



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **SPECIAL COUNCIL MEETING** of the 2021/2026 term of the Garden Route District Municipality will be held at the CA Robertson Council Chambers on **FRIDAY, 09 JUNE 2023** at **10:00** 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 **SPESIALE RAADSVERGADERING** van die 2021/2026 termyn van die Garden Route Distriksmunisipaliteit gehou sal word in die CA Robertson Raadsaal op **VRYDAG, 09 JUNIE 2023** om **10:00** 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, **INTLANGANISO EKHETHEKILEYO** yexesha lika 2021/2026 loMasipala Wesithili se Garden Route izakubanjelwa kwiGumbi leBhunga CA Robertson, **NGOLWESIHLANU, 09 KWEYESILIMELA 2023** ngentsimbi ye **10:00** ukuqwalasela imiba ebekwe kwi agenda.

ALD GR WOLMARANS
SPEAKER
SPEAKER
SOMLOMO

MG STRATU
 Municipal Manager
Munisipale Bestuurder
 Mphathi Masipala

Date: 01 JUNE 2023

AGENDA

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
2. EVACUATION PROCEDURES / ONTRUIMINGSPROSEDURES / INKQUBO YOKUFUDUSWA
3. SILENT PRAYER (MEDITATION) / STILLE GEBED (MEDITASIE) / UMTHANDAZO OTHULEYO
4. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO
 - 4.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OOCEBA ABAKHOYO
 - 4.2 COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OOCEBA ABAKWIKHEFU
 - 4.3 COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OOCEBA ABANGEKHO KWIKHEFU
5. NOTING OF THE PROVISIONS OF SCHEDULE 7 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES AMENDMENT ACT, 2021 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 7 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE AANGEPASTE STRUKTURE WET, 2021 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 7 (INDLELA YOKUZIPHATHA KOOCEBA) LOMTHETHO WORHULUMENTE BASEKHAYA WESIMO SOMASIPALA OLUNGISIWEYO WANGO 2021
6. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA

7	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO
8	COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU
9.	COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA
10.	APPROVAL OF MINUTES OF COUNCIL MEETINGS / GOEDKEURING VAN NOTULES VAN RAADSVERGADERINGS / UKUPHUNYEZWA KWEMIZUZU YENTLANGANISO YEBHUNGA

10.1	NONE / GEEN / AZIKHO	
11.	MINUTES OF MAYORAL COMMITTEE MEETING AND SECTION 79 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN BURGEMEESTERSKOMITEEVERGADERINGS EN ARTIKEL 79 A (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)	
11.1	NONE / GEEN / AZIKHO	
12.	STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO	
12.1	APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MAY 2023 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MEI 2023 / INGXELO NGABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KUCANZIBE 2023 <i>Refer Report from the Executive Manager Corporate Services (B Holtzhausen)/ Acting Human Resources Manager (C Scheepers)</i>	9 – 21
12.2	PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT/VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK /INGXELO MOKUSELE KWENZIWE KWINDAWO YOLAWULO LWENKUNKUMA YENGINGI YE GARDEN ROUTE <i>Refer Report dated 04 March 2023 from the Executive Manager Community Services (C Africa)/ District Waste Manager (J Gie)</i>	22 – 31
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H.2	PROPOSED ALIENATION OF CERTAIN COUNCIL PROPERTIES / VOORGESTELDE VERVREEMDING VAN SEKERE RAADS EIENDOMME / ISIPHAKAMISO NGOKUSUSWA KWEMIHLABA ETHILE YEBHUNGA <i>Refer Report from the Executive Manager Economic Development and Planning (L Menze)</i>	429 – 460
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SECTION I		
NOTICE OF URGENT MOTIONS / KENNISGEWING VAN DRIGENDE MOSIES / ISAZISO SEZIPHAKAMISO		
I.1	None / Geen / Asikho	
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NOTICES OF MOTIONS / KENNISGEWING VAN MOSIES / ISAZISO SEZIPHAKAMISO		
J.1	None / Geen / Asikho	
SECTION K		
IN CLOSED SESSION / IN GESLOTE SESSIE / KWI-SASHONI YASEKHUSINI		
K.1	REPORTS WILL BE DISTRIBUTED SEPERATELY FROM THIS AGENDA	
	CLOSURE / SLUITING / UQUKUNJELO	

Ald M Booyesen
 Ald GR Wolmarans
 Ald G van Niekerk
 Ald P Terblanche
 Ald S De Vries
 Ald CN Lichaba
 Cllr / Rdl / Ceba NV Gungubele
 Cllr / Rdl / Ceba J Hoogbaard
 Cllr / Rdl / Ceba JG Meiring
 Cllr / Rdl / Ceba K Malooi
 Cllr / Rdl / Ceba C Scheepers
 Cllr / Rdl / Ceba B van Noordwyk
 Cllr / Rdl / Ceba CP Taute
 Cllr / Rdl / Ceba D Acker
 Ald JC Lambaatjeen
 Cllr / Rdl / Ceba LSS van Rooyen
 Cllr / Rdl / Ceba SM Toto
 Ald V Gericke
 Ald IC Kritzingen
 Cllr / Rdl / Ceba DL Cronje
 Cllr / Rdl / Ceba HRT Stroebel
 Cllr / Rdl / Ceba NT Seti
 Ald NS Ndayi
 Ald RH Ruiters
 Cllr / Rdl / Ceba M Kannemeyer
 Cllr / Rdl / Ceba MA Mkonto
 Cllr / Rdl / Ceba JJ Cornelius
 Cllr / Rdl / Ceba JP Buys (as of 27
 July 2022)
 Cllr / Rdl / Ceba JJ Bavuma (as of
 27 July 2022)
 Cllr / Rdl / Ceba R April (as of 25
 October 2022)
 Cllr / Rdl / Ceba HD Ruiters (as of 14
 December 2022)
 Cllr / Rdl / Ceba RW Arends (as of 30
 January 2023)
 Cllr / Rdl / Ceba PE Petros (as of 27
 February 2023)
 Cllr / Rdl / Ceba D Saptoe (as of 30
 May 2023)
 2 X VACANT

1. APPOINTMENTS, SERVICE EXITS AND LABOUR RELATIONS INFORMATION FOR MAY 2023 / AANSTELLINGS, UITDIENSTREDINGS EN ARBEIDSVERHOUDINGE INLIGTING VIR MEI 2023 / INGXELO NGABAQASHIWEYO, ABASHIYE UMSEBENZI KUNYE NEMICIMBI YEZABASEBENZI KWINYANGA KUCANZIBE 2023

(9/3/1)

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN) ACTING MANAGER: HUMAN RESOURCES (CE SCHEEPERS)

2 PURPOSE

To report on the appointments, service exits and labour relations matters for May 2023.

3. DELEGATED AUTHORITY

MAYCO

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 2023.

5. RECOMMENDATIONS

That the information on the appointments, service exits and labour relations matters for May 2023, be noted.

AANBEVELING

Dat kennis geneem word van die aanstellings, uitdienstredings, gelyke indiensnemingspraktyke en arbeidsverhoudinge inligting vir Mei 2023.

Isindululo

Sesokuba ulwazi ngokuqashwa, ukuphuma kwinkonzo kunye nemicimbi yezabasebenzi kwinyanga eyoKwinIdla neka CuZanzibe 2023 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 & EMPLOYMENT EQUITY: MAY 2023

NR	DEPARTMENT	DESIGNATION	STATION	FUNDED/ UNFUNDED	RACE & GENDER	EMPLOYMENT CATEGORY
1	ROADS & PUBLIC TRANSPORT SERVICES	GENERAL ASSISTANT	GEORGE	FUNDED	A/F	Elementary

SERVICE EXITS & EMPLOYMENT EQUITY: MAY 2023

NR	DEPARTMENT	DESIGNATION	STATION	RACE & GENDER	REASON	EMPLOYMENT CATEGORY
1	COMMUNITY SERVICES	OFFICE ASSISTANT	OUDTSHOORN	C/F	RETIRED	Elementary

LABOUR RELATIONS MAY 2023

DISCIPLINARY HEARINGS						
NO	DEPART	DATE	PERSAL NUMBER	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
1.	Planning & Economic Development	19 October 2022	1103	Contravention of the Conduct for Municipal staff members.	Finalised	Disciplinary process finalized and concluded.
2.	Planning & Economic Development	26 January 2023	1501	Theft	In Process	Disciplinary process to be finalized before end of June 2023.

3.	Planning & Economic Development	26 January 2023	1503	Theft	In process	Disciplinary process to be finalized before end of June 2023.
4.	Planning & Economic Development	26 January 2023	1153	Theft	In Process	Disciplinary process to be finalized before end of June 2023.
5	Roads Department	15 February 2023	1234	Contravention of the Conduct for Municipal staff members	Finalised	Final Written warning – valid for 12 months
6.	Roads Department	27 February 2023	0971	Fraud	In Process	Investigation concluded and disciplinary process to be concluded before end of June 2023.
7.	Roads	27 March 2023	1514	Misuse of Council vehicle	Finalised	Written warning valid for 6 Months, and matter refer to EAP.
8.	Roads	11 April 2023	1446	Absence without leave	Finalised	Dismissed
9.	Roads	12 April 2023	12 April 2023	Sexual Harassment	In Process	Disciplinary process to be concluded before end of June 2023.
10.	Roads	12 April 2023	12 April 2023	Sexual Harassment	In Process	Disciplinary process to be concluded before end of June 2023.
INFORMAL DISCIPLINARY HEARING						

N O	DEPARTM ENT	DATE	PERSAL NUMBER	NATURE OF DISCIPLINARY HEARING	PROGRESS MADE	OUTCOMES
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GRIEVANCES						
NO	DEPART	DATE	PERSAL NUMBE R	NATURE OF GRIEVANCE	PROGRESS MADE	OUTCOMES
1.	Roads Department	15 Septemb er 2022	Collecti ve grievan ce	Unfair treatment (PPE & Mentorship)	In Process	Parties was resolved that all line managers of Roads department must submit their outcomes of the grievance before or on end of June 2023.
2.	Roads Department	28 Novemb er 2022.	0530	Unfair Labour Treatment	In Process	Postponed till 28 June 2023.
3.	Community services	08 February 2023	1308	Unfair discrimination	In Process	Grievance scheduled for 20 June 2023.
4.	Community Service	10 February 2023	55287	Unfair discrimination	Finalised	Contract expired.
5.	Community Service	16 February 2023	1284	Unfair discrimination	In Process	Step 1 & 2 unresolved. Step 3 scheduled for 15 June 2023.
6.	Community Service	17 February 2023	1298	Unfair discrimination	In Process	Step 1 & 2 unresolved. Step 3 scheduled for 15 June 2023.
7.	Roads	31 March 2023	0384	Unfair labour Practice	In Process	Postponed till 26 June 2023.
8.	Roads	12 April	Collecti ve grievan ce	Unfair treatment	In Process	Grievance scheduled 15 June 2023.

INCAPACITY INVESTIGATIONS						
NO	DEPART	DATE	PERSAL NUMBER	NATURE OF INCAPACITY	PROGRESS MADE	OUTCOMES
1.	Roads	22 June 2022	53970	Musculoskeletal	Finalised	Dismissed based on permanent incapacity.
5.	Roads Department	18 January 2023	0530	Knee Replacement	in process	Awaits outcome of specialist report before 30 June 2023.
6.	Roads Department	23 January 2023	1085	Shoulder Problem	In Process	Awaits outcome of specialist report before 30 June 2023.

DISPUTES						
N O	DEPART	DATE	PE RS AL NU MB ER	NATURE OF DISPUTES	PROGRESS MADE	OUTCOMES
1.	Community Services	14 March 2023.	13 37	Unfair Labour Practice	In Process	Arbitration scheduled for 08 June 2023.
2	External	Jan 2023		Unfair Discrimination	Finalized	Commissioner rules in favour of GRDM
3	External	11 Dec 2022		Unfair Labour Practice	In Process	Arbitration scheduled for 22 June 2023.

CONTRACT APPOINTMENTS

FOR THE PERIOD, MAY 2023.

HOME BASED CARE WORKERS			
TOWN	INITIAL & SURNAME	CONTRACT PERIOD	
KNYSNA		01/03/2023-31/08/2023	19
55494	N ALIE	01/03/2023-31/08/2023	
55495	SG ALIE	01/03/2023-31/08/2023	

55496	A BILLIE	01/03/2023- 31/08/2023	
55497	S BUDANI	01/03/2023- 31/08/2023	
55498	ML DANIELS	01/03/2023- 31/08/2023	
55499	S GERDSE	01/03/2023- 31/08/2023	
55500	C HARKER	01/03/2023- 31/08/2023	
55501	IN JACKLANDS	01/03/2023- 31/08/2023	
55502	N JOHN	01/03/2023- 31/08/2023	
55503	Y MUYANDLE	01/03/2023- 31/08/2023	
55504	A NGXALE	01/03/2023- 31/08/2023	
55505	N NGXALE	01/03/2023- 31/08/2023	
55506	L NGXWASHULA	01/03/2023- 31/08/2023	
55507	N MTANA	01/03/2023- 31/08/2023	
55508	A NTONI	01/03/2023- 31/08/2023	
55509	NG PIETERSEN	01/03/2023- 31/08/2023	
55626	B NDUDE	01/04/2023- 31/08/2023	
55627	N MTSHAULANA	01/04/2023- 31/08/2023	
55628	S NALO	01/04/2023- 31/08/2023	
KANNALAND			20
55510	BM BRIEKWA	01/03/2023- 31/08/2023	
55511	CD JANTZEL	01/03/2023- 31/08/2023	
55512	AM PAPIER	01/03/2023- 31/08/2023	
55513	A VAN ROOYEN	01/03/2023- 31/08/2023	

55514	C HERENDIEN	01/03/2023- 31/08/2023	
55515	ER MULLER	01/03/2023- 31/08/2023	
55516	F LOMBAARD	01/03/2023- 31/08/2023	
55517	J WILLIAMS	01/03/2023- 31/08/2023	
55518	J CORNELIUS	01/03/2023- 31/08/2023	
55519	JT APPELS	01/03/2023- 31/08/2023	
55520	J HERODIEN	01/03/2023- 31/08/2023	
55521	L PETOOR	01/03/2023- 31/08/2023	
55522	L VAN SITTERS	01/03/2023- 31/08/2023	
55523	M JOSEPH	01/03/2023- 31/08/2023	
55524	SF NEL	01/03/2023- 31/08/2023	
55525	W JANUARIE	01/03/2023- 31/08/2023	
55526	W PLAATJIES	01/03/2023- 31/08/2023	
55632	Z MATJAN	01/03/2023- 31/08/2023	
55633	LW BREDA	01/03/2023- 31/08/2023	
55634	AM RANK	01/03/2023- 31/08/2023	
OUDTSHOORN			01/03/2023- 31/08/2023
55527	H JULIES	01/03/2023- 31/08/2023	
55528	PC HOBANIE	01/03/2023- 31/08/2023	
55529	L GOLIATH	01/03/2023- 31/08/2023	
55531	S HARDENS	01/03/2023- 31/08/2023	
55532	G SEPTEMBER	01/03/2023- 31/08/2023	

55533	J SNYMAN	01/03/2023- 31/08/2023	
55534	M SAMSON	01/03/2023- 31/08/2023	
55535	L SWARTZ	01/03/2023- 31/08/2023	
55536	N JACOBS	01/03/2023- 31/08/2023	
55537	M AVONTUUR	01/03/2023- 31/08/2023	
55538	C MOOS	01/03/2023- 31/08/2023	
55539	A KLAAS	01/03/2023- 31/08/2023	
55541	M WILLIAMS	01/03/2023- 31/08/2023	
55542	N MBUNGE	01/03/2023- 31/08/2023	
55543	T CAMPHER	01/03/2023- 31/08/2023	
55635	KT NEWMAN	01/03/2023- 31/08/2023	
GEORGE			25
55544	A KILANI	01/03/2023- 31/08/2023	
55545	A JANTJIES	01/03/2023- 31/08/2023	
55546	AL MOOS	01/03/2023- 31/08/2023	
55547	B NKOMAZANA	01/03/2023- 31/08/2023	
55548	B WITBOOI	01/03/2023- 31/08/2023	
55549	B DIAMOND	01/03/2023- 31/08/2023	
55550	C WILSKUT	01/03/2023- 31/08/2023	
55551	K ZINDLU	01/03/2023- 31/08/2023	
55552	L MAYEKISO	01/03/2023- 31/08/2023	
55553	N HABONIMANA	01/03/2023- 31/08/2023	

55554	N NCAMILE	01/03/2023-31/08/2023	
55555	N TALIWE	01/03/2023-31/08/2023	
55556	N MADOLI	01/03/2023-31/08/2023	
55557	O NJATHA	01/03/2023-31/08/2023	
55558	P NOTSHUNI	01/03/2023-31/08/2023	
55559	S BLANDILE	01/03/2023-31/08/2023	
55560	S ZUKELWA	01/03/2023-31/08/2023	
55561	S AROSI	01/03/2023-31/08/2023	
55562	S NTLAGANO	01/03/2023-31/08/2023	
55563	S SHWAQA	01/03/2023-31/08/2023	
55564	T. GXOWA	01/03/2023-31/08/2023	
55565	T FERREIRA	01/03/2023-31/08/2023	
55566	Y BOB	01/03/2023-31/08/2023	
55567	Z STOKWE	01/03/2023-31/08/2023	
55568	Z MAKELENI	01/03/2023-31/08/2023	
RIVERSDALE			17
55569	JG SAMBOER	SAME	
55570	JM CUPIDO	SAME	
55571	LP ROBERTS	SAME	
55572	M OOSTHUISEN	SAME	
55573	ME WILLIAMS	SAME	
55574	MJ KRUGER	SAME	
55575	NE SAAYMAN	SAME	
55576	SJ KLEINHANS	SAME	
55577	S JOSEPH	SAME	
55578	V WILLIAMS	SAME	
55580	Z MICHAELS	SAME	
55581	AL ADAMS	SAME	
55582	AT DOMINGO	SAME	

55583	AF HOPP	SAME	
55584	AE NTOZINI	SAME	
55585	C ADONIS	SAME	
55586	CC CELLIE	SAME	
MOSSEL BAY			11
55588	C NDEMA	SAME	
55589	ZC WINDVOGEL	SAME	
55590	W MEYER	SAME	
55591	AL PIETERSE	SAME	
55592	TM STIMELA	SAME	
55593	C DE JAGER	SAME	
55594	Z YAKOPI	SAME	
55595	ZN NGCWANGU	SAME	
55596	Z NKHOSINI	SAME	
55599	N SIMANA	01/03/2023- 31/08/2023	
55600	Z TANTSI	01/03/2023- 31/08/2023	
BITOU			20
55601	A TENGE	01/03/2023- 31/08/2023	
55602	A GWINTA	01/03/2023- 31/08/2023	
55603	A TYULUBA	01/03/2023- 31/08/2023	
55604	SISUBA	01/03/2023- 31/08/2023	
55605	P KRATSHANA	01/03/2023- 31/08/2023	
55606	L MALEKI	01/03/2023- 31/08/2023	
55607	N NTSHANGA	01/03/2023- 31/08/2023	
555609	N DODE	01/03/2023- 31/08/2023	
55610	P NKABI	01/03/2023- 31/08/2023	
55611	P HARMANS	01/03/2023- 31/08/2023	
55612	T SANDI	01/03/2023- 31/08/2023	
55613	S HANI	01/03/2023- 31/08/2023	

55614	S RANGU	01/03/2023- 31/08/2023	
55615	S RALA	01/03/2023- 31/08/2023	
55616	T MANTULO	01/03/2023- 31/08/2023	
55617	T JALI	01/03/2023- 31/08/2023	
55618	Z VOBI	01/03/2023- 31/08/2023	
55619	Z DUMA	01/03/2023- 31/08/2023	
55620	Z NOTKI	01/03/2023- 31/08/2023	
55621	N MAMFENGU	01/03/2023- 31/08/2023	
		Total employees:	128
EMPLOYEE NO:	INITIAL AND SURNAME	POST DESIGNATION	DURATION
55470	PE JACOBS	ROADS: GENERAL WORKER	01/03/23- 31/08/23
55471	S ROELFSE	ROADS: GENERAL WORKER	01/03/23- 31/08/23
55472	S MAYA	ROADS: GENERAL WORKER	01/03/23- 31/08/23
55473	JR BOTHA	ROADS: GENERAL WORKER	01/03/23- 31/08/23
55474	A MUHBO	ROADS: GENERAL WORKER	01/03/23- 31/08/23
55483	JC BOTHA	GWAIING ROADS	01/03/23- 31/08/23
55484	B MIKI	GWAIING ROADS	13/03/23- 30/06/23
55485	CD HARTNICK	SLANGRIVIER: ROADS	13/03/23- 30/06/23
55486	D MICHAELS	SLANGRIVIER: ROADS	13/03/23- 30/06/23
55487	E CHRISTOFFELS	SLANGRIVIER: ROADS	13/03/23- 30/06/23
55488	EJ PHILANDER	SLANGRIVIER: ROADS	13/03/23- 30/06/23
55489	JL DUIKER	SLANGRIVIER: ROADS	13/03/23- 30/06/23

CONTRACT APPOINTMENTS FOR MAY 2023 (08)								
NO	EMP NR	INITIALS & SURNAME	POSITION	PERIOD	DEPART	PLACE	G	GR OUP
1.	55492	RM ABRAHAMS	SKILLS MECCA TECHNICIAN	01/04/23-30/06/23	CORPORATE SERVICES	RIVERSDALE	F	C
2.	55493	R CROWLEY	GENERAL WORKER	11/04/23-30/06/23	ROADS	GEORGE	M	C
3.	55622	SB PIETERSE	ADMIN. ASSISTANT	19/04/23-30/06/23	ROADS	GEORGE	M	C
4.	55623	KM AIRDIEN	EPWP CREDITOR/CLERK	17/04/23-30/09/23	FINANCE	GEORGE	F	C
5.	55624	LX TRIM	EPWP CREDITOR/CLERK	17/04/23-30/09/23	FINANCE	GEORGE	M	C
6.	55626	B NDUDE	HOME BASE CARE WORKER	01/04/23-31/08/23	CORPORATE SERVICES	KNYSNA	F	A
7.	55627	N MTSHAWULANA	HOME BASE CARE WORKER	01/04/23-31/08/23	CORPORATE SERVICES	KNYSNA	F	A
8.	55628	S NALO	HOME BASE CARE WORKER	01/04/23-31/08/23	CORPORATE SERVICES	KNYSNA	F	A
	55490	M ROBERTSON	SLANGRIVIER: ROADS	13/03/23-30/06/23				
	55491	RJ KLAASSEN	SLANGRIVIER: ROADS	13/03/23-30/06/23				
	55481		WORKER: ROADS	13/03/23-11/04/23				
	55482		ADMINISTRATION ASSISTANT	06/03/23-31/05/23				

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

MUNICIPAL STAFF REGULATIONS

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.

BACK TO AGENDA

1. PROGRESS REPORT ON THE GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY PROJECT/VORDERINGSVERSLAG INSAKE DIE GARDEN ROUTE STREEK AFVALBESTUUR FASILITEIT PROJEK /INGXELO NGOOKUSELE KWENZIWE KWINDOWO YOLAWULO LWENKUNKUMA YENGINGI YE GARDEN ROUTE

05 June 2023

**REPORT FROM EXECUTIVE MANAGER: COMMUNITY SERVICES (C. AFRICA) /
MANAGER: DISTRICT WASTE MANAGEMENT (J. GIE)**

17/5/1/1

2 PURPOSE

The purpose of the report is for Council to note the progress made on the Garden Route Regional Waste Management Facility Project.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider to assist the Garden Route District (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay.

Tefla Group (Pty) Ltd (Tefla) were appointed for the construction of the Regional Waste Management Facility and the associated infrastructure on 03 February 2023 which was followed by a 14-day objections period in accordance with the Supply Chain Management Policy. The objections period concluded on 20 February 2023 and no written objections against the decision of appointment was received.

A construction inception meeting took place on 22 February 2023 where Tefla were provided with the Details of Acceptance for a total contract price of R288 610 772.21 (Incl. VAT). The Service Level Agreement with Tefla was finalised and was signed by Tefla on 17 April 2023.

Following the process of balancing their rates which included requesting updated quotes from supplier's, Tefla communicated that since the closure of the tender on 25 October 2022, there has been significant increases in costs due to various unforeseen reasons. The best and final offer submitted by Tefla Group is R319 987 349.96 (including 5% Contingency, 8% Escalation and 15% VAT), which is an additional cost of R31 376 577.75 (Incl. VAT) against the original contract with Tefla Group. It must be noted that this increase in cost is still R37 135 687.46 (Incl. VAT) less than the tender submitted by the second cheapest bidder, FM Infrastructure, in October 2022.

The increase of R31 376 577.75 (Incl. VAT) is within the threshold variation in accordance with GRDM's Supply Chain Management Policy and the Municipal Finance Management Act Circular No. 62 and was approved by the Municipal Manager.

Tefla have requested an extension for the submission of the sub-contractors as a need has been identified for a wider consultation process with local stakeholders regarding the 30% local sub-contracting requirement and intends to hold public briefings in this regard.

The commencement of site establishment and construction is now pending the issuance of the Construction Work Permit to be obtained from the Department of Employment and Labour. The application for the Construction Work Permit was submitted on 26 May 2023 and takes approximately 30 days for approval. GRDM has requested that the approval process be expedited.

A condition of the Debt Agreement with Standard Bank is that Service Level Agreements between GRDM and each of the participating municipalities are undertaken. The commencement of the Section 33 process was approved by the Councils of George, Bitou and Knysna Municipalities at respective Council meetings held in March 2023. However, the item only served before the Mossel

Bay municipal Council at a meeting held at the end of April 2023, where it was approved.

The advertisement for public comments and correspondence to obtain comments and representations from National and Provincial Treasuries and from the other relevant National Departments was advertised by Mossel Bay and George Municipalities on 12 May 2023 and 25 May 2023, respectively. At the time of the compilation of this report, Knysna and Bitou Municipalities had not advertised for comments. The abovementioned commenting period is for a period of 60 days before the Service Level Agreements can be finalised for approval. Subsequently, the required SLAs to finalise the Debt Agreement with Standard Bank, to obtain the loan funding for construction, can only be finalised and approved at the end of July 2023.

Considering the delays above, the estimated project timeline is summarised as follows:

Description	Due Date
Construction Tender Closure	25 October 2022
Finalisation of Debt Agreement	July 2023
Contractor on Site	June 2023
Completion of Phase 1	February 2024
Estimated completion of project	December 2024
Operations & Maintenance Tender Award	August 2023

PetroSA has granted an extension of the waste disposal contracts for an additional twelve (12) months, with the following conditions: The permitted height limit is not exceeded; That no significant safety risks arise due to the continued disposal of solid waste; An increase in the PetroSA waste disposal tariff; Civil works to repair the access road leading to the top of the landfill for the cost of the municipalities; Reduction of waste, prevention of negative publicity and adherence to transport requirements; and that GRDM to expedite the construction of the Regional Waste Management Facility.

5. RECOMMENDATION

That Council notes the contents of the report.

AANBEVELING

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

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

6. DISCUSSION / CONTENTS

6.1 Background

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider to assist the Garden Route District Municipality (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay. A Service Level Agreement (SLA) between GRDM and Zutari was signed on 11 October 2021.

The Regional Waste Management Facility will contain a domestic waste cell (Class B) and a separate hazardous waste cell (Class A) to accommodate hazardous waste with low and medium hazard ratings. Other infrastructure includes roads, stormwater pipelines, leachate storage dam, contaminated stormwater dam, offices, laboratory, weighbridges, a workshop, and security infrastructure. Provision has also been made to accommodate a waste tyre recycling facility by means of a 3-hectare portion of land for long term lease to the Waste Bureau. The Domestic Waste Cell 1, as well as the Hazardous Waste Cell, will both have a lifespan of 20 – 25 years.

6.2 Discussion

The construction tender process for the appointment of a contractor for the construction of the Regional Waste Management Facility and associated infrastructure has been concluded. Tefla Group (Pty) Ltd (Tefla) were appointed on 03 February 2023 which was followed by a 14-day objections period in accordance with the Supply Chain Management Policy. The objections period concluded on 20 February 2023 and no written objections against the decision of appointment was received.

A construction inception meeting took place on 22 February 2023 where Tefla were provided with the Details of Acceptance for a total contract price of

R288 610 772.21 (Incl. VAT). The Service Level Agreement with Tefla was finalised and was signed by Tefla on 17 April 2023.

Following the process of balancing their rates which included requesting updated quotes from supplier's, Tefla communicated that since the closure of the tender on 25 October 2022, there has been significant increases in costs due to the following unforeseen reasons:

- Most of the materials required for the liners are imported from Europe thus dependent on many other factors including the exchange rate. At the time of tender submission in October 2022 the exchange rate of the Rand was \$1.00=R17.319 and GBP1.00= R20.007. The current exchange rate (20 April 2023) was \$1.00=R18.036 and GBP1.00 =R22.46, respectively.
- The price for the locally sourced polypro fibre and bentonite has also sharply increased to levels beyond the expectation due to Eskom power cuts (Load shedding).
- The suppliers had assumed that the woven tape will be locally sourced however the local suppliers are unable to supply the quantities needed therefore the material will now be internationally sourced which is also affected by the increase in foreign exchange rates since October 2022.
- Germany which is the manufacturing country for most of the materials required has been facing record high energy price increases due to the war in Ukraine, this has significantly increased their manufacturing costs which has been passed down to customers.

Tefla Group indicated that the abovementioned increases in costs subsequently resulted in their original tendered price being commercially unviable as the Contract Price Adjustment (CPA) was not antedated to cover such abnormalities.

Based on the increased costs since the submission of the tender in October 2022, the best and final offer submitted by Tefla Group is R319 987 349.96 (including 5% Contingency, 8% Escalation and 15% VAT). The best and final offer is attached as *ANNEXURE 1*. This is an additional cost of R31 376 577.75 (Incl. VAT) against the original contract with Tefla Group. It must be noted that

this increase in cost is still R37 135 687.46 (Incl. VAT) less than the tender submitted by the second cheapest bidder, FM Infrastructure, in October 2022.

The GRDM Supply Chain Management Policy and the Municipal Finance Management Act Circular No. 62 makes provision for the expansion or variation of orders against the original contract and stipulates that contracts may be expanded or varied by not more than 20% of the original value for construction related goods, services and/ or infrastructure projects. The additional cost of R31 376 577.75 (Incl. VAT) is within this threshold variation for the required contract variation and was approved by the Municipal Manager.

Tefla have requested an extension for the submission of the sub-contractors as a need has been identified for a wider consultation process with local stakeholders regarding the 30% local sub-contracting requirement and intends to hold public briefings in this regard.

The commencement of site establishment and construction is now pending the issuance of the Construction Work Permit to be obtained from the Department of Employment and Labour. The application for the Construction Work Permit was submitted on 26 May 2023 and takes approximately 30 days for approval. GRDM has requested that the approval process be expedited.

A condition of the Debt Agreement with Standard Bank is that Service Level Agreements between GRDM and each of the participating municipalities are undertaken. It was resolved at the Municipal Managers Forum (MMF) and the District Coordinating Forum (DCF) Meetings, held on 09 February 2023, that the item to approve the commencement of the MFMA Section 33 process for the SLA's will serve at the next respective Council meetings of each participating municipality in February 2023, however, this did not take place.

Meetings took place with the Mayoral Committees of Mossel Bay and George Municipalities on 13 March 2023 and 22 March 2023, respectively, and representatives of GRDM attended a Knysna Municipal Council meeting held on 31 March 2023. The financial model and cost recovering tariffs were presented to the respective municipalities and the urgency of the required

Service Level Agreement (SLA) between GRDM and the participating municipalities was again reiterated at the abovementioned meetings.

The commencement of the Section 33 process was approved by the Councils of George, Bitou and Knysna Municipalities at respective Council meetings held in March 2023. However, the item only served before the Mossel Bay municipal Council at a meeting held at the end of April 2023, where it was approved. The advertisement for public comments and correspondence to obtain comments and representations from National and Provincial Treasuries and from the other relevant National Departments was advertised by Mossel Bay and George Municipalities on 12 May 2023 and 25 May 2023, respectively.

At the time of the compilation of this report, Knysna and Bitou Municipalities had not advertised for comments, and have been requested to advertised by 02 June 2023. This abovementioned commenting period is for a period of 60 days before the Service Level Agreements can be finalised for approval. Subsequently, the required SLAs to finalise the Debt Agreement with Standard Bank, to obtain the loan funding for construction, can only be finalised and approved at the end of July 2023.

The Operations & Maintenance tender specifications has been compiled and is being finalised. The procurement process for the appointment of a service provider will run concurrently with the construction of the facility. A Bid Specifications Committee meeting is scheduled to take place in due course.

Considering the delays above, the estimated project timeline is summarised as follows:

Description	Due Date
Construction Tender Closure	25 October 2022
Finalisation of Debt Agreement	July 2023
Contractor on Site	June 2023
Completion of Phase 1	February 2024
Estimated completion of project	December 2024
Operations & Maintenance Tender Award	August 2023

Phase 1 of the construction which includes establishment, access roads, Cell 1A, weighbridges, leachate dam and buildings, is scheduled to be concluded by February 2024. The abovementioned infrastructure is the minimum requirements to commence with the disposal of domestic waste.

PetroSA has granted an extension of the waste disposal contracts for an additional twelve (12) months, with the following conditions: The permitted height limit is not exceeded; That no significant safety risks arise due to the continued disposal of solid waste; An increase in the PetroSA waste disposal tariff; Civil works to repair the access road leading to the top of the landfill for the cost of the municipalities; Reduction of waste, prevention of negative publicity and adherence to transport requirements; and that GRDM to expedite the construction of the Regional Waste Management Facility.

Further to the above, a notice of setdown motion was served on the GRDM by Envitech Solutions (Pty) Ltd (Envitech), objecting to the appointment of the Consulting Engineers, Zutari (Pty) Ltd. A date in November 2023 for the hearing to take place is to be communicated.

6.3 Financial Implications

The provisional cost for the construction and professional fees of the Regional Waste Management Facility has been revised based on the increase cost. The estimated revised project cashflow as received from Zutari on 23 May 2023 is as follows:

Financial year 2021/22	R 3 346 893.00
Financial year 2022/23	R 9 562 856.00
Financial year 2023/24	R 145 938 003.00
Financial year 2024/25	R 129 974 099.00
Total	R 288 821 851.00 (Excl. VAT)

The increase in construction costs has subsequently required an increase in the loan amount to be obtained from Standard Bank. The increase in cost has been communicated to Standard Bank and the request is currently in the approval process.

An accurate annual cost recovering tariff can only be determined on conclusion of the loan tender, construction tender and operations & maintenance tender, respectively.

6.4 Legal Implications

The notice of setdown motion served on the GRDM by Envitech Solutions (Pty) Ltd (Envitech), objecting to the appointment of the Consulting Engineers, Zutari (Pty) Ltd. The matter was enrolled for hearing at the High Court and placed on the roll for 06 March 2023. This has however been postponed and a new date in November 2023 is to be communicated.

A prerequisite of the Debt Agreement with Standard Bank is that Service Level Agreements between GRDM and each of the participating municipalities is undertaken. The loan funding for the construction of the facility is pending the finalisation of the Service Level Agreements.

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

Council Item pertaining to the Garden Route Regional Waste Management Facility that served before Council on 28 March 2023.

6.7 Risk Implications

Imminent environmental and health disaster in the Garden Route District if the Regional Waste Management Facility is not established soon.

The loan funding to be secured by GRDM will be funded through billing the participating B-Municipalities. If the participating B-Municipalities are not able to pay, or payments are delayed, it will directly impact GRDM's ability to repay the loan.

6.8 Comments from Senior Management:

6.8.2 Executive Manager: Corporate Services
Noted.

6.8.3 Executive Manager: Community Services
Noted.

6.8.4 Executive Manager: Roads Services
Noted.

6.8.5 Manager: Legal Services
Noted.

BACK TO AGENDA

1. **REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD JANUARY UNTIL APRIL 2023 BY COUNCILLORS /**
VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN
WERKSWINKELS VIR DIE PERIODE JANUARIE TOT APRIL 2023 / INXELO
 NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE
 NEWORKSHOP KWIXESHA LANGOMHLA KWEYOMQUNGU 2023 UKUYA KUMHLA
 KUTSHAZIMPHUZI 2023 NGOOCEBA

10 May 2023

REFER REPORT FROM THE SPEAKER (ALD GR WOLMARANS)

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 January until April 2023.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Council resolved that a report on attendance by Councillors of meetings and workshops should be provided to Council quarterly. The report for the months of January until April 2023 is attached for Council's consideration. A similar report served at the Council meeting dated 27 February 2023 for the period 01 August until 14 December 2022.

5. **RECOMMENDATION**

That Council considers the report.

AANBEVELING

Dat die Raad oorweging skenk aan die verslag.

ISINDULULO

Sesokuba iBhunga linike ingxelo ingqwalasela.

6. DISCUSSION / CONTENTS

6.1 Background

This report serves on an quarterly basis or as requested by the Speaker. The report is intended to appraise Council on attendance of meetings by Councillors.

6.2 Discussion

Council resolved that a report be submitted to Council regarding the attendance of meetings and workshops by Councillors. The report serves to monitor the attendance as this lack of attendance has financial implications for the municipality.

Attached to this report, is annexure A that indicates the attendance of Councillors for the period January until April 2023.

6.5 Financial Implications

When meetings have to be cancelled or postponed because of quorum challenges, that result in fruitless and wasteful expenditure.

Councillors still get reimbursement for the travelling costs even if meetings are cancelled or postponed, again this becomes fruitless and wasteful expenditure.

6.6 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 Councillors
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)"

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 27 February 2023, and Council resolved as following:

- A.2 **REPORT ON THE ATTENDANCE OF COUNCIL, COMMITTEE MEETINGS AND WORKSHOPS FOR THE PERIOD AUGUST UNTIL DECEMBER 2022 BY COUNCILLORS / VERSLAG RAKENDE DIE BYWONING VAN RAAD, KOMITEEVERGADERINGS EN WERKSWINKELS VIR DIE PERIODE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOKUZINYASWA KWENTALANGANISO ZEBHUNGA, EZEKOMITI NAKUNYE NEWORKSHOP KWIXESHA LANGOMHLA KWEYETHUPA 2022 UKUYA KUMHLA KWEYEMNGA 2022 NGOOCEBA**

Refer Report dated 06 February 2023 from the Speaker (Ald G Wolmarans)(pg 133 - 144)

RESOLVED

That Council takes note of the report with the following corrections:

That Cllr Gungebele's name be added on page as present.

That Cllr CP Taute's name be added to pg 142 as present.

6.7 Risk Implications

The inability for Council to perform its duties because of lack of quorums poses a risk that the IDP objectives will not be achieved.

ANNEXURE

Annexure A: Summary of meeting attendance for January until April 2023.

ANNEXURE A

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

COUNCIL MEETINGS / WORKSHOPS	COUNCIL MEETING	COUNCIL MEETING	COUNCIL MEETING
	13 JAN 2023	30 JAN 2023	27 FEB 2023
CA Swart	P	P	P
GR Wolmarans	P	P	P
JG Meiring	P	P	P
J Hoogbaard	A	P	P
K Malooi	P	P	P
M Booysen	P	P	P
P Terblanche	P	P	P
CN Lichaba	P	P	P
NV Gungubele	P	P	P
S De Vries	P	P	P
JJ Cornelius	P	P	P
D Saptoe	P	P	P
J Buys	P	P	P
NT Seti	A	P	A
IC Kritzing	P	P	P
N Ndayi	P	A	P
D Acker	P	P	P
RJ Hector	A	A	A
V Gericke	A	P	P
DL Cronje	P	P	P
SM Toto	P	P	A
GJ van Niekerk	A	P	P
B van Noordwyk	P	P	P
CP Taute	P	P	P
HD Ruiters	P	P	P
HT Stroebe	P	P	P
TC Matika / RA Arends from 30 Jan 2023	AWL	P	P
NA Tswenga/ PE Petros from 27 Feb 2023	AWL	AWL	P
MA Mkonto	A	A	P
RH Ruiters	P	P	P
R April	P	P	P
JC Lambaatjeen	P	P	P
LSS van Rooyen	P	P	P
J Bavuma	P	P	P
M Kannemeyer	P	P	P

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

COUNCIL MEETINGS / WORKSHOPS	SPECIAL COUNCIL MEETING	COUNCIL MEETING	SPECIAL IN-CLOSED COUNCIL MEETING	SPECIAL COUNCIL MEETING
	14 MARCH 2023	28 MARCH 2023	09 MAY 2023	20 APRIL 2023
CA Swart	P	P	P	P
GR Wolmarans	P	P	P	P
JG Meiring	P	P	P	P
J Hoogbaard	P	P	P	P
K Malooi	P	P	P	P
M Booysen	P	P	P	P
P Terblanche	P	P	P	P
CN Lichaba	A	P	A	P
NV Gungubele	A	P	P	P
S De Vries	A	P	P	P
JJ Cornelius	A	P	P	P
JP Buys	P			
D Saptoe	AWL	AWL	GOOD POSITION BECAME VACANT	GOOD POSITION BECAME VACANT
NT Seti	P	P	A	P
IC Kritzinger	P	P	P	P
N Ndayi	A	P	A	P
D Acker	P	P	A	P
RJ Hector	A	P	AWL	P
V Gericke	P	P	P	P
DL Cronje	P	P	P	P
SM Toto	P	P	A	A
GJ van Niekerk	P	P	P	P
B van Noordwyk	P	P	P	P
CP Taute	A	P	P	P
HD Ruiters	AWL	P	P	A
HT Stroebel	P	P	P	P
RA Arends	P	P	A	P
PE Petros	P	P	P	P
MA Mkonto	P	P	A	P
RH Ruiters	P	P	A	P
R April	P	P	P	P
JC Lambaatjeen	P	P	P	P
LSS van Rooyen	P	P	A	P
J Bavuma	P	P	P	P
M Kannemeyer	P	P	P	P

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

COUNCIL MEETINGS / WORKSHOPS	SPECIAL COUNCIL MEETING	COUNCIL POLICY WORKSHOP	COUNCIL POLICY WORKSHOP	BUDGET POLICY WORKSHOP
	21 APRIL 2023	27 JAN 2023	18 APRIL 2023	16 MAY 2023
CA Swart	P	P	P	P
GR Wolmarans	P	P	P	P
JG Meiring	P	P	P	P
J Hoogbaard	P	P	P	P
K Malooi	P	P	P	P
M Booysen	P	P	P	P
P Terblanche	P	P	P	P
CN Lichaba	P	P	A	P
NV Gungubele	A	P	AWL	P
S De Vries	P	A	P	P
JJ Cornelius	P	P	P	P
JP Buys	P	P		P
D Saptoe	GOOD POSITION BECAME VACANT	P	GOOD POSITION BECAME VACANT	GOOD POSITION BECAME VACANT
NT Seti	A	P	AWL	A
IC Kritzinger	P	P	P	A
N Ndayi	P	P	P	P
D Acker	P	P	A	A
RJ Hector	AWL	P	P	POSITION BECAME VACANT
V Gericke	P	P	P	A
DL Cronje	P	P	P	A
SM Toto	AWL	A	AWL	AWL
GJ van Niekerk	P	P	A	P
B van Noordwyk	P	P	P	P
CP Taute	A	P	P	P
HD Ruiters	P	AWL	P	A
HT Stroebel	AWL	P	P	A
RA Arends	P	P	P	P
PE Petros	A	During Jan this position was vacant	A	P
MA Mkonto	P	P	P	P
RH Ruiters	A	A	A	A
R April	P	P	P	P
JC Lambaatjeen	P	P	P	P
LSS van Rooyen	P	A	P	A
J Bavuma	P	P	P	P
M Kannemeyer	P	P	P	P

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

MAYORAL COMMITTEE	13 JAN 2023	30 JAN 2023	27 FEB 2023	28 MARCH 2023
Ald Memory Booysen	P	P	P	P
Ald Rosina Ruiters	P	P	A	P
Ald IC Krtzinger	P	P	P	P
Ald P Terblanche	P	P	P	P
Ald JC Lambaatjeen	P	P	P	P
Cllr J Hoogbaard	P	P	P	P
Ald N Ndayi	P	A	P	P
Ald G van Niekerk	P	P	A	AWL

ROADS & TRANSPORT PLANNING SERVICES COMMITTEE	21 FEB 2023	11 APRIL 2023
P Terblanche	P	P
J Hoogbaard	P	P
B van Noordwyk	P	P
M Kannemeyer	P	P
MA Mkonto	AWL	P
RJ Hector	AWL	P
D Acker	P	P
NV Gungubele	P	AWL

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE	21 FEB 2023	11 APRIL 2023
RH Ruiters	P	P
N Ndayi	P	P
J Meiring	P	P
C Swart	P	P
S de Vries	P	AWL
L van Rooyen	AWL	AWL
R Hector	AWL	AWL
JP Buys	P	P

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

FINANCIAL SERVICES COMMITTEE	22 FEB 2023	12 APRIL 2023
JC Lambaatjeen	P	P
K Malooi	P	P
D Cronje	P	P
CP Taute	A	A
R April	P	P
D Saptoe	A	AWL
HD RUITERS (AS OF 14 DEC 2022)		AWL

COMMUNITY SERVICES COMMITTEE	21 FEB 2023	11 APRIL 2023
N Ndayi	P	P
RH Ruiters	P	P
J Meiring	P	P
CN Lichaba	P	P
JP Buys	P	P
D Acker	P	P

CORPORATE SERVICES COMMITTEE	21 FEB 2023	12 APRIL 2023
IC Kritzingier	P	P
J Bavuma	P	P
K Malooi	A	P
C Swart	P	P
S de Vries	P	A
SM Toto	A	P
R Hector	A	A

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

PROPERTY MANAGEMENT & DEVELOPMENT COMMITTEE	21 FEB 2023	11 APRIL 2023
J Hoogbaard	P	P
P Terblanche	P	P
K Malooi	P	P
H Stroebel	P	A
N Seti	P	AWL
RA Arends	P	AWL
V Gericke	A	P

STRATEGIC SERVICES COMMITTEE	22 FEB 2023	12 APRIL 2023
JC Lambaatjeen	P	P
IC Krtizinger	P	P
D Cronje	P	P
H Stoebel	P	A
RW Arends	AWL	AWL
D Saptoe	AWL	AWL
NV Gungubele	P	P

GOVERNANCE	04 APRIL 2023
GR Wolmarans	P
V Gericke	P
CN Lichaba	P
RJ Hector	AWL
D Acker	P
D Cronje	P
B van Noordwyk	P
J Cornelius	P

CENTRAL HEALTH	08 March 2023	13 APRIL 2023
K Malooi	P	P
C Swart	P	P
D Saptoe	AWL	AWL

BUDGET STEERCOM	25 JAN 2023	27 FEB 2023	27 MARCH 2023
JC Lambaatjeen	P	P	P
CP Taute	A	P	P
RJ Hector	P	P	P
R April (as of Feb)			P

P= PRESENT | A = APOLOGY | AWL = ABSENT WITHOUT LEAVE

LOCAL LABOUR FORUM	24 JAN 2023	19 APRIL 2023
JC Lambaatjeen	P	P
SM Toto	AWL	AWL
RJ Hector	P	AWL
D Acker	A	P

MPAC	17 APRIL 2023
CN Lichaba	A
C Swart	P
K Malooi	P
JG Meiring	P
M Kannemeyer	P
RJ Hector	AWL
D Acker	P
D Cronje	P
JP Buys	P
CP Taute	A

BACK TO AGENDA

SPECIAL COUNCIL**09 JUNE 2023**

1. **REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF JANUARY UNTIL APRIL 2023 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE JANUARIE TOT APRIL 2023 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA KWEYEQUNGU KUNYE KUTSHAZIPHUZI 2023**

10 May 2023**REFER REPORT FROM THE SPEAKER (ALD GR WOLMARANS)**

2. **PURPOSE**

To submit a report on the execution of Council Resolutions for the months of January until April 2023, for Council to take note.

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 that must be submitted quarterly to Council. This register records all resolutions of Council and also provides status of execution by management.

The report for the months of January until April 2023 is attached for Council to take note.

5. **RECOMMENDATION**

That Council takes note of the report on the execution of Council resolutions for the period of January until April 2023.

AANBEVELING

Dat die Raad kennis neem van die Raads Resolusie Register vir die periode van Januarie tot April 2023.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo isimo sezigqibo zeBhunga kwixesha lenyanga KweyoMqungu ukuya kuTshazimphuzi 2023.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

Council resolved to approve the concept of a Council Resolution Register that must be submitted quarterly to Council. This register records all resolutions of Council and also provides status of execution by management.

6.2 DISCUSSION

The last report submitted to Council on execution of Council resolution was submitted at a Council meeting of 27 February 2023 and it covered the months of August until December 2022. This report serves as notification on execution of Council resolutions for the period of January until April 2023. On the attached Annexure Council 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 Council meeting dated 25 October 2022, which resolution is as follow:

- A.1 **REPORT ON THE COUNCIL RESOLUTION REGISTER FOR THE MONTHS OF AUGUST UNTIL DECEMBER 2022 / VERSLAG RAKENDE DIE RAADSRESOLUSIE REGISTER VIR DIE MAANDE AUGUSTUS TOT DESEMBER 2022 / INGXELO NGOLUHLU LWEZIGQIBO ZEBHUNGA KWIXESHA LENYANGA KWEYETHUPAUKUYA KWEYEMNGA 2022**

Refer Report dated 06 February 2023 from the Speaker (Ald G Wolmarans) (pg. 75-132)

RESOLVED

That Council takes note of the report on the execution of Council resolutions for the period of August until December 2022.

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.

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
2238505	2238505	REPORT – REQUESTED/SUGGESTED ADJUSTMENTS ON THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2022/2023					ABRAHAMSI	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2456885	That Council takes note of the draft SDBIP for the 2023/2024 financial year.	MONDE STRATU	GOVINDSAMIR	100.0000	completed	2023-04-24	completed	Completed
2456885	That Council takes note of the draft SDBIP for the 2023/2024 financial year.	MONDE STRATU	GOVINDSAMIR	100.0000	No feedback was required.	2023-04-24	completed	Completed
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome

<u>2277635</u>	2277635	RESIGNATION OF EXECUTIVE MANAGER: FINANCIAL SERVICES					JANSEVANRENSBUR GL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<u>2359339</u>	<p>E.1 APPOINTMENT PROCESS FOR THE EXECUTIVE MANAGER: FINANCIAL SERVICES / AANSTELLINGSPROSES VIR DIE UITVOERENDE BESTUURDER: FINANSIËLE DIENSTE / INKQUBO YOKUQESHWA KOMPHATHI OLAWULAYO: IINKONZO ZEZIMALI report from the Executive Manager: Corporate Services (B. Holtzhausen)/Acting Manager: Human Resources (C Scheepers)</p> <p>RESOLVED 1. That Council takes note that Mr Jan Willem De Jager has resigned from his position as the Executive Manager:</p>	HOLTZHAUSEN T	BOOYSENA	100.000 0	Vacancy advertised on 29 Jan 2023 in the Sunday Times.	2023-01-31	Implemented	Completed

	<p>Financial Services and from the Garden Route District Municipality effective from 29 January 2023.</p> <p>2. That it be noted that the position of the Executive Manager: Financial Services has been budgeted for.</p> <p>3. That approval be granted to commence with the process of filling the position of the Executive Manager: Financial Services, which will become vacant from 29 January 2023.</p> <p>4. That the position of the Executive Manager: Financial Services be advertised Nationally in accordance with the Regulations on appointment and conditions of employment of Senior Managers and be advertised within fourteen (14) days of this Resolution.</p> <p>5. That a Selection Panel be appointed as follows:</p>							
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<p>a) the Municipal Manager, who will be the Chairperson;</p> <p>b) the portfolio chairperson of the finance portfolio committee; and</p> <p>c) Mr. Mbulelo Memani, who is the Municipal Manger of Bitou and a former CFO be part on the panel and that a Human Resources officials to serve in an advisory capacity, but not to form part of the Selection Panel.</p> <p>6. That a Service Provider be appointed to facilitate the Selection process.</p> <p>7. That the appointment process be done in accordance with the Regulations.</p> <p>8. That the attached process plan for the appointment of the Executive Manager: Financial Services and the advertisement be approved.</p> <p>9. That Mr. Thembani Loliwe be appointed as the Acting Executive</p>								
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	Manager: Financial Services for a period not exceeding three (3) months commencing on 30 January 2023.							
2359339	<p>E.1 APPOINTMENT PROCESS FOR THE EXECUTIVE MANAGER: FINANCIAL SERVICES / AANSTELLINGSPROSES VIR DIE UITVOERENDE BESTUURDER: FINANSIËLE DIENSTE / INKQUBO YOKUQESHWA KOMPHATHI OLAWULAYO: IINKONZO ZEZIMALI report from the Executive Manager: Corporate Services (B. Holtzhausen)/Acting Manager: Human Resources (C Scheepers)</p> <p>RESOLVED 1. That Council takes note that Mr Jan Willem De Jager has resigned from his position as the</p>	HOLTZHAUSEN T	BOOYSENA	100.0000	No feedback was required.	2023-01-31	Implemented	Completed

	<p>Executive Manager: Financial Services and from the Garden Route District Municipality effective from 29 January 2023.</p> <p>2. That it be noted that the position of the Executive Manager: Financial Services has been budgeted for.</p> <p>3. That approval be granted to commence with the process of filling the position of the Executive Manager: Financial Services, which will become vacant from 29 January 2023.</p> <p>4. That the position of the Executive Manager: Financial Services be advertised Nationally in accordance with the Regulations on appointment and conditions of employment of Senior Managers and be advertised within fourteen (14) days of this Resolution.</p> <p>5. That a Selection Panel be appointed as</p>							
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	<p>follows:</p> <p>a) the Municipal Manager, who will be the Chairperson;</p> <p>b) the portfolio chairperson of the finance portfolio committee; and</p> <p>c) Mr. Mbulelo Memani, who is the Municipal Manger of Bitou and a former CFO be part on the panel and that a Human Resources officials to serve in an advisory capacity, but not to form part of the Selection Panel.</p> <p>6. That a Service Provider be appointed to facilitate the Selection process.</p> <p>7. That the appointment process be done in accordance with the Regulations.</p> <p>8. That the attached process plan for the appointment of the Executive Manager: Financial Services and the advertisement be approved.</p> <p>9. That Mr. Thembani Loliwe be appointed as</p>							
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	the Acting Executive Manager: Financial Services for a period not exceeding three (3) months commencing on 30 January 2023.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
2277638	2277638	Appointment of Acting CFO					JANSEVANRENSBURGL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2359342	this report was combined with the report that was received with regards to the resignation of the CFO.	HOLTZHAUSEN T	BOOYSENA	100.0000	Recruitment process started post was advertised on 29 Jan 2023 in the Sunday Times.	2023-01-31	Recruitment process started post was advertised on 29 Jan 2023 in the Sunday Times.	Completed
2359342	this report was combined with the report that was received with regards to the resignation of the CFO.	HOLTZHAUSEN T	BOOYSENA	100.0000	No feedback was required.	2023-01-31	Recruitment process started post was advertised on 29 Jan 2023 in the Sunday Times.	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
2391773	2391773	Report on Organizational Structure amendments of Financial Services Department					JANSEVANRENSBUR GL	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2456907	That the amendments on the Financial Services Department Structure, be noted and approved for implementation with effect from 1 February 2023: • That the 1 x Manager: Financial Support post reporting line change from the Executive Manager: Roads and Planning Services to the Executive Manager: Financial Services in the Financial Services Department; • That the 1 x Clerk: Financial Support reporting line change from the Manager: Financial Support to the Chief Accountant: Procurement & Stores	HOLTZHAUSEN T	JANSEVANRENSBUR GL	100.0000	Finalised	2023-04-11	Finalised	Completed

	in the Financial Services Department; • That the 1 x new position of Clerk: Financial Support reporting line change from the Manager: Financial Support to the Chief Accountant: Procurement & Stores in the Financial Services Department and that the Clerk designation be changed to Clerk: Procurement & Stores.							
2456907	That the amendments on the Financial Services Department Structure, be noted and approved for implementation with effect from 1 February 2023: • That the 1 x Manager: Financial Support post reporting line change from the Executive Manager: Roads and Planning Services to the Executive Manager: Financial Services in the Financial Services Department;	HOLTZHAUSEN T	JANSEVANRENSBUR GL	100.0000	No feedback was required.	2023-04-11	Finalised	Completed

	<ul style="list-style-type: none"> • That the 1 x Clerk: Financial Support reporting line change from the Manager: Financial Support to the Chief Accountant: Procurement & Stores in the Financial Services Department; • That the 1 x new position of Clerk: Financial Support reporting line change from the Manager: Financial Support to the Chief Accountant: Procurement & Stores in the Financial Services Department and that the Clerk designation be changed to Clerk: Procurement & Stores. 							
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
2410307	2410307		QUARTERLY REPORT (2) – DETAILED IMPLEMENTATION OF THE GRDM'S AFFORDABLE HOUSING PROGRAMMES & PROJECTS (SH/FLISP/GAP INITIATIVES)				MKUNQWANA	Completed
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status

2456925	5.1 That Council take note of the status of the GRDM' Affordable Housing programmes and projects. 5.2 That Council consider the related status of the GRDM's Affordable Housing Programmes and Projects which now constitute the second cycle of Quarterly reports. 5.3. That Council takes note that this is in line with formal reporting of Top Layer (59) Annual Performance requirements with the next 3rd Quarterly Update Report to be submitted during May 2023.	MENZEL	MKUNQWANA			2023-04-11		Completed
Item Ref	Item Nr	Item Title				Responsible user		Resolution Outcome
2412368	2412368	REPORT – DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN OF 2023/2024				ABRAHAMSI		Resolved

Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
245688 8	That Council takes note of the draft SDBIP for the 2023/2024 financial year.	MONDE STRATU	GOVINDSAMIR	100.0000	noted	2023-04-24	completed	Completed
245688 8	That Council takes note of the draft SDBIP for the 2023/2024 financial year.	MONDE STRATU	GOVINDSAMIR	100.0000	No feedback was required.	2023-04-24	completed	Completed
Item Ref	Item Nr		Item Title				Responsible user	Resolution Outcome
241360 0	2413600		DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 FEBRUARY 2023 TO 28 FEBRUARY 2023				GOLOGOLOS	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
245690 6	1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1February 2023 to 28 February 2023, be noted. 2. That it be noted that	LOLIWET	GOVINDSAMIR	100.0000	COMPLETE D	2023-04-07	COMPLETED	Completed

	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.							
2456906	<p>1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1February 2023 to 28 February 2023, be noted.</p> <p>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.</p>	LOLIWET	GOVINDSAMIR	100.0000	No feedback was required.	2023-04-07	COMPLETED	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
2420407	2420407	QUARTERLY REPORT (2) TL 57 – DETAILED ANALYSIS ON THE DRAFT GRDM TOWN PLANNING STRATEGIC ELEMENTS AS WELL AS PROGRESSIVE ACQUISITION OF PUBLIC /PRIVATE LAND FOR HOUSING					MKUNQWANA	Completed
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2456926	5.1 That Council takes note of the second Quarterly Report on a proposed GRDM Town planning Framework for use of targeted Municipal and State Properties towards meeting of its long-term affordable development requirements. 5.2 That Council takes note that none of the properties linked to a previous Land Audit exercise undertaken by the GRDM on 24 January 2018 based on the listing of all its properties are conducive for required development of	MENZEL	MKUNQWANA			2023-04-11		Completed

	<p>affordable housing opportunities since these are outside approved Gazetted Restructuring Zones and Priority Human Settlements Housing Development Areas (PHSHDAs) as required by the JDMA/DDM and One Plan objectives and eventuality.</p> <p>5.3 That Council takes note that the targeted formally submitted State properties best represent an opportunity to acquire and leverage these for long-term development relative to the affordable housing commitments of the GRDM.</p> <p>5.4 That Council takes note that when successfully acquired from the State and subsequent feasibility studies undertaken, these properties will subsequently be handed over to the GRDM' social housing partner, Own Haven Housing Company as</p>							
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	well as other entities procured through the GRDM's SCM and competitive Bid processes for development and long-term management for social housing rental purposes.							
Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
<u>2422397</u>	2422397	EFFECTIVE STAFF UTILISATION QUARTERLY PROGRESS REPORT FOR MARCH 2023					VANVUGHTE	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
<u>2456921</u>	That Council approves the report on progress with the implementation of the Effective Staff Utilisation Policy for March 2023.	HOLTZHAUSEN T	JANSEVANRENSBUR GL	100.0000	Noted	2023-04-11	Noted	Completed
<u>2456921</u>	That Council approves the report on progress with the implementation of the Effective Staff Utilisation Policy for March 2023.	HOLTZHAUSEN T	JANSEVANRENSBUR GL	100.0000	No feedback was required.	2023-04-11	Noted	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
2424264	2424264	Request for Extension of Synapsis Solution Strategy CC (Garden Route Skills Mecca)					VANVUGHTE	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2456923	<p>1. That Council takes note of the contents of the report.</p> <p>2. That Council approves the extension of Synapsis Solutions Strategies CC contract for a period of eighteen (18) months from 1 April 2023 until the end of September 2024.</p> <p>3. That the local community is given notice of the intention to extend the Synapsis Solutions Strategies CC contract as determined by Section 116 of the Municipal Finance Act 56 of 2003.</p> <p>4. That the local community is invited to</p>	HOLTZHAUSEN T	VANVUGHTE	100.0000	Done	2023-04-11	Advert will be placed and SLA loaded	Completed

	submit representations to the municipality on the matter.							
2456923	<p>1. That Council takes note of the contents of the report.</p> <p>2. That Council approves the extension of Synapsis Solutions Strategies CC contract for a period of eighteen (18) months from 1 April 2023 until the end of September 2024.</p> <p>3. That the local community is given notice of the intention to extend the Synapsis Solutions Strategies CC contract as determined by Section 116 of the Municipal Finance Act 56 of 2003.</p> <p>4. That the local community is invited to submit representations to the municipality on the matter.</p>	HOLTZHAUSEN T	VANVUGHTE	100.000 0	No feedback was required.	2023 -04- 11	Advert will be placed and SLA loaded	Completed

Item Ref	Item Nr	Item Title					Responsible user	Resolution Outcome
2436486	2436486	GARDEN ROUTE DISTRICT MUNICIPALITY DRAFT AMENDED 2022-2027 INTEGRATED DEVELOPMENT PLAN (IDP)					JAMESM	Resolved
Action Ref	Resolution Action	HOD user	Action User	% Complete	FB Comment	Due Date	Resolution Action Taken	Action Status
2456850	5.1 That Council approves the proposal to amend the 2022-2027 Integrated Development Plan. 5.2 That the Draft Amended Integrated Development Plan be published for a period of 21 days for public comments before final approval in May 2023.	MENZEL	JAMESM	100.0000	completed	2023-04-11	Notice on website and newspaper	Completed
2456850	5.1 That Council approves the proposal to amend the 2022-2027 Integrated Development Plan. 5.2 That the Draft Amended Integrated Development Plan be published for a period of	MENZEL	JAMESM	100.0000	No feedback was required.	2023-04-11	Notice on website and newspaper	Completed

	21 days for public comments before final approval in May 2023.							
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[BACK TO AGENDA](#)

1. REPORT ON THE VOTES EXPENDITURE BY PORTFOLIO COUNCILLORS / VERSLAG RAKENDE DIE UITGAWES VAN LYNNOMMERS DEUR PORTEFEULJE RAADSLEDE / INGXELO NGENCITHO KWIVOTI ZOCEBA BEZIKHUNDLA

REFER REPORT FROM THE EXECUTIVE MAYOR (ALD M BOOYSEN)

2. PURPOSE

The purpose of this report is to provide Council with details of the expenditure by portfolio councillors on their donations votes.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council appropriated funds to all portfolio councillors during the start of the financial year 2022/2023. These funds were to be utilised to assist any person who request assistance and meets the conditions of the Council approved donations policy.

The Executive Mayor gave an undertaking that he will report back to Council on the performance of each vote allocated to the portfolio Councillors.

5. RECOMMENDATION

That Council takes note of the performance of the votes allocated to the difference portfolios.

AANBEVELING

Dat die Raad neem kennis van die prestasie van die lynn timers wat aan die verskillende portefeuljes toegeken is.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo umsebenzi wevoti ezibonelelwa izikhundla ezahlukileyo.

6 DISCUSSION / CONTENTS

6.1 Background/Discussion

Council approved the budget in May 2022 and allocated funding to each portfolio chairperson. These funds are used to assist the communities in the district, who are in need.

These funds are not only for a specific party, but for all Councillors to use in their areas.

When the budget was adopted in 2022, the Executive Mayor gave an undertaking to Council that he will report on this allocation. This report is intended to appraise Council on the performance of these votes.

According to the Executive Mayor's assessment, the Councillors who were allocated these votes dealt with the funds diligently and in a transparent manner. A lot of the members of the public throughout the district were assisted.

Some of the notable contributions include:

- Assistance provided to school children who had to go and represent the country overseas.
- These children would not have had the opportunity to travel had it not been for the assistance of the Garden Route District Municipality.

6.2 Financial Implications

The attached Annexure A, provides a detailed analysis of the spending.

6.3.1 Legal Implications

Municipal Finance Management Act, No 56 of 2003

Municipal Budget and Reporting Regulations, 17 April 2009

6.4 Staff Implications

None

6.5 Linkage to Strategic Objective(s)

Good Governance;

6.6 Previous / Relevant Council Resolutions

The Executive Mayor gave an undertaking that this report would be provided to Council. This undertaking was given during the budget debate on 29 May 2023.

6.7 Risk Implications

At all times compliance with the provisions of the Local Government: Municipal Finance Management Act to be adhered to. Non -compliance will lead to a finding raised the Auditors.

mSCOA Config Description	Order Num	Supplier Name	Amount
Projects and donations - Portfolio: Finance		Transfer of funds to Donations (011002110124)	- 50 000,00
		Projects and donations - Portfolio: Finance	- 50 000,00
Projects and donations - Portfolio: Community	F0002122	YOUTH CRIME PREVENTION DESK	2 000,00
Projects and donations - Portfolio: Community	F0002427	ORINTED BIRDS FOOTBALL CLUB	7 000,00
Projects and donations - Portfolio: Community	F0002406	KLEINE HANTJIES	7 035,00
Projects and donations - Portfolio: Community	F0004181	UBOMI BETHU COMMUNITY DEVELOPMENT	10 000,00
Projects and donations - Portfolio: Community	F0004244	NP BANGANI	10 000,00
Projects and donations - Portfolio: Community	F0004325	KURLAND EDUCARE	9 467,85
		Projects and donations - Portfolio: Community - Expenditure	45 502,85
		On order (Awaiting Payment) as at 1 June 2023	1 260,00
		Budget	50 000,00
		Available as at 01/06/2023	3 237,15
Projects and donations - Portfolio: Strategic	F0001250	DILL BILL'S CRICKET ACADEMY	3 000,00
Projects and donations - Portfolio: Strategic	F0001244	KAROOSTREEK RUGBY UNIE (SWD)	3 000,00
Projects and donations - Portfolio: Strategic	F0001422	ALL BLACKS RFC	3 000,00
Projects and donations - Portfolio: Strategic	F0001491	SWD LAERSKOLE RUGBY UNIE	3 510,00
Projects and donations - Portfolio: Strategic	F0001913	BRIDGTON RUGBY FOOTBALL CLUB	5 000,00
Projects and donations - Portfolio: Strategic	F0001904	OUUDTSHOORN CHRISTELIKE JEUG FORUM	5 000,00
Projects and donations - Portfolio: Strategic	F0002128	THE COLLEGIANS RUGBY CLUB	5 000,00
Projects and donations - Portfolio: Strategic	F0002435	DREAMER'S NETBALL CLUB IN BRIDGTON	445,00
Projects and donations - Portfolio: Strategic	F0002435	ROSEVALLEY PHASE 1 NETBALL, CRICKET AND SOCCER TEAMS	220,00
Projects and donations - Portfolio: Strategic	F0002435	ROSEBANK RUGBY AND SOCCER TEAM	1 522,00
Projects and donations - Portfolio: Strategic	F0002435	ROSEBANK NETBALL AND CRICKET TEAM	1 262,50
Projects and donations - Portfolio: Strategic	F0002435	ROSEVALLEY PHASE 2 RUGBY, SOCCER AND NETBALL TEAMS	2 221,50
Projects and donations - Portfolio: Strategic	F0004573	UNITED APOSTOLIC FAITH CHURCH	3 000,00
		Projects and donations - Portfolio: Strategic	36 181,00
		On order (Awaiting Payment) as at 1 June 2023	-
		Budget	50 000,00
		Available as at 01/06/2023	13 819,00
Projects and donations - Portfolio: Corporate	F0001229	JMG GROBBELAAR T/A TEAM GURU HPC	10 000,00
Projects and donations - Portfolio: Corporate	F0001230	C.A.T TRUST	20 000,00
Projects and donations - Portfolio: Corporate		CYCLING SOUTH AFRICA	15 000,00
Projects and donations - Portfolio: Corporate		Refund	- 4 061,40
		Projects and donations - Portfolio: Corporate	40 938,60
		On order (Awaiting Payment) as at 1 June 2023	-
		Budget	50 000,00
		Available as at 01/06/2023	9 061,40
Projects and donations - Portfolio: Planning	F0000841	TAMBO COMMUNITY RADIO STATION	3 000,00
Projects and donations - Portfolio: Planning	F0001498	MOSSELBAAI TITANS FRC	7 500,00
Projects and donations - Portfolio: Planning	F0001915	YOUNG DREAMS NETBALL CLUB	3 000,00
Projects and donations - Portfolio: Planning	F0002381	MOSSELBAY SOUP DRIVE	5 600,00
Projects and donations - Portfolio: Planning	F0002429	EXTENTION 23 NEIGHBOURHOOD WATCH ORGANISATION	10 000,00
Projects and donations - Portfolio: Planning	F0002419	GROOT-BRAKRIVIER RUGBY CLUB	7 000,00
Projects and donations - Portfolio: Planning	F0002534	MOSSEL BAY SKILLS DEVELOPMENT CENTRE	10 000,00
		Projects and donations - Portfolio: Planning	46 100,00
		On order (Awaiting Payment) as at 1 June 2023	-
		Budget	50 000,00
		Available as at 01/06/2023	3 900,00
Projects and donations - Portfolio: Properties	F0000991	KLEINE DIAMANDJIES DAG- EN NASORG SENTRUM	5 000,00
Projects and donations - Portfolio: Properties	F0001504	KINDERSORG SUID-AFRIKA HEIDELBERG	3 000,00
Projects and donations - Portfolio: Properties		CHRISTMAS KIDDIES PARTY PACKS DISTRIBUTED TO DISADVANTAGED COMMUNITIES IN THE FOLLOWING AREAS: SLANGRIVIER, HEIDELBERG, RIVERSDALE, KNYSNA, BITOU	4 650,00
Projects and donations - Portfolio: Properties		EMPOWER DRUMMING ACADEMY NPC	3 000,00
Projects and donations - Portfolio: Properties	F0003456	HEIDELBERG SENIOR BURGER KLUB	304,00
Projects and donations - Portfolio: Properties	F0003441	CATHY'S SOUP KITCHEN	1 310,00
Projects and donations - Portfolio: Properties	F0003551	HEIDELBERG SENIOR BURGER KLUB (CARPET)	4 500,00
Projects and donations - Portfolio: Properties		E00097	- 3 000,00
Projects and donations - Portfolio: Properties		HEIDELBERG RUGBY VOETBALKLUB	8 000,00
		Projects and donations - Portfolio: Properties	26 764,00
		On order (Awaiting Payment) as at 1 June 2023	23 100,00
		Budget	50 000,00
		Available as at 01/06/2023	136,00
Projects and donations - Portfolio: Roads	F0002216	SOUTHERN CROSS SURF LIFESAVING CLUB	13 380,00
Projects and donations - Portfolio: Roads	F0002497	CREATING EFFECTIVE FAMILIES	10 000,00
Projects and donations - Portfolio: Roads		DIE OMGEE REHAB	22 000,00
		Projects and donations - Portfolio: Roads	45 380,00
		On order (Awaiting Payment) as at 1 June 2023	3 830,00
		Budget	50 000,00
		Available as at 01/06/2023	790,00

EXECUTIVE MAYOR

mSCOA Config Description	Order Number	Supplier Name	Amount
Donations	F0000259	EDEN KICKBOXING FEDERATION	8 000,00
Donations	F0000318	SEAGULLS RUGBY CLUB	20 000,00
Donations	F0000310	SOUTHERN CAPE SPORT TOURS	20 000,00
Donations	F0001045	NEDBANK RUNNING CLUB GEORGE	1 000,00
Donations	F0001182	COMMUNITY COMPREHENSIVE ORGANISATION	7 000,00
Donations	F0001258	JMG GROBBELAAR T/A TEAM GURU HPC	10 000,00
Donations	F0001215	SWD LAERSKOLE RUGBY UNIE	3 510,00
Donations	F0001388	KNYSNA GYMNASTICS CLUB	7 000,00
Donations	F0001691	MOSSEL BAY COMMUNITY SOUP DRIVE	15 000,00
Donations	F0001638	KWANO EDUCATIONAL ACADEMY NPC	20 000,00
Donations	F0001895	DISABLED ROAD-RACE FOUNDATION	10 000,00
Donations	F0002077	SOUTHERN CAPE YOUTH DEVELOPMENT INITIATIVE	16 200,00
Donations	F0002428	EDEN TABLE TENNIS FEDERATION	5 000,00
Donations	F0002431	TSITSIKAMMA FESTIVAL NPC	10 000,00
Donations	F0002413	CHRISTMAS KIDDIES PARTY PACKS DISTRIBUTED TO DISADVANTAGED COMMUNITIES IN HEINSVIEW INFORMAL SETTLEMENT	7 187,50
Donations	F0002411	CHRISTMAS KIDDIES PARTY PACKS DISTRIBUTED TO DISADVANTAGED COMMUNITIES IN BOSSIESGIF, KWANOKUTHULA & CRAGS IN BITOU	4 312,50
Donations	F0003120	Walk a Child Initiative	19 800,00
Donations	F0003813	EDEN MODERN PENTATHLON	10 000,00
Donations	F0004243	THE UNITED METHODIST CHURCH IN SOUTH AFRICA	5 000,00
Donations	F0004558	YOUNG WOMEN IN GLOBAL ACTION NPO	20 000,00
		Total Spent at 1 June 2023	219 010,00
		On order (Awaiting Payment) as at 1 June 2023	242,42
		Budget	240 000,00
		Available as at 01/06/2023	20 747,58
Donations - Christmas Hampers	F0002392	CYMANTIA LIZTY-ANN CARELSE	190 000,00
		100% Spent	190 000,00

DEPUTY MAYOR

mSCOA Config Description	Order Num	Supplier Name	Amount	Product Service Description
Grant in Aid	F0001348	J-SQUARE EMPOWERMENT	10 000,00	Donation Payment for J-Square Empowerment
Grant in Aid	F0002339	BADISA GEORGE	7 000,00	Donation
		Total Spent as at 1 June 2023	17 000,00	
		On order (Awaiting Payment)	62 000,00	
		Rosemore Home for the Aged	10 000,00	
		Oudtshoorn Rural Rugby Union	10 000,00	
		Keep the Dream	5 000,00	
		Southern Cape Sports Tours	30 000,00	
		Western Cape Schools Sports Code	3 500,00	
		Eden Hockey Schools	3 500,00	
		Total Spent after On order is Paid	79 000,00	
		Budget	80 000,00	
		Available as at 01/06/2023	1 000,00	

OFFICE OF THE SPEAKER

mSCOA Config Description	Order Nun	Supplier Name	Amount			
Grant in Aid	F0001183	HEALTH WELLNESS SERVICES (PTY) LTD	4 200,00			
Grant in Aid	F0001986	BURNING FIRE FOOTBALL CLUB	5 000,00			
Grant in Aid	F0002166	PIRATES UNITED CRICKET CLUB	5 000,00			
Grant in Aid	F0003669	RëEN VAN HERLEWING CHURCH (KNYSNA)	15 000,00			
Grant in Aid	F0003706	KINGDOM AMBASSADORS	2 702,42			
Grant in Aid	F0003909	MAGDALEENTJIE CRECHE	4 800,00			
Grant in Aid	F0003399	KNYSNA EDUCARE CENTRE	22 540,00			
		Total Spent before On order	59 242,42			
		On order (Awaiting Payment) as at 1 June 2023	20 757,58	Liliput Creche is the Beneficiary		
		Total Spent after On order is Paid	80 000,00			

[BACK TO AGENDA](#)

- 1 **REPORT - ESTABLISHMENT OF THE COMMITTEES AS PER THE MUNICIPAL STAFF REGULATIONS GN 890, 20 SEPTEMBER 2021(CHAPTER 4) – INDIVIDUAL PERFORMANCE / VERSLAG - STIGTING VAN DIE KOMITEES VOLGENS DIE MUNISIPALE PERSONEEL REGULASIES GN 890, 20 SEPTEMBER 2021 (HOOFSTUK 4) – INDIVIDUELE PRESTASIE / INGXELO-UKUMISELWA KWEKOMITI NGOKOMTHETHO WABASEBENZI BOMASIPALA GN 890,20 KWEYOMSINTSI 2022(Chapter 4)-UMSEBENZI WOMNTU NGAMNYE**

REFER REPORT FROM THE OFFICE OF THE MUNICIPAL MANAGER (M STRATU) / MANAGER PERFORMANCE MANAGEMENT (IG SAAIMAN)

2 **PURPOSE**

The purpose of this report is to provide guidance and an outline of the committees that must be established within the organization to address individual performance reviews.

Garden Route Growth and Development Strategy Alignment

Performance Management provides an oversight role of developing, monitoring and evaluating Key Performance Indicators aligning directly to all Seven Strategic Priorities of the GDS

3. **DELEGATED AUTHORITY**

COUNCIL

4. **EXECUTIVE SUMMARY**

The establishment of the committees, inclusive of the roles and responsibilities, have to be dealt with in accordance to the Municipal Staff Regulations GN 890, 20 September 2021. The prescription and listing in both the Municipal Staff Regulations GN 890, 20 September 2021 and the Performance Policy Framework of Garden Route District Municipality, provides guidance.

5. **RECOMMENDATION**

That Council approves the establishment of the Committees.

AANBEVELING

Dat die Raad die stigting van die Komitees goedkeur.

ISINDULULO

Sesokuba iBhunga liphumeze ukumiselwa kwezikomiti.

6. DISCUSSION / CONTENTS

6.1. Background

With the implementation of the Staff Regulations GN 890 of 20 September 2021, new committees have to be established within the organization that will be responsible for the all inclusive oversight roll over the staff performance management.

6.2 Discussion

The constituency and purpose of the committees are listed below;

6.2.1 Municipal Moderation Committee(MMC)

This committee must be constituted and determined by Council.

The committee shall be constituted as follows:

- The Municipal Manager, who must act as the chairperson of the committee
- All heads of departments
- Head of municipal planning and organisational performance
- Head of municipal internal audit
- A senior human resource functionary to guide, advise and provide support, including arrangements of secretariat services
- A performance specialist

The purpose of this committee is to;

- Provide oversight over the staff performance management and development system to ensure the performance management process is valid, fair and objective
- Moderate the overall performance assessment score for staff determined after the departmental moderation process
- Ensure that the final individual performance ratings are fair across each grade and department
- Ensure that the final individual assessment outcome corresponds with the performance of the municipality and the relevant department aligned to the staff member's job description/directorate before any recognition of performance is considered

- Determine the percentages for the merit based rewards subject to affordability and the annual approved municipal budget in terms of section 16 of the Municipal Finance Management Act
- Recommend appropriate recognitions for different levels of performance
- Recommend appropriate remedial actions for performance believed to be substandard
- Advise the municipality on recognition of performance, including financial and non-financial rewards, where applicable
- Identify potential challenges in performance management system and recommend appropriate solutions to the municipal manager
- Identify developmental needs for supervisors to improve the integrity of the performance management and development system
- Consider any other matter that may be considered relevant

6.2.2 Departmental Moderation Committee(DPC)

This committee must be constituted and determined by the Municipal Manager.

The committee shall be constituted as follows:

- The relevant heads of departments, who must act as chairpersons in the committees
- All managers directly accountable to the heads of departments, who must be recused from the committee before their assessments are considered by the committee
- A senior human resource functionary who will advise, guide and provide support, including arrangements for secretariat services

The purpose of this committee is to;

- Conduct moderation of annual staff performance results in order to ensure that the norms and standards for performance management and development systems are applied in a fair, realistic and consistent manner across the department
- Assess and compare the performance and contribution of each staff member with his or her peers towards the achievement of departmental goals
- Ensure fairness, consistency and objectivity with regard to dispersal of performance recognition and ratings achieved for a common understanding amongst supervisors of the performance standards required at each level of the performance rating scale
- Determine the cost implications for recognition of performance of all staff members within the department
- Recommend the moderated performance scores for all staff members to municipal moderating committee for approval
- Ensure the performance rewards as based on affordability
- Consider the impact of the performance assessments on financial rewards and options for various forms of recognition
- Recommend performance rewards as well as remedial actions for performance considered to be below effective performance
- Ensure that the integrity of the performance management and development system is protected

6.3 Financial Implications

There are no financial implications for the Council. The roll out, implementation and training will be dealt with by the Performance office.

6.4 Legal Implications

Local Government: Municipal Staff Regulations GN 890,
20 September 2021

6.5 Staff Implications

Local Government: Municipal Staff Regulations GN 890,
20 September 2021

6.6 Previous / Relevant Council Resolutions:

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

6.7 Risk Implications

Will be developed as and when required

BACK TO AGENDA

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 OCTOBER 2022 TO 31 OCTOBER 2022 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 OKTOBER 2022 TO 31 OKTOBER 2022 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWEZDMALI KWIXESHA LOMHLA 1 KWEYENKANGA 2022 UKUYA 31 KWEYENKANGA 2022**

REFER REPORT FROM THE EXECUTIVE MANAGER FINANCIAL SERVICES: J-W DE JAGER

- 2 **PURPOSE**

To inform the Council of the deviations approved for the period 1 October 2022 to 31 October 2022.

3. **DELEGATED AUTHORITY**

Council

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 October 2022.

5. **RECOMMENDATIONS**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 October 2022 to 31 October 2022, be noted.
1. 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 Oktober 2022 tot 31 Oktober 2022.*

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-Nkqubo Wolawulo Lwencitho yoMasiapala ngokwemimiselo yezotyeshelo kwixesha lomhla 01 kweyeDwarha 2022 ukuya 31 kweyeDwarha 2022, 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

1. 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 October 2022 to 31 October 2022 amounts to **R 977 746.86** Refer to **Annexure A**

6.4 Legal Implications

None

Main Expenditure for Deviation in October 2022

- An amount of **R 669 926.75** incurred for the payment of Aerial standby fees for September 2022. Prior attempts to procure contract for aerial fire fighting services have failed, under the requirement of obtaining a market-related price. Continued attempts to procure appropriate contract in process

Trend Analysis Based on Successive Month to Month Comparison

APPROVED DEVIATIONS			
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS			
Sep-22		Oct-22	
Department	Amount	Department	Amount
Community Services	16 926.87	Community Services	687 677.00
Corporate Services	65 530.77	Corporate Services	94 550.00
Financial Services	30 335.85	Financial Services	0.00
Office of the MM	0.00	Office of the MM	14 950
Planning and Economic Development	0.00	Planning and Economic Development	4 500.00
Roads and Transport Planning Services	41 132.93	Roads and Transport Planning Services	176 069.86
Total Deviations	153 926.42	Total Deviations	977 746.86

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

Oct-22								
APPROVED DEVIATIONS COMMUNITY SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
1	2148006	Afrox	2022-09-15	Impractical	A number of failed attempts to get market-related tender in place. Process for another procurement round nearing finalisation.	2022-10-12	17 750,25	F0001485
2	2162842	Working on Fire	2022-09-28	Single Supplier	<p>Payment for the Aerial standby fees for September 2022.</p> <p>Prior attempts to procure contract for aerial fire fighting services have failed, under the requirement of obtaining a market-related price.</p> <p>Continued attempts to procure appropriate contract in process.</p>	2022-10-19	669 926,75	F0001626

CORPORATE SERVICE								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
3	2074573	Spinning Your Web (Unity Fire web)	2022-08-22	Impractical Procurement Process	In accordance with approval by Council on 2 June 2022 on item regarding the outcome of the Digital Transformation Project.	2022-10-07	89 700,00	F0001534
4	2171094	IMPISA	2022-10-05	Impractical Procurement Process	Annual conference presented by the Institute of Municipal People Practitioners. Impractical to procure as there is no other service provider that hosts a conference for its member.	2022-10-07	4 850,00	Direct Payment

OFFICE OF THE MUNICIPAL MANAGER								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
5	2197735	Institute of Internal Auditors South Africa (IIASA)	2022-10-27	Impractical Procurement Process	Annual conference presented by the Institute of Internal Auditors South Africa (IIASA). Impractical to procure as there is no other service provider that hosts a conference for its member.	2022-10-28	14 950,00	
PLANNING AND ECONOMIC DEVELOPMENT SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
6	2184528	Institute for Local Government Management	2022-10-17	Impractical Procurement Process	Annual conference presented by the Institute for Local Government Management. Impractical to procure as there is no other service provider that hosts a conference for its member.	2022-10-17	4 500,00	Direct Payment
ROADS AND TRANSPORT PLANNING SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
7	2155144	Bidvest Steiner - August 2022	2022-09-21	Impractical Procurement Process	Tender process and signing of SLA expected to be completed in November 2022. Equipment of Bidvest installed for hygiene purposes – impractical to pay any other provider in this regard.	2022-10-04	11 004,23	F0001332
8	2161482	WH Van Schalkwyk Vervoer	2022-09-27	Impractical Procurement Process	None of our approved suppliers on tender can provide us with the required plant, therefore it is needed to go on quotations. In-house Excavator is not powerful enough to demolish the structure, as experienced during prior attempts, since it only has a bucket and not a hydraulic hammer. In-house excavator is on site and we did attempt to break structure, but attempt was unsuccessful. The project is currently at a standstill due to this, so we required the plant as soon as possible.	2022-10-04	80 500,00	F0001365

9	2166411	Janken Auto Spares	2022-09-30	Emergency	J&B towing was at the scene of the accident and removed the vehicle from the scene. Emergency procurement.	2022-10-05	2 875,00	F0001336
10	2166532	GH Towing	2022-09-30	Emergency	Recovery of vehicle that unexpected broken down – required service on emergency basis.	2022-10-05	5 050,00	F0001325
11	2172939	Kempston Motors	2022-10-10	Impractical Procurement Process	Vehicle under warranty.	2022-10-18	40 020,69	F0001547
12	2178138	Air Liquide	2022-10-11	Impractical Procurement Process	A number of failed attempts to get market-related tender in place. Process for another procurement round nearing finalisation.	2022-10-18	2 419,94	F0001530
13	2188687	IMESA	2022-10-19	Impractical Procurement Process	Institute of Municipal Engineering of Southern Africa conference. Impractical to do open procurement process to attend conference of leading Engineering institute held 02 to 04 November 2022. Attedance endorsed by SALGA.	2022-10-20	16 400,00	F0001632
14	2193503	IMESA	2022-10-24	Impractical Procurement Process		2022-10-24	17 800,00	Direct Payment
TOTAL							977 746,86	

[BACK TO AGENDA](#)

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 MARCH 2023 TO 31 MARCH 2023 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 MAART 2023 TO 31 MAART 2023 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWEZEMALINKCITHO KWIXESHA LOMHLA 1 KWEYOKWINDLA 2023 UKUYA 31 KWEYOKWINDLA 2023**

**REFER REPORT FROM THE ACTING EXECUTIVE MANAGER FINANCIAL SERVICES:
(T LOLIWE)**

- 2 **PURPOSE**

To inform the Council of the deviations approved for the period 1 March 2023 to 31 March 2023.

3. **DELEGATED AUTHORITY**

Council

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 March 2023.

5. **RECOMMENDATIONS**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 March 2023 to 31 March 2023, 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 Maart 2023 tot 31 Maart 2023.*
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 ngeyoKwindla 2023 ukuya 31 ngeyoKwindla 2023, 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:

- 3) *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.*
- 4) *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:

- (3) *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.*

(4) 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 March 2023 to 31 March 2023 amounts to **R 1 081 196.00** Refer to **Annexure A**

6.4 Legal Implications

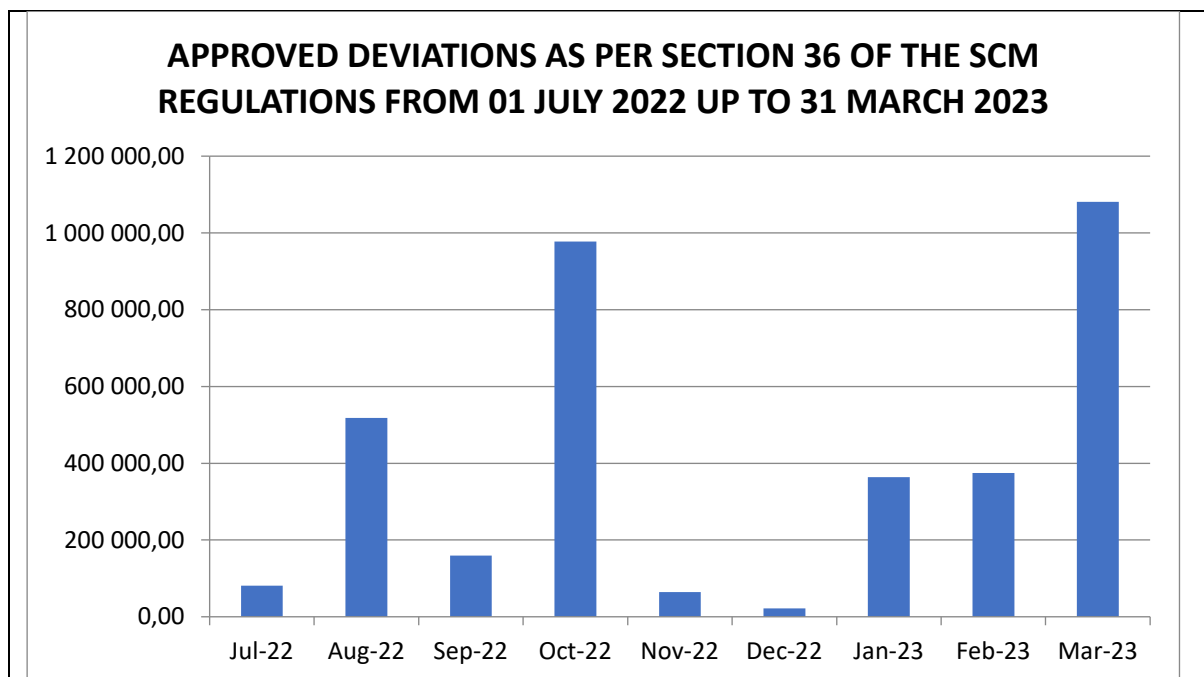
None

Main Expenditure for Deviation in March 2023

- An amount of **R556 629.29** incurred because of the lightning fire that occurred in inaccessible steep mountainous terrain. Due to the fact that ground firefighting crews could not access this fire with firefighting vehicles and the necessary water suppression equipment it necessitated the initial deployment of external resources in the form of aerial firefighting beyond the internal and established resources of the Fire Services. The initial efforts were however not effective. The fire spread, and offensive tactics initially assisted greatly to mitigate the spread. However, prevailing conditions posed many challenges and caused erratic fire behaviour which necessitated the deployment of external resources in the form of aerial firefighting again which prevented loss of infrastructure.
- An amount of **R221 005.97** incurred because of the Fires during February in the Hessequa Municipal area, especially in the Gouritsmond area was subjected at adverse weather conditions, with inconsistent gusty winds and hot & dry weather,. Due to the before mentioned the fire conditions were abnormal and this necessitated the deployment of external resources beyond the internal and established resources of the Fire Services.
- An amount of **138 504.99** incurred because of the warranty service that was performed by Origemal Equipment Manafucature.

Trend Analysis Based on Successive Period from July 2022 up to 31 March 2023 Comparison

APPROVED DEVIATIONS									
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS									
Months	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Department	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Community Services	56 062,50	12 569,97	16 926,87	687 677,00	0,00	14 832,93	276 181,75	335 536,52	786 951,99
Corporate Services	0,00	7 674,62	68 461,40	94 550,00	0,00	0,00	52 458,07	0,00	6 019,34
Financial Services	0,00	15 912,55	30 335,85	0,00	17 159,15	0,00	0,00	9 657,70	9 657,70
Office of the MM	0,00	19 967,52	0,00	14 950,00	6 756,25	0,00	30 538,25	0,00	63 779,07
Planning and Economic Development	0,00	0,00	0,00	4 500,00	4 024,19	0,00	0,00	22 522,75	0,00
Roads and Transport Planning Services	25 337,61	461 727,65	43 931,31	176 069,86	36 298,60	7 269,89	4 845,03	6 471,19	214 787,90
Total Deviations	81 400,11	517 852,31	159 655,43	977 746,86	64 238,19	22 102,82	364 023,10	374 188,16	1 081 196,00



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

Mar-23								
APPROVED DEVIATIONS								
COMMUNITY SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
1	2364924	Working on Fire	2023-02-03	Emergency	<p>This fire was a lightning fire and occurred in inaccessible steep mountainous terrain. Due to the fact that ground firefighting crews could not access this fire with firefighting vehicles and the necessary water suppression equipment it necessitated the initial deployment of external resources in the form of aerial firefighting beyond the internal and established resources of the Fire Services. The initial efforts were however not effective. The fire spread, and offensive tactics initially assisted greatly to mitigate the spread. However, prevailing conditions posed many challenges and caused erratic fire behaviour which necessitated the deployment of external resources in the form of aerial firefighting again which prevented loss of infrastructure. Circumstances that warranted emergency dispensation included but are not limited to –</p> <ul style="list-style-type: none"> • The possibility of severe and vast fire spread; • The possibility of damage to property; • The loss of infrastructure and personal and economic assets; • The threat of injury and loss of lives <p>The prevailing situation, and imminent threats, was of such a nature that it could not readily be alleviated by interim measures, in order to allow time for the formal procurement process. The deployment of these resources contributed to bringing the fires under control and extinguished in a shorter space of time, and prevented loss of infrastructure and lengthier and more costly fires.</p>	2023-03-08	556 629,29	F0003589

[illegible]

No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
4	2432280	Lacros George	2023-03-22	Single Supplier	Agent	2023-03-27	2 845,48	F0003736
5	2439611	Lacros George	2023-03-27	Impractical Procurement Process	<p>Mayoral car busy with service (see requisition 173015)</p> <p>while busy with service of Mayoral car Toyota Halfway George indicated</p> <p>Quote for</p> <ul style="list-style-type: none"> -Pad kit disc brake -Blade FR wiper RH -Blade FR wiper LH 	2023-03-28	3 173,86	F0003786

FINANCIAL SERVICES

No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
6	2359175	Western Cape Government	2023-01-31	Impractical Procurement Process	Wear Check keeps the tracking results of the PGWC fleet for maintenance and performance assessment (MFMA Section 36(1)(v), only Wear Check may be used as per PGWC's instruction.	2023-03-01	9 657,70	F0003405

OFFICE OF THE MUNICIPAL MANAGER

No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
7	2413716	Brand van der Bergh Attorneys	2023-03-06	Impractical Procurement Process	Brand van der Bergh Attorneys handled this matter on behalf of the municipality. When they were appointed the SLA between GRDM and Brand vd Bergh Attorneys was still valid. The SLA had expired in the meantime. They did not tender to form part of the new panel of Attorneys, but have to finalise this matter as it would be fruitless to incur additional costs to appoint another firm to finalise this matter.	2023-03-08	63 779,07	F0003574

ROADS AND TRANSPORT PLANNING SERVICES

No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
8	2374500	Kempston Motors	2023-02-10	Impractical Procurement Process	Warranty service to be performed by Origemal Equipment Munufacturer. Kempston Motors is the OEM agent	2023-03-16	138 504,99	F0003708
9	2425933	Air Liquide	2023-03-15	Impractical Procurement Process	<p>These cylinders are not sold to the municipality but the municipality is paying for the gas that is provided as and when the gas is needed. To procure Industrial gas for workshop purpose you need to rent the empty cylinder and buy the content etc Mig gas,Oxygen and Acetylene. The rented price will be on a monthly bases and the cylinders will stay on the premises of G.R.D.M. The tender for the supply and rentals for gas already submitted to supply chain office. Our Mechanical Departments depend on Industrial gas to do repair work on the fleet -</p> <p>The tender for Afrox is in place now , waiting for the Fire dept to pay 1 x lost cylinder , we still have to pay the rent for the month</p>	2023-03-27	2 782,91	F0003727
10	2430701	George Country Resort	2023-03-16	Impractical Procurement Process	<p>Invitation to Register e-mail attached</p> <p>please send requisition back to Nantas as request additional info or as register quotes to either attach their CSD or email confirmation to ask them to register on CSD - daleen</p> <p>The team is working in the George area (Gwaing) and has been staying in the caravan park since commencement of the project in January and there is no other caravan park in the George area otherwise they would have to be booked further from George and that will cost time and money, the stay is an extension.</p>	2023-03-28	73 500,00	F0003832
TOTAL							1 081 196,00	

[BACK TO AGENDA](#)

1. **DEVIATION REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 APRIL 2023 TO 30 APRIL 2023 / AFWYKINGSVERSLAG: VOORSIENINGSKANAALBELEID VIR DIE PERIODE 1 APRIL 2023 TOT 30 APRIL 2023 / INGXELO YOTYESHELO: UKUMISELWA KOMGAQO-NKQUBO WOLAWULO LWEZEMALINKCITHO KWIXESHA LOMHLA 1 KUTSHAZIMPHUZI 2023 UKUYA 31 KUTSHAZIMPHUZI 2023**

REFER REPORT FROM THE ACTING XECUTIVE MANAGER FINANCIAL SERVICES: T LOLIWE

- 2 **PURPOSE**

To inform the Council of the deviations approved for the period 1 April 2023 to 30 April 2023.

3. **DELEGATED AUTHORITY**

Council

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 April 2023.

5. **RECOMMENDATIONS**

1. That the implementation of Section 36 of the Municipal Supply Chain Regulation in terms of the deviations for the period 1 April 2023 to 30 April 2023, 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 April 2023 tot 30 April 2023.*
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 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 ngekaTshaz''iimpunzi 2023 ukuya 30 ngekaTshaz''iimpunzi 2023, 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:

- 5) *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.*
- 6) *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:

- (5) *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.*

(6) *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 April 2023 to 30 April 2023 amounts to **R 120 112.51** Refer to **Annexure A**

6.4 Legal Implications

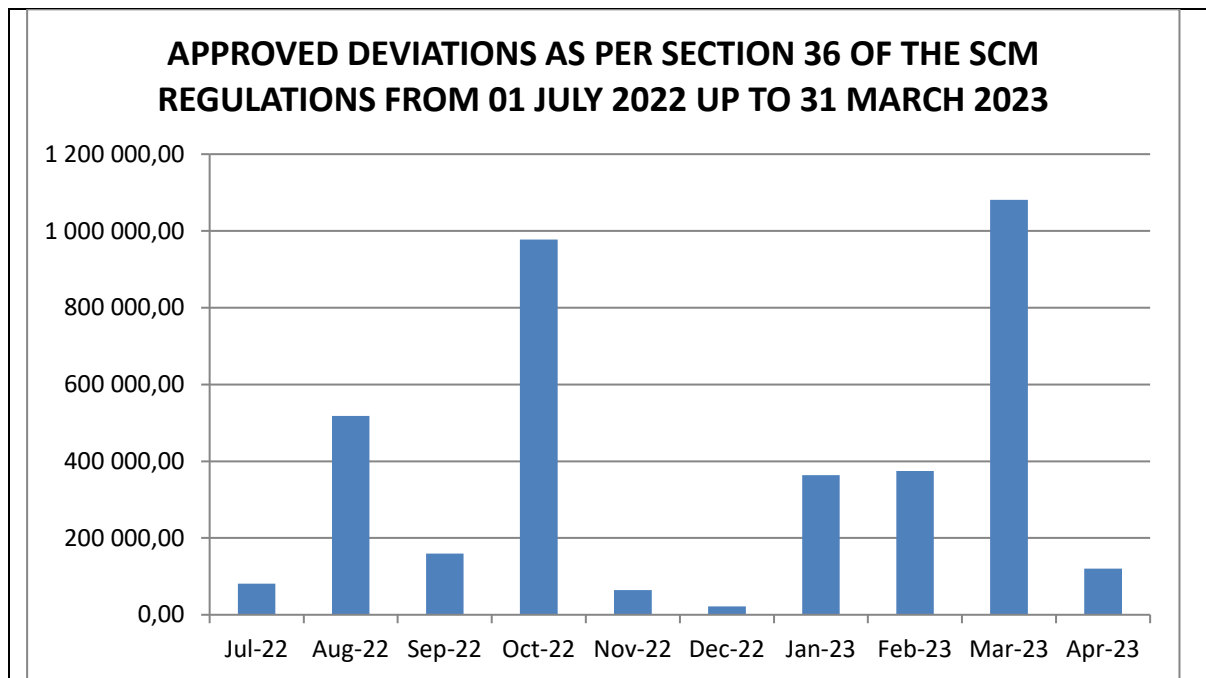
None

Main Expenditure for Deviation in April 2023

None

Trend Analysis Based on Successive Period from July 2022 up to 30 April 2023 Comparison

APPROVED DEVIATIONS										
DEVIATIONS AS PER SECTION 36 OF THE SCM REGULATIONS										
Months	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Department	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Community Services	56 062,50	12 569,97	16 926,87	687 677,00	0,00	14 832,93	276 181,75	335 536,52	786 951,99	0,00
Corporate Services	0,00	7 674,62	68 461,40	94 550,00	0,00	0,00	52 458,07	0,00	6 019,34	0,00
Financial Services	0,00	15 912,55	30 335,85	0,00	17 159,15	0,00	0,00	9 657,70	9 657,70	20 286,00
Office of the MM	0,00	19 967,52	0,00	14 950,00	6 756,25	0,00	30 538,25	0,00	63 779,07	87 187,50
Planning and Economic Development	0,00	0,00	0,00	4 500,00	4 024,19	0,00	0,00	22 522,75	0,00	0,00
Roads and Transport Planning Services	25 337,61	461 727,65	43 931,31	176 069,86	36 298,60	7 269,89	4 845,03	6 471,19	214 787,90	12 639,01
Total Deviations	81 400,11	517 852,31	159 655,43	977 746,86	64 238,19	22 102,82	364 023,10	374 188,16	1 081 196,00	120 112,51



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

Apr-23								
APPROVED DEVIATIONS								
FINANCIAL SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
	2439947	WEARCHECK	2023-03-28	Impractical Procurement Process	Impractical procurement process.	2023-04-12	20 286,00	F0003989

OFFICE OF THE MUNICIPAL MANAGER								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
	2476050	Bans Attorneys	2023-04-21	Impractical Procurement Process	This was an emergency due to the fact that the MM had to be represented on an urgent basis and none of the attorneys on our panel was available to assist due to the short notice.	2023-04-25	87 187,50	Direct Payment

ROADS AND TRANSPORT PLANNING SERVICES								
No	Ref Nr	Name	Req Date	Deviation Category	Deviation Motivation	Deviation Approval Date	Payment Amt	Order Number
	2457463	Wie Hanmar Trust	2023-04-11	Impractical Procurement Process	There is only 1 caravan park in the Riversdale area that will accommodate our teams needs - Zoliswa	2023-04-12	9 060,00	F0004002
TOTAL							116 533,50	

[BACK TO AGENDA](#)

1. COST CONTAINMENT REPORTING – QUARTER 3 OF 2022/23 / KOSTE INPERKINGSVERSLAG – KWARTAAL 3 VAN 2022/23 / INGXELO NGOKUNCIPHISA INDLEKO-IKOTA YESIBINI KA 2022/23

REFER REPORT FROM THE EXECUTIVE MANAGER (ACTING): FINANCIAL SERVICES (T LOLIWE)

2 PURPOSE

The purpose of this report is to table to Council the measures implemented and aggregate amounts saved in quarter three of the 2022/23 financial year through the implementation of cost containment measures.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

On 23 July 2019, Council approved the GRDM Cost Containment Policy. Section 17 of the policy provides that the Council on a regular basis reports to Council on the savings identified as a result of the implementation of the above policy. Refer to Annexure A in this regard – the format of the reporting was prescribed by National Treasury via Circular No. 97.

5. RECOMMENDATION

That Council notes the measures implemented and aggregate amounts saved in quarter three of the 2022/23 financial year through the implementation of cost containment measures.

AANBEVELINGS

Dat die Raad kennis neem van die besparings soos identifiseer in kwartaal drie van die 2022/23 finansiële jaar as gevolg van die implementering van die GRDM Koste Inperkingsbeleid.

ISINDULULO

Sesokuba ipBhunga lithathele ingqalelo imiqathango yokumiselwa kunye nemali eziye zongiwa kwikota yesithathu yonyakala mali ka 2022/23 ngokumisela indlela zokonga zokunciphisa indleko.

6. DISCUSSION / CONTENTS

6.1 Background

On 23 July 2019, Council approved the GRDM Cost Containment Policy in order to comply with the new legislation that was issued on 7 June 2019.

Section 17 of the policy stipulates the following pertaining to disclosures of cost containment measures:

- 17.1 Cost containment measures applied by the municipality must be included in the municipal in-year budget report and annual cost savings must be disclosed in the annual report.
- 17.2 The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritization of cost savings, on the implementation of the cost containment measures must be submitted to the municipal council for review and resolution. The municipal council can refer such reports to an appropriate council committee for further recommendations and actions.
- 17.3 Such reports must be copied to the National Treasury and relevant provincial treasuries within seven calendar days after the report is submitted to municipal council.

National Treasury further issued MFMA Circular No.97 which prescribed a template for quarterly reporting of cost savings realised from implementation of cost containment measures – please refer to Annexure A for the cost savings at GRDM in quarter 3 of 2022/23 in this regard.

It should be noted that various cost-cutting measures were already incorporated in the budget process for 2022/23 and therefore the issuing of the Municipal Cost Containment Regulations did not have an impact on all expenditure types addressed in the Regulations.

The most significant savings are with regards to catering and events, domestic travel and accommodation, as events/travel was limited due to the impact of COVID 19 and increased use of technology for meetings and other engagements.

6.2 Discussion

It should be noted that with the adjustment budget of February 2023, savings were identified and where the Travel and Subsistence and Catering budget was reduced, this had an effect on the Total Year to date budget in comparison with the actual spending to date. The Travel and subsistence reflects savings of R328,332 and Communication an amount of R123,964 for the year to date. It should also be noted that the overspending on the Accommodation of R352,401 and Sponsorships, events and catering of R351,149 will be equalized by the fourth quarter with the total allocated budget.

6.3 Financial Implications

Year-to-date savings due to cost containment measures on Travel and Subsistence of R328,332 and Communications to the amount of R123,964.

6.4 Legal Implications

None.

6.5 Staff Implications

No Staff implications.

6.6 Previous / Relevant Council Resolutions:

There are previous or relevant Council resolutions related to this matter.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council.

Annexure A

ANNEXURE D: Total Cost Savings Disclosure in the In-Year and Annual Report						
	Cost Containment In -Year Report					
Measures	Year to Date Budget	Q1	Q2	Q3	Q4	Savings
	R'000	R'000	R'000	R'000	R'000	R'000
Travel and subsistence	R3 216 757	R864 191	R1 020 617	R1 003 617	R0	R328 332
Domestic accommodation	R1 373 760	R343 490	R760 543	R622 128	R0	-R352 401
Sponsorships, events and catering	R456 789	R120 340	R300 871	R386 728	R0	-R351 149
Communication	R512 280	R60 680	R90 654	R236 982	R0	R123 964
Total	R5 559 586	R1 388 700	R2 172 685	R2 249 455	R0	-R251 254

Cost Containment Annual Report			
Cost Containment Measure	Year to Date Budget	Total Expenditure	Savings
	R'000	R'000	R'000
Travel and subsistence	R3 216 757	R2 888 425	R328 332
Domestic accommodation	R1 373 760	R1 726 161	-R352 401
Sponsorships, events and catering	R456 789	R807 938	-R351 149
Communication	R512 280	R388 316	R123 964
Total	R5 559 586	R5 810 840	-R251 254

[BACK TO AGENDA](#)

DISTRICT COUNCIL

JUNE 2023

1. **REPORT ON THE PROPOSED SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS FOR THE PERIOD JULY UNTIL DECEMBER 2023 / VERSLAG RAKENDE DIE KONSEP VOORGESTELDE SKEDULE VAN VERGADERINGS VIR DIE TYDPERK JULIE TOT DESEMBER 2023 TEN OPSIGTE VAN RAAD EN KOMITEES / INGXELO NGESIPHAKAMISO SOLUHLU LWENTLANGANISO ZEBHUNGA KUNYE NEEKOMTI KWIXESHA LENYANGA KWEYEKHALA UKUYA KWEYEMNGA 2023**

17 MAY 2023

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

2 PURPOSE

The purpose of this report is to obtain Council approval of the proposed schedule of meetings for the period July till December 2023.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In order for Garden Route District Municipality to determine the meeting dates for 2023, this Council has to obtain the meeting dates of the B-municipalities, other Intergovernmental structures as well as SALGA. Not all municipalities have provided the.. SALGA has not been able to determine dates for the year and this report is submitted with that in mind.

Council must approve the dates to allow for proper planning and synchronization of timetables in the district.

5. RECOMMENDATIONS

1. That the proposed schedule of dates for Council and Committee meetings for the period July until December 2023, 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 due to the some municipalities and SALGA not being able to confirm their meeting dates..
- 4 That it be noted that the Speaker may call Special meetings from time to time which are not included in this calendar.
5. That Council approve the recess dates as from 14 December 2023 – 12 January 2024.

AANBEVELINGS

1. *Dat die konsep voorgestelde skedule van vergaderingdatums vir Raad en komiteevergaderings vir Julie tot Desember 2023, 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 afwagte datums vir SALGA se vergaderings.*
4. *Dat kennis geneem word dat die Speaker van tyd tot tyd Spesiale vergaderings kan belê wat nie in hierdie kalender ingesluit is nie.*
5. *Dat die Raad die reses datums soos vanaf 14 Desember 2023 – 12 Januarie Julie 2024, goedkeur.*

IZINDULULO

1. Sesokuba isiphakanyisweyo seentlanganiso zeBhunga kunye neKomiti kwixesha elisusela kwinyanga KweyeKhala ukuya kweyoMnga 2023, siphunyezwe.
2. Sesokuba intsuku zokuvalwa kokungeniswa kwengxelo ukuthoyelwa kwawo ubengqongqo.
3. Sesokuba kuthathelwe ingqalelo ukuba uluhlu luxhomekeke kwinguqu nokuxhomekele kwimihla esalindiweyo ka SALGA.
4. Sesokuba kuthathelwe ingqalelo ukuba uSomlomo angabiza intlanganiso Ekhethekileyo yeBhunga ngamaxesha athile, nengabandakanywanga koluluhlu.

5. Sesokuba iBhunga liphumeze imihla yekhefu ukususela ngomhla 14 KweyoMnga 2023 kunye kweyoMqungu 2024.

6. DISCUSSION / CONTENTS

6.1 Background

The proposed calendar for this year's meetings is informed by the meeting dates of the Local Municipalities in our district. Only certain of the local municipalities in the district have compiled the schedules for their meetings for the year, and that enables the Garden Route District Municipality to be in a position to compile its schedule of meetings.

6.2 Discussion

During December of 2022, all the Local Municipalities in the 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) for the Garden Route District Municipality. It has to be noted that the proposed dates are subject to change due to outstanding meeting schedule from some of the local municipalities and SALGA.

It must also be noted that the Rules of order authorise the Speaker to call meetings outside the approved schedule times.

6.3 Financial Implications

The approved schedule assists Councillors to plan their schedules in order to avoid non attendance which may lead to meetings not quorating. If decisions cannot be taken because of lack of quorums, that has a financial implication for the municipality as costs must still be incurred for such things as travelling costs of Councillors.

6.4 Legal Implications

Local Government: Municipal Structures Act 117 of 1998

Local Government: Municipal Finance Management Act 56 of 2003

Rules of order for procedure and maintenance of order at meeting policy

6.5 Staff Implications

A decision to not implement will have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

E.1 – COUNCIL MEETING THAT TOOK PLACE ON 30 JANUARY 2023

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 not approved.

ANNEXURE

- GRDM proposed schedule of meetings for the period July 2023 until December 2023.



JULY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		COUNCIL IN RECESS	COUNCIL IN RECESS	COUNCIL IN RECESS	COUNCIL IN RECESS	1
2	3 COUNCIL IN RECESS Closing date for reports of LLF	4 COUNCIL IN RECESS	5 COUNCIL IN RECESS	6 COUNCIL IN RECESS	7 COUNCIL IN RECESS	8
9	10 COUNCIL IN RECESS Closing date for prelim	11 COUNCIL IN RECESS	12 COUNCIL IN RECESS	13 COUNCIL IN RECESS	14 COUNCIL IN RECESS	15
16	17 PRELIM	18 LLF at 10h00	19 OHS AT 10:00	20 Closing date for items for Portfolio Committee meetings at 12:00	21	22
23	24	25 MAYCO AT 09:00	26 COUNCIL AT 09H00	27	28 APAC AT 09:00	29
30	31					

AUGUST 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Closing date for items for MPAC and LLF meeting at 12:00	5
6	7 Closing date for reports for prelim and Council Policy Workshop	8 Roads & Transport at 08:00; Community Serv at 09:00, Property Man at 11:00, Economic Dev at 12:00,	9 PUBLIC HOLIDAY	10 , Strategic Serv at Finance at 13:00, Corporate Serv at 14:00	11	12
13	14 PRELIM	15 LLF AT 10:00	16 MPAC at 14:00	17 POLICY WORKSHOP AT 09:00	18	19
20	21	22	23 BUDGET STEERCOM AT 09:00 MAYORAL COMMITTEE AT 10:00	24 COUNCIL AT 09:00	25	26
27	28	29 CLOSING DATE FOR OHS REPORTS	30	31		

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SEPTEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Closing date for items for LLF at 12:00	7 Occupational Health & Safety at 10:00	8	9
10	11	12 Closing date for items for APAC meeting at 12:00	13	14	15	16
17	18	19 LLF AT 10:00	20	21	22	23
24 PUBLIC HOLIDAY	25 PUBLIC HOLIDAY: HERITAGE DAY	26	27	28	29 APAC AT 09:00	30

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-
-
-

OCTOBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Closing date for LLF reports	4	5	6	7
8	9 Closing dates for reports for prelim and workshop	10 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	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 14:0	12	13	14
15	16 PRELIM	17 LLF AT 10:00	18	19 POLICY WORKHSOP AT 09:00	20	21
22	23	24 MAYORAL COMMITTEE AT 10:00	25 COUNCIL AT 09:00	26 CLOSING DATES FOR OHS REPORTS	27	28
29	30	31 MPAC at 14:00				

-
-

NOVEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Closing date for LLF reports	1	2	3	4
5	6	7	8	9 OHS AT 10:00	10	11
12	13	14	15 LLF AT 10:00	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

•

DECEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 PRELIM APAC AT 14:00	5	6	7 MPAC AT 10:00	8 COMBINED MPAC /APAC AT 09:00	9
10	11	12	13 MAYORAL COMMITTEE AT 10:00	14 COUNCIL AT 09:00	15	16 PUBLIC HOLIDAY
17	18 COUNCIL IN RECESS	19 COUNCIL IN RECESS	20 COUNCIL IN RECESS	21 COUNCIL IN RECESS	22 COUNCIL IN RECESS	23
24	25 COUNCIL IN RECESS	26 COUNCIL IN RECESS	27 COUNCIL IN RECESS	28 COUNCIL IN RECESS	29 COUNCIL IN RECESS	30/31

[BACK TO AGENDA](#)

1. **NOMINATION: ACADEMY ON YOUTH EMPLOYMENT TRAINING PROGRAMME: 03 – 14 JULY 2023 IN TURIN, ITALY / BENOEMING: AKADEMIE VIR JEUG INDIENS NEMINGSOPLEIDING: 3 – 14 JULIE 2023 IN TURYN, ITALIË / UMCHONGWA: IZIKO MFUNDO NGOQEQESHO LWENKUBO YEZOKUESHWA KOLUTSHA: 03-14 KWEYEKHALA 2023 E TURIN, E ITALY**

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

2 **PURPOSE**

The purpose of this report is to inform Council of the nomination of the Executive Manager: Corporate Services to attend the Academy on Youth Employment Training Programme in Turin, Italy from 3 July until 14 July 2023.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The International Training Centre of the International Labour Organization is offering a two-week training programme on youth employment promotion called the “Academy on Youth Employment.”

The Executive Manager: Corporate Services has been nominated on behalf of GIZ, partner of the Garden Route Skills Mecca, to attend the training. The nomination letter is attached as **Annexure A**.

Information regarding the training session is attached as **Annexure B**.

A contract agreement between Executive Manager: Corporate Services and GIZ is attached as **Annexure C**.

5. **RECOMMENDATIONS**

1. That Council takes note of the nomination of the Executive Manager: Corporate Services by GIZ to attend the training from 3 – 14 July 2023.
2. That Council endorses the nomination of the Executive Manager: Corporate Services to attend the training from 3 to 14 July in Turin, Italy.

3. That a transfer of skills on the Academy on Youth Employment Training Course takes place on the return of the Executive Manager: Corporate Services to the relevant officials within the municipality.
4. That a comprehensive follow-up report serves at Council on the knowledge and experience gained.

AANBEVELINGS

1. *Dat die Raad kennis neem van die nominasie van die Uitvoerende Bestuurder: Korporatiewe Dienste deur GIZ om die opleiding by te woon vanaf 3 – 14 Julie 2023.*
2. *Dat die Raad die nominasie van die Uitvoerende Bestuurder: Korporatiewe Dienste om die opleiding by te woon, onderskryf.*
3. *Dat die oordrag van vaardighede en kennis na die opleiding oorgedra sal word aan die relevante amptenare van die munisipaliteit.*
4. *Dat 'n volledige verslag rakende die opleidingsprogram by die Raad sal dien na terugkeer.*

IZNDULULO

1. Sesokuba iBhunga lithathele ingqalelo ukutyunjwa koMphathi oLawulayo: iNkonzo Zolawulo yi-GIZ ukuba abekho kuqeqesho ukususela nge-3 – 14 Julayi 2023.
2. Sesokuba iBhunga livume ukutyunjwa koMphathi oLawulayo: iNkonzo zoLawulo ukuba abekho kuqeqesho ukususela ngomhla we-3 ukuya kowe-14 kweyeKhala eTurin, eItaly.
3. Sesokuba ukhutshelo lwezakhono kwiAkhademi kwiKhosi yoQeqesho lokuQeshwa koLutsha lwenzeka ekubuyiselweni koMphathi oLawulayo: iNkonzo zoShishino kumagosa afanelekileyo kumasipala.
4. Sesokuba ingxelo ebanzi yokulandelela isebenze kwiBhunga kulwazi namava afunyenweyo.

6. DISCUSSION / CONTENTS

6.1 Background

This nomination was extended to the Executive Manager: Corporate Services of the Garden Route District municipality because of the partnership agreement between Garden Route Skills Mecca and the German Agency for International Cooperation (GIZ).

The training programme will be presented by the International Training Centre of the International Labour Organization.

6.2 Discussion

The main objective of the Career Path Development for Employment (CPD4E) project is to improve the employment prospects of young South Africans in a sustainable and increasingly decarbonised economy (Just Transition). The capacitation of different types of TVET, skills development and employment promotion practitioners is one of the key factors essential for the achievement of this objective. It is for this reason that GIZ/CPD4E seeks to extend an invitation to several relevant individuals/staff at our main partner organisations to participate in this ITCILO training.

Given the Garden Route Skills Mecca's (GRSM) critical role in the implementation of the CPD4E project, we would like to offer 1 GRSM official an opportunity to participate in this training. Based on the content of the training and GIZ/CPD4E's thematic areas of focus, it was suggested that the Executive Manager: Corporate Services attended the training.

The GIZ office in Pretoria were approached by GRDM to allow for additional official to attend the training in Italy. GIZ responded to indicating that only one official from the GRDM will be sponsored by the training and that the skills transfer will take place on return.

6.3 Financial Implications

The German Agency for International Cooperation (GIZ) will cover the following costs:

- Course Fees (training, accommodation and meals provided at the training)
- International traveling costs (economy flights)
- Costs for Visa to travel to Italy

That the S&T allowance for international travel as per the approved Subsistence and Travel Policy of Council be utilized for the duration of the stay in Italy.

6.4 Legal Implications

Constitution of the Republic of South Africa, 1996 Section 217
Municipal Finance Management Act 56 of 2003 Section 116 (3)

6.5 Staff Implications

A decision to not implement the Direction will have no Staff implications.

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 decision for Council to not implement the Directions.

giz 333 Grosvenor Street • Hatfield, Pretoria • South Africa

Garden Route Skills Mecca
Executive Manager Corporate Services
Ms. T Holtzhausen

Re.: “Academy on Youth Employment” – 03 to 14 July 2023 Turin Italy

Dear Ms Holtzhausen,

The International Training Centre of the International Labour Organization (ITC-ILCO) is offering a two-week training programme on youth employment promotion called the “Academy on Youth Employment”. **The objective of this training is to strengthen participants’ knowledge and skills in the identification and co-creation of innovative solutions for the promotion of decent jobs for young people.**

The main objective of the Career Path Development for Employment (CPD4E)¹ project is to improve the employment prospects of young South Africans in a sustainable and increasingly decarbonised economy (Just Transition). The capacitation of different types of TVET, skills development and employment promotion practitioners is one of the key factors essential for the achievement of this objective. Given your function at the Garden Route District Municipality and the connection to the CPD4E project, you are among the nominated group of individuals from our main partner organisations that have been identified to participate in the “Academy on Youth Employment” training taking place from 03-14 July 2023 in Turin, Italy.

Please see the attached course brochure for more details on the wide range of topics that will be covered during this training.

¹ Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Swiss State Secretariat for Economic Affairs (SECO)



**German Development Cooperation
CPD4E**

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Your reference
 Our reference

11 April 2023

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Chairperson of the Supervisory Board
 Jochen Flasbarth, State Secretary

Management Board
 Thorsten Schäfer-Gümbel (Chair)
 Ingrid-Gabriela Hoven



Page 2/2, 27 March 2023

GIZ will cover the following costs:

- Course Fees (Training, Accommodation & Meals provided at the training) EUR 3,890
- International Travelling costs (economy flights)
- Costs for Visa to travel to Italy.

Please note that an active passport with no less than 6 months to expiry date, before travel and with at least 3 blank pages is mandatory.

Furthermore, we request that you avail yourself to:

- Participate in the preparatory workshop, where:
 - the objective of the training will be outlined,
 - expectations during and after the ILO training will be discussed,
 - Agreement on roles and responsibilities.
- Participate in a follow-up workshop post ILO training (dates to be determined) to explore how knowledge gained will be integrated and disseminated into employment promotion measures.
- Participants consent to their pictures being taken during the training in Turin as well as during the preparatory and post ILO training workshops.

Please confirm your participation by completing the on-line application at this [link](#) and inform GIZ at tintswalo.mathe@giz.de on or before 28 April 2028.

All candidates are expected to complete the formal application to the training centre in Turin by using the following (detailed course prospectus attached).

Once their attendance is confirmed by the ITC, we will proceed with the arrangements.

Your kind advice will be much appreciated.

Yours sincerely



Kirsten Freimann
Programme Director
Career Path Development for
Employment (CPD4E)



Gerda Magnus
Component Manager
Career Path Development for
Employment (CPD4E)

giz 333 Grosvenor Street • Hatfield, Pretoria • South Africa

**Garden Route Skills Mecca
Municipal Manager
Mr Monde Stratu**

Re.: “Academy on Youth Employment” – 03 to 14 July 2023 Turin Italy

Dear Mr Stratu,

The International Training Centre of the International Labour Organization (ITC/ILLO) is offering a two-week training programme on youth employment promotion called the “Academy on Youth Employment”. The **objective of this training is to strengthen participants’ knowledge and skills in the identification and co-creation of innovative solutions for the promotion of decent jobs for young people.**

The main objective of the Career Path Development for Employment (CPD4E)¹ project is to improve the employment prospects of young South Africans in a sustainable and increasingly decarbonised economy (Just Transition). The capacitation of different types of TVET, skills development and employment promotion practitioners is one of the key factors essential for the achievement of this objective. It is for this reason that **GIZ/CPD4E seeks to extend an invitation to several relevant individuals/staff at our main partner organisations to participate in this ITC/ILLO training.** Given the Garden Route Skills Mecca’s (GRSM) critical role in the implementation of the CPD4E project, we would like to offer **1 GRSM official** an opportunity to participate in this training. Based on the content of the training and GIZ/CPD4E’s thematic areas of focus, we would like to suggest the following individual as a potential candidate to participate in the training:

(1) Ms Trix Holtzhausen

¹ Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Swiss State Secretariat for Economic Affairs (SECO)



**German Development Cooperation
CPD4E**

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Your reference
Our reference

20 March 2023

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Registration no. HRB 12394

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven



The training will take place from 03rd – 14th July 2023 at the ITCLO in Turin, Italy. Please see the attached course brochure for more details on the wide range of topics that will be covered during this training.

GIZ will cover the following costs:

- Course Fees (Training, Accommodation & Meals provided at the training) EUR 3,890
- International Travelling costs (economy flights)
- Costs for Visa to travel to Italy

Furthermore, it is imperative that the following pre-conditions must be agreed upon, both by the organisation and the nominated candidate:

- Participate in the preparatory workshop, where:
 - the objective of the training will be outlined,
 - expectations during and after the ILO training will be discussed,
 - Agreement on roles and responsibilities.
- Participate in a follow-up workshop post ILO training (dates to be determined) to explore how knowledge gained will be integrated and disseminated into employment promotion measures.
- Participants consent to their pictures being taken during the training in Turin as well as during the preparatory and post ILO training workshops.
- Nominated candidates should have an active passport with not less than 6 months to expiry date and at least 3 blank pages in it before travel.

Please note that upon nominating a candidate we will require the following:

- Copy of their passport
- Email address
- Contact numbers.

Kindly advise on the way forward in this regard by 24 April 2023 as the closing date for registration is the 28 April 2023.

Should you agree, the nominated candidates must do a formal application to the training centre in Turin by using the following [link](#) (detailed course prospectus attached).

Page 3/3, 27 March 2023

Once their attendance is confirmed by the ITC, we will proceed with the arrangements.

Your kind advice will be much appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K. Freimann', with a stylized flourish at the end.

Kirsten Freimann
Programme Director
Career Path Development for
Employment (CPD4E)

A handwritten signature in blue ink, appearing to read 'G. Magnus', with a stylized flourish at the end.

Gerda Magnus
Component Manager
Career Path Development for
Employment (CPD4E)

Page 3/3, 27 March 2023

Once their attendance is confirmed by the ITC, we will proceed with the arrangements.

Your kind advice will be much appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kirsten Freimann'.

Kirsten Freimann
Programme Director
Career Path Development for
Employment (CPD4E)

A handwritten signature in blue ink, appearing to read 'Gerda Magnus'.

Gerda Magnus
Component Manager
Career Path Development for
Employment (CPD4E)



YOUTH EMPLOYMENT

ACADEMY ON YOUTH EMPLOYMENT

3 – 14 JULY 2023
TURIN, ITALY

Information Note



OVERVIEW

The COVID-19 crisis has exacerbated the numerous labour market challenges generally faced by young people through job and income loss, greater barriers in the transition to work, and disruptions in learning, education and training. In 2020, the number of youth not in employment, education, or training (NEET) reached a record high of 282 million, with youth unemployment levels grossly underestimating the labour market impact of the crisis (ILO, 2022). At global level, young people have experienced a slow employment recovery, lagging behind that of adults. Without targeted and urgent investments to boost productive employment and decent work, young people will be further affected by new, emerging crises making the prospect of achieving youth-related targets of the 2030 Agenda elusive.

The response to the crisis revealed various shortcomings in addressing the needs of young people, especially vulnerable ones. A youth-sensitive recovery will require ensuring that jobs for young people are created, investing to transform the economy, and adopting supportive labour market policies. All actors in the world of work, from employers' and workers' organizations to policymakers and labour administrations, have a shared obligation to reduce the proportion of young people who are at risk of being permanently left behind, to expand job and income opportunities for them, and to support their rights at work, which should be done in consultation with the concerned cohort. The development and implementation of youth-sensitive policies and programmes through youth-inclusive social dialogue is a priority of the ILO and its constituents.

The Academy on Youth Employment is part of a larger ILO response to a strong demand from its constituents to promote a better future of work and social justice for young people. Jointly organised by the ILO's Employment Policy Department and the International Training Centre, the Academy delivers a comprehensive training package that integrates the core knowledge and skills for design and implementation of strategies and programmes aimed at tackling the multi-faceted dimensions of the youth employment challenge. This year's edition of the Academy will provide a unique opportunity for a face-to-face exchange of knowledge and experiences with employment practitioners from across the globe.

The Academy mainstreams gender equality and the meaningful engagement of young people, encouraging equal participation across genders and ages.

LEARN MORE ON THE ILO WORK ON YOUTH EMPLOYMENT:

Don't miss out on building a brighter future for the Youth: Join the [Global Initiative on Decent Jobs for Youth](#) Today!

Connect, Collaborate, and Innovate: Join [Our Community on Youth Employment](#) Now!

OBJECTIVE OF THE ACADEMY

By combining insights from ILO experts, policymakers and practitioners, fostering debates, and sharing multi-country and multi-sectoral experiences, the Academy seeks to strengthen participants' knowledge and skills to identify and co-create innovative solutions for the promotion of decent jobs for youth. More specifically, the Academy aims to:

- Foster better understanding of tools to **diagnose** the employment challenges faced by young people;
- Identify viable entry points for **mainstreaming youth employment** into gender-responsive employment policies and development frameworks;
- Provide guidelines for the **design and implementation** of youth employment programmes;
- Identify avenues to boost the participation of youth in **social dialogue and tripartism** as well as their voice, agency and representation;
- Enhance knowledge on **what works** for youth employment in different contexts, spanning a range of **demand-side** and **supply-side** measures

WHAT TOPICS WILL YOU LEARN ABOUT?

Through plenary sessions and elective thematic tracks, the Academy will cover a wide range of topics, including:

1. The youth employment challenge in a context of multiple crises
2. Youth, social dialogue and tripartism
3. Accelerating job creation for young people in wage and self-employment, through gender-responsive employment policies
4. Youth employment opportunities in the digital, green and care economies
5. Fostering systemic change across labour market institutions and supporting the transition of young people to decent work
6. Youth employability, entrepreneurship and lifelong learning
7. Extending social protection for youth
8. Promoting the rights of young people

The **plenary sessions** will engage participants in discussing youth employment trends, current challenges, future of work issues and their policy implications. Keynote interventions will be followed by group exercises and marketplaces allowing country delegations and individual participants to share their experiences and good practice. All learning materials will be available in the online learning platform.

The Academy offers a modular approach to individual learning through **elective thematic tracks**. Participants will have the possibility to choose specific tracks among those on offer. Learning materials of all electives will be available in the learning platform so every participant will also have the opportunity to access the learning materials of the electives that she/he did not select.

WHO PARTICIPATES?

The Academy is designed for:

- Government officials from Ministries of Labour and other line ministries, including Ministries of Youth, Finance, and Planning;
- Representatives of workers' and employers' organizations;
- Youth active in policy development and implementation, social dialogue and generally the promotion of decent jobs for youth;
- Staff of agencies responsible for labour market intermediation and skills development;
- Staff from international and regional organizations as well as donor agencies and academic institutions working on youth employment issues; and ILO staff.

The participation of full tripartite country delegations comprised by government, workers and employers representatives, is encouraged.

METHODOLOGY

The Academy is learner-centred and participatory. It will be facilitated by a pool of ILO experts, ITCILO officials and other subject experts. Different learning techniques will be applied in order to facilitate collaborative building of knowledge and experience sharing. Time will be dedicated to the presentation of national experiences and group work. The Academy will also offer technology-enhanced activities and a learning platform hosted at the ITCILO eCampus.

WORKING LANGUAGES

The Academy will be delivered in English and French, with interpretation services throughout the span of the programme. Learning materials will be available in both languages. Participants will discuss and present the results of group activities in their preferred language.

HOW TO APPLY

Find the application form at <https://carf2.itcilo.org/CST/A9016044/en> and apply before **28 April 2023**.

COST OF PARTICIPATION

Tuition: 2,490 Euros

Subsistence: 1,400 Euros

Total: 3,890 Euros

The ITCILO has a limited number of fellowships that may cover part of the subsistence and tuition fees. Please note that these fellowships do not include the international travel. If eligible, early candidates will be given priority.

CAMPUS LIFE

A THRIVING UNITED NATIONS CAMPUS AND COMMUNITY OF PROFESSIONAL PEOPLE FROM AROUND THE WORLD

- **Three organizations** from the United Nations system on campus
- **More than 300 training courses** and activities in a stimulating international environment
- **Thousands of participants** from all over the world

ENVIRONMENT AND SURROUNDINGS

Grab a campus bicycle and explore the Turin Centre.

Located in a leafy park on the banks of the Po River, it's a great place for study and collaboration. Experience innovative learning and training methods in modern classrooms equipped with simultaneous translation services.

HOUSING, DINING, AND MORE

Comprising more than 280 private dormitories, the **Turin Campus provides a broad range of services for course participants and partners** including a free-flow restaurant, travel agency, laundromat, post office, gym, medical services and a reception desk open 24/7.

COMMUNITY ENGAGEMENT AND DIVERSITY

Participants can enjoy social events organized by the Turin Centre as well as by their course facilitators.

Whether on or off campus, people from different cultural backgrounds have the opportunity to listen to live music together, cook and share traditional foods, or team up to play games and network.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

International Training Centre of the ILO
Employment Policy and Analysis
Programme (EPAP)
Viale Maestri del Lavoro, 10
10127 Turin – Italy

youth@itcilo.org
www.itcilo.org

COURSE CODE: A9016044

BACK TO AGENDA

1. **THIRD GARDEN ROUTE SKILLS MECCA SUMMIT: 13 – 14 JULY 2023: KNYSNA: PROPOSED PROGRAMME / DERDE GARDEN ROUTE SKILLS MECCA VAARDIGHEIDSBERAAD: 13 – 14 JULIE 2023: KNYSNA: VOORGESTELDE PROGRAM / INGQUNGQUTHELA YESITHATHU YE GARDEN ROUTE SKILLS MECCA: 13-13 JULY 2023: KNYSNA:INKQUBO EPHAKANYISIWEYO**

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

2 PURPOSE

To inform Council of the agenda and programme for the third Garden Route Skills Mecca Summit to take place on 13 – 14 July in Knysna.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The third Garden Route Skills Mecca Summit is scheduled to take place on 13 – 14 July 2023 in Knysna.

The Garden Route Skills Summit is partnering with the Department of Economic Development and Tourism and the Western Cape Education Department to ensure that collaboration across all levels takes place.

The Services Seta indicated that they will partner with us on the Career Festival to take place on the sporting grounds of the Knysna Secondary School.

A draft programme has been proposed for 13 & 14 July 2023 subject to inputs from all the relevant stakeholders.

The draft programme is attached as **Annexure A** and can be subject to change if the National Minister of Higher Education and Science accepts the invitation to be keynote speaker at the summit.

5. RECOMMENDATIONS

1. That Council notes the content of the report.
2. That Council provides inputs regarding the draft programme proposed.
3. That invitations to all Councillors will be distributed shortly for the attendance of the summit.
4. That the financial implications for the summit be noted.

AANBEVELINGS

1. *Dat die Raad kennis neem van die inhoud van die verslag.*
2. *Dat die Raad insette lewer rakende die voorgestelde konsep program.*
3. *Dat uitnodigings aan al die Raadslede gestuur word vir die bywoning van die vaardigheidsberaad.*
4. *Dat die Raad kennis neem van die finansiele implikasies van die vaardigheidsberaad.*

IZINDULULO

1. Sesokuba iBhunga liqaphela okuqulethwe yingxelo.
2. Sesokuba iBhunga libonelele ngezimvo malunga nenkqubo eyidrafft ecetywayo.
3. Izimemo eziya kubo bonke ooCeba ziya kuhanjiswa kwakamsinya ukuze bazimase ingqungquthela.
4. Sesokuba kuqatshelwe iimpembelelo zemali kwisamithi.

7. DISCUSSION / CONTENTS

7.1. Background

A third Garden Route Skills Summit was planned for 2022 in Knysna but due to the outbreak of the Covid-19 pandemic, it was postponed.

In view of the extraordinary strides achieved by the Garden Route Skills Mecca, the third Garden Route Skills Summit became crucial for future planning.

6.2 Discussion

The Garden Route Skills Summit are taking place over 2 days namely 13 and 14 July 2023. The summit will take place on the 13th of July 2023 as per the attached programme **(Annexure A)**. On the first day of the summit, projects

will be submitted by various stakeholders with the main purpose of matching with appropriate funding sources. Projects are invited currently from the private and public sectors and a pre-screening will take place before the commencement of the summit. It is proposed that the Municipal Manager of the Garden Route District Municipality, lead a panel discussion in collaboration with the Municipal Managers of the B-municipalities to reflect on the achievements of the Garden Route Skills Mecca and also deliberate on the future of the programme. The second item on the programme will be a presentation on Pragmatic, Socio-Economic Skills Development Proposals. This will entail employment creation skills, and development projects linked to the Garden Route Growth and Development Strategy. This part will be facilitated by the GRDM Planning and Economic Development Team in collaboration with the Skills Mecca Team.

The third part of the programme comprises a workathon among all 8 municipalities in the Garden Route on the alignment of Local Economic/Skills Development with Provincial Growth for Jobs (G4J) Strategy Priority Focus Area (PPFA)7: Access to Economic Opportunities and Employability. This will be facilitated by the Skills Mecca Team in collaboration with DEDAT and WCED.

In conclusion it is proposed that the Executive Mayor of the GRDM, will deliver indicate on how we can take the Garden Route Skills Mecca to the next level, closure of programme.

On the 14th of July 2023, the Premier Council on Skills chaired by the MEC of the Western Cape will take place in Knysna at another venue as organised and facilitated by DEDAT.

The PCS is comprised of representatives from government, higher education institutions and businesses and works to identify skills gaps in high-growth potential economic sectors of the Western Cape economy and to foster public-private partnerships that drive demand-led skills development to meet these needed skills.

A presentation regarding the Garden Route Skills Summit will be part of the MMF and DCF to take place in Mossel Bay on the 8th of June 2023. See **Annexure B**.

6.3 Financial Implications

Approximately R200 000 from the approved budget GRDM budget (project fees).

A proposal for funding for the Career Festival was submitted to Services SETA, awaiting approval.

6.4 Legal Implications

Constitution of the Republic of South Africa, 1996 Section 217
Municipal Finance Management Act 56 of 2003 Section 116 (3)

6.5 Staff Implications

A decision to not implement the Direction will have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

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

6.7 Risk Implications

Non-attendance by relevant stakeholders.

Loadshedding may cause interruptions.

Lack of attendance of relevant stakeholders at the summit – 13 July 2023

Lack of attendance of learners and unemployed at the career festival – 14 July 2023.

Preparing for the Garden Route Skills Summit 13 July 2023 Knysna High School

Monde Stratu – MM GRDM



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www.facebook.com/gardenroutedm

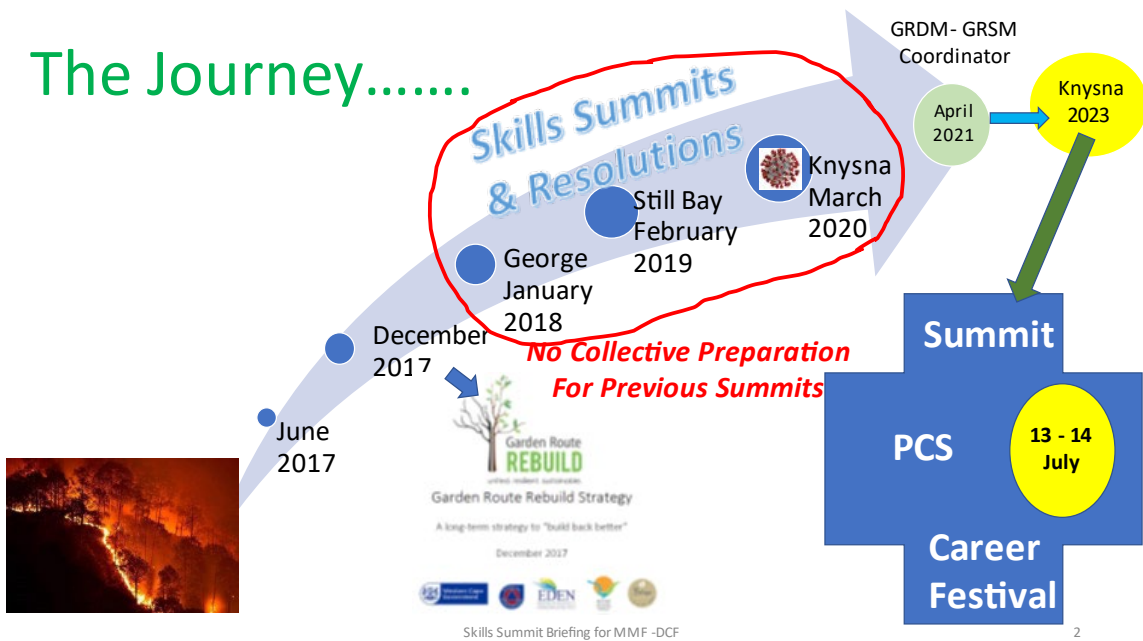
www.gardenroute.gov.za

Skills Summit Briefing for MMF -DCF



1

The Journey.....



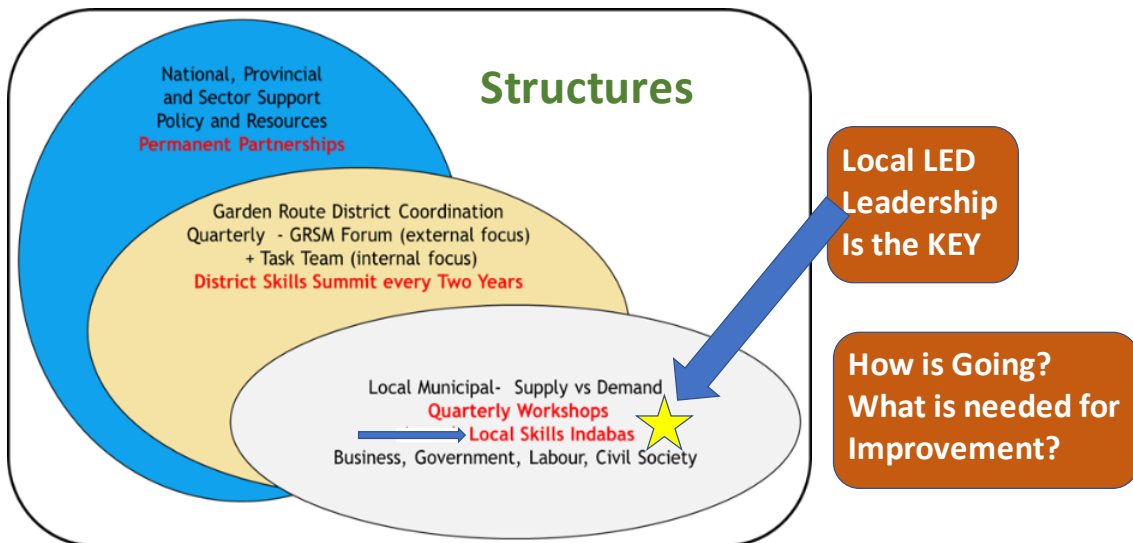
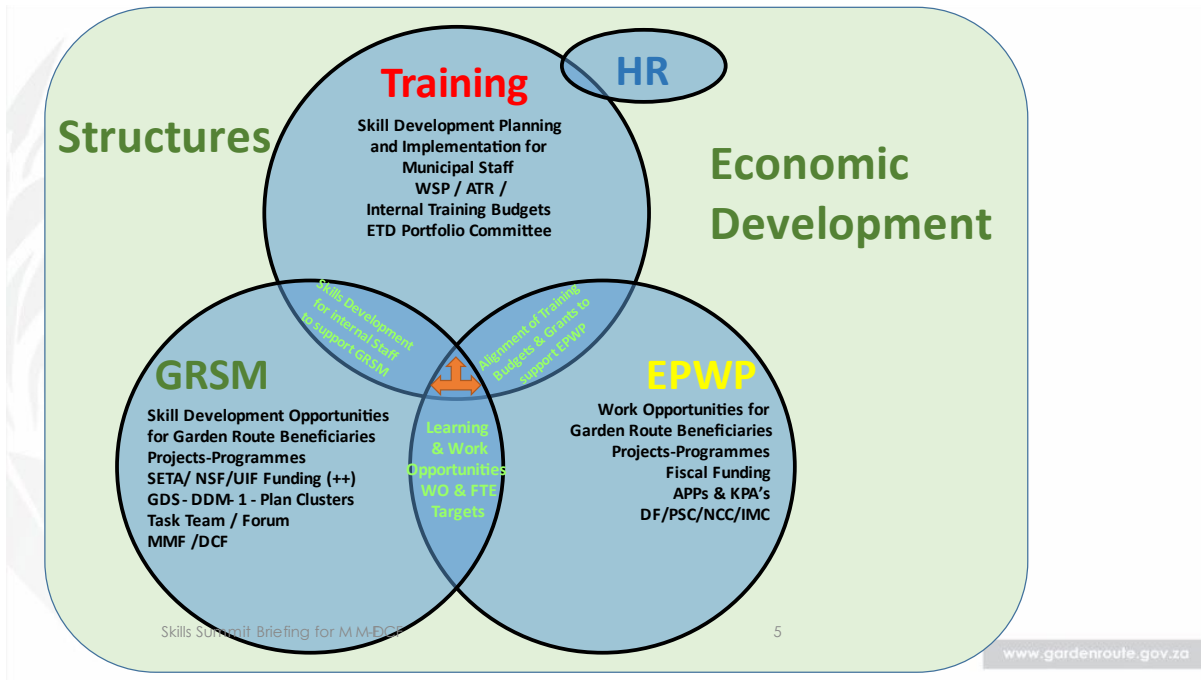
Summit Programme at the moment....

09:00 – 09:05	Call to Order: Garden Route Skills Summit Emergency Evacuation Procedure Briefing	Programme Director - ?	2018 was external, 2019 was local M Who for 2023 ?
09:05 – 09:10	Singing of the National Anthem	All Delegates	
09:10 - 09:30	Opening and Welcome to Knysna	Executive Mayor - Knysna Municipality	A customary welcoming of visitors to your home- Knysna Marketing
09:30 - 10:30	Panel Discussion - Review of Skills Mecca Current and Emerging Projects, Resourcing and Implications for Socio-Economic Development for the Garden Route.	Municipal Manager Garden Route District Municipality in discussion with a Panel of Local Municipal MMs or Officials	Each Local MM Interrogating to improve Resolutions, Structures, Staffing, Generating Income: Refer Slide 94
10:30 – 11:00	TEA BREAK AND PRESS CONFERENCE WITH EXECUTIVE MAYORS		
11:00 – 12:30	Presentation on Pragmatic Socio -Economic Skills Development Proposals - Employment creation skills development projects linked to the Garden Route Growth and Development Strategy.	<i>Presentations by socio -economic stakeholders facilitated by the GRDM Planning and Economic Development Team in collaboration with Skills Mecca Team</i>	External Stakeholder led process to allow for inclusion of creative, innovat ideas that may result in securing fundi e.g Multi-Purpose Training Academy
12:30 – 13:00	Working Together, how do we take the Garden Route Skills Mecca to the Next Level ?	Executive Mayor - Garden Route District Municipality	Crafting a Vision, Mission & Innovation for Skills Mecca > Do we call for Tips?
13:00 – 14:00	LUNCH BREAK AND NETWORKING		
14:00 – 16:15	Workathon among all Eight Municipalities in the Garden Route on alignment of local economic / skills development with Provincial Growth for Jobs (G4J) Strategy Priority Focus Area (PPFA) 7: Access to Economic Opportunities and Employability - Facilitated by Skills Mecca Team in collaboration with DEDAT and WCED	<i>Process: Overview of G4J PPFA 7</i> 1. <i>8 x Poster Group Work by Municipalities.</i> 2. <i>Feedback by Group from the floor to consolidate feedback in preparation for PCS</i>	All Eight Municipalities prepare for discussion at Summit Provincial Growth for Jobs Strategy Priority Focus Area 7: Access to Economic Opportunities Refer Slides 1015
16:15 – 16:30	Vote of Thanks and Closure of Skills Summit 2023	?	A Speaker? Student? Beneficiary?
16:30 – Onwards	TEA BREAK AND SKILLS SUMMIT DELEGATES PROCEED TO CAREER FESTIVAL WALKABOUT		

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The Resolutions

1. Continue and accelerate collaboration and cooperation among all District skills development role players.
2. Ensure that the Skills Development leverages digital infrastructure as far as possible to ensure learning and processes methods are and remain cutting edge.
3. As far as possible link Skills Development to Investment and Economic Development opportunities to the advancement for all.
4. Ensure that all Skills Development processes in the Garden Route ALWAYS proactively considers renewable energy.
5. Engage with all willing partners, in particular the SETAs and the National Skills Fund, to explore the development and implementation of projects across the District.
6. Consider and leverage local skilled people, including retired people, within the District, to accelerate the growth of the Skills Mecca.
7. All public and / or private skills development projects and/or programmes in all municipalities are acknowledged, recorded on Skills Mecca on line solution and supported within resource limitations.
8. Progressively support the development of the new apprenticeship of 21st Century (A21) in the District
9. Budget, plan and implement an Skills Summit every two years that is held in a different local municipality rotationally and alphabetically.



Generating Income

7

#	Funder	Project	Application	Award	Act Project Fee	Learners
1	HWSETA	Home Based Care	R 5 231 380,00	R 5 231 380,00	R 364 980,00	140
2	EWSETA	Renewable Enegy	R 1 210 600,00	R 982 800,00	R 46 800,00	52
3	NSF	Tourism and Hopsitality	R 41 228 802,00	R 30 491 911,00	R 2 041 395,00	400
4	LGSETA	Water and Sanitaion	R 2 428 832,00	R 1 480 000,00	R -	74
5	LGSETA	Fire Fighter	R 966 400,00	R 754 000,00	R 400 000,00	20
6	SASSETA	Patrol Officers	R 2 750 000,00	R 625 000,00	R -	50
7	GIZ JET	Solar Based Programmes	R 3 482 691,00	R 3 482 691,00	R 257 977,00	172
8	SAVE	Construction	R 6 845 962,00	R 6 845 962,00	R -	165
		Grand Total	R 64 144 667,00	R 49 893 744,00	R 3 111 152,00	1 073

Skills Summit Briefing for M M-DCF

www.gardenroute.gov.za

Impact of Generating Income

8

- *Alignment of Skills Mecca to the Strategic Objectives of the GRDM.*



Skills Summit Briefing for M M-DCF

www.gardenroute.gov.za

Staffing

The Technicians.... How do grow and develop them and keep their services by June 2024??



Skills Summit Briefing for MMF -DCF

9

Overview of G4J Strategy and PFA 7:

- Improved Access to Economic Opportunities and Employability

Why Support the G4J and PFA 7 ?

- JDMA (DDM) Alignment
- Benefit from Provincial Resources
- Bridge the Gap between Schooling & World of Work
- It actually just makes logical sense
- It is the right thing to do !



7 priority focus areas identified for short and medium term based on the need to:

- Horizontally enable the economy
- Addressing key binding constraints and most pressing issues
- Reaching the G4J goals and vision



PFA 7 = Improved Access to Economic Opportunities and Employability

Goal

All citizens who want to be economically active have improved access to economic opportunities and employability through at least one pathway, with pathways comprising improved employability assets (knowledge, skills, experience, and/or competencies), career management skills, workplace-ready capabilities and skills, economic opportunities more accessible to communities, and entrepreneurship.

Objective

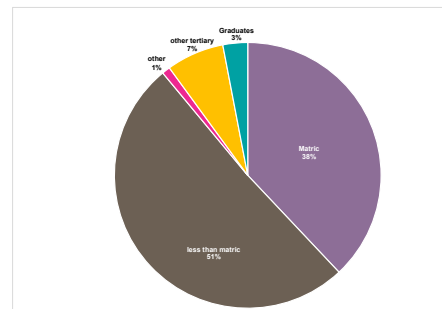
A thriving society where capable, economically active citizens are able to access economic opportunities and employment, including the skills of the future, and where barriers to accessing information, to developing competencies and skills, and to finding work, have been reduced or removed.



Why it matters

891 000 people are unemployed in the WC, equating to an unemployment rate of 27.2% and 32.6% for youth. For every aspirant job seeker in the Western Cape, there are 2.3 residents of working age who have permanently disengaged from the world of work.

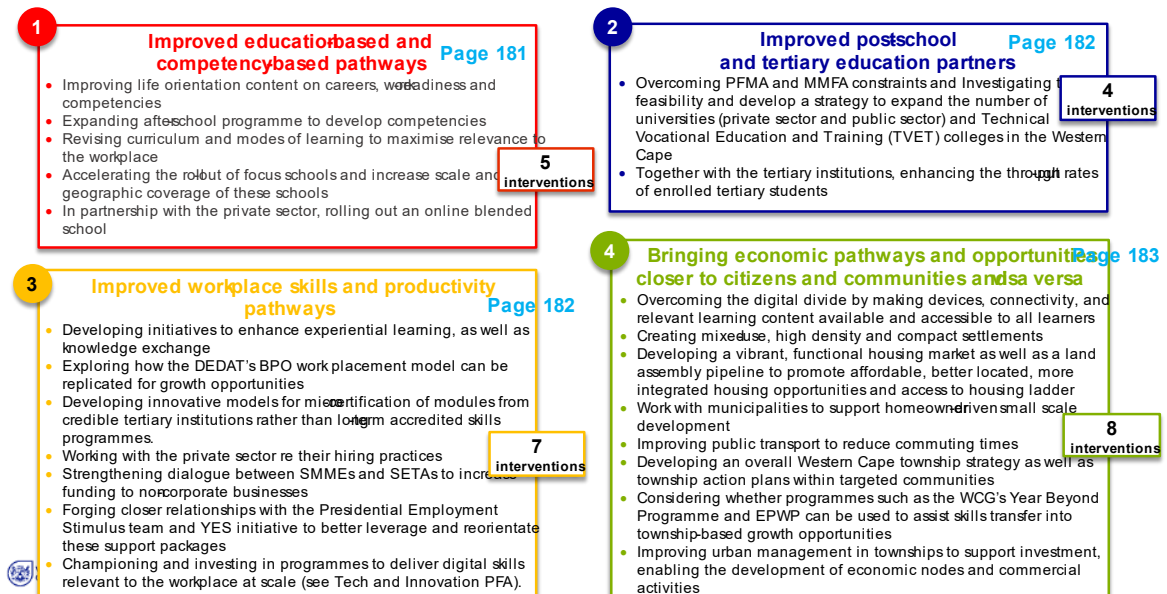
Total unemployed, by education level (Q3 2022)



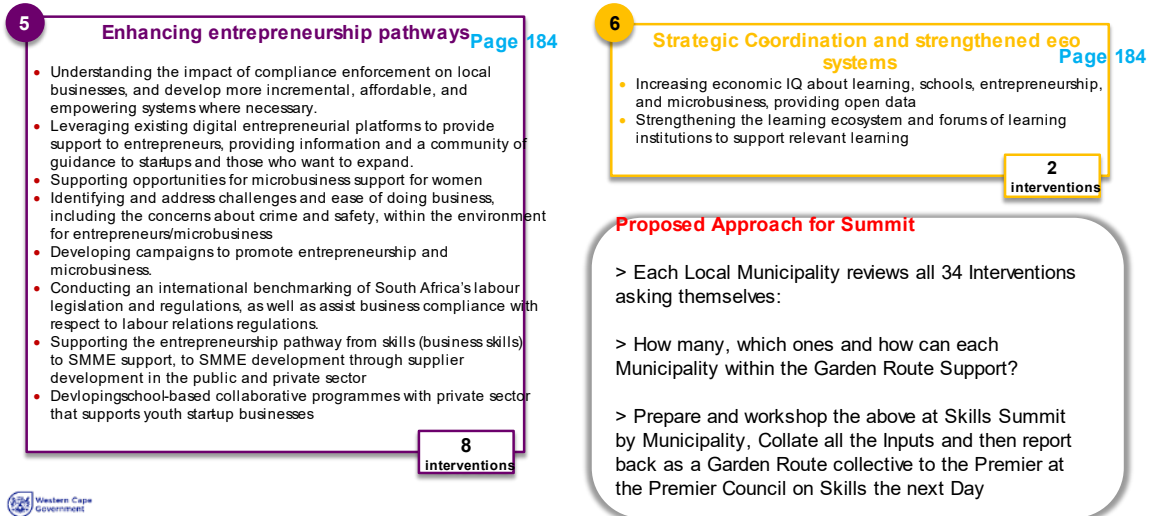
Improved Access to Economic Opportunities and Employability



Improved Access to Economic Opportunities and Employability Themes & Interventions



Improved Access to Economic Opportunities and Employability Themes & Interventions



GARDEN ROUTE SKILLS MECCA - 2023 SKILLS SUMMIT

Theme = Employability through Collaboration

PROPOSED PROGRAMME		
Thursday 13 July 2023		
Venue: Knysna High School Face to Face / Hybrid Event		
TIME	ITEM	LEAD PERSON
08:00 – 09:00	Registration and Tea/Coffee	Delegates
09:00 – 09:05	Call to Order: Garden Route Skills Summit Emergency Evacuation Procedure Briefing	Programme Director
09:05 – 09:10	Singing of the National Anthem	All Delegates
09:10 - 09:30	Opening and Welcome to Knysna	Executive Mayor Knysna Municipality
09:30 - 10:30	Panel Discussion Review of Skills Mecca Current and Emerging Projects, Resourcing and Implications for Socio-Economic Development for the Garden Route.	Municipal Manager Garden Route District Municipality in discussion with a Panel of Local Municipal Officials
10:30 – 11:00	TEA BREAK AND PRESS CONFERENCE WITH EXECUTIVE MAYORS	
11:00 – 12:30	<u>Presentation on Pragmatic Socio-Economic Skills Development Proposals</u> - Employment creation skills development projects linked to the Garden Route Growth and Development Strategy.	<i>Presentations by socio-economic stakeholders facilitated by the GRDM Planning and Economic Development Team in collaboration with Skills Mecca Team</i>
12:30 – 13:00	Working Together, how do we take the Garden Route Skills Mecca to the Next Level ?	Executive Mayor Garden Route District Municipality
13:00 – 14:00	LUNCH BREAK AND NETWORKING	
14:00 – 16:15	Workathon among all Eight Municipalities in the Garden Route on alignment of local economic / skills development with Provincial Growth for Jobs (G4J) Strategy Priority Focus Area (PPFA) 7: Access to Economic Opportunities and Employability - Facilitated by Skills Mecca Team in collaboration with DEDAT and WCED	<i>Process:</i> <ol style="list-style-type: none"> <i>1. Overview of G4J PPFA 7</i> <i>2. 8 x Poster Group Work by Municipalities.</i> <i>3. Feedback by Group from the floor to consolidate feedback in preparation for PCS</i>
16:15 – 16:30	Vote of Thanks and Closure of Skills Summit 2023	To be determined
16:30 – Onwards	TEA BREAK AND SKILLS SUMMIT DELEGATES PROCEED TO CAREER FESTIVAL WALKABOUT	

BACK TO AGENDA

1. **GARDEN ROUTE SKILLS MECCA QUARTERLY PROGRESS REPORT FOR THE PERIOD ENDING MAY 2023 / GARDEN ROUTE SKILLS MECCA KWARTAALIKSE VORDERINGSVERSLAG VIR DIE PERIODE WAT EINDING MEI 2023 / INGXELO YEKOTA YOMSEBENZI OSELE WENZIWE WE GARDEN ROUTE SKILLS MECCA KWIXESHA ELIPHELA KUCANZIBE 2023**

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

2 PURPOSE

The purpose of the report is to inform Council of the quarterly progress report of the Garden Route Skills Mecca for the period ending May 2023.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The key performance indicators of the Executive Manager: Corporate Services requires to submit a quarterly progress report on the Garden Route Skills Mecca.

This report includes all activities and programmes for the period ending May 2023.

5. RECOMMENDATIONS

That Council note the content of the quarterly progress report of the Garden Route Skills Mecca for the period ending May 2023.

AANBEVELINGS

Dat die Raad kennis neem van die inhoud van die aktiwiteite en programme van die Garden Route Skills Mecca vir die periode wat eindig in Mei 2023.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo yomsebenzi osele wenziwe wekota kwixesha eliphela CuZanzibe 2023 we Garden Route Skills Mecca.

6. DISCUSSION / CONTENTS

6.1 Background

The contract of Synapsis Solutions Strategies CC has been extended from 1 April 2023 for an additional eighteen (18) months.

Dr F Prinsloo will remain the Programme Manager responsible for coordinating all the activities and projects for the Garden Route Skills Mecca in collaboration with the Executive Manager: Corporate Services and the Training Unit within the Human Resource Section.

6.2 Discussion

The Garden Route Skills Mecca is a critical component of the overall Growth and Development Strategy of the Garden Route as it is one of the four cross-cutting enablers were identified, as a mechanism for supporting the implementation of the Garden Route Growth and Development Strategy, namely: Skills development: What are the skills requirements/ challenges that constrain this priority area. The context and importance of the Garden Route Skills Mecca are also included in the Integrated Development Plan (IDP) of the Garden Route District Municipality (GRDM) for 2021 as well as the Recovery Plan of the Garden Route District Municipality.

The Garden Route Skills Mecca forms part of the Catalytic projects of the Garden Route District Municipality due to the significant impact of the projects in the region and the coordination role of all training interventions across the district and the subsequent effect on economic growth and unemployment.

The Garden Route Skills Mecca plays a significant role providing training opportunities to unemployed youth in the district.

6.2.1 GARDEN ROUTE SKILLS MECCA PROJECTS/BENEFICIARIES IN PROGRESS AND THOSE UNDER DISCUSSION

6.2.1.1 – DISTRICT WIDE PROJECTS MANAGED BY SKILLS MECCA TEAM

#	PPP Name	GDS Focus	Status	Next Actions as of Today
1	HWSETA Home Based Care (140)	Well Being	Roll Out in Progress	Complete Roll Out & Celebrate Showcase at Summit
2	Multipurpose District Training Academy	Well Being	Sourcing Funds. Consider Calitzdorp Hot Springs	Pitch at Summit – Primary Project for 2023-2024
3	GRSM Technicians (12)	Cross Cutting	1 Year Extension requested with three additional Techs at GRDM	Manage Extension & New Contracts WBLDP & Project Management Training Mentoring towards self-sustainability
4	NSF Tourism and Hospitality (400)	Tourism	Pending re-signature & launch at Summit	MoA, Recruitment & Procurement Each B Municipality to source 50 placements.
5	LG SETA Discretionary Projects	Water 74	Project Meeting 16 th May Provider being procured	Roll out over next year – key development area. Need an accredited B Municipality, possibly George
6	LG SETA Discretionary Projects	Firefighter – 20	Project Meeting 16 th May Provider being procured for NOCC	Roll Out over next year

7	SASSETA MoA Annual Roll Out	Cross Cutting	Project planning for on 17 th May	Need to determine allocation of 120 across B Municipalities with Provider
8	Solar PV Development - EWSETA	Energy	40 x Learners recruited in George Provider about to be appointed.	Roll Out two-month program
9	JET Solar PV Development - GIZ	Energy	Final Contracting and under discussion	30 Small solar companies to be supported. B Municipalities to source and submit names.
10	TRISANO - SAVE	Well Being	GRDM Roads Department workers being training	Gwaing River Road Project being rolled out
11	Skills Summit, PCS & Career Festival	13- 14 July	Scheduled for Knysna High School Invites in process.	B Municipalities to submit invite names & prepare. Consider Projects to Pitch at Summit.

6.2.2.1 PROJECTS MANAGED BY ED UNIT OF GRDM

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	SMME Programme:	ALL	SMME being supported.	Consider adding JET SMMEs as well as Blaauw Project with MQA
2	Film Industry (GR Film Commission, IKASI, Moja	Tourism	Workshop with all role players to be set up.	Pending workshop dates

	Media, Zane Meas & Others)			
3	Agriculture	Agriculture	Pending guidance from Cluster before funding proposals completed.	Possibly Honey Bush Training but need discussions with Elsenburg George Campus to consolidate plans for Garden Route

6.2.2.3 PROJECTS MANAGED BY Bitou LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Artisan Development - Kranshoek	Connected	On hold pending need a analysis for welding placements in the Bitou area.	Establish workplace / employer demand for Welding Skills
	Artisan Development - DevWorld	Connected	merSeta approved for two learnerships but declined.	Resubmit proposal in new funding window
2	merSETA Support for SMMEs in automotive sector	Connected	Database of informal backyard mechanics established.	Set up project for motor mechanic recognition of prior learning in collaboration with Knysna and merSETA
3	Construction Skills Centre	Well being	Appears to be a need within BITOU are for young people to	Get at least 10 companies willing to take learners for placement and then develop a project with Construction SETA

			gain construction skills for employment opportunities.	
4	Youth data analyst (Old mutual)	Connected	Pilot stage	Get Thusong centre to accommodate 15 students for the first stage of the project. Possibly include as project pitch as Skills Summit.

6.2.2.4 PROJECTS MANAGED BY Knysna LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Boat Building	Connected	Blockage on launching pads with SANPARKS. Proposal send to Head Office.	Stakeholder workshop with SANPARKS first that can then be followed by a morning breakfast with merSETA Include all Boat Builders, SANPARKS, FB & SCC College.
2	SMME Project with backyard Mechanics	Connected	Some backyard mechanics identified for development as SMMES.	Set up project for motor mechanic recognition of prior learning in collaboration with Bitou and merSETA
3	Karatara Skills Centre (WCCETC)	Cross Cutting	Awaiting Council decision from Knysna Municipality	Council to sign off on the transfer of property.

4	Mid Income Wooden Construction Homes	Well Being	Broad proposal developed and discussions in process within municipality on land audit	Prepare proposal to Services & CETA with Levy Paying Stakeholders (Estate Agent & Builder) through TVET / CET College) after land audit report issued.
5	Waste to Energy	Energy	Feasibility Study & Training Facility.	Link up with Knysna energy Summit scheduled for 21 st of June 2023

-

6.2.2.5 PROJECTS MANAGED BY - George LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Bicycle Mechanic & Cycle Routes	Tourism	Consider Assessment Centre in George Area at Worker Collection Point	Link up with Falsebay College & BEN Project - Consider proposal to W&R SETA
2	ICT Incubator	Connected	Coding and Robotics program for 30 (6 -9-year-old)	On hold – Discussions in progress with I-Hub
3	Youth Entrepreