning standards for a particular qualification through demonstrating what they know and are able to do. It is possible to obtain a whole qualification, or part of a qualification, through RPL.

RPL assessments are subject to:

- Legislative requirements and procedures

- Operational requirements
- Organisational needs
- The availability of financial and human resources
- Operational constraints

The MUNICIPALITY is committed to:

- Advocating RPL as an accessible and developmental tool for building the organisation and its employees, and recognising the rights of employees to participate on a purely voluntary basis.
- Establishing and implementing an RPL system starting with a policy which outlines the purposes, methodologies, contexts, procedures and resources of and RPL function
- Implementing a wide system of RPL to redress the past career limitations of employees.
- Provide renewed impetus to employee motivation towards lifelong learning.

14. BUDGETS

The following principles will apply to the structuring of the Education, Training and Development budget:

- The training budget of the Garden Route District Municipality will be determined by the legislative requirements as well as the strategic priorities of the organisation as reflected in the business plans of the departments, and the Workplace Skills Plan,
 - The training budget of the Garden Route District Municipality will be centrally located and budgeted to effectively manage training financial allocation and to facilitate reporting to the Council and the LGSETA.
-

15. THE FOLLOWING GENERAL PRINCIPLES ALSO APPLY:

- The Heads of the Departments are responsible and accountable for the education, training and development of their employees and must therefore ensure that sufficient financial provision has been made.
- Municipal Manager may from time to time determine compulsory training(s) based on operational requirements of the organisation within budgetary constraints.
- Heads of Departments must ensure that individual training plans are in place and signed within two months from the beginning of the financial year.
- The Skills Development Facilitator plays a facilitating, guiding and supportive role to the departments.
- The principles of cost effectiveness while ensuring quality in training provision.
- Although all attempts will be made to access the levy grant system, it must be understood that not all training provided would qualify for a grant from the SETA. The training budget must therefore accommodate non-grantable training provision.
- All training that is provided internally must be accurately costed for comparative purposes.

16. PROCUREMENT

Procurement will be in terms of Council's Supply Chain Management Policy and the ETQA guidelines for the accreditation of providers.

17. STAKEHOLDERS: ROLES AND RESPONSIBILITIES

Council

The Council's role is to encourage and facilitate the education, training and development of all employees in recognition of the strategic importance thereof.

The Council is responsible for:

- Ensuring compliance with relevant legislation and national strategies, as well as consultation with the unions with regards to the implementation thereof.
- Approving (with due consultation) the education, training and development policy, the Workplace Skills Plans, and the implementation thereof. Evaluating and assessing results and/or progress.
- Providing the required resources as well as the infrastructure for delivery in order to meet strategic objectives, implementation plans and priorities for education, training and development.

Heads Of Departments:

Roles and responsibilities as per approved Delegation Register of Garden Route District municipality

Employees

Employees should play an active role in the identification of their own developmental needs, and should commit themselves to participation in and ownership of education, training and development programmes in order to ensure the success of learning interventions.

Their responsibilities include:

- Liaising with Line Management regarding their competency and performance in order to identify developmental needs.
- Making use of education, training and developmental opportunities in a responsible manner.
- Transferring the newly acquired or enhanced skills, knowledge and attitudes into the workplace, thus improving performance.

Labour

The recognised collective employees' organisations are acknowledged as stakeholders in the processes of skills development. They should play an active role in consultative forums in order to represent the interests of their members both collectively and individually with regards to education, training and development.

Their responsibility includes:

- Informing, encouraging and motivating their members to participate in appropriate education, training and development interventions.
- Actively engaging in the consultative forums and processes regarding skills development.
- Familiarising themselves with the relevant legislation in order to ensure compliance.

Human Resources Section (HRS)

The Human Resources Section plays a supportive and integrative role with regards to education, training and development.

The HRS is primarily responsible for:

- Providing the infrastructure, systems, procedures and policies to ensure compliance with legislative requirements and corporate education, training and development initiatives.
- Ensuring that all education, training and development activities and initiatives are aligned with the overall integrated Human Resource Management strategy for the organisation.

Training and Development Division

The Training and Development Division within Human Resources plays a strategic, facilitative, consultative and coordinator role with regards to all education, training and development interventions in order to facilitate learning throughout the organisation.

Training and Development Division is responsible for:

- Facilitating, implementing, monitoring, evaluating and assessing all learning interventions as set out in the policy framework.
 - Advising and providing guidance to all role players with regards to education, training and development initiatives of a corporate or a functional specific nature.
 - Ensuring in the development and implementation of the workplace skills plan.
 - Establishing and maintaining a data base with all relevant information of the education, training and development of any particular staff member.
 - Custodian of the Training and Development Policies.
 - Monitoring and reporting on budgets and expenditure relating to education, training and development.
 - Liaising and co-operating closely with all relevant parties
-

Education, Training and Development Committee

The role of the Training Committee is that of a consultative forum for the organisation, primarily responsible for:

- Interpreting and translating national and local education, training and development issues with a view to informing strategy and policy in the Municipality.
- Determining the strategic direction of education, training and development in alignment with the corporate vision, mission and values of the organisation.
- Developing the Skills Development Plans in accordance with legislative, regulatory and organisational priority requirements.
- Ensuring the uniformity of the implementation of education, training and development strategies, interventions and initiatives at a corporate level.
- Monitoring and evaluating the implementation of the Skills Development Plans.

External Education, Training and Development Providers

In order to ensure the effective implementation of the Workplace Skills Plan external ETD providers may be utilised.

The External Providers are responsible for:

- Ensuring that they comply with the conditions/requirements as set out in the contract with Garden Route District Municipality.
 - Conduct continuous integrative assessments where appropriate.
-

Skills Development Facilitator

The roles of the skills development facilitator is to ensure compliance as per legislative requirements and to act as a link to the LGSETA.

The responsibilities include the following

- Establishing consultative structures.
- Preparing and submitting the Workplace Skills Plan.
- Ensuring the implementation of the Workplace Skills Plan.
- Reporting on the implementation of the Workplace Skills Plan.
- Ensuring the effective management and co-ordination of the arrangements related to the skills development levy and levy grants.
- Acting as facilitator of the Garden Route District Municipality Training Committee.
- Facilitate communication between Council and the LGSETA.

18. RIGHTS AND OBLIGATIONS

Council

The Council has the right to determine education, training and development opportunities in accordance with organisational objectives, priorities and budgetary constraints, and to evaluate/determine the developmental needs of employees.

The obligations of the Employer include the provision of equal and equitable access for all employees to learning interventions in accordance with the legislative requirements and national strategies.

Employees

Each employee has the right to be educated, trained and developed in accordance with organisational objectives, priorities and financial constraints. The employee is also entitled to gain access to information pertaining to career development, as well as his/her competency profile.

Employees are obliged to attend learning interventions, to actively participate in the learning and to transfer their learning into the workplace.

Labour

The Unions have the right to consult with employees and management, and to be consulted on education, training and development issues.

They are obliged to communicate with their members regarding all education, training and development issues.

19. DISPUTE RESOLUTION MECHANISMS

All disputes/disciplinary enquiries regarding education, training and development which cannot be resolved between the parties concerned will be dealt with in accordance with Council's dispute resolution procedure.

20. COMMITTEE STRUCTURES AND LEARNING RESOURCES

Committee Structures

The overarching Training Committee (Education, Training and Development Committee) comprises of representation from employer, management, labour and the Skills Development Facilitator.

Learning Centres

Learning centres will be identified for the purposes of education, training and development. These learning centres will be equipped with basic training aids and facilities to accommodate the needs of learners.

Other suitable venues may be identified and utilised in the vicinity of the delegates' workplace in order to provide learning interventions with the minimum service delivery disruption. Portable training equipment will be made available for this purpose.

Training Material and Licensing

Copyright agreements with external Training Providers will be respected.

Licensing Agreements will pertain to the education, training and development of all Garden Route District Municipality employees, and will not be restricted on a regional basis.

All internally developed courses remain the property of Garden Route District Municipality.

Human Resource

The principle of shared capacity will be followed.

Financial Resources

A centralised budget for Education, Training and Development is recommended in order to ensure co-ordination of all learning activities for the purposes of reporting to the LGSETA the implementation of the Skills Development Plan.

21. EFFECTIVE DATE OF POLICY

This policy shall take effect on the date of approval thereof by resolution of the council provided that the payment of any bursary in terms thereof shall be dependent upon adequate budgetary provision either in the annual or an adjustments budget approved by the council in terms of the applicable provisions of the municipal Finance Management Act, 2003.



WORKPLACE-BASED LEARNING POLICY

Date
Approved: **TBC**

Council
Resolution (DC
No): **TBC**

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1. PREAMBLE

The Garden Route District Municipality recognizes its social responsibility to assist students within its jurisdiction and outside its jurisdiction, wherever possible, in terms of social and economic upliftment, including education, training and development.

2. OBJECTIVES OF THE POLICY

- 2.1. Provide students with opportunities to acquire skills and experience in their respective fields within the Garden Route District Municipality environment,
- 2.2. Develop the employability skills of students and improve their ability to find employment both in the private and public sector

3. SCOPE

This policy applies to all workplace-based learning interventions.

4. LEGAL FRAMEWORK

- Occupational Health and Safety Act, 85 of 1993
 - South African Qualifications Authority Act, 58 of 1995 (this lays the foundation for the National Qualifications Framework (NQF))
 - Labour Relations Act, 65 of 1995
 - The Constitution of the Republic of South Africa, 1996
 - Basic Conditions of Employment Act, 75 of 1997
 - White Paper on Local Government, March 1998
 - Employment Equity Act, 55 of 1998
 - Skills Development Act, 97 of 1998
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- Skills Development Levies Act, 9 of 1999
- Municipal Systems Act, 1999
- Demarcation Act, 1999
- Promotion of Equality and Prevention of Unfair Discrimination Bill, 57 of 1999
- QTCO/Occupational qualifications
- National Skills development Strat
- National Skills Development Plan 2030

5. FOCUS AREAS OF STUDENT ASSISTANCE POLICY

5.1 Work Shadowing Programme (voluntary programme):

Learners (grade 9-11) within this area will be required to spend a specified period of time 'shadowing' employees in order to gain experience within the work environment. Where possible this placement will take place during their vacation, unless otherwise determined by the Municipal Manager. Generally, the duration of shadowing shall not exceed two weeks.

5.2 Practical Training Programme:

This programme seeks to assist students from institutions of higher learning who require specialist experiential training within their field of study in order to obtain a qualification. In most instances, prescribed work categories are furnished and a formal record is kept of all practical experience. Generally the duration of the training from this area ranges from one month to one year.

5.3 Internship:

Students who have already completed their Diplomas/Degrees are accommodated in this programme in order to gain experience in their

chosen field of studies. This could range from 1 month to a maximum of 3 years.

5.4 International students:

Requests for placement from International academic institutions will be considered. All costs incurred (including insurance / remuneration) will be covered by the respective international institutions.

6. COMMUNICATION WITH INSTITUTIONS OF LEARNING

Training and Development Officer / Skills Development Facilitator or any other designated official from the Human Resource Section will co-ordinate all communication (written or verbal) with both line management as well as the relevant institutions of learning and where necessary with any other institution of Learning.

6.1 Designated official will be responsible for the following:

- 6.1.1 Request and collate, from the learning institutions, any information pertaining to the training programme, i.e. the practical experience which the student is required to obtain before being awarded the specific qualification; the number and details of students who require the practical experience, etc.
 - 6.1.2 The said official will then liaise with each Department within the Municipalities in the district in order to establish the most practical arrangement.
 - 6.1.3 It will be the responsibility of each Department to nominate a relevant person who will establish and maintain an appropriate mentorship programme and further co-ordination with the Human Resources Section.
-

7. ORGANISATIONAL CAPACITY TO PROVIDE STUDENT ASSISTANCE TRAINING

Each Department, once furnished with all relevant information, must determine whether they are able to provide the required training. The decision to provide training should be made on the basis of the following criteria:

- 7.1 The capacity of the Department to provide relevant practical training and mentorship in accordance with the requirements as laid down by the institutions of learning; and
- 7.2 The availability of funds.

8. SELECTION OF APPLICANTS FOR STUDENT ASSISTANCE TRAINING

The selection of students for training must take the following criteria into account:

- 8.1 Preference shall be given to designated groups, in line with the objectives of the Employment Equity Act (District's Employment Equity Plan) and the Skills Development Act. Persons from previously advantaged backgrounds will, however, not be excluded from the selection process having due regard to the demographics of our region;
 - 8.2 Preference shall be given to persons residing within the District Municipal boundaries, but shall not exclude persons residing outside of these boundaries (particularly if these persons are from the designated groups having due regard to the demographics of our region.)
 - 8.3 The appointment of students will be co-ordinated by the designated official from the Human Resources Section (in compliance with the Municipality's recruitment and selection policy and employment equity plan) in co-operation with the relevant line departments and municipalities, unless the Municipal Manager decides otherwise.
-

9. PAYMENT OF STUDENTS DURING THE PERIOD OF TRAINING

Payment of students shall be as follows, unless otherwise determined:

9.1 Work – Shadowing Program:

No payment will be made – it is a voluntary shadowing programme.

In the event of a student coming from a participating municipality within or outside the region, such municipality will be required to make a financial contribution towards the accommodation of such student.

9.3 Internship:

Tariff: As prescribed by National Treasury for Finance students.

Minimum living wage as prescribed by the collective agreement at the time for other interns. This payment is intended to cover travelling and incidental costs.

10. GENERAL PROVISIONS

10.1 Compliance with all relevant legislative arrangements shall be strictly observed and complied with;

10.2. The Municipal Manager may from time to time deviate from any provision(s) of this policy, if such an act is informed by *bona fide* operational requirements of the municipality;

10.3 An agreement with the student/learner and the municipality must be entered into prior to the student/learner starting the training.

11 DEFINITIONS

Type of Learning	Financial Aid	Special Conditions
<p><u>1. Student:</u></p> <p>A student intern is someone who is enrolled at a tertiary education institution for a SAQA registered qualification and is required to obtain practical experience as part of their study programme.</p> <p>Duration: Vary from one week to 18 months</p>	LGSETA (Work Integrated Learning Program)	Internal Policy
<p><u>2. Intern:</u></p> <p>A graduate intern is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.</p>	LGSETA (Work Integrated Learning Program)	Internal Policy
<p><u>3. Finance intern:</u></p> <p>A financial graduate intern is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment. And thus this programme is enrolled by National Treasury for municipalities.</p>	National Treasury (Financial Municipal Grant)	National Regulation/Financial Management Grant

<p><u>4. Learnership:</u></p> <p>A learnership is a work based learning programme that leads to an NQF registered qualification. Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hairdressing or project management.</p>	<p>The different SETA's are bind by the Sectoral determination as approved by the Minister of Higher Education.</p>	<p>Skills Development Act, Skills Development Levies Act.</p>
<p><u>5. Volunteer:</u></p> <p>A person who performs a service willingly and without pay.</p>	<p>No financial assistance is received. The municipality are not oblige to pay such person.</p>	<p>Internal Policy</p>
<p><u>6. Job Shadowing:</u></p> <p>Learners (grade 9-12) within this area will be required to spend a specified period of time "shadowing" employees in order to gain experience within the work environment. Where possible this placement will take place during their vacation, unless otherwise determined by the Municipal Manager.</p>	<p>No financial assistance is received. The municipality are not oblige to pay such person.</p>	<p>Internal Policy</p>
<p><u>7. Environmental Health Practitioner Community Services:</u></p> <p>This programme seeks to assist Environmental Health students from institutions of higher learning who require specialist experimental training within their field of study in</p>	<p>The funding are received from the Department of Health.</p>	<p>Program of the Department of Health and requirements of the Health Professional</p>

order to obtain their qualification. The duration of the service can range from one month to one year.		Council of South Africa.
<p><u>8. Researcher:</u></p> <p>Research is an advanced postgraduate research degree in a specific academic discipline. Students in this category may apply to be hosted by the Municipality to complete a research project that will also assist the municipality in its endeavors.</p>		Internal Policy
<p><u>9. Exchange students :</u></p> <p>On an ad-hoc requests are received from international academic institutions, to accommodate students for internship programs ranging from one to six month. All costs incurred will be covered by the respective international institution.</p>	Municipal own funds or based on an agreement with the host institution.	As determined by the parties involve
<p><u>10. External Bursary students:</u></p> <p>The external bursary is annually awarded to well deserving students, both financially and academically, and to students who reside within the area of jurisdiction of the Garden Route district Municipality, and in compliance with the Skills Development Act, Employment Equity Act. And thus they must submit their academic transcript and</p>	Municipal own funds/ SETA funding.	As per EPWP framework

<p>progress for means of compiling with the bursary agreement. External Bursary students need to complete their practical training with the Garden Route District Municipality.</p> <p>Operational requirements will be considered.</p>		
<p><u>11. Internal bursary student:</u></p> <p>All permanent officials of Garden Route District Municipality, who wish to further their studies by means of correspondence courses or by attending an after hour classes, subject to the conditions contained in the scheme, qualify for partaking in the scheme. Officials who partake in this scheme may apply to do practical training in the field of the studies for which the municipality have granted the payment. An extension of the scheme to other officials is made only per council decision.</p>	<p>Municipal own funds/ SETA funding.</p>	<p>As per the Bursary Policy</p>
<p><u>12. EPWP Trainees:</u></p> <p>The Expanded Public Works Programme is one of government's array of programs aimed at providing poverty and income relief through temporary work for the unemployed. And thus public work in jointly with Garden Route District Municipality are collaborating</p>	<p>Funding as received from the Expanded Public Works Department.</p>	<p>As per EPWP framework.</p>

the programme to assist unemployment and poverty alleviation.		
<p><u>13. Apprenticeship:</u></p> <p>Apprenticeship is a system of training a new generation of practitioners of a trade or profession with on-the-job training and often some accompanying study (classroom work and reading). Apprenticeship also enable practitioners to gain a license to practice in a regulated profession. Apprentices or protégés build their careers from apprenticeships. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies. Apprenticeships typically last 3 to 6 years. People who successfully complete an apprenticeship reach the journeyman level of competence.</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.
<p><u>14. Recognition of Prior Learning:</u></p> <p>Recognition of prior learning (RPL), prior learning assessment (PLA), or prior learning assessment and recognition (PLAR), describes a process used by regulatory bodies, adult learning centres, career development practitioners, human resource professionals, employers,</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.

training institutions, colleges and universities to evaluate skills and knowledge (learning) acquired outside the classroom for the purpose of recognizing competence against a given set of standards, competencies, or learning outcomes.		
<p><u>15. Learners from Skills Programs</u></p> <p>Learners in a skills program have completed theoretical or class room training for a period of time. The Learner will then apply to the Garden Route District Municipality to gain practical training by means of in-service training. E.g. Occupational Health and Safety (OHS) training that studied at NOSA that apply to Garden Route DM to gain practical training. The duration of such in-service training will not exceed three (3) months.</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.

Type of Learning	Financial Aid	Special Conditions
<p><u>12. Student:</u></p> <p>A student intern is someone who is enrolled at a tertiary education institution for a SAQA registered qualification and is required to obtain practical experience as part of their study programme.</p> <p>Duration: Vary from one week to 18 months</p>	LGSETA (Work Integrated Learning Program)	Internal Policy
<p><u>13. Intern:</u></p> <p>A graduate intern is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.</p>	LGSETA (Work Integrated Learning Program)	Internal Policy
<p><u>14. Finance intern:</u></p> <p>A financial graduate intern is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment. And thus this programme is enrolled by National Treasury for municipalities.</p>	National Treasury (Financial Municipal Grant)	National Regulation/Financial Management Grant

<p><u>15. Learnership:</u></p> <p>A learnership is a work based learning programme that leads to an NQF registered qualification. Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hairdressing or project management.</p>	<p>The different SETA's are bind by the Sectoral determination as approved by the Minister of Higher Education.</p>	<p>Skills Development Act, Skills Development Levies Act.</p>
<p><u>16. Volunteer:</u></p> <p>A person who performs a service willingly and without pay.</p>	<p>No financial assistance is received. The municipality are not oblige to pay such person.</p>	<p>Internal Policy</p>
<p><u>17. Job Shadowing:</u></p> <p>Learners (grade 9-12) within this area will be required to spend a specified period of time "shadowing" employees in order to gain experience within the work environment. Where possible this placement will take place during their vacation, unless otherwise determined by the Municipal Manager.</p>	<p>No financial assistance is received. The municipality are not oblige to pay such person.</p>	<p>Internal Policy</p>
<p><u>18. Environmental Health Practitioner Community Services:</u></p> <p>This programme seeks to assist Environmental Health students from institutions of higher learning who require specialist experimental training within their field of study in</p>	<p>The funding are received from the Department of Health.</p>	<p>Program of the Department of Health and requirements of the Health Professional</p>

order to obtain their qualification. The duration of the service can range from one month to one year.		Council of South Africa.
<p><u>19. Researcher:</u></p> <p>Research is an advanced postgraduate research degree in a specific academic discipline. Students in this category may apply to be hosted by the Municipality to complete a research project that will also assist the municipality in its endeavors.</p>		Internal Policy
<p><u>20. Exchange students :</u></p> <p>On an ad-hoc requests are received from international academic institutions, to accommodate students for internship programs ranging from one to six month. All costs incurred will be covered by the respective international institution.</p>	Municipal own funds or based on an agreement with the host institution.	As determined by the parties involve
<p><u>21. External Bursary students:</u></p> <p>The external bursary is annually awarded to well deserving students, both financially and academically, and to students who reside within the area of jurisdiction of the Garden Route district Municipality, and in compliance with the Skills Development Act, Employment Equity Act. And thus they must submit their academic transcript and</p>	Municipal own funds/ SETA funding.	As per EPWP framework

<p>progress for means of compiling with the bursary agreement. External Bursary students need to complete their practical training with the Garden Route District Municipality.</p> <p>Operational requirements will be considered.</p>		
<p><u>22. Internal bursary student:</u></p> <p>All permanent officials of Garden Route District Municipality, who wish to further their studies by means of correspondence courses or by attending an after hour classes, subject to the conditions contained in the scheme, qualify for partaking in the scheme. Officials who partake in this scheme may apply to do practical training in the field of the studies for which the municipality have granted the payment. An extension of the scheme to other officials is made only per council decision.</p>	<p>Municipal own funds/ SETA funding.</p>	<p>As per the Bursary Policy</p>
<p><u>16. EPWP Trainees:</u></p> <p>The Expanded Public Works Programme is one of government's array of programs aimed at providing poverty and income relief through temporary work for the unemployed. And thus public work in jointly with Garden Route District Municipality are collaborating</p>	<p>Funding as received from the Expanded Public Works Department.</p>	<p>As per EPWP framework.</p>

the programme to assist unemployment and poverty alleviation.		
<p><u>17. Apprenticeship:</u></p> <p>Apprenticeship is a system of training a new generation of practitioners of a trade or profession with on-the-job training and often some accompanying study (classroom work and reading). Apprenticeship also enable practitioners to gain a license to practice in a regulated profession. Apprentices or protégés build their careers from apprenticeships. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies. Apprenticeships typically last 3 to 6 years. People who successfully complete an apprenticeship reach the journeyman level of competence.</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.
<p><u>18. Recognition of Prior Learning:</u></p> <p>Recognition of prior learning (RPL), prior learning assessment (PLA), or prior learning assessment and recognition (PLAR), describes a process used by regulatory bodies, adult learning centres, career development practitioners, human resource professionals, employers,</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.

training institutions, colleges and universities to evaluate skills and knowledge (learning) acquired outside the classroom for the purpose of recognizing competence against a given set of standards, competencies, or learning outcomes.		
<p><u>19. Learners from Skills Programs</u></p> <p>Learners in a skills program have completed theoretical or class room training for a period of time. The Learner will then apply to the Garden Route District Municipality to gain practical training by means of in-service training. E.g. Occupational Health and Safety (OHS) training that studied at NOSA that apply to Garden Route DM to gain practical training. The duration of such in-service training will not exceed three (3) months.</p>	Municipal own funds/ SETA funding.	As per the Sectoral Determination.

- Stipends for learnership/Internship/training as per programme agreement.

12. EFFECTIVE DATE OF POLICY

This policy shall take effect on the date of approval thereof by resolution of the council provided that the payment of any bursary in terms thereof shall be dependent upon adequate budgetary provision either in the annual or an adjustments budget approved by the council in terms of the applicable provisions of the municipal Finance Management Act, 2003.

BACK TO AGENDA

1. REPORT ON THE REVIEW OF THE INTERNAL BURSARY AND EXTERNAL FINANCIAL ASSISTANCE POLICIES WITHIN THE GARDEN ROUTE DISTRICT MUNICIPALITY /
VERSLAG VIR DIE HERSIENNING VAN DIE INTERNE BEURS EN EKSTERNE FINANSIELE
HULP BELEIDE VIR DIE GARDEN ROUTE DISTRIKS MUNISIPALITEIT / INGXELO
NGEMIGAQO YEBHASARI ZANGAPHAKATHI KUNYE NOMGAQO
WEZEMALINXASO WANGAPHANDLE KUMASIPALA WESITHILI SE GARDEN ROUTE

2. PURPOSE

The purpose of the report is to submit the Internal Bursary and Financial Assistance policies used by the Training Section for review to Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The GRDM needs to review its policies on an annual basis in order to keep up with the latest trends within the field of Human Resources. The following policies were approved by Council in 2018 and need to be reviewed:

- (iv) Internal Bursary Policy
- (v) External Financial Assistance Policy

RECOMMENDATIONS

- 1. That Council discuss the policies.
- 2. That the policies be reviewed.

AANBEVELINGS

- 1. *Dat die Raad die beleid bespreek.*
- 2. *Dat die beleide hersien word.*

IZINDULULO

- 1. Sesokuba iBhunga lixoxe ngaleligaqo.
 - 2. Sesokuba lemigaqo iqwalaselwe.
-

5. **DISCUSSION / CONTENTS:**

The following policies need to be reviewed:

- (i) Internal Bursary Policy
- (ii) External Financial Assistance Policy

6. **Financial Implications**

The allocated budget for the Training section.

6.1 **Legal Implications**

None

6.2 **Staff Implications**

There are no Staff implications.

6.3 **Previous / Relevant Council Resolutions:**

There are no previous or relevant Council resolutions related to this matter.

6.4. **Risk Implications**

There are no risk implications.

6.4. **Comments from Executive Management:**

Executive Manager: Roads and Transport Planning Services

Executive Manager: Planning and Economic Development

Executive Manager: Community Services

Executive Manager: Corporate Service

Executive Manager: Financial Services

Manager: Legal Services



Internal Bursary Policy

Date
Approved: **DD MM YYYY**

Council
Resolution (DC
No):

DC
??/??/??

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1. PREAMBLE

Garden Route District Municipality is committed to embarking on a process of education, training and development for employees in its endeavor to achieve the objectives of the National Developmental Plan, the Skills Development Act, the National Human Resource Development Strategy, and the Education, Training and Development Policy of Garden Route District Municipality.

Garden Route District Municipality will therefore aim to develop and implement relevant policies and programmes to ensure fair, equitable, effective and transparent human resource management **practices that will contribute to the principle of lifelong learning.**

2. LEGAL FRAMEWORK

- The Local Government Municipal Systems Act, Act 32 of 2000
- The Skills Development Act, Act 97 of 1998
- The Skills Levy Act, Act 9 of 1999
- The Local Government Municipal Finance Management Act, Act 56 of 2003
- Employment Equity Act, Act 55 of 1998
- The Further Education and Training Act 1998
- All other collective agreements of SALGA Garden Route District Municipality Education, Training and Development Policy

3. ABBREVIATIONS

- **TVET-Technical and Vocational Education and Training**
 - **SALGA-South African Local Government Association.**
 - **WSP-The Workplace Skills Plan**
 - **AET-Adult basic education and training**
 - **NQF-National Qualifications Framework**
-

- **GED-General Education Development**
- **GRDM- Garden Route District Municipality**
- **ETD- Education Training and Development**

4. DEFINITIONS

The following definitions and principles will apply to the Council's Bursary Scheme:

4.1 Career path

The plan mutually agreed upon between the employee and relevant manager, or the Manager's nominated representative, in terms of which the employee's skills, knowledge and/or academic qualifications will be improved within a specified period of time in order for the employee to function effectively and efficiently in the working environment.

4.2 Employee development courses

Are voluntary programmes that develop the employees' general skills and knowledge and may include Seminars, Workshops, Courses and Conferences.

4.3 Post-school qualification Definition

Highest post-school qualification is the highest qualification gained, apart from school qualifications, and is collected for people aged 15 years and over.

4.4 Post high school education is any school or specialized training which takes place after high school graduation, and would require a high school diploma or G.E.D. for admission to start the program. Traditionally this refers to college, but could include tech, Universities and trade programs as well.

4.5 Post school Education and Training

Post School Education and Training refers to all learning and teaching that happens after school. This includes private,

public, formal and informal training. Universities, TVET colleges, private institutions, apprenticeship programmes, and in-service training all form part of and contribute to the PSET sector

4.6 Defining Tertiary Education

Tertiary education, more commonly referred to as postsecondary education, refers to academic pursuit undertaken after high school. Undergraduate programs include any postsecondary education that takes up to four years to complete, including certificates, diplomas, and associates and bachelor's degrees. Graduate programs typically require prior completion of an undergraduate degree and include diploma, certificate, masters and doctoral degree programs. You can find tertiary education programs at vocational schools, community colleges, technical schools, professional schools, colleges and universities.

5. SCOPE OF THE POLICY

Insert text All officials of Garden Route District Municipality, who wish to further their studies by means of correspondence courses or by attending an after hour **classes, or contact sessions**, subject to the conditions contained in the scheme, qualify for partaking in the scheme. Contract employees with a contract duration of less than a year will not qualify. This policy should be read in conjunction with all other related policies of the GRDM.

6. OBJECTIVES OF POLICY

- 6.1 To develop and build capacity of employees to perform their tasks in an effective, economic and accountable manner
 - 6.2 To encourage employees to engage in or to continue studies to improve the quality of life of employees, their career prospects and labour mobility.
 - 6.3 To increase the levels of investment in education and training in the Garden Route District Municipality, and that the return on that investment be improved.
-

- 6.4 To develop the skills and level of academic achievement of the Garden Route District Municipality workforce.
- 6.6 To facilitate active learning in the workplace.
- 6.6 To provide employees with opportunities to acquire new skills and knowledge.
- 6.7 To encourages employees to participate in training programmes.
- 6.8 To improves the advancement of previously disadvantaged employees.
- 6.9 To meet the objectives determined by career paths, learnership contracts.
- 6.10 To establish a pool of suitable candidates in order to support, inter alia, Succession Planning Policy.

7. ELIGIBILITY FOR STUDY ASSISTANCE

- 7.1 **Every employee shall be eligible for study assistance in terms of this policy subject to the availability of a budget.**
- 7.3 **Priority will be given to a qualification within a scare skills field as identified by the GRDM and the LGSETA and National Institutions.**

8. QUALIFYING REQUIREMENTS

- 8.1 Only qualification standards that are recognized by the South African Qualifications Framework (or any applicable legislation).
 - 8.2 Applications for bursaries must be submitted on the prescribed application **form or on Collaborator and must** reach the Human Resources Offices of Garden Route District Municipality Offices before closing date.
 - 8.3 All applications will be assessed / prioritized, subject to availability of funds, in accordance with the following criteria:
-

Priority 1

- **Employees that wish to study towards a qualification in a Scarce skills related field as identified by GRDM.**
- **Employees who must obtain a qualification in order to meet the requirements of the post that they currently occupy.**
- **Employees who are currently in receipt of a bursary and must still complete their qualification.**

Priority 2

- Employees who want to study towards their first qualification **(including AET, Grade 12 and NQF level 4 qualification.)**

Priority 3

- The priorities as identified in the relevant Workplace Skills Plan, Integrated Development Plan and Employment Equity Plan (including people with disabilities).

Priority 4

- Employees who are studying for self-development within the context of local government.

Designated Group

Priority shall be given to employees from designated groups in order to enhance skills development in terms of employment equity measures provided for in the Employment Equity Policy of Garden Route District Municipality.

9. APPLICATION PROCEDURES

- 9.1 An employee whose intention is to study must complete an application form online **(Collaborator) or manually**
 - 9.2 An employee whose intention is to study must approach his/her line manager to complete necessary section on application form
 - 9.3 An employee whose intention is to study must approach Human Resource to complete necessary section on application form
 - 9.4 **All applications will be considered by the ETD Committee.**
-

10. DURATION

The duration of studies may not be longer than what is recommended or determined by the rules, regulations or academic period of the relevant **institution or as determined by the ETD Bursary Committee of the GRDM.**

11. FINANCIAL SUPPORT

- 11.1 Bursary award is only applicable for the one academic year
- 11.2 This bursary award is subject to written acceptance by student, after receipt of bursary letter from Garden Route DM, and **submission of results**
- 11.3 Submission of acceptance letter of institution
- 11.4 Submission of proof of registration from institution
- 11.5 Submission of signed award contract
- 11.6 Employees must provide Garden Route DM with an account or invoice from institution before any payment is made
- 11.7 Payments will be made to institution and may only be made to student after submission of receipt for payments made by student
- 11.8 **The bursary amount may only be utilised for the following. – Registration fees, Class/tuition fee, Examination fees and books (Data will be made available respect of the Computer and data policy of Council)**
- 11.9 Travelling and subsistence expenses will be made in terms of the travelling and subsistence policy of the district municipality
- 11.10 Tendering of proof for compulsory class attendance for distance tuition is required before payment can be made.

12. CONTRACTUAL LIABILITY

The employee will be required to enter into an agreement with Garden Route DM for admission to the study assistance scheme

and to remain in the service of the Garden Route DM for a period equal to which study assistance was granted. If the employee has received study assistance for a period of 3 (three) years, the second year of study shall deem to be the fulfilment of the service requirement pertaining to the 1st year of study. The above liability is not applicable in instances of death, ill health, incapacity or retrenchment.

13. IN TERMS OF REPAYMENTS

Should the Bursar/Learner be obliged to repeat and complete successfully any outstanding course modules the Bursar/Learner will be required to do so at his/her own cost.

A bursary holder who discontinues or fails to complete his/her studies without the consent from the Municipal Manager. No interest may be charged in terms of the Municipal Finance Management Act 56 of 2000. Bursars who terminate their services with the Employer before the completion of their service obligations, shall pay back the Employer the outstanding pro rata costs as stipulated below:

Period worked back	Amount Owing
0 – 3 Months	100% of academic fees paid by the municipality
4 – 6 Months	75% of academic fees paid by the municipality
7 – 9 Months	50% of academic fees paid by the municipality
10 – 11 Months	25% of academic fees paid by the municipality

14. BURSAR/ LEARNER

The Bursar/learner must:

- Work for the employer as part of the learning process
 - Be available for and participate in all learning and work experience required by the programme
 - Comply with workplace policies and procedures
 - Complete any timesheets or any written assessment tools supplied by the employer to record relevant workplace experience
 - Attend all study periods and theoretical learning sessions with the training provider and
 - Undertake all learning conscientiously.
-

15. CHANGING OF STUDY FIELD

In the case of changes in study course, or registered subjects, an application must be directed via the department's Head to Human Resources for approval by the MM. **Valid reasons and comments must be included in the application.**

16. GENERAL

Should the Bursar resign/be discharged from the service of the Municipality before the expiry of the Agreement and the Municipality has cancelled the contract, any moneys due to the Bursar by the Municipality, including any moneys, may be withheld and set off against any outstanding moneys due to the Municipality by the Bursar in terms of the agreement. If any of the Bursar's obligations in terms of agreement cannot be fulfilled due to his/her death or if such obligations cannot be fulfilled due to the Bursar's incapacity due to any mental/physical disability for the refund of any moneys which may be due in terms of agreement shall lapse.

17. BUDGET

The GRDM will budget for financial aid towards further studies and awards are subject to budgetary provisions. The ETD committee will recommend and discuss the budget with the Human Resources (Training section) responsible for the execution of bursaries.

18. RECRUITMENT AND SELECTION

- 18.1 Invitation for applications will be advertised on notice boards of Garden Route DM and circulars.
 - 18.2 Application forms will be available at human resource and all departments of Garden Route DM.
 - 18.3 **The HOD's of departments will be responsible for the dissemination of the information to all employees.**
-

- 18.4 The administration (Human Resource) will develop a longlist according to qualifying criteria and submit report to Education Training and Development Committee.
- 18.5 The Education Training and Development Committee will make final selection for recommendation to the Municipal Manager for his/her approval.
- 18.6 Should the MM deviate/change the list of recommendations, he/she must submit a report to the ETD committee with motivation/s in line with the policy.

19. GENERAL

In the case of an official whose services are terminated with District Municipality through restructuring such official is exempted from any contractual obligations.

20. EFFECTIVE DATE OF POLICY

This Policy shall take effect on the date of approval thereof by resolution of the Council.



EXTERNAL FINANCIAL ASSISTANCE POLICY

Date
Approved:

DD MM YYYY

Council
Resolution (DC
No):

DC
????/??/??

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1. INTRODUCTION

Insert text

2. LEGAL FRAMEWORK

- 2.1 National Development Plan
- 2.2 Skills Development Act, Act 97 of 1998
- 2.3 The National Human Resource Development Strategy
- 2.4 Eden District Municipality's IDP 2017 – 2021

3. SCOPE OF THE POLICY

The policy is applicable to all students within the municipal jurisdiction of Garden Route District Municipality.

4. POLICY OBJECTIVES

- 4.1 To create a more productive workforce through Education, Training and Development.
- 4.2 Provide equitable access to Education, Training and Development institutions for students, especially those from previously disadvantaged communities.
- 4.3 To improve the standard of living and quality of life of young people.

5. GUIDING PRINCIPLES

- 5.1 **Financial Assistance** will be awarded to financially needy and
-

academically deserving students.

- 5.2 Indigent statistics, household income, and any other, relevant information shall be used to determine deserving students.
- 5.3 Only one application per **household (add definition from STATS SA)** will be considered.
- 5.4 Qualifying applicant(s) shall be awarded a fix amount as referred to in clause 5(1). **Provided that the student does not receive a full scholarship from another institution.**
- 5.5 **Financial Assistance will be awarded annually** and subject to **budgetary provisions.**
- 5.6 **People with disabilities will be encouraged to apply for financial assistance by deliberate programs. At least 10% will be allocated).**
- 5.7 **Gender equity will be adhered to**

6. QUALIFYING REQUIREMENTS

- 6.1 Only qualification standards that are recognised by the South African Qualifications Framework (or any applicable legislation) and that take place at statutory recognised educational or academic institutions.
 - 6.2 **Only applications for a first tertiary qualification, preparatory courses for a first qualification or other first qualifications of a technical nature.**
-

- 6.2 Applications for bursaries must be submitted on the prescribed application form and must reach the **Garden Route** District Municipality Offices before the closing date.
- 6.4 Applications for bursaries must be accompanied by certified statements or results of the previous academic year or semester.
- 6.5 ***Applications for bursaries must be accompanied by certified statements of household income or affidavit of unemployment and indigence.***
- 6.6 **(missing joint income of parents and gardiuns R600 000.00)**
- 6.7 **CRITERIA FOR CONSIDERATION**

During the previous financial year the ETDC consider the following criteria as benchmark:

The criteria used for the selection process was as follows:

- Gender Equity
- Represents the demographics of the district
- A fairly geographic spread across all municipalities.
- Scarce skill priorities

It is imperative that the ETDC is made of aware of the current skills needs or gaps identified by the LGSETA in order to make an inform decision in allocating the bursaries to the unemployed youth.

- Priority no 1: Electrical, Mechanical and Civil Engineering;
 - Priority No 2: Building Inspectors / Construction Management;
 - Priority No 3: Water related studies;
 - Priority No 4: Finance, Audit and IT;
-

- Priority No 5: Tourism & Film Industry;
 - Priority No 6: Town Planning;
 - Priority No 7: Public Administration;
 - Priority No 8: Human Resource Management;
 - Priority No 9: Project Management;
 - Priority No 10: Law;
 - Priority No 11: Social Services;
 - Priority No 12: Primary Health Care;
 - Priority No 13: Administration and Secretarial Services;
 - Priority No 14: Other
-

7. RECRUITMENT AND SELECTION

- 7.1 Invitation for applications will be advertise in newspapers and community radio stations within the Garden Route District, Website of Garden Route DM and notice boards of Garden Route DM and local municipalities.
- 7.2 Application forms will be available at offices of Garden Route DM, website and local municipalities.
- 7.3 The administration (human resource section: training and development unit) will develop a longlist according to qualifying criteria and submit report to Education Training and Development Committee.

The Education Training and Development Committee will make final selection for recommendation to the Executive Mayor for his/her approval.

8. FINANCIAL ASSISTANCE AWARD

- 8.1 Financial Assistance award is only applicable for the one academic year
- 8.2 This Financial Assistance award is subject to written acceptance by student, after receipt of Financial Assistance letter from **Garden Route** DM, submission of acceptance letter of institution,
- 8.3 submission of proof of **letter of acceptance** from institution, or proof of registration.
- 8.4 Students must provide Eden DM with account or invoice from institution before any payment is made.
-

8.5 The Financial Assistance award may cover registration, Tuition, accommodation, travel and book fees.

8.6 Payments will be made to institution and may only be made to student after submission of receipt for payments made by student.

9. WITHDRAWAL OF ASSISTANCE

9.1 Students who do not perform satisfactorily may lose the opportunity of continued financial support after interventions by the Training and Development Unit if unsuccessful.

9.2 Students who do not manage to attain a minimum number of credits will also loose financial support

9.3 **Students that provide incorrect information applications will be disqualified.**

9.4 In case of withdrawal of Financial Assistance award, students shall be informed of the termination of the award in writing and the reasons thereof.

10. CONTINUED FUNDING

All Financial Assistance holders shall reapply for funding annually by completing the necessary application forms. Students who have been awarded continued funding will be advised in writing.

11. GENERAL PROVISIONS

- 11.1 The number of bursaries, fields of study as well as progress of bursars must be reported to Council annually.
- 11.2 Students may not change from the enrolled subjects/study course, ***without approval from Garden Route DM.***
- 11.3 The Human Resource Management Section of **Garden Route DM** shall be responsible for the administration of the bursaries.
- 11.4 The Municipal Manager may, where necessary, depending on organisational operational requirements offer **receipt...** Financial Assistance students an opportunity to do experiential learning (i.e. shadowing, in-service training etc) within the scope of other related policies.

12. BUDGET

The Municipal Council must make budgetary provision for External Financial Assistance Fund

13. EFFECTIVE DATE OF POLICY

This policy shall take effect on the date of approval thereof by resolution of the council

BACK TO AGENDA

DISTRICT COUNCIL

22 JUNE 2021

1. SUBJECT: DRAFT COMMUNICATION POLICY FOR 2021-2022 / KONSEP-KOMMUNIKASIEBELEID VIR 2021-2022 / UYILO LOMGAQO WEZONXIBELELWANO KUNYAKA 2021-2022

2. PURPOSE

For the Garden Route District Municipality (GRDM) Council to approve the Draft Communication Policy for 2021-2022, which was workshopped on 15 June 2021.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

This Policy (Annexure: A) will also ensure that communication continues to be well-coordinated, effectively managed and responsive to the diverse information needs of employees of GRDM and external stakeholders.

5. RECOMMENDATIONS

That Council approves the 2021/2022 Draft Communication Policy

AANBEVELING

Dat die Raad keur die konsepkommunikasiebeleid vir 2021/2022 goed.

ISINDULULO

Sesokuba iBhunga liphumeze uYulo Lomgaqo Wezonxibelelwano ka 2021/2022.

6 DISCUSSION / CONTENTS

6.1 Background

An annual review of the Communication Policy for GRDM is due and forms part of the Communication and Graphic Design Unit's key performance indicators. This Policy is linked to a myriad of communication activities of the GRDM, which requires Council's approval before implementation.

6.2 Discussion

Major changes to the Communication Policy of 2020/2021, in draft format for 2021/2022, include:

- Point "6." an update to the environmental scanning section
This amendment is significant as it informs communicators about the

needs of community members, expectations and the current communication environment on a grassroots level.

- Point “9.2.4” relating to videos and photos. This amendment relates specifically to the roles and responsibilities of GRDM Communicators, ways in which local municipal communicators are utilised to assist the GRDM and the type of events coverage not allowed to be covered by GRDM communicators.
- Point “9.3.1 Media Sales Consultants”. This section refers to dealing with media sales consultants and that it is required for all such consultants to be directed to the Communication and Graphic Design Unit.
- Point “9.3.2 Radio and television”. This section unpacks how the Communication and Graphic Design Unit deals with broadcast media, in particular interviews.
- Point “9.4.1 Website”. This section provides clarity about who is responsible for uploading content to the municipal website.
- Point “11. Crisis Communication”. This section unpacks the roles and responsibilities of various stakeholders during a crisis.

6.3 Financial Implications

There are no financial implications for the municipality, only operational costs for developing this Policy.

6.4 Legal Implications

None, other than implications for non-adherence to Council’s Communication Policy.

6.5 Staff Implications

Changes in responsibilities of employees who will be required to work on the municipal website.

6.6 Linkage to Strategic Objective(s)

Good Governance

6.7 Previous / Relevant Council Resolutions

None

6.8 Risk Implications

Non-implementation of this Policy will have transgression of the Code of Conduct for municipal employees implications.

6.9 Comments from Senior Management:

6.9.1 Director: Infrastructure Services

6.9.2 Director: Planning and Economic Development

6.9.3 Director: Community and Protection Services

6.9.4 Director: Strategic and Corporate Services

6.9.5 Director Human Settlements and Property Management

6.9.6 **Chief Financial Officer**



**GARDEN ROUTE DISTRICT
MUNICIPALITY**
DRAFT COMMUNICATION POLICY
2021/2022

Date Approved: TBC | Resolution: TBC

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LIST OF ABBREVIATIONS

AFS	Audited Financial Statements
AR	Annual Report
BTO	Budget and Treasury Office
cc	Carbon copy
CI	Corporate Identity
EPWP	Expanded Public Works Programme
GRDM	Garden Route District Municipality
HR	Human Resources
IDP	Integrated Development Plan
MPAC	Municipal Public Accounts Committee
MM	Municipal Manager
SDBIP	Service Delivery and Budget Implementation Plan
SMME	Small, Medium and Micro Enterprises
SMS	Short Message Service

1. POLICY STATEMENT

Garden Route District Municipality (GRDM) is committed to two-way communication, building and nurturing relationships with its internal and external audiences. The municipality has to form partnerships and nurture its relationship with all spheres of government, public sector institutions and the public sector. Communication is an essential strategic service – to ensure that information is widely accessible within the public space, engage citizens in the conversation around critical issues, and empower citizens to shape government policies and take up opportunities that affect their lives.¹ The purpose of this policy is to regulate Council's communication with all stakeholders and to ensure that communication is well-coordinated, effectively managed and responsive to the diverse information needs of personnel and the public of the Garden Route and whoever has to be informed about what the municipality does. The policy also seeks to ensure that all municipal information is communicated in a coordinated and coherent manner, accurate, timeous, understandable, and catering to the district's cultural diversity. Listed in this policy are the responsibilities of all officials who play a role in communicating about the institution.

This policy is informed by the national communication policy approved by Cabinet on 22 August 2018.²

Any media communication emanating from government employees in their private capacity (blogs, social media posts, letters to the editor) must subscribe to the Public Service Act (Act 103 of 1994) and the Code of Conduct for Public Servants. Information acquired while on duty must not be used when voicing personal opinions, and inappropriate media engagement is prohibited.³

2. LEGAL FRAMEWORK

The communication policy is in line with the following:

- the Code of Conduct for Municipal Employees;
- the Code of Conduct for Councillors;
- the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996);
- **Disaster Management Act 57 of 2002**
- **Section 75 of the Local Government: Municipal Financial Management Act 56 of 2003,**
which requires that municipalities place key documents and information on their websites, including their Integrated Development Plan (IDP), annual budget, adjustments budgets and budget-related documents and policies;
- **Regulation 30 of the Municipal Financial Management Act and the Municipal Budget and Reporting Regulations,** published in Government Gazette 32141, General

¹ Department of Communications, Communication Policy. Approved by Cabinet (22 August 2018), p. 7

² Department of Communications, Communication Policy. Approved by Cabinet (22 August 2018), p.20

³ Department of Communications, Communication Policy. Approved by Cabinet (22 August 2018), p.27

Notice,

on 17 April 2009;

- **Sections 21(a) and 21 (b) of the Municipal Systems Act, no. 32 of 2000**, also oblige municipalities to convey specific documents and information to the public, displaying these files on the municipality's official website;
- Electronic Communications and Transactions Act 25 of 2002;
- Intergovernmental Relations Framework Act, 2005;
- Department of Government Communication and Information System Policy, 2018;
- GRDM Information and Communication Technology (ICT) Policy;
- GRDM Information and Security Policy;
- GRDM Language Policy;
- Promotion of Access to Information Act 2 of 2000;
- Promotion of Administrative Justice Act, 2000, Act 3 of 2000;
- Protection of Personal Information Act 4 of 2013;
- GRDM Records and Archives Policy;
- Use of Official Languages Act, 2012 (Act 12 of 2012); and
- Western Cape Road Infrastructure Act & Regulations.

3. PURPOSE

This policy exists to ensure that communication takes place in an effectively managed and coordinated way and those clear, concise roles and responsibilities within the municipality's communication efforts are undertaken.

4. OBJECTIVES

- establish clear communication channels for internal support;
 - encourage the use of Batho Pele principles;
 - explain the processes related to communication of the municipality's activities;
 - guard against the unlawful disclosure of official information;
 - improve and encourage good media relations;
 - maintain a high level of confidence and trust in the municipality.
 - outline guidelines for using the municipality's corporate identity (CI); and
 - preserve a unified culture of horizontal and vertical communication;
-

- Provide communication guidelines to the councillors and employees of the municipality;
- strengthen intergovernmental relations;

These objectives are informed by the district's values, which are:

- Integrity;
- Excellence;
- Inspired;
- Caring (Ubuntu);
- Respect; and
- Resourceful.

5. AUDIENCE

The GRDM audiences include (alphabetic order):

- businesses;
- local and regional community members;
- community-based organisations;
- international audiences;
- investors;
- Local Government representatives;
- media representatives (print, broadcast, electronic);
- municipal employees;
- National Government representatives;
- Non-Government Organisations;
- Provincial Government representatives;
- special and vulnerable groups (youth, women, people with disabilities and the elderly); and
- tourists.

6. ENVIRONMENTAL SCANNING

To evaluate and address the needs, manage expectations and anticipate issues that may arise, the Communication and Graphic Design section, working with other departments, should routinely monitor and analyse the communications environment.

A communication representative should attend IDP and community engagements. **Communicators** can source feedback from the public in this way. Other methods used to obtain feedback from the public include:

- Attending forums;
- Attending conferences, indabas and other events;
- Broadcast media;
- Faith-Based Organisations;
- Informal discussions with internal and external stakeholders;
- Monitoring of social media mentions;
- News media mentions;
- Portfolio, Council and other Committees; and
- Scanning of news media websites and print media.

7. MESSENGERS

7.1 Executive Mayor

The Executive Mayor is the chief political spokesperson for the municipality. He/she may delegate these responsibilities to any official of choice whenever required. The Executive Mayor is accountable to all councillors.

He/she is also responsible for communicating annual communication priorities, objectives, and requirements in the IDP. As far as communicating on matters of a political nature is concerned, the chief political communicator (i.e. Executive Mayor) will be assisted by the communication and graphic design section and the public participation units to get **municipal-related (non-political)** messages delivered to the public and the media when required.

7.2 Speaker

The Speaker ensures that order is maintained during council meetings and that compliance in the council and council committees occurs. All conduct should be in line with the Code of Conduct for Councillors as set out in schedule 1 of the Municipal Systems Act. The Speaker should encourage the participation of communities and community organisations in the municipality's decision-making process.

He/she should develop mechanisms to ensure that public participation is monitored. It is also his/her duty to ensure that communities and community organisations are educated on their rights and responsibilities to participate and give input to the municipality's policy development processes, planning and budget processes.

7.3 Council and Councillors

Council's role is to ensure '...the peace, order and good governance...' of its municipalities. Council's focus should be high level/strategic and policy orientated rather than operational. The Council sets the overall directions and goals for the municipality and monitors the implementation and success.

Councillors represent ratepayers and residents; secondary messengers communicate to the public. Councillors also facilitate community participation in municipal decision-making.

7.4 Municipal Manager

The Municipal Manager (MM) is the spokesperson for the municipality on strategic and operational issues. He/she decides who is allowed to speak to the media about the municipality and on behalf of the municipality. The MM promotes a positive culture of good governance in the Council and administration. In cases where the media raise controversial issues, the MM is notified. If needed, he/she will respond via the Communication and Graphic Design Unit or directly to the press.

7.5 Executive Managers

Queries from journalists will be referred to executive managers / managers for comment / clarification / information. Each executive manager must approve all content produced or communicated by their teams to the Communication and Graphic Design Unit.

7.6 Strategic Manager: Office of the Municipal Manager

The municipal manager's strategic manager oversees the Communication and Graphic Design Unit communication efforts and supports the Unit on strategic and policy-related issues. When the MM is not available to answer controversial media enquiries, the **Strategic Manager in his office** will take responsibility for answering such queries.

7.7 Communication and Graphic Design Section

The Communication and Graphic Design Unit is responsible for executing all communication activities of the municipality, which include communicating educational materials, public relations, advertising and marketing. The Unit also manages the CI, runs the municipal website, and may assist with planning events.

The Senior Communicator must ensure that the activities of the employees of the Communication and Graphic Design section conform to the requirements of this policy. Also, this position requires the incumbent to monitor if employees implement and adhere to it.

Communicators carry out all duties associated with the communications function; they advocate for those who will or should receive information and ensure clarity and utility of information for the end-user. They work collaboratively with other employees to provide communications support and advice.

8. INTERNAL AND EXTERNAL COMMUNICATION

8.1 Internal Communication

When efficiently and effectively implemented, internal communication facilitates and manages the flow of information within the municipality to generate an informed workforce. Internal communication includes formal and informal communication.

Mediums and methods used to communicate inside the organisation:

Answering machines, cellular phones (SMS, WhatsApp), council agendas, e-mails, exhibitions, internal newsletters, intranet, invitations, payslips, presentations, programmes, reports, memoranda, plans, policies, posters, reports, SMS, standard operating procedures, strategies, telephone (landline), contracts, social media (WhatsApp, Facebook, Youtube, LinkedIn and Twitter), suggestion boxes, surveys, websites.

8.2 External Communication

When information is shared with an external audience, it should be done to indicate sensitivity to the needs of the receptive audience. An audience should not be seen as

passive but also active, which means that if there are issues raised via any of the municipality's communication platforms by the community, they must be addressed. Information should always be presented in an understandable format and not over-complicated. The primary purpose of external communication is to inform stakeholders of the municipality's services, programmes, and build relations.

The following communication tools and mediums can be used to communicate with stakeholders: Answering machines, banners, billboards, brochures, by-laws, cellular phones (SMS, WhatsApp), e-mail, exhibitions, external Newsletters, facsimile, invitations, Internet, notice boards, pamphlets, presentations, programmes, reports, plans, posters, reports, SMS, Radio, strategies, telephone (landline), television, social media (WhatsApp, Facebook and Twitter), surveys, websites.

8.3 Garden Route District Communicators' Forum

The district communicators' forum, **chaired by the GRDM**, is the official platform where communicators from all three spheres of government discuss essential matters relating to communication, share information and discuss technical issues. Members of the forum include:

- Independent Electoral Commission of South Africa;
- Local Municipal Communicators (Hessequa, Mossel Bay, George, Knysna, Bitou, Greater Oudtshoorn and Kannaland);
- Go George Bus Service
- Government Communication and Information System;
- Nelson Mandela University;
- South Cape College;
- South African Police Service;
- South African National Parks; and
- Western Cape Department of Health (Garden Route and Karoo Regions).

9. THE COMMUNICATION AND GRAPHIC DESIGN FUNCTION

The section is expected to adapt to the framework set out by the Department of Communication's communication policy. It is stated in the document that local government should adjust to national policy to suit their immediate communication environment. This counts for all three government (national, provincial and local) spheres, including government agencies and entities.⁴

The Communication and Graphic Design unit mainly works with four types of communication:

- developmental/educational;
- public relations;

⁴ Department of Communications, Communication Policy. Approved by Cabinet (22 August 2018), p.10

- advertising; and
- marketing.

All of the above functions are executed by using print, online or broadcast media platforms.

9.1 Developmental/Educational Communication

Development communication refers to communication to facilitate social and economic change. Citizens should be able to participate in communication activities that directly impact their lives actively. The approach must be educational and not instructional.

Nora Quebral, a pioneer in the discipline of development communication in Asia (often referred to as the "mother of development communication"), defined development communication as:

"The art and science of human communication linked to a society's planned transformation from a state of poverty to one of dynamic socio-economic growth that makes for greater equity and the target unfolding of individual potential." (Quebral, 2001)

9.2 Public Relations

Public Relations processes serve to persuade the public, media, investors, partners, employees and other stakeholders. Through content creation, a communicator can influence public perceptions and clarify the municipality's position on a specific matter.

9.2.1 Media Liaison

The Communication and Graphic Design Unit is the municipality's first contact with the media and must manage, coordinate and execute all media liaison activities.

9.2.2 Media Queries

All media enquiries should be sent to the Communication and Graphic Design Unit. The official who is requested to provide information to the Communication and Graphic Design Unit must ensure that the answers are verified and approved by his/her executive manager. The managing of media queries is done via Collaborator, which means every step of the process is captured on an electronic system. During a disaster declaration or emergency, media queries will be in the most time-efficient manner. The Incident Commander (IC) might choose to speak directly to the media if he/she wishes to, but communicators have to be informed of such a decision.

Media enquiries must be treated as a top priority and finalised within two working days unless arranged otherwise by communicators with a reporter. Both media queries and responses must be in writing.

Category 1: Various	Category 2: Various
<ul style="list-style-type: none"> • Audit outcome reports • By-laws • Environmental pollution (disaster level – long-term), health epidemics • Financial matters • Job creation (EPWP, HR) • Legal matters 	<ul style="list-style-type: none"> • Air quality • Environmental pollution (quick-fixes) • Human Settlements • Intergovernmental relations • Municipal health (quick-fixes) Veldt and mountain fires which have not affected infrastructure • Plans

<ul style="list-style-type: none"> • Performance Management • Policy issues • Regional Landfill facility • Service delivery performance • Theft (council property) 	<ul style="list-style-type: none"> • Servicing of roads • SMME development • Strategies • Tourism
Category 3: Disasters, emergencies	
<ul style="list-style-type: none"> • Environmental pollution (disaster level – long-term) • Emergency communication (natural disasters, pandemics, national, provincial or local state of disasters, etc.) • Loss of life because of negligence Local, provincial and national state of disasters 	
Category 4: Political	
<ul style="list-style-type: none"> • All issues relating to politics 	

Category 1: All topics listed under category one (1) must be communicated to the following internal role players for a response:

- office of the municipal manager – Strategic Manager or Municipal Manager;
- any Executive Manager whose department might be directly affected by the issue
- an official from the Legal Services unit;
- Senior Communication Officer
- any other manager whose knowledge and insight is required;
- Communication Officer(s) dealing with the issues.

Category 2: All topics under category two (2) can be communicated only to the relevant Executive Manager and Section Manager(s) in his/her department. Final approval will be done by the Senior Communicator in collaboration in collaboration with the applicable Executive Manager.

Category 3: All topics under category three (3) can be approved by the IC (Head of Disaster Management, Fire Services or the Manager: Municipal Health and Environmental Services (or a delegated official), depending on the scale of the incident. However, the Communication and Graphic Design Unit needs to be informed of the media queries and responses to these.

Category 4: Political matters

All queries of a political nature will be dealt with by the Executive Mayor.

All media responses by the political office bearers must include the following members:

- info@gardenroute.gov.za (records and archives);
- mm@gardenroute.gov.za (municipal manager);
- mayor@gardenroute.gov.za (executive mayor);
- communications@gardenroute.gov.za (senior communications officer); and
- if a portfolio chairperson is implicated, he/she should be included in the response.

Request for personal information: Requests for personal information will be directed to the Legal Services section.

9.2.3 Press releases and news articles

For the media to consider news from the municipality, it must include fresh content, which has a human interest and speaks to the district community.

The information contained in press releases must be verified by the Executive Manager of the Unit that intends to release information. Suppose the content includes any political office-bearer. In that case, the information must be verified by the Chief of Staff in the Executive mayor's office, or the Executive Mayor him/herself.

It is the media's prerogative to publish any press release distributed by the Communication and Graphic Design Unit.

9.2.4 Videos and photos

Communicators of the GRDM are responsible for photo and video footage of municipal events, which excludes any union meeting. It must be stressed that due to budget constraints, municipal communicators will utilise local municipal communicators to photograph events in their respective municipal areas.

All photos and videos of municipal events are approved before publishing by the Senior Communicator.

9.3 Advertising

Advertising the municipality has to be aligned to the district's official branding. It involves broadcast (Radio and television), print media and online media.

Publishing marketing-related adverts in print, online, and broadcast media is managed, coordinated and executed by the Communication and Graphic Design Unit. The advertising of notices, tenders and vacancies, are managed and coordinated by initiating departments. The approval of official notices, vacancies and tenders, must be done by the relevant Executive Manager.

9.3.1 Media Sales Consultants

All media sales consultants must be referred to the Communication and Graphic Design Unit, who will negotiate pricing and assess the viability of advertising in publications.

9.3.2 Radio and television

If interviews are paid for by the municipality, questions must be drafted and approved prior to the interview. In the case of free publicity using a live interview, the topic and draft questions need to be requested by the Communication and Graphic Design Unit. However, it is within the prerogative of the media house to change questions during an interview if it was not paid for by the municipality.

All other radio and television adverts, including but not limited to live reads, news sponsorships, pre-recorded interviews, etc., must be vetted by the Communication and Graphic Design Unit.

9.3.2 Print-media

9.3.2.1 Billboards

Billboards serve the purpose of informing the public about important messages, especially disaster-related. It is preferred that billboards are placed outside the road reserve. Local municipalities must ultimately approve billboard locations in their towns, but outside cities, the Western Cape Government, should be approached for advice because of the safety impact of signs, especially on proclaimed roads. B-municipalities also have by-laws that speak to roadside signage. More guidelines relating to the displaying of signage are explained by the Western Cape Road Infrastructure Act and Regulations.

9.3.2.2 Print publications

When GRDM's budget allows, advertising the municipality's service delivery achievements **can** be done in magazines, newspapers and publications. Advertising of vacancies, notices and tenders should be done in accordance to the audience which it intends to reach.

9.3.2.3 Newsletters

Newsletter publications are developed by the Communication and Graphic Design Unit. **These exist** to inform, educate and influence internal and external audiences. Internal newsletters focus on employee-related issues, while external newsletters are aimed at both internal and external audiences. **The Strategic Manager in the Office of the Municipal Manager approves the final newsletter publications.**

9.3.2.4 Booklets, banners, flyers, posters, etc.

All other advertising collateral needs to be produced by the Communication and Graphic Design Unit in collaboration with user departments. Approval will be done by the relevant section head, Executive Manager and Senior Communicator.

9.4 Marketing

9.4.1 Website

The municipality's official website serves as the window to the public and is intended to provide the public with educational and informative content. The municipal website is also the portal for the public for accessing municipal opportunities, jobs, news and **legislatively required** documents.

Other sections will be coached on an incremental approach to upload their own **legislatively required documents to the website.**

Section (Owner)	What	Upload to website
BTO, AFS, Assets, PMS	Section 52 Reports	Communications
BTO, AFS, Assets	Section 71 Reports	Communications
BTO, AFS, Assets, PMS	Section 72 Reports	Communications
BTO, AFS, Assets	Section 75 Reports	Communications
Disaster Management	COVID-19 updates, Estuary Management Plans	Communications
Integrated Development Planning	Annual Reports, Integrated Development Plans, Process Plans and Section 27 Frameworks, notices	Communications
Internal Audit	MPAC TOR, Audit Committee Charter	Communications
Municipal Health & Environmental Services: Air Quality	By-Laws, plans and strategies	Communications

Section (Owner)	What	Upload to website
Municipal Health & Environmental Services: Environmental Health	By-Laws, plans and strategies	Communications
Municipal Health & Environmental Services: Waste Management	Waste Information System, plans, strategies and general documents, etc.	Waste Management
Office of the Speaker	Code of Conduct for Councillors	Communications
Performance Management	Frameworks, Performance Agreements, SDBIP, Section 72 Reports	Communications
Planning and Properties	Spatial Development Framework	Communications
Legal Services	Policies	Legal Services
Recruitment and selection	Job opportunities	Communications
Resorts	Tariffs	Communications
Secretary to Council	Council agendas, council committee agendas, minutes	Secretary to Council
Supply Chain Management	Formal and Informal tender advertisements and notices, cancellation of tenders, awarded tenders, etc.	Supply Chain Management
Institution as a whole	All organisational strategies and plans	Communications

Departments are responsible for ensuring that all documents are provided to the Communication and Graphic Design Unit according to **legislative prescripts and deadlines**.

Website maintenance, security and development must be done in consultation with the **Information Communication Technology** unit. Documents must be converted to PDF format before being uploaded to the corporate website.

List of websites managed by the GRDM Communication and Graphic Design Unit:

- www.gardenroute.gov.za
- invest.gardenroute.gov.za
- wastemanagement.gardenroute.co.za
- investmentconference.gardenroute.gov.za
- greenenergy.gardenroute.gov.za

The following websites are managed by the Properties and Resorts Unit:

- www.victoriabaycaravanpark.co.za;
- www.swartvleicaravanpark.co.za;
- www.dehoekmountainresort.co.za;
- www.calitzdorpspa.co.za.

The Tourism Unit manages the regional tourism website:

- www.visitgardenrouteandkleinkaroo.com

9.4.2 Social Media

Social media platforms provide social media account owners with the opportunity to engage in two-way communication. However, these platforms pose various risks related to digital security, public perceptions, and reduced productivity at work if not properly monitored.

Social media is a modern approach to communication; it provides instant, cost-effective and ongoing, measurable results to social media users and the municipality. This also means that the municipality has an inherent interest in forming part of online conversations whenever it is mentioned to enhance its brand reputation and customer service.

One of the tools used to effectively engage with youth is social media because it increases the quality and appropriateness of service delivery, events and activities. In short, engaging young people means that programs, services and policy development will be more relevant, appropriate and responsive to their needs.

The municipality currently makes use of the following social media platforms:

- Facebook (Page and profile)
- Twitter (profile)
- Instagram (profile)
- Youtube (channel)
- LinkedIn (page); and
- WhatsApp (multiple groups – refer to Annexure A: Social Media for the standard terms of reference for WhatsApp groups).

Please refer to Annexure A: Social Media, for details of the organisation's social media activities and how it affects employees.

9.5 Branding

A clear and consistent CI is required to assist the public in recognising, accessing and assessing the policies, programs, services and initiatives of the GRDM. To maintain a recognisable and unified corporate identity throughout the Council, buildings, facilities, programs, services and activities must clearly be identifiable. In identifying contributions or activities, the Section: Communication and Graphic Design must give prominence to the official symbols of the GRDM in all information and communication materials, regardless of medium, for internal or external use.



These rules apply to the correct use and placement of the various branded goods used at events (Gazebos, flags, banners, x-frames, etc.). All material developed by the GRDM, flyers etc., should be proofed for the correct use of logos and language.

All corporate branded material must, at all times, be routed through the Senior Communicator before being purchased. He/she will do quality checks on the identity and verify what is planned to be purchased is in line with what the corporate brand guide of the municipality stipulates. When there are proposals for new branded materials, they will be captured and included in the next review of the corporate brand guide.

For more details about the municipality's branding collateral, refer to the CI Guidelines of GRDM.

10. RECORDS MANAGEMENT AND ARCHIVES

External e-mails received from the public or organisations, sent to info@gardenroute.gov.za (official Garden Route District Municipality's e-mail address), will be reviewed for applicability at the Registry. If indeed a record, it will be forwarded and incorporated into the system for record-keeping. If individuals receive an official e-mail directly via e-mail, it must be forwarded to info@gardenroute.gov.za to be captured and distributed for attention by the appropriate staff.

Refer to the Records and Archives policy for more reading.

11. CRISIS COMMUNICATION

Crisis communication is implemented before, during and after a crisis. It serves the purpose of guiding those assigned to provide information to Communicators and those communicating to the public, media and other stakeholders.

Activities outlined in this document warrants that all communication resources have to be exercised in a short space of time to protect both the municipality and the public. The information has to be disseminated swiftly and effectively to minimise the risks related to the effects of a crisis.

Municipal Communicators are the voice of the municipality and, through their expertise and networks, can influence public perceptions and behaviour.

The goals of communications during a crisis are to:

- offer information that might reduce the chances of speculation and inaccurate information being reported to the public;
 - always respond in a manner that will put the receiver at ease that the municipality is hard at work addressing pressing issues;
 - respond swiftly to define to provide the most appropriate messaging for the municipality;
 - influence public perceptions of how a crisis is being dealt with;
 - leverage on the media to reach a broad audience;
 - ensure that compassionate engagements with the public take place – the more, the better;
 - ensure that whoever speaks directly to the municipality, in writing or during interviews, are corrected whenever they speculate about issues;
 - ensure that there are reporting done on matters, positive and negative. This is extremely important because, in the case of negative issues, if the municipality does not respond to issues proactively, it could be seen that the municipality intentionally withheld information from the media or public to "protect" their reputation – admit mistakes;
 - ensure that the municipality stays on record with factual information.
-

When a District Command Centre (DCC) is established, the Senior Communicator will lead the communication cluster and represent all communication role players and be the link to the DCC to resolve overarching communication issues. If the senior communicator is not available, the responsibilities will be delegated to a communication officer.

Below find a breakdown of the leading role players in the communication of various emergencies. Do note that tasks can be delegated:

11.1 Disaster management

Role Player	Communication role	Communication responsibilities
Executive Mayor	Spokesperson	Interviews with the media, pre-recorded or live
Municipal Manager	Spokesperson	Interviews with the media, pre-recorded or live
Manager: Municipal Disaster Management	Spokesperson	Interviews with the media, pre-recorded or live
Cluster lead: Communication	Spokesperson	Interviews with the media, pre-recorded or live

11.2 Fire Emergencies

Role Player	Communication role	Communication responsibilities
Executive Mayor	Spokesperson	Interviews with the media, pre-recorded or live
Municipal Manager	Spokesperson	Interviews with the media, pre-recorded or live
Fire Chief	Spokesperson	Interviews with the media, pre-recorded or live
Cluster lead: Communication	Spokesperson	Interviews with the media, pre-recorded or live

11.3 Municipal Health

Role Player	Communication role	Communication responsibilities
Executive Mayor	Spokesperson	Interviews with the media, pre-recorded or live
Municipal Manager	Spokesperson	Interviews with the media, pre-recorded or live
Manager: Municipal Health and Environmental Services	Spokesperson	Interviews with the media, pre-recorded or live
Cluster lead: Communication	Spokesperson	Interviews with the media, pre-recorded or live

The Corporate Disaster Management Plan can be accessed for more roles and responsibilities of role players relating to disasters and emergencies.

12. LANGUAGE USE

The Constitution of South Africa provides that municipalities must consider the language usage and preference of a community. The three primary languages used in the Garden Route District are isiXhosa, English and Afrikaans. Therefore, all important and/or mandated communication must be published in all three languages. More details on Council's language use can be viewed by accessing the "Language Policy" of Garden Route District Municipality.

The target audience will determine the choice of language used in communications. All media queries received will be answered in the language it was received.

13. COPYRIGHT

The municipality owns all publicity material and information it has paid for or created.

Consequently, the reproduction of any such material requires the approval of the Communication and Graphic Design Unit. Regulating the use of the CI, enables the municipality to prevent the misuse of the material by the producer or anyone else.

14. COMMUNICATION BUDGET

The municipality should make available 1% - 5% of **its operational budget (excluding the Roads Services Department)** to the communication function.⁵ It should include, but not be limited to the following:

- branding (signage, corporate branding);
- advertising (TV, Radio, print);
- printing and stationery;
- distribution of newsletters;
- internal and external newsletters;
- media monitoring; and
- campaigns.

⁵ Department of Communications, Communication Policy. Approved by Cabinet (22 August 2018), p. 10

GLOSSARY OF TERMS

"Accounting Officer" is the Municipal Manager of the district municipality;

"Branding" the visual representation of the municipality or product, encompassing the municipality's name, logo and visual appeal.

"Chief Financial Officer", a person designated by the Accounting Officer as Chief Financial Officer.

"Councillor" means a Councillor as defined in the Local Government: Municipal Systems Act;

"Communications" include:

- a) oral and verbal utterances of a User in or during a meeting where the business of Garden Route District Municipality or related matters are discussed;
- b) the transfer of any information, whether speech, data, text, signals, radiofrequency spectrum, images in any format through Communication Facilities; and
- c) access to or use of the services available on the Internet, including e-mail, instant messaging, websites, file transfer, video conferencing, voice over IP, chat rooms and bulletin boards by Users through the Equipment.

"Communication Share" is a folder with sub-folders that are used to share content between the Communication Officers.

"Corporate Brand Guide" is a manual that exclusively prescribes and describes the municipality's official colours, logo, design elements etc.

"Disaster Management" means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at preventing or reducing the risk of disasters; mitigating the severity or consequences of disasters; emergency preparedness; rapid and effective response to disasters; and post-disaster recovery and rehabilitation.

"District Municipality" refers to Garden Route District Municipality, which is a municipal executive and legislative authority in an area that includes more than one municipality and which is described in section 155(1) of the Constitution as a category C municipality

"Systems Act", the Local Government: Municipal Systems Act, No. 32 of 2000.

ANNEXURE A: SOCIAL MEDIA

1 Scope

This document applies to:

- Municipal employees using social media for official communication purposes.
- Municipal employees using social media for personal reasons.
- Public commenting on social media.
- Social media communication made at any time, whether privately or publicly, including outside of office hours, and from anywhere, including away from work or on personal devices, whether to an individual or a group.

2 Official Use

All municipal employees (officials and councillors) must comply with the general communication policy regarding official spokespersons and council information. Also, they:

- May only make comments on behalf of the municipality with express approval or authority;
 - may not post false or hearsay statements that could bring the municipality into disrepute;
 - should not give out personal details, only contact details in line with the POPI and PAIA Acts;
 - may not post municipal information of confidential nature – a summary of the information preferred by the municipality to be kept confidential as opposed to not-confidential are listed below. For more details on what a person is allowed to share with others, refer to the POPI and PAIA Acts.
 - may not use logos or vision and mission statements without permission from the Communication and Graphic Design Unit;
 - must only publish municipal information online that can be verified and not that of one's personal opinion;
 - must refer all media enquiries to the Communication and Graphic Design Unit; and
 - Regarding item 2 of the Code of Conduct for Municipal Employees, an employee must at all times, *among other things*, act in the best interest of a municipality and
-

in such a way that the credibility and integrity of the municipality are not compromised.

Confidential	Not-confidential
<ul style="list-style-type: none"> • State security matters • Information not confirmed by incident commanders during a Joint Operations Centre activation • In-Committee items (red items), not before, during or after council meetings unless council grants authorisation • Confidential clauses in contracts • No names of people who have died during a disaster or any incident where the municipality is involved 	<ul style="list-style-type: none"> • Council Agenda or anything publicly known • Service Level Agreements (unless confidential provisions are made)

3 Personal Use

Employees are personally responsible for what they communicate on or through social media and they must adhere to the code of conduct for municipal employees.

In addition, municipal employees:

- may not use municipal logos and branding for personal social media posts without explicit permission, but are allowed to share municipal information which the official pages of the municipality have shared;
 - could be held legally responsible for comments on personal social media platforms which include language or any pictures or videos that are vulgar, obscene, threatening, harassing, defaming, or which promotes hate speech;
 - must not engage in content that supports, fosters, perpetuates discrimination by race, creed, colour, age, religion, gender, marital status, health, status about public assistance, national origin, physical or mental disabilities, or sexual orientation [refer to section 4. Freedom of Speech];
 - must respect that computers and resources are reserved for municipal-related business and not for private use;
 - must ensure that social media activities do not interfere with work duties and performance;
 - must not use social media in such a manner that it is projected to be harmful to the municipality or any project that the municipality is undertaking;
 - must not engage in posting content or links to pornography;
 - must not conduct or encourage illegal activity; and
-

- must not post information that may compromise the safety or security of the public or public systems or criminal investigations.

4 Public Activity

Content/queries/statements of a political nature will be routed to the Executive Mayor of GRDM.

A disclaimer appears on the municipality's social media pages, which explains details about the latter.

5 Freedom of Speech

This policy is not intended to limit either freedom of speech or that freedom being exercised within the law. The right to freedom of expression or speech comes with responsibilities; one's views shouldn't be posted online if they harm the reputations and rights of people or organisations.

6 Cyber Bullying

The municipality will not accept any form of bullying or harassment of or by employees of the municipality.

The following examples illustrate the types of behaviour displayed through social media communication, which the municipality considers to be forms of cyberbullying:

- maliciously spreading rumours, lies or gossip
- intimidating or aggressive behaviour
- offensive or threatening comments or content
- posting comments, photos, videos etc., deliberately mocking an individual or group with the intent to harass or humiliate them.

7 Official Accounts

The content and upkeep of official social media accounts are responsible for the Communication and Graphic Design Unit and the Tourism Unit.

Twitter

- Twitter @GardenRoute_DM, www.twitter.com/gardenroute_dm
- Twitter @grandkk1, www.twitter.com/grandkk1

Facebook

- @GardenRouteDM, www.facebook.com/gardenroutedm
- @Grandkk, www.facebook.com/grandkk
- Profile: Garden Route District Municipality

Youtube

- <https://www.youtube.com/channel/UCIOO12bVhhKUeO4u3mbPsw>

Linkedin

- Garden Route District Municipality

Whatsapp

- WhatsApp: District Communicators
- WhatsApp: Emergency Communications
- WhatsApp: Councillors
- WhatsApp: Garden Route DM Media
- WhatsApp: Staff Alerts

Instagram

- Instagram: Gardenroute_dm

8 Terms of Reference for WhatsApp Groups

WhatsApp groups; the golden rules:

- don't share irrelevant messages about other topics;
 - do not spam the group with memes, adverts, deals or irrelevant pictures;
 - no birthday wishes in groups;
 - politely excuse yourself before you leave a group;
 - post your message in one single chunk of text, don't post every word or sentence in a new message;
 - Do not have one-on-one conversations in the group. Switch to private messages;
 - Do not post in any group between 21:00 and 07:00 unless it is an all-out emergency. By emergency, we mean the "blood, floods, and broken bones" type of emergency, not the "I needed the scone recipe at 2 am because I had the munchies" type of emergency;
 - If someone asks a question and you do not know the answer, do not respond with "I don't know". Just wait for someone who knows the answer to reply;
 - Please do not send in a hundred "thank you" messages. If you feel gratitude towards someone – tell them in a private message;
-

- If someone asks a question of a personal nature (like asking for advice), don't respond if someone else has already answered, or else respond to the person directly in a private message;
- The group is not a political platform (unless you have precisely set it up for this purpose);
- There is no arguing, no heated opinions, fear-mongering, hyped-up drama, and no fake news. Check your sources before you share;
- Never use a group to berate someone else or air grievances. If you have an issue, address it one on one with the relevant person;
- Do not send data-insensitive messages. No one wants their last 3GB used up on uninvited memes; and
- Hit "Mute" on your WhatsApp group (unless you are part of an emergency rescue group). You will still receive all the messages, but your phone will not buzz or make a noise for every one of them.

9 Terms and Definitions

Term	Definition
account	A social media 'account' or 'user account' is the first step that a person needs to create, engage on social media, and populate a social media profile. Without an account, a person cannot create a profile.
follow	When a user chooses to see another user, page or group's posts, the user needs to 'follow' the user, page or group.
following	The amount of users 'following' a user, page or group.
handles	A handle defines a username, page or group name on social media and is, in most cases, preceded by the '@' sign. Examples include @JohnDoe, @GardenRouteDM, @WCGovernment etc.
hyperlink	A 'hyperlink' can either be a word, phrase or image used to jump to a new section on a website. Another name for a hyperlink is a 'link'. Hyperlinks can <u>be found</u> on websites, interactive presentations or inside electronic documents.
media channels	The methods used to communicate messages, including spoken words, print, broadcast or Internet.
network	A network is an interconnected path of communication between various social media platforms, their users (people, businesses or groups).
official channel(s)	Communication that is formal, planned, generated by an organisation, impersonal, structured, flowing between different hierarchical structures.
online community	A group of people using social media to communicate or share content.
post	A 'post' is content (text, video, and photo) <u>shared</u> on a social media platform like Facebook, Instagram, Twitter, Pinterest etc.

posted	Once text, a video, a photo, audio or documents have been uploaded (shared on) to the Internet to a social media platform, it has been published publicly (depending on one's privacy settings).
profile	A 'profile' contains information related to a user who accesses an online web-based platform, like Facebook, Twitter, Pinterest, Instagram etc. A profile stores details like the name, contact information, pictures etc., of a user.
sharing	The act of passing on content (text, video, photo, audio, documents) to and from individuals, groups, pages across social media platforms.
social media	A collection of interactive online platforms and tools that individuals, groups and organisations use to share content, market, provide insight and educate others. Social media allows for the creation and exchange of user-generated content. Examples include Facebook, Twitter, LinkedIn, Instagram, YouTube, Pinterest, Google+, WhatsApp, blogs, apps providing comment facilities.
social media platform	A tool or mechanism used to facilitate the creation and exchange of content generated for and by users. Examples include Facebook, Twitter, Pinterest, Instagram etc.
social media presence	This represents an individual, group or organisation on a social media platform. An active presence means that an individual, group or organisation uses social media regularly. Lacking a presence on social media would refer to an individual, group or organisation not engaging on social media enough to create publicity, awareness or a 'voice'.
tools	Tools are devices used to access social media platforms. Tools include desktop computers, laptops, cellular/smartphones or tablets.
unfollow	A conscious choice by a social media user to stop following an individual, group or page activity.
user	An individual that partakes in any engagement or information sharing on a social media platform.
username	A registered account name used when logging on to a social media platform.

1. **UPDATE REPORT ON THE ACTIONS TAKEN BY THE DISTRICT COVID-19 COMMAND COUNCIL TO ADDRESS THE COVID-19 PANDEMIC / OPDATERINGS VERSLAG RAKENDE DIE STAPPE WAT REEDS DEUR DIE COVID-19 DISTRIK BEHEERRAAD IN PLEK GESTEL IS OM DIE COVID-19 PANDEMIE AAN TE SPREEK / INGXELO ENTSHA NGAMANYATHELO AYE ATHATYATHWA LIBHUNGA LOLAWULO LESITHILI SE COVID-19 OKUJONGANA NOBHUBHANE COVID-19**

(18/3/2/2/6)

09 JUNE 2021

REPORT FROM EXECTIVE MANAGER COMMUNITY SERVICES / C AFRICA
MANAGER: DISASTER MANAGEMENT / G OTTO

2. **PURPOSE**

To inform Council about the actions taken by The District COVID-19 Command Council to address the COVID-19 Pandemic, as well as the amended regulations promulgated in terms of the Disaster Management Act, 2002 (Act no 57 of 2002, as amended).

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Dr Mmpahaka Tau, the Head of the National Disaster Management Centre (NDMC), classified the COVID-19 pandemic as a national disaster on 15 March 2020.

The Minister of Cooperative Governance and Traditional Affairs declared a national state of disaster recognizing the need to augment the existing legislation and contingency arrangements to deal with the pandemic on 15 March 2020.

	International	South Africa	Western Cape Province
Total Cases	174,383,842	1,699,849	297,121
Recovered	157,652,276	1,581,540	279,985
Deaths	3,752,283	57,063	11,880

Table 1: COVID-19 figures on 08/06/2021

1. DISCUSSION / CONTENTS

On the 13th of May 2021 the Chairperson raised concerns about the sharp increase of COVID-19 infections in Mossel Bay within the past 5 days. All efforts should be aimed towards curbing the spread of new infections.

The Chairperson indicated that we are entering the final planning for phase 2 of the vaccination rollout programme.

The Chairperson stated that the planning and preparation for the vaccine roll-out phase 2 is well under way.

A request was made by the Local municipalities that the Garden Route District Municipality can help with marquees and tents for the vaccination sites.

The Chairperson raised the following. There are currently 26 people in isolation at Petro SA and only 1 person in quarantine. Gateway will be used as isolation and quarantine facility as the number of people in Petro SA is increasing.

On the 27th of May 2021 the Chairperson shared the following information. The Johnson & Johnson vaccine has not been distributed yet. The Garden Route District will be notified when the new doses do arrive.

On a positive note the Pfizer vaccine will be distributed in the Garden Route. At this stage in time the main focus will be the old age homes and then from there new methods will be discussed on the logistics and distribution of these vaccines.

The Department of Health informed the meeting that the cold chain process of the Pfizer vaccine has been adjusted and can be started up to 30 days in 2-8 degree Celsius.

The Chairperson mentioned that as phase two with the vaccination rollout begins additional sites will be discussed if it is necessary. At this moment Pacaltsdorp is one of the sites that is under review as a vaccination site.

The Chairperson stated that he hasn't heard anything about the antibody testing in the district but as soon as additional information is shared with him he will share it via email.

A request was made for army tents at vaccination sites across the district. The Chairperson mentioned that four tents have been distributed.

- Hessequa (Slangrivier & Melkhoutfontein)
- George Clinic
- Knysna Clinic

The Chairperson mentioned and congratulated the EHP (Environmental Health Practitioners) on a job well done in the Bitou area. It was mentioned that winter festivals were stopped, which might have been a super spreader event as more that 750 people were to attend this festival.

Table 2: Position in terms of COVID-19 positive cases within the GRDM as on 08/06/2021

Date	Description	Oudtshoorn	Bitou	Knysna	George	Mossel Bay	Hessequa	Kannaland	GRDM
Tuesday 08/06/2021	Positive Cases	4214	2847	4911	12324	7707	2013	914	34930
	Deaths	298	101	158	455	209	106	46	1373
	Active Cases	70	38	45	154	164	25	7	503
	Recoveries	3846	2708	4708	11715	7334	1882	861	33054

WEEKLY MUNICIPAL PUBLIC HEALTH ACTIVITIES REPORT (13-26 May 2021)

FOOD PREMISES						
Name Premises	Number of premises inspected	Number of premises compliant	Number of premises non-compliant	Number of legal actions taken	Number of premises closed/ Issued a closure notice	Comply to COVID-19 regulations (sanitizing, social distancing and wearing of masks)
Food manufacturing facilities (dairy, biltong, juice & cool drink production)	21	13	7	-	-	20
Supermarkets/ Superettes	75	60	16	7	-	59
Restaurants	68	85	8		-	70
SPAZA shops	200	87	58	11	3	85

Take Away	49	55	16	-	-	42
Informal Food traders	10	10		-	-	10
Butcheries	15	15		-	-	14
Soup kitchens	8	8		-	-	8
School feeding schemes	7	7		-	-	7
Tshisanyamas	2	2	1	-	-	1
Food premises - Other	19	16	3	-	-	18

HEALTH SURVEILLANCE OF PREMISES						
Name Premises	Number of premises inspected	Number of premises compliant	Number of premises non-compliant	Number of legal actions taken	Number of premises closed/ Issued a closure notice	Comply to COVI-19 regulations (sanitizing, social distancing and wearing of masks)
Shopping centres/ Malls	31	31	1	-	-	30
Funeral undertakers	9	6	3	-	-	6
Taverns/Pubs /Bottle stores	7	7	-	-	-	7
Crèches	31	27	5	-	-	16
Guest houses /Accommodation establishment (B&B, Hotels & Self catering)	10	10	-	-	-	8
Schools	21	19	2	-	-	19
School Hostels	1	1	-	-	-	1
Churches	20	20	-	-	-	20
Hair salons/Barbershop	16	13	3	-	-	14
Informal settlements	25	15	10	3	-	8
Public toilets	32	27	5	1	-	30
Garages/ Petrol Stations	11	11	-	-	-	11
Taxi ranks	6	6	-	-	-	5
Prisons	-	-	-	-	-	-
SAPS Holding cells	-	-	-	-	-	-
Health Care Risk Waste facilities & Generator	10	10	-	-	-	10
Keeping of animals (excluding small holding farmers & on residential premises)	1	1	-	-	-	1
Illegal Dumping	20	3	17	13	-	
Health Establishments						
Clinics	17	16	-	-	-	16
Hospitals	3	3	-	-	-	3
Old Age homes	10	9	-	-	-	10
Nursing homes	3	3	-	-	-	3
Funeral Gatherings	4	4	-	-	-	4

Recreational Facilities (Waterslides, caravan parks, Gymnasiums, Play parks, Swimming pools)	28	22	6	-	-	26
Other	3	3	-	-	-	4
HEALTH AND HYGIENE EDUCATION/AWARENESS						
Type of community					Number of awareness sessions conducted	
Formal Food Premises					43	
SPAZA Shops					88	
Informal Food traders					-	
Health Hygiene education (Funeral undertakers, Crèches, Churches, Hair salons/Barbershop, Clinics, Old Age homes, Taverns/Pubs/Bottle stores)					43	
Surveillance and prevention of Communicable diseases					121	
Total number of awareness sessions					278	

SAMPLING (DRINKING WATER/ FINAL EFFLUENT/FOOD)				
Sample type	Number of samples	Compliance		Outstanding results
		Compliant	Non-compliant	
Drinking water (WSA)	59	33	8	22
Drinking water (NWSA)	15	12	-	3
Final effluent(WSA)	13	9	-	4
Final effluent(Private)	1	1	-	-
Recreational water	25	11	-	14
Food	68	4	-	64
Surface swabs	29	-	-	29

DISINFECTION ACTIVITIES – GOVERNMENT AND PRIVATE OWNED BUILDINGS AND PUBLIC SPACES		
Type of premises	Number of Deep cleansing activities	
	Conducted by GRDM	Conducted by private entities and/or B-municipality
Business premises (Food premises, Old Age Homes, Clinics, SPAZA shops, Police stations, Retails stores, etc.)	3	2
Government premises (Police stations, Prisons, Municipality buildings etc.)	2	-
Taxi ranks	-	-
COVID-19 - CASE INFORMATION		
Number of home visit to COVID-19 positive cases		50
Number of COVID-19 cases contacted per telephone		21
Number of contacts traced: via phone		28
Number of contacts traced: via physical visits		54
Number of untraceable cases/contacts		4

DECEDENT INFORMATION	
Number of deaths (all deaths) (information to be obtained from funeral undertakers)	234
Number of COVID-19 deaths (information to be obtained from funeral undertakers)	18
Number COVID-19 funerals attended	3
Number of COVID-19 cremations	2
See Annexure A & B for the Funeral Home Reporting Statistic	

CHALLENGES AND RECOMMENDATIONS	
Challenges	Recommendations
General public not masks in public	Awareness training
Church and congregations not conforming to COVID-19 regulations	Awareness training, Issuing final notices
After party tears parties	Stricter management by role players
Social sports events and festivals	B-municipalities must re-evaluate the approval of these events

5. RECOMMENDATION

That Council takes note of report

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo lengxelo.

6. DISCUSSION

6.1 COVID-19 Legislation and Regulations

Since the 25th of March, 2020, Dr Mmaphaka Tau, in his capacity as the Head of the National Disaster Management Centre, after assessing the potential magnitude and severity of the COVID- 19 pandemic in the country, in terms of section 23(1) (b) of the Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), classified the COVID-19 pandemic as a national disaster.

Emanating from the classification of this occurrence as a national disaster, in terms of section 26, read with section 23(8) of the above mentioned Act, the primary responsibility to co-ordinate and manage the disaster, in terms of existing legislation and contingency arrangements, is designated to the national executive.

In terms of Section 15(2) (aA) of the Act, read with sections 23(8), Dr Tau called upon all organs of state to further strengthen and support the existing structures to implement contingency arrangements and to ensure that measures are put in place to enable the national executive to effectively deal with the effects of this disaster.

On the 15th of March 2020, Dr Nkosazana Dlamini Zuma, the Minister of Cooperative Governance and Traditional Affairs as designated under section 3 of the Disaster Management Act, 2002 (Act no 57 of 2002, as amended) in terms of section 27 (1) of the Act declared a national state of disaster. In terms of section 27(2) of the aforementioned act the minister may, when required, make regulations or issue directions, since the onset of the COVID-19 pandemic the regulations as well as disaster management guidelines and notices have been published.

The Declaration of a National state of Disaster has again been extended till the 15th of June 2021 by the Minister of Cooperative Governance and Traditional Affairs, Dr Nkosazana Dlamini Zuma.

6.3 Financial Implications

Thus far, all of the COVID-19 related expenses have been funded from:

Council's cash reserves;

Funding provided for in terms of the approved 2019/2020-adjustment budget;

COVID-19 Disaster Grant allocation to the value of R268 000 and the Provincial Social support grant to the value of R100 000.

6.4 Legal Implications

Disaster Management Act, 2002 (Act No. 57 of 2002, as amended), sections as outlined in the above mentioned discussion.

6.5 Staff Implications

No direct staff implications

6.6 Previous / Relevant Council Resolutions:

Monthly COVID-19 update reports have been submitted to Council since April 2020.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council to not implement the directive.

BACK TO AGENDA

1. **PLANNED DISTRICT PROJECTS BY PROVINCIAL GOVERNMENT WESTERN CAPE FOR THE 2021 / 22 FINANCIAL, OVER THREE FINANCIAL YEARS / BEPLANDE DISTRIKSPROJEKTE DEUR PROVINSIALE REGERING WES-KAAP VIR DIE FINANSIËLE 2021/22, AANEENLOPEND OOR DIE VOLGENDE DRIE FINANSIËLE JARE / INKQUBO EZICETIWEYO NGURHULUMENTE WEPHONDO LENTSHONA KOLONI KUNYAKAMALI KA 2021/22, KWIMINYAKA EMITHATHU**

09 JUNE 2021

REFER REPORT FROM THE EXECUTIVE MANAGER ROADS AND TRANSPORT SERVICES (JG DANIELS)

2. **PURPOSE**

The purpose of the report is to present the planned District projects by Provincial Government Western Cape for the 2021 / 2022 financial year to Council.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Provincial Government of the Western Cape outsources catalytic projects within the district every year with a multi-year budget cycle. After completion of these projects Garden Route takes ownership of the maintenance of some of them.

5. **RECOMMENDATION**

That Council takes note of the catalytic PGWC projects.

AANBEVELING

Dat die Raad kennis neem van die projekte.

ISINDULULO

Sesokuba iBhunga lizithathele ingqalelo ezinkqubo.

6. DISCUSSION / CONTENTS

6.1 Background

This program defines catalytic infrastructure as the construction of physical networks, or 'hard' infrastructure, which is necessary to unlock development and create long-term employment. Projects will involve construction of roads, resealing of surfaced roads, regravelling of gravel network and maintenance of all road network in the district.

6.2 Discussion

The District projects by Provincial Government Western Cape for the 2021 / 2022 financial year is tabled below. This is a three year allocation that is planned for the Garden Route District Municipality area. The monetary value for the three financial years is as follow:

- 2021/22 Financial Year: R 397 million
- 2022/23 Financial Year: R 395 million
- 2023/24 Financial Year: R 107 million

The total value for these projects over the 3 year period is estimated at R 0.907 billion in our region.

Project/Programme Description	Municipal	Status	Contract value	Total Expenditure	Project Allocation		
	Area / Town		R'000	R'000	R'000		
					2021/22	2022/23	2023/24
C1148: Periodic Maintenance of TR2/10 (N2 Knysna), TR1/1 (Blanco Airport)and MR347 (Airport) – Knysna	Knysna	Documentation and Procurement Stage (Envisaged to be advertised for Tender in 2021/22)	71 000	-	50 000	21 000	-
C1008: The Rehabilitation of DR01688 from Calitzdorp to the Catitzdorp Spa turn-off and Upgrade of DR01699 (Cement Road)	Kannaland	Documentation and Procurement Stage (Envisaged to be advertised for Tender in 2021/22)	192 000	-	52 000	120 000	20 000
C1103: THE PERIODIC MAINTENANCE OF TR2/12 (Natures Valley), UPGRADE OF DR1797 (Redford) AND STRENGTHENING OF OP7220 NEAR NATURE'S VALLEY	Bitou	Documentation and Procurement Stage (Envisaged to be advertised for Tender in 2021/22)	118 000	-	65 000	51 000	2 000
C1124: Periodic Maintenance on MR334, MR337(Albertinia), DR1532 and DR1525 - Herbertsdale/Gouritsmond Area	Hessequa	Documentation and Procurement Stage (Envisaged to be advertised for Tender in 2021/22)	80 000	-	78 000	2 000	-
C0964.02: Upgrade of TR33/1(Mosselbai – Loiu Fourie Rd) - Phase 2	Mossel Bay	Design Development (Envisaged to be advertised for Tender in 2021/22)	250 000	-	60 000	100 000	80 000
C0851: Upgrade DR1609 - Rondevlei	Knysna and George	Design Development (Envisaged to be advertised for Tender in 2021/22)	60 000	-	30 000	30 000	-
C1047.02: The widening of Bridge No. 2221 over the Maalgate River at 15.1km on TR2/9 (George Airport)	George	Documentation and Procurement Stage (Tender stage)	38 000	-	37 000	1 000	-

C1153: Periodic Maintenance of TR31/4 - Barrydale to Ladismith	Kannaland	Design Development (Envisaged to be advertised for Tender in 2021/22)	100 000	-	25 000	70 000	4 000
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6.3 Financial Implications

There will be no financial implications

6.4 Legal Implications

There will be no legal implications.

6.5 Staff Implications

There will be no staff implications.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

No risk.

[**BACK TO AGENDA**](#)

DISTRICT COUNCIL

22 JUNE 2021

**1. REPORT FOR THE ROADS DEPARTMENT FOR THE FINANCIAL YEAR 2020/2021 /
 VERSLAG RAKENDE DIE PAAIE AFDELING VIR DIE 2020/2021 FINANSIËLE JAAR /
 INGXELO YESEBE LEZENDLELA KUNYAKAMALI KA 2020/2021**

(6/1/2/1-2020/21)

08 June 2021

REPORT FROM THE EXECUTIVE MANAGER: ROADS & TRANSPORT PLANNING SERVICES
(JG DANIELS)

2. PURPOSE OF THE REPORT

The purpose of the report is to give Council a more detailed outlay regarding the current plant value of fleet for Roads Department's financial year 2020/2021.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

As contained in the report.

5. RECOMMENDATION

That Council takes notes of the report.

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

6. BACKGROUND / DISCUSSION

6.1 BACKGROUND

PLANT VALUE FOR 2020: **R 365,414,860.00**

MAJOR PLANT

BUS: EXECUTIVE: 13-20 SEATER (DIESEL)	-	R 805,000.00
BUS: EXECUTIVE: 13-20 SEATER (DIESEL)	-	R 805,000.00
LOADER: PNEUMATIC: 1.72 M ³)	-	R 2,500,000.00
LOADER: PNEUMATIC: 1.72 M ³)	-	R 2,500,000.00
VAN: PICK UP LWB EXEC: 701 – 1000 kg D	-	R 335,000.00
VAN: PICK UP LWB EXEC: 701 – 1000 kg D	-	R 335,000.00
VAN: PICK UP LWB EXEC: 701 – 1000 kg D	-	R 335,000.00

Total value of plant purchased in 2020 delivered in 2021: **R 7,615,000.00**

6.2 DISCUSSION

CURRENT PLANT VALUE OF FLEET FOR 2021: R367, 810,072.00

MINOR PLANT PURCHASED AND DELIVERED IN 2021

1x IMPLEMENT: TREE MULCHER	R 401,362.00
3 x MOWER: NYLON CUTTER	R 23,400.00
1x TRAILER: FUEL 1000 LT	R 180,550.00

MAJOR PLANT PURCHASED AND DELIVERED IN 2021

1x ROLLER: PNEUMATIC-TYRED	R 1, 700,000
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TOTAL PLANT VALUE PURCHASED & DELIVERED FOR 2021: **R 2, 305,312.00**

TOTAL MECHANICAL STAFF (GEORGE/OUTDSHOORN & RIVERSDALE) 24

GEORGE	1x Deputy Manager
	1x Superintendent
	4x Artisans
	4x Mechanical Assistants
	1x Operator (Mechanical Horse)
	1x Assistant (to the operator)
AREA	PLANT VALUE
George	R 77 136 100.00 (ADDITIONAL PLANT: R 416,962.00)
Herbertsdale	R 10 475 900.00
Knysna	R 6 436 400.00 (ADDITIONAL PLANT; R7 800.00)

4x ARTISANS & 4x ASSISTANTS TO MAINTAIN FLEET VALUE OF R 94 048 400.00

OUTDSHOORN	1x Superintendent
	4x Artisans
	5x Mechanical Assistants

AREA	PLANT VALUE
Oudtshoorn	R 112 642 160.00 (ADDITIONAL PLANT: R 1,700.000.00)
Van Wyks Dorp	R 6 236 300.00
Ladismith	R 5 865 400.00
Uniondale	R 6 311 550.00
Herold	R 5 798 150.00
CalitZdorp	R 5 829 850.00

4x ARTISANS/4x ASSISTANTS TO MAINTAIN FLEET VALUE OF R 142 683 410.00

RIVERDALE	1x Artisan
	1x Mechanical Assistant

AREA	PLANT VALUE
Riversdale	R 117 324 000.00
Heidelberg	R 6 160 150.00
Albertinia	R 6 021 950.00 (ADDITIONAL PLANT: R180, 550.00)

1x ARTISAN/1x ASSISTANT TO MAINTAIN FLEET VALUE OF R 129 506 100.00

Please note: Artisans and Assistants from George and Oudtshoorn Workshops will assist the Riversdale Workshop with repairs and maintenance when and where needed (Yearly projects in Riversdale Area).

6.3 FINANCIAL IMPLICATIONS

Funded by PGWC (Provincial Government Western Cape).

All maintenance within the operational budget of Roads Department for 2020/2021 financial year.

6.4 LEGAL IMPLICATIONS

The Local Government: Municipal Finance Management Act 56 of 2003

The Local Government: Municipal Systems Act 32 of 2000

The Local Government: National Road Traffic Act, 93 of 1996

South Africa: Constitution of the Republic of South Africa 1996

6.5 STAFF IMPLICATIONS

A decision not to implement the direction will have no staff implications

6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

A similar report served at a Council meeting dated 27 July 2020.

6.7 RIKS IMPLICATIONS

There are no foreseen risks.

ANNEXURE

NONE

BACK TO AGENDA

1. SUBJECT: REPORT ON EXPANDED PUBLIC WORKS PROGRAMME AMENDED POLICY / VERSLAAG OOR DIE UITGEBREIDE OPENABARE WERKS PROGRAM (UOWP) GEWYSIGDE BELEID / INGXELO NGOMGAQO OLUNGELELANSIWEYO WENKQUBO EYANDISIWEYO YOMSEBENZI WOLUNTU

17/8/1)
22 JUNE 2021

REPORT FROM THE EXECUTIVE MANAGER: (PLANNING AND ECONOMIC DEVELOPMENT SERVICES) (L MENZE) / EPWP MANAGER (R. DYANTYI)

2 PURPOSE

To consider amendments that are in line with Protocol Agreement to Expanded Public Works Programme and Infrastructure Policy.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Garden Route District Municipality is forming part of National Public Employment Programme as per the National Protocol Agreement that was signed last year 2020 November. Therefore, the Council is required to amend its EPWP policy to address the current challenges of high unemployment and the five-year employment targets as per the Protocol Agreement that need to be implemented in the region. The policy with proposed changes highlighted in red are being submitted for approval as recommended by the Council Policy Workshop 19 May 2021.

5. RECOMMENDATIONS

That the Expanded Public Works (EPWP) Policy be approved by Council.

Dat die Uitgebreide Openbare Werke (EPWP) -beleid deur die Raad goedgekeur word

Sesokuba uMgaqo Wenkqubo Eyandisiweyo Yomsebenzi Woluntu uphunyezwe liBhunga.

6. DISCUSSION / CONTENTS

As outlined in the executive summary.

6.1 Background

As outlined in the executive summary.

6.2 Discussion

As outlined in the executive summary.

6.3 Financial Implications

As per approved budget and the Grant allocation.

6.4 Legal Implications

None, to ensure alignment with policy and legislative directives.

6.5 Staff Implications

That the council should consider funding vacancies under the Organisational approved structure for the implementation of this policy.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

Failure to approve this policy will lead to the Incentive Grant withdrawal by National Public Works and Infrastructure under DORA conditions.

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Corporate Services

NOTE THE AMENDMENTS TO THE CURRENT EPWP POLICY UNDER REVIEW

6.8.2 Executive Manager: Planning and Economic Development

6.8.3 Executive: Community Services

The report on the amended EPWP policy is noted

6.8.4 Executive Manager: Roads and Transport Planning Services

Report noted

6.8.5 Executive Manager: Financial Services

Content is noted. Council will have to consider if this policy should prescribe what is included on the top layer. There is a legislated process to approved the top layer SDBIP - I am unsure if the wording in this policy is appropriate in terms of the impact on that process.



EXPANDED PUBLIC WORKS PROGRAMME POLICY 2019- 2024

Date **DD MM YYYY**
Approved:

Council Resolution (DC DC ???/?/?/?
No):



EXPANDED PUBLIC WORKS PROGRAMME

Western Cape / Garden Route District



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ACRONYMS

Term	Definitions of Terms
Ministerial Determination	means determinations made by the Minister of Labour in terms of section 50 of the Basic Conditions of Employment Act, 1997 establishing conditions of employment for employees in the EPWP
DPWI	National Department of Public Works and Infrastructure
EPWP Manager	dedicated officials by public bodies at appropriate level of seniority for EPWP and resolved that all spheres of government should ensure that there is dedicated capacity to coordinate and implement EPWP
EPWP	Expanded Public Works Programme, as approved by the Cabinet, consisting of four sectors namely: Environment & Culture, Infrastructure, Social and Non-State
Full-time equivalent work opportunities (FTEs)	means 230 person days of work (i.e. 365 days less 104 weekend days, less 10 public holidays and less 21 annual leave days but inclusive of paid sick leave) created by an EPWP project or programme within a financial year. Full-time equivalent is the same as person-years of-work.
IDP	Integrated Development Plan

EPWP Integrated Grant	means the grant funding received by the national Department of Public Works and Infrastructure from the National Treasury, which is then transferred to the eligible Public Body in-line with the conditions of the DORA
Infrastructure sector	The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
Labour Intensive	Labour Intensive construction is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the construction process to achieve the standard demanded by the specification, the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment –intensive methods.
Non-State Sector	The sector aims to foster partnership between non-profit organisations (NPOs), communities and government to create opportunities through socially constructive activities for a large number of individuals within local communities.
SDBIP	The municipality's tool utilized to monitor and evaluate the implementation of the budget and IDP.
EPWP Enterprise Development (SMME)	means the delivery strategy by EPWP to support and promote small businesses including cooperatives within the Programme. EPWP Enterprise Development assists EPWP participants in their desire to start and operate a small business (Small Medium and Micro Enterprises)

Social Sector	The sector aims to drive a sphere of social policy dedicated to human development and improving quality of life in the areas on education, health and welfare.
Training Person – Days	The number of training person-days is the number of people who attended training multiplied by the number of days training. A distinction must be made between accredited and non-accredited person-days.
Work Opportunity	Paid work for an individual on an EPWP project for any period of time. The same person can be employed on different projects and each period of employment will be counted as a work opportunity.

PREAMBLE

RECOGNISES that economic growth is subdued, with the unemployment rate ranging between 25 and 29 percent over the past five years. With economic growth below 1 percent, Public Employment Programmes (PEPs) are still a popular social protection instrument in situations of chronic and acute poverty situation offering a 'win-win' policy option of providing employment, while also creating assets and delivering services.

RECOGNISES the social compact amongst Government, Labour, Community and Business through the Growth and Development Summit (GDS) Agreement of 2003. One of the key elements of this Agreement was with regard to the continuation and growth of Public Works Programmes. The GDS also agreed that PEPs must not displace existing permanent jobs and opportunities must be based on real demand for services. In the 2018 Presidential Job Summit, Social Partners agreed to work with Government towards improving the impact of the EPWP.

ACKNOWLEDGES that Chapter 3 of the National Development Plan NDP identifies PEPs as an important option to complement market-based employment because the problem of unemployment and under-employment has become too big for market-based solutions. Furthermore Chapter 11, as part of social protection outlines that employment of last resort schemes such as PEPs play an important role in stimulating economic activities and labour market participation.

RECOGNISES the origin, mandate, achievements and challenges faced by the Expanded Public Works Programme (EPWP) over the last three phases (Phase 1: 2004/05 – 2008/09, Phase 2: 2009/10 – 2013/14 and Phase 3: 2014/15 – 2019/20). The objective of the EPWP is to provide work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development. The EPWP contributes to developmental objectives through the impacts of: income earned, participation in employment and assets and services delivered.

ACKNOWLEDGES that Cabinet has approved the EPWP Phase 4 proposal in December 2018. The Programme is to create 5 million work opportunities over the period 2019/20 - 2023/24. EPWP Phase 4 provides for a strategic shift towards improving the measurement of the qualitative impact of the Programme, increasing community participation and achieving greater

convergence between sectors, so as to deepen EPWP's overall developmental impact. Furthermore, the Programme continues to promote core EPWP principles to be progressively implemented, namely: compliance with the minimum EPWP wage and employment conditions, selection of workers based on a clearly defined processes and criteria, the provision of work opportunities that provides or enhances public goods/community services and the application of minimum labour intensity appropriate to sector.

ACKNOWLEDGES that Inter-Ministerial Committee(s) (IMC) will provide strategic and political leadership in addressing high-risk areas for the achievement of the 5 million work opportunities, remove political blockages and broker high-level solutions.

ACKNOWLEDGES the continued use of the EPWP Implementation Protocols, EPWP Municipal Policies and Incentive Agreements and any subsequent changes, as levers for reinforcing the mainstreaming of EPWP and coordination mechanisms at national, provincial and local level. The EPWP Implementation Protocol defines the enabling cooperative relations and commits parties to contribute to the 5 million work opportunities to be created. The EPWP Policy provides for a Municipal Council directive on the institutional arrangements, accountability and responsibility lines within a Municipality and clarifies the objectives, targets, context and policy enablers required to implement the Programme. An Incentive agreement gives effect to the provisions of the Division of Revenue Act (Act) in terms of the incentive allocation.

The success of the Expanded Public Works Programme continues to depend on concerted efforts, cooperation and implementation across all spheres of Government. The Parties recognise that Inter - Governmental cooperation and coordination in line with section 41 of the Constitution of the Republic of South Africa (Act no. 108 of 1996) and Chapter 3, Section 35 of the Intergovernmental Relations Framework Act (Act no 13 of 2005) are essential to achieve the objectives and the targets of the EPWP outlined above. To this end, the Parties pledge their cooperation and commitment to the implementation of the EPWP and conclude this Implementation Protocol.

1. OVERVIEW

The proposed EPWP Policy is align with the National Department of Public Works and Infrastructure strategic directives. The preamble statements were borrowed from the sign EPWP protocol agreement and the National Development Plan Vision 2030 identified nine main challenges facing South Africa, amongst others are:

Too few people work and the quality of education available to the majority is poor. The persistently high rate of unemployment in South Africa (32.5%) is one of the most pressing socio-economic challenges facing government. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance.

EPWP is a nationwide short and medium-term government initiative aimed at alleviating poverty by utilising public sector budgets to draw significant numbers of the unemployed into productive work while enabling these workers to gain skills while they work.

The key objective of the 4th phase of the programme is to bring together all government, civil society and private sector stakeholders to, by the year 2024, create 5 million job opportunities in the Country. It is a programme that is being implemented by all three spheres of government, across four (4) defined sectors, namely:

- Infrastructure
 - Social
 - Environment and Culture sectors
 - Non-State
-

As per Cabinet mandate, this programme is co-ordinated by the National Department of Public Works and Infrastructure (DPWI).

2. PURPOSE

The main objective of the EPWP programme is to utilize line function budgets (capital, operations and maintenance) so that expenditure by the municipality results in increased employment opportunities and training, particularly for unemployed and unskilled labour.

This policy document aims to provide a framework for the implementation of the Expanded Public Works Programme (EPWP) within the Garden Route District Municipality (GRDM), which includes the operations across all municipal departments.

The thrust of the EPWP policy framework is to create work opportunities for the unemployed using the Garden Route District Municipality's expenditure in short to medium term (about 3–5 years), in line with the government directive. It is also envisaged that the incentive will kick-in over this period and this will allow the Municipality to sustain the implementation of this programme over the long-term.

The Garden Route District Municipality, through the Planning and Economic Development Department, will co-operate with other spheres of Government to ensure effective and compliance for a successful and impactful EPWP programme. The Garden Route District Municipality's key area of focus will be to create an environment that will be conducive through skills development, infrastructure development and SMME within those communities and specifically the unemployed that reside in the rural outskirts of the district.

3. CHALLENGES FACED BY MUNICIPALITIES

Most public bodies implementing EPWP face similar challenges. The most common challenges include amongst others the:

- Lack of dedicated capacity to coordinate and implement EPWP
-

- Capacity in terms of designing projects labour – Intensively
- Capacity in terms of reporting
- Dedicated coordination capacity within the municipality
- Low incentive draw – down
- Achievement of longer duration of work opportunities and FTE targets

The following challenges are experienced by the Garden Route District Municipality:

- *Departmental Budget's are not align to EPWP*
- *IDP, Primary and Secondary Sector Policies/Plans/Strategies*
- *Lack of budgeting for additional capacity for implementation of EPWP*
- *Late starting of projects as influenced by B-Municipalities*
- *Term of appointment contract (Shorter term vs Long term appointments)*
- *Validation of integrated registration system (Revoked)*
- *Achievement of set targets*

4. LEGISLATIVE GUIDELINES

Garden Route District Municipal EPWP process will be guided by the following national, provincial and local government legislative directives:

- The Constitution of South Africa (Act No.108 of 1996)
 - Intergovernmental Relations Act, 2005 (Act No. 13 of 2005)
 - The Public Finance Management Act (PFMA, 1999)
 - Public Service Act (PSA, 1994)
 - Municipal Finance Management Act (MFMA, 2003)
 - Division of Revenue Act (DORA, 2006)
 - The Municipal Systems Act (Systems Act, 2000)
 - The Basic Conditions of Employment Act (BCEA, 1997).
 - Skills Development Act (SDA, 1998)
 - Cabinet Memo 2003 approving the implementation of EPWP
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- Ministerial Determination and the Code of Good Practice for Expanded Public Works Programme
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012)
- National Development Plan 2030
- Garden Route District Council Integrated Development Plan
- Garden Route District Recruitment and Selection Policy
- Garden Route District Growth and Development Strategy

5. GARDEN ROUTE DISTRICT MUNICIPAL EPWP VISION

To become the leading implementers of the EPWP initiative through the creation of sustainable skills development opportunities and ultimately livelihoods characterised by low levels of poverty, unemployment and inequality

5.1. GARDEN ROUTE DISTRICT MUNICIPAL EPWP MISSION

- The Executive Mayor and the Municipal Manager will championing EPWP in the District.
 - Garden Route District Municipality will institutionalise EPWP and Executive Managers will include EPWP on their Top Layer KPI's.
 - Establish functional EPWP District Municipal Forum as stipulated under the protocol agreement
 - Establish EPWP Steering Committee within the Municipality who meets regularly
 - To work hand in hand with Department Public Works to make a success of EPWP Programme in the District
 - Report Municipal created work opportunities on monthly bases on the EPWP Reporting System.
 - Ensure involvement of all departments and active participation with regards to the EPWP Programme
 - Ensure alignment with regards to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination by the Minister of Labour in terms of section 50 of the Basic Conditions of Employment Act, 1997 establishing conditions of employment for employees in the EPWP.
 - Ensure alignment with regards to the recruitment and selection process as prescribed in the relevant HR policies of council to ensure that the selection of workers is based on (a) A clearly defined process and (b) A defined criteria.
-

- To facilitate Inter - Governmental relations and to promote cooperation and coordination between the spheres in attaining the objectives of the EPWP and meeting the assigned targets, to utilise already existing Inter - Governmental institutions
- Garden Route District will ensure Public Employment Programmes are implemented by various Governments with the primary purpose of creating work opportunities in order to address high levels of unemployment and or under-employment in society.

6. OBJECTIVES OF THE POLICY

EPWP projects and programmes must be identified, using labour-intensive methods with predetermined key deliverables over a given timeframe in the environmental, social and economic sectors. **This policy aims:**

1. To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project;
 2. To inform all Departments and Units within municipality on how their functions should contribute towards achieving the EPWP objectives; (clarify the support function roles further within municipalities e.g. finance, corporate service) (Acknowledge that the model varies);
 3. To entrench the EPWP methodology within the IDP; (acknowledge EPWP in the IDPs);
 4. To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
 5. To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives;
 6. Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities
-

per unit of expenditure. To maximise the percentage of the municipal's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers;

7. Create employment opportunities for the unemployed within local communities in the different inter alia, Infrastructure, Social, Environmental and Economic Sectors;
8. Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA, Department of Labour and EPWP Contractors training programmes; and
9. Of the total budget spent, maximise the percentage retained within the Eden District in the form of wages etc.

7. TARGETED BENEFICIARIES OF THE EPWP PHASE FOUR

Phase four of the Garden Route EPWP programme will mainly target communities in the rural – poor communities with high levels of unemployment. A minimum EPWP wage rate will be applied as per four sectors and approved by the Municipal Manager based on the skill requirement. We will ensure uniformity, fairness, transparency and equity across all EPWP sectors in selection of participants by enforcing four element below:

Participants or beneficiaries of the programme:

1. Must be willing accept the job offer;
2. Can be categorised as poor;
3. Are unemployed or underemployed; and
4. Must live within to the project area

The following selection models will be utilized:

1. Existing database of prospective beneficiaries will be used (database will be compiled, maintained and continuously updated by the Garden Route District Municipality)
 2. Advertising and following the interviewing model wherever applicable
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~~3. Shake – Shake~~

4. The above-mention categories will be applied under the Council Database and local Municipalities will be used as wards for Garden Route District Municipality.

7.1 EPWP phase 4 Target for Garden Route District Municipality 2019 – 2024

The table below illustrates the overall targets for the 2019/20 – 2023/24 financial years and Garden Route District Municipality will adhere to the targets, subject to the availability of funds.

Financial Year	Work Opportunities	Full Time Equivalent
2019/2020	284	92
2020/2021	291	94
2021/2022	297	96
2022/2023	304	98
2023/2024	312	100
Total	1 488	480

8. ROLE OF GARDEN ROUTE DISTRICT MUNICIPALITY

The EPWP cuts across all departments of the municipality and said departments must make a systematic and conscious effort in utilising their budgets to achieve the intended impact.

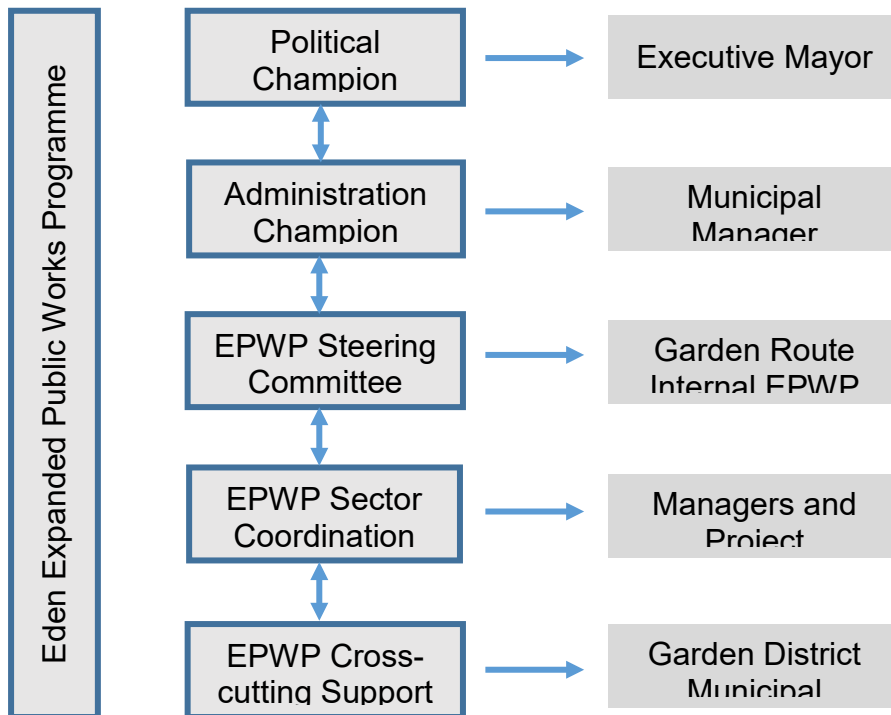


Diagram 1: Garden Route District EPWP Co-Ordination Structure

8.1 Roles and responsibilities of the Executive Mayor

According to clause 13 of the Protocol Agreement the Executive Mayor of the Garden Route District Municipality remains the key political driver of the Public Employment Programmes. **The Executive Mayor is to:**

- Provide political oversight and direction on the coordination and implementation of the EPWP within the Municipality.
- Appoint a member of the Mayoral Committee to coordinate and champion the EPWP within the Municipality.
- Appoint members of the Mayoral Committee to be responsible for promoting the EPWP in the infrastructure, social, environment & culture and non-state sectors and ensures that all the four sectors of EPWP and their programmes are implemented.
- Ensure that a dedicated capacity (human and institutional) is established within the municipality to implement, monitor and report the progress in line with EPWP requirements.
- Ensure that the Municipality meets the EPWP Phase 4 targets specified in the Annexure to this Protocol.
- Ensure that the Municipality fully comply with the EPWP Audit requirements as stipulated in the EPWP Audit SOP, Auditor General South Africa's practice note, compliance certificate, and all other relevant legislative and regulatory frameworks pertaining to audits.

8.2 Roles and responsibilities of the Executive Mayor

According to clause 14 of the Protocol Agreement the Municipal Manager of the Garden Route District Municipality remains the key administration driver of the Public Employment Programmes. **The Municipal Manager is to:**

- Ensure the effective coordination and monitor the implementation of the EPWP within the Municipality;
 - Mobilise departments within the Municipality to meet the targets specified in the Annexure to this Protocol;
-

- Develop reports on an annual basis which accounts on the achievements against the protocol and EPWP policy;
 - Ensure that the Municipal departments incorporate EPWP targets into their programme plans;
 - Ensure that the EPWP is incorporated in the infrastructure plan and development plan of the Municipality;
 - Ensure that the Municipal's EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality;
 - Ensure that all the EPWP Projects are branded and compliant to the EPWP Corporate Identity Manual;
 - Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee;
 - Promote the training of EPWP beneficiaries participating and the Programme and ensure that a percentage from project budget is set-aside for training;
 - Ensure that EPWP policies are developed and endorsed by the municipality and provide an annual (31 July) progress report to the Minister of Public Works and Infrastructure on the implementation of this Protocol;
 - Ensure that the EPWP targets are incorporated into the Municipal's Integrated Development Plan;
 - Ensure that the implementation of EPWP projects and progress reporting is a standing agenda item at meetings of the Municipal Executive Committee (Council);
 - Ensure that the Municipality complies with the requirements for disbursing the EPWP incentive grant in particularly ensure that Municipality cannot draw down any portion of the EPWP incentive grant from the Provincial revenue fund, unless in accordance with the terms of a disbursement letter provided by the Department.
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- Ensure that the Municipality adhere to EPWP Recruitment Guidelines in selecting EPWP participants for municipal projects.
- Ensure that the Municipality fully comply with the EPWP Audit requirements. As stipulated in the EPWP Audit SOP, Auditor General South Africa's practice note, compliance certificate, and all other relevant legislative and regulatory frameworks pertaining to audits.

Engage with municipal units that are not compliant with the following, in order to achieve full compliance:

- Ministerial Determination: EPWP,
- Audit frameworks and guidelines,
- EPWP reporting system guidelines,
- Training and Enterprise Development guidelines, and
- Recruitment Guidelines.

8.3 Roles and responsibilities of the Department: Planning and Economic Development

All the Public Employment Programmes will be co-ordinated and managed within the Department: Planning and Economic Development. The role of the unit includes, but is not limited to the following:

- District co-ordination of EPWP related issues;
 - Regularly review the policy to ensure that it is in line with relevant legislation and improvement in project delivery and to submit reports to portfolio committee and Council
 - Setting EPWP targets in collaboration with all the Department;
 - Creating and enabling environment for the successful implementation of the Municipal EPWP;
 - Ensuring proper management and guidance for project selection and execution;
 - Documenting EPWP related discussions and assumptions;
 - Facilitating communication amongst stakeholders;
 - Overall monitoring, evaluation and reporting of the programme; and
-

- Reporting to the Mayor as EPWP Political champion and Municipal Manager;

8.4 Responsibilities of Executive Manager: Planning and Economic Development

- Promote EPWP at the strategic platform and sources funding;
- Ensuring that information on the extent and impact of the EPWP in the Municipality is communicated to all the departments, council/committees;
- Advocate awareness amongs departments about the benefits of labour-intensive infrastructure projects at various internal platforms;
- Timeously plan for the execution and implementation of programmes in line with achievable timeframe;
- Promote the institutionalization of Public Employment Programme, SME development and training development;

8.5 Roles and responsibilities of the EPWP Manager

EPWP Manager will be appointed by the municipality. His/her Key Performance Areas will include:

- To liaise with other departments within the Municipality
 - To keep abreast with sector specific developments
 - To Liaise with and represent the Garden Route District Municipality at the governance structures, District, Provincial and National EPWP Forums
 - To Monitor, evaluate and report on progress and specific KPI's
 - To draft the EPWP risk and propose the mitigation therefore
 - To disseminate information internally as and when needed
 - To keep a record and provide information to a central database on emerging contractors and local labour establishments in the municipality; and
 - To co-ordinate or Manage Garden Route District Municipal Internal Steering Committee
-

- To make sure that EPWP beneficiaries are skilled as a strategy for exit plan
- To brief Executive Mayor, Portfolio Councilor, Municipal Manager and Executive Manager: Planning and Economic Development on matters of Public Employment programmes

8.6 Roles and responsibilities of the District Municipal Forum

At district level, the Municipal Manager for the District will convene the EPWP District Forum, which consists of Senior officials from all the local municipalities within the District, with representation from all the relevant EPWP sector Departments within the municipalities, officials from the lead Coordinating Department within the Province, the Provincial sector coordinating departments in the Province, the EPWP Programme Manager, and any person whom the Municipal Manager of the District Municipality may invite from time to time. ***The responsibilities of the DF are to:***

- Monitor and evaluate the progress of the EPWP within the District Municipality across the different sectors;
- Identify constraints to the implementation of the EPWP and consider possible solutions;
- Identify and share best practice amongst stakeholders;
- Report to the Provincial Steering Committee on the implementation of the EPWP and progress on meeting EPWP targets; and
- Consider any planning, design, implementation and technical support issues raised by a sector or Municipality.

8.7 The Internal EPWP Steering Committee

This committee will be responsible for:

- Overall coordination of EPWP with the view for monitoring and evaluation
 - Regular reviews of the municipality's EPWP policy
 - Setting overall EPWP Municipal targets
 - Creating an enabling climate for the successful implementation of EPWP
-

- Compiling an EPWP Management Plan / Project Plan
- Request report of the National EPWP reporting system on projects
- Draft the wage determination for EPWP sectors and submit to Municipal Manager for approval Annually

9. KEY PERFORMANCE INDICATORS

The following KPIs apply to the implementation of all projects which form part of the Public Employment Programmes:

9.1 Employment Opportunities

The number of employment opportunities created, irrespective of the duration of each of the jobs, during the period under review.

9.2 Person-days of Employment

The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.

9.3 Project Budgets

The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, and environment, social and economic.

9.4 Person-Training Days

The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.

9.5 Demographics

Garden Route District Municipality will strive to achieve and where possible exceed the targets as stipulated below.

The number of job opportunities created for women, the youth and people with disabilities, expressed as a ratio of the total number of job opportunities created for any given period, for each of the four sectors.

The number of workers that fall within the following categories:

Youth (18-35 years of age) - (55% Target)

Women - (60% Target)

People with disabilities - (2% Target)

9.6 Departmental KPI

The EPWP unit will annually liaise with the Performance Management Unit to ensure that Senior Managers Top Layer KPI's are created per departments. Pubblic Employment Programmes is the National Government Intitiative and Public Bodies are required to prioretise this programme

Number of job opportunities created through EPWP programmes

The following KPI's will be created on the Top Level SDBIP per department:

Planning and Economic Development

Create job opportunities through the Expanded Public Works Programme for the organization (GRDM)annually

Roads and Transport Development

Job Creation through the Roads Services annually

Community Services

Job Creation through the Community Services annually

Corporate Services (WSP will be utilized in order to address the KPI and create the unit of measurement for the department)*create training opportunities for EPWP employees(participants annually)*

Finance (Procurement plans will be utilized in order to address the KPI and create the unit of measurement for the department) Annual review of SCM policy to consider appropriate amendments to support the EPWP mandate

9.7 Expenditure Retained within Local Communities

The amount of the budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers is recorded for a given period.

9.8 Project Task Rates

Where applicable rates for the same or similar tasks will have to be uniform for the District. Task and time rates will have to comply with the terms of the Ministerial Determination.

10. EPWP EXIT STRATEGY

The ultimate objective of the Garden Route EPWP programme is to minimize incidences of poverty by utilising public sector budgets to provide numbers of the unemployed with productive work, whilst at the same time capacitate to gain skills while they work. Beneficiaries, however, are employed on a contract basis and oftenly do not have future job security.

To this extend, the programme suggest that the municipality's recruitment and selection policies should not discriminate and create an equal space for EPWP beneficiaries to be considered as possible incumbents where they meet the prerequisites (EPWP beneficiaries should be able to apply for vacancies that are advertised internal). The programme furthermore also equip beneficiaries to establish their own enterprises in order to sustain their livelihoods in collaboration with, Provincial Department of Transport and Public Work (Enterprise Development Unit) and Small Enterprise Development Agency (SEDA).

Training of EPWP Participants – EPWP Phase 4, training is to enhance skills and entrepreneurial capacity of participants; enhance the participants' future employability, opportunity to access further education/vocational training and/or to establish and manage their own enterprises. To improve training and its outcomes, **the Municipality will:**

- i. Prioritise accredited project based training including skills programme, artisan development interventions and learnerships.
- ii. Set aside budget for training to augment the limited external funds
- iii. Report all training interventions to the EPWP system irrespective of whether internal or external funded.

11. EPWP BUSINESS PLAN

The process followed to formulate and adopt the Garden Route District's EPWP Business Plan include:

- i. *Project prioritization by Internal Steering Committee*
- ii. *Endorsement of EPWP business plan by the Executive Mayor*
- iii. *Signing of the EPWP business plan by Municipal Manager*
- iv. *Submit a report to Relevant Portfolio Committee*
- v. *Submit a report to Council*

12. GENERAL PROVISIONS

- i. *This policy will be reviewed on an annual basis or and when required.*
- ii. *Approved by **Garden Route District Municipality***

1. **SUBJECT: REPORT ON THE LEASE OF NOOITGEDAGT AND GROENEFONTYN (FARMS 29 AND 30) IN THE OUDTSHOORN AREA TO WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD / *VERSLAG TEN OPSIGTE VAN DIE VERHURING VAN NOOITGEDAGT EN GROENEFONTYN (PLASE 29 EN 30) IN DIE OUDTSHOORN AREA AAN WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD / INGXELO NGOKUQASHISWA KWE NOOITGEDAGT KUNYE NE GROENEFONTYN (IIFAMA 29 KUNYE 30) KWINGINGQI YASE TSHORENI ZIQASHISELWA I WESTERN CAPE HONEY BUSH TEA CO-OPERATIVE (PTY) LTD***

REPORT FROM THE EXECUTIVE MANAGER PLANNING AND ECONOMIC DEVELOPMENT (L MENZE) / MANAGER ECONOMIC DEVELOPMENT AND TOURISM (M WILSON)

2 PURPOSE

To request Council to rescind the previous Council resolution in terms of the lease period with Western Cape Honey Bush Tea Co-operative (PTY) Ltd and to obtain approval from Council to proceed with the legislative processes to extend the current lease of farm 30 Nooitgedagt, Portions 21, 37, 38 and 39 and farm 29 Groenefontyn, Portions 9, 13 (vacant veld adjacent to De Hoek buildings), and 22 to Western Cape Honey Bush Tea Co-operative (PTY) Ltd to a period of twenty (20) years.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council has authorized a public participation process to enter into a lease agreement with Western Cape Honey Bush Tea (PTY) Ltd to lease the properties, farm 29 Groenefontyn and farm 30 Nooitgedagt, for a period of

nine (9) years. This report seeks to amend the lease period to a longer-term period of twenty (20) years, as it will take a longer period to take this farm to the level of sustainability and to provide the Co-operative ample time to achieve all the objectives that they have set out.

5. RECOMMENDATIONS

1. That the previous Council resolution in terms of the period of the lease agreement be rescinded.
2. That Council authorizes that a public participation process be followed in terms of a long-term agreement with the Western Cape Honey Bush Tea Co-operative (PTY) Ltd.
3. That the long-term agreement will be for a period of twenty (20) years.
4. That a full report which includes all public comments be brought back to Council for consideration of a long-term agreement with Western Cape Honey Bush Tea Co-operative (PTY) Ltd.

AANBEVELINGS

1. *Dat die vorige Raadsbesluit in terme van die periode van die huurooreenkoms met Western Cape Honey Bush Tea Co-operative (PTY) Ltd herroep word.*
 2. *Dat die Raad magtig dat 'n openbare deelname proses gevolg word in terme van 'n lang-termyn ooreenkoms met die Western Cape Honey Bush Tea Co-operative (PTY) Ltd.*
 3. *Dat die lang-termyn ooreenkoms vir 'n periode van twintig (20) jaar sal wees.*
 4. *Dat 'n volle verslag wat al die openbare kommentaar insluit teruggebring sal word na die Raad vir oorweging van 'n lang-termyn huurooreenkoms met die Western Cape Honey Bush Tea Co-operative (PTY) Ltd.*
-

IZINDULULO

1. Sesokuba isigqibo seBhunga sangaphambili malunga nexesha lokuqeshisa sirhoxiswe.
2. Sesokuba iBhunga linikeze imvume yothabatho nxaxheba yoluntu nekufuneka ilandelwe ngokwemiqathango yesivumelwano yesivumelwano sexesha elide nabakwa Western Cape Honey Bush Tea Co-operative (PTY) Ltd.
3. Sesokuba isivumelwano sexesha elide lizakuba yiminyaka engamashumi amabini(20).
4. Sesokuba ingxelo ephелеleyo nequka izimvo zoluntu ibuyiselwe kwiBhunga ukuze linike ingqwalasela yesivumelwano lwexesha elide nabakwa Western Cape Honey Bush Tea Co-operative (PTY) Ltd.

6. DISCUSSION/BACKGROUND

6.1 DISCUSSIONS

Western Cape Honeybush Tea Co-operative (WCHTC) is a new co-operative 100% black owned company, situated in Oudtshoorn. Council has taken the following resolution regarding the request to proceed with a public participation process in terms of a long-lease agreement with WCHBTC as follows:

1. *That Council authorizes that a public participation process be followed in terms of a long-term agreement with the Western Cape Honey Bush Co-Operative (PTY) Ltd;*
 2. *That the long-term agreement will be a period of nine (9) years with the option to renew for a further nine (9) years.*
 3. *That a full report which includes all public comments be brought back to Council for consideration of a long-term agreement with Western Cape Honey Bush Co-Operative (PTY) Ltd.*
 4. *That Council takes note that after year 3 the market related value must be sourced and the lessee then pays a market related rental and not the lesser amount.*
-

Western Cape Honeybush Tea Co-operative's objectives are:

- To promote healthy living by drinking quality herbal tea.
- To create job opportunities and break current patterns of poverty thereby providing much needed resources to the community of Oudtshoorn.
- To foster community development by using Honey-bush cultivation as a source of income and jobs.
- To build marketing channels to boost consumer demands and prices.
- To produce additional commodities which will contribute to the sustainability of these farms and;
- To enter the export market with these commodities.

Recent in-depth deliberations with the Board of Directors of the WCHT Co-operative, has provided insights into the medium and long-term plans the Co-op has in terms of the development of these farms towards sustainability.

Water Rights of Nooitgedagt and Groenefontyn:

The water rights of these farms have been confirmed by Mr John Roberts, the Deputy Director for Integrated Water Resource Management & Disaster Risk Reduction at the Department of Water and Sanitation, Western Cape Provincial Operations. Please see document attached as **Annexure A**.

Progress in terms of activities on farms:

Appointment of four unemployed people from the surrounding farms through the EPWP that assisted the WCHT team with:

- Clean-up of the premises and land preparation activities;
 - Opening up and cleaning of existing water channels;
 - Removal of alien vegetation in camps;
 - Removal of waste to rubbish dump;
 - Cleaning of interior and exterior of house on premises.
-

- Apply water right usage;
- Digger loader filling up washed out areas of operations
- Lucern have already been planted on various pieces of the land which will support their income, but also prepare the ground for the planting of honey-bush.

A huge milestone is the solid relationships that they have built with various Government Departments and agencies, such as Department of Agriculture (Elsenburg), Cape Nature, National Development Agency, Department of Social Development and Seda. The longer-term lease will enable them to secure partnerships with these entities, to maximize the support that they can receive.

These relationships led to WHCT co-operative consisting of joint venture partners.

The partners came together and set a few goals or visions they have in mind for the farm and the adjacent resort.

The first goal, which is the obvious goal, is the production of honey bush which eventually will lead to the production of honey bush tea.

The second goal is to have a strong management team in place, which include an objective maintenance team and detail-oriented administrators and so forth.

The third goal is to have Nooitgedaght adventures which consists of having tours of the farm itself. There are a few hiking trails yet to be discovered and caves whom no one but our forefathers have seen. This experience can be linked to the De Hoek Mountain resort to increase length of stay and day visits to the De Hoek Mountain resort.

The fourth goal is to have an ostrich nursery where ostriches are raised and cared for up to 6 months and eventually have different types of animals breeding on the farm.

Lastly, to have an agriculture environmental training and education programs where "new comers" who want to join or be part of the WHCT co-operative can learn and join us.

They would want to start the academy for first responder retain teams, consisting of passionate and dedicated team members from the surrounding areas to do the following:

- maintain fire breaks
- removing alien vegetation
- attend to fires

This WCHT team has a myriad of specialized skills and knowledge which complement each other and in conjunction can develop the farm to such an extent where commercial activities will be able to take place, and exports of commodities which will be produced on the farm can become a reality and success story.

An appointment with Wesgro has been secured to support them in terms of export development and Mr Yaw Peprah and Towfiq Hendricks of Wesgro will do a site visit in May 2021 and also meet with the Board members.

A long term lease agreement will enable this Co-operative to qualify for more financial assistance as per policies from various Departments such as Department of Agriculture, and create more longer term employment opportunities.

It is recommended that the lease amount be reviewed every three (3) years, taking into account the affordability to the lessee in terms of their progress regarding the development of the farm and the income generated.

6.2 Financial Implications

No funding implications for the GRDM, as the cost for the advertisement for the intension of a long-term lease agreement with WCHT Co-operative (PTY) Ltd as part of the public participation process, will be covered by the lessee.

6.3 Legal Implications

None.

6.4 Staff Implications

None.

6.5 Previous / Relevant Council Resolutions:

The Council resolution of Council meeting dated 28 April 2021 regarding this long-term lease agreement are as follows:

1. *That Council authorizes that a public participation process be followed in terms of a long-term agreement with the Western Cape Honey Bush Co-Operative (PTY) Ltd;*
2. *That the long-term agreement will be a period of nine (9) years with the option to renew for a further nine (9) years.*
3. *That a full report which includes all public comments be brought back to Council for consideration of a long-term agreement with Western Cape Honey Bush Co-Operative (PTY) Ltd.*
4. *That Council takes note that after year 3 the market related value must be sourced and the lessee then pays a market related rental and not the lesser amount.*
5. *That the lease amount be reviewed every three (3) years taking into account the affordability to the lessee in terms of the progress of development of these farms and income generated.*

6.6 Risk Implications

There are no foreseen risks associated.

6.7 Comments from Senior Management

6.7.1 EXECUTIVE MANAGER: ROADS AND TRANSPORT SERVICES

Noted the content and agree with the recommendations.

6.7.2 **EXECUTIVE MANAGER: COMMUNITY SERVICES**

The recommendations are fully supported.

6.7.3 **EXECUTIVE MANAGER: CORPORATE SERVICES**

Supports the recommendations in the report.

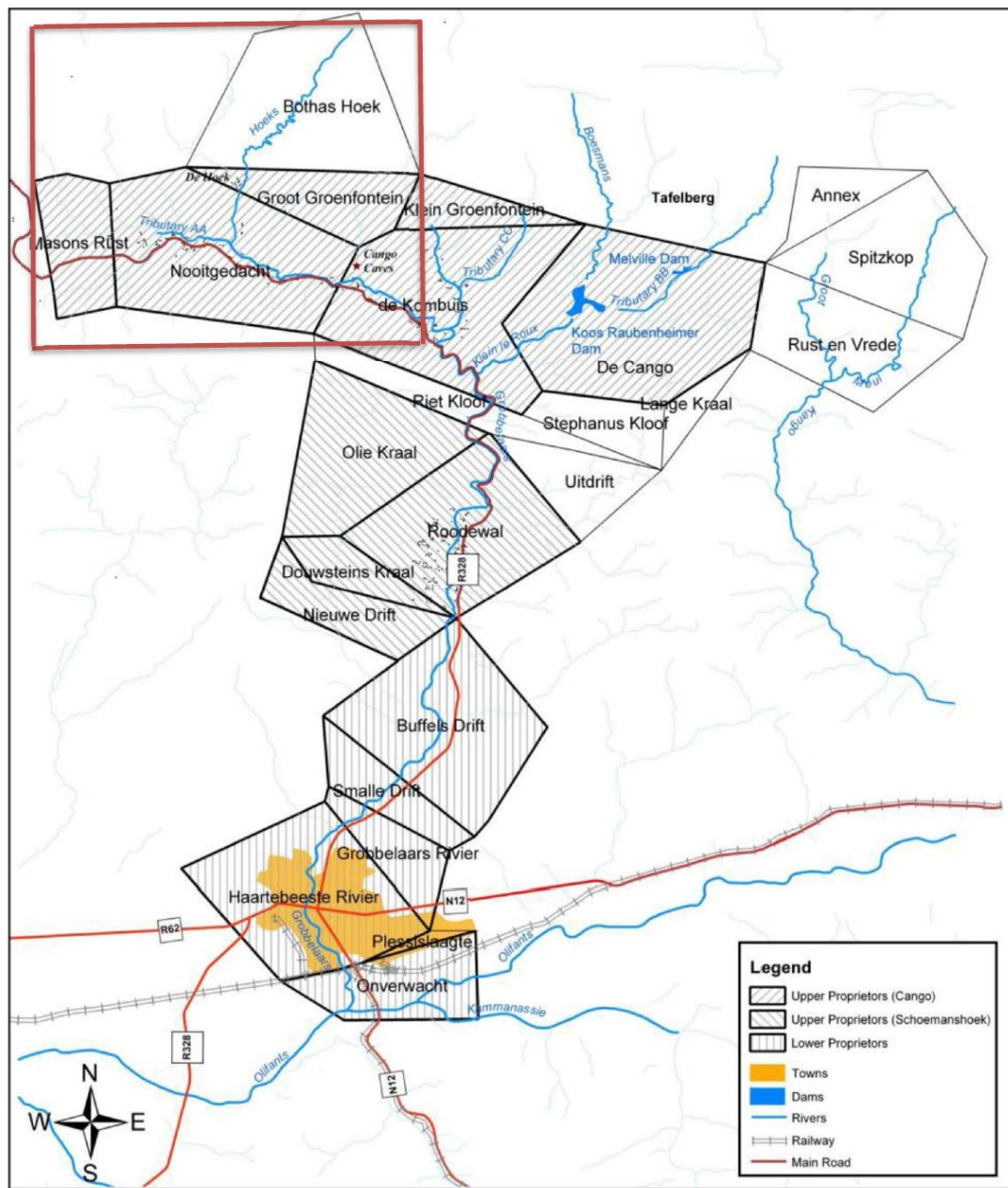
6.7.4 **EXECUTIVE MANAGER: FINACIAL SERVICES**

Supported. SLA should stipulate review of rental amount at least every 3 years. Over and above the agreed annual increase.

6.7.5 **MANAGER: LEGAL SERVICES**

Supports the recommendation.

Please see document attached as **Annexure A**.



Grobbelaars River

Water in the Grobbelaars River and its tributaries is shared between irrigators and the municipality according to agreements which date back to about 1900. The layout of properties and rivers relating to these agreements is shown on Figure 2.4.

In terms of the agreements, the various property owners are defined as Upper (Cango), Upper (Schoemanshoek) and Lower Proprietors as shown in Figure 2.4 and Table 2.1.

Table 2.1 Grouping of Grobbelaars River properties

Upper Proprietors		Lower Proprietors
Cango	Schoemanshoek	
Bassons Rust (or Mason's Rust) Nooitgedaght Grootgroenefontein Klein Groenefontein Kombuis De Cango	Oliekraal Roodewal Douw Steyl's Kraal Nieuwe Drift	Buffelsdrift Smalldrif Onverwaght Municipality of Oudtshoorn (Grobbelaars River and Hartebeest River farms)

Flows in the Grobbelaars River are allocated to the irrigators on a 14 day turn basis. The Upper Proprietors are entitled to divert water for 9 days (those above the confluence of the Grobbelaars River and the Klein le Roux River are allowed $8\frac{1}{4}$ days, and the Schoemanshoek Proprietors are allowed $\frac{3}{4}$ day), while the Lower Proprietors are allowed water for 5 days.

Prior to construction of the Koos Raubenheimer Dam (which was completed in 1971) on the Klein le Roux tributary of the Grobbelaars River, the Municipality reached an agreement with the affected downstream property owners (see Appendix C) which subsequently became an order of the Water Court, the basic principles of which are as follows.

- Most of the low flow from the Boesmans River tributary (up to $0.85 \text{ m}^3/\text{s}$ or 30 cusecs) shall be diverted around the reservoir in a canal and returned to the Klein Le Roux River below the dam for use by the Schoemanshoek and Lower Proprietors.
- A volume of 0.9 million m^3 of the capacity of the Raubenheimer Dam shall be allocated to the Schoemanshoek and Lower Proprietors. This water must be released in January, February and March of the following year (2×42 day cycles) if the volume of water stored in the dam on 1 November exceeds about 4.05 million m^3 . If the storage on 1 November is less than 4.05 million m^3 on 1 November, then the releases will be limited to the amount by which the capacity exceeds 3.15 million m^3 on 1 November.

**Figure 2.5 Bypass around Raubenheimer Dam**

In summary, most of the flow in the Boesmans River tributary is diverted around the Raubenheimer Dam for use by downstream irrigators. In addition, a portion of the water stored in the Dam is also released to irrigators. The total volume of water provided to downstream irrigators by the Boesmans diversion around the Koos Raubenheimer Dam and by the releases from the dam is estimated to be in the order of 4.9 million m³/a (Section 2.6).

The system of “turns” between the various groups of irrigators and the timing of the permitted discharge of 28 l/s from the Boesmans River into the Raubenheimer Dam is shown on Figure 2.6. Apportionment of the irrigation releases from Raubenheimer Dam between the Schoemanshoek and Lower Proprietors is also shown.

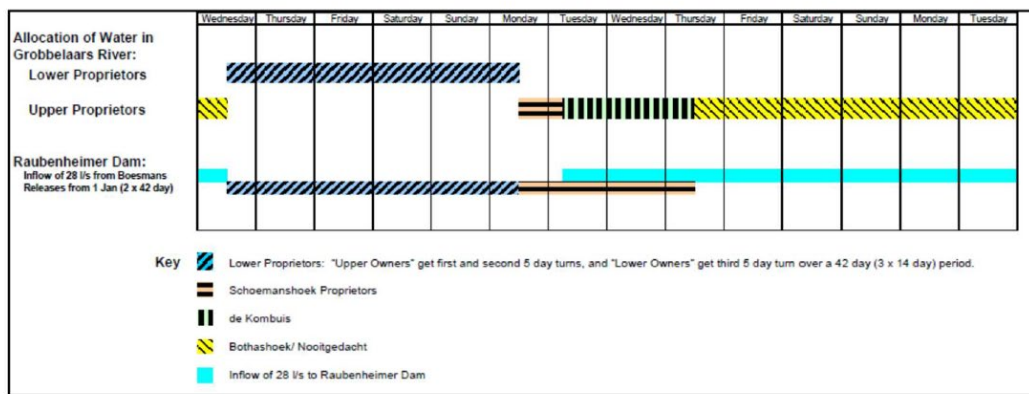


Figure 2.6 Schedule of water use from the Grobbelaars River and releases from Raubenheimer Dam

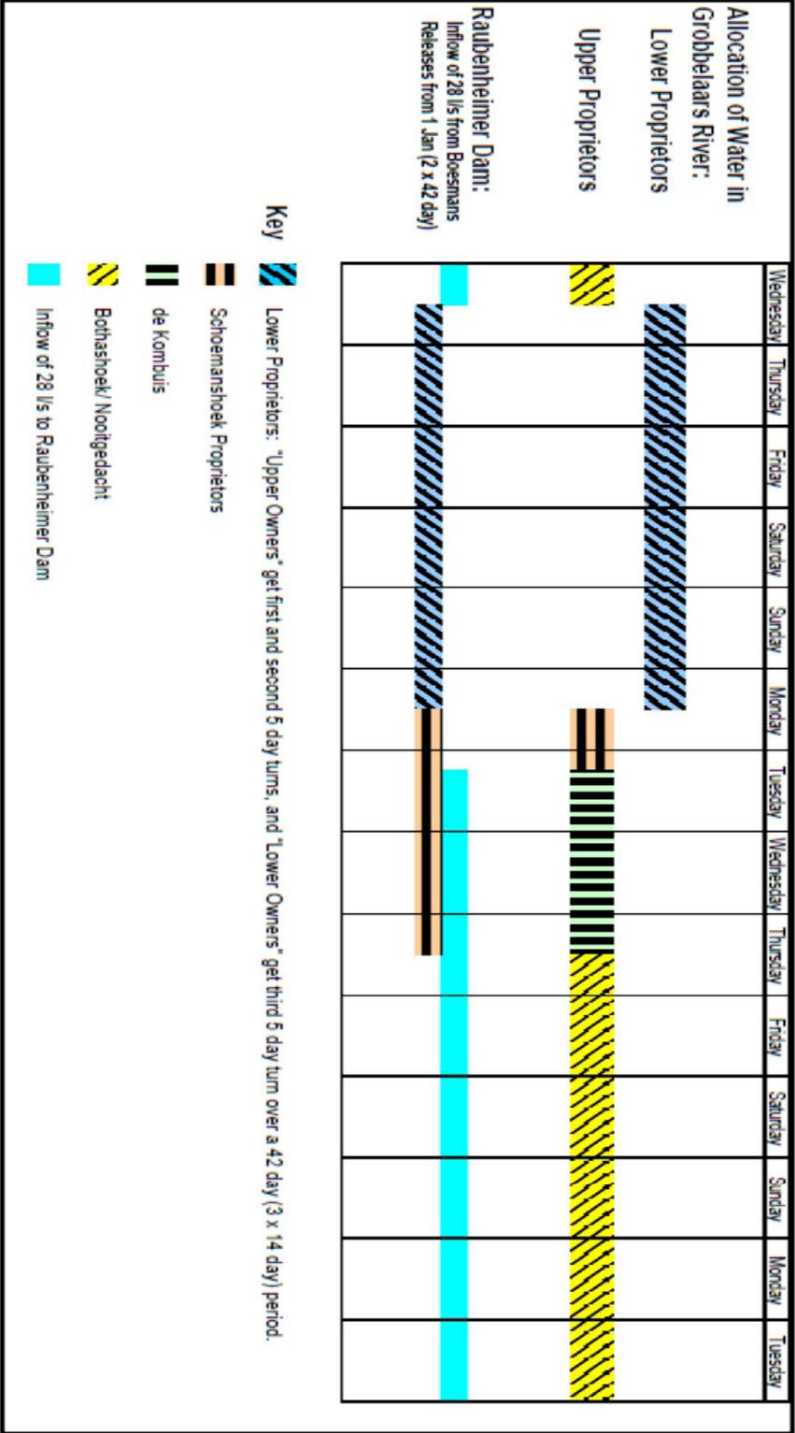


Figure 2.6 Schedule of water use from the Grobbelaars River and releases from Raubenheimer Dam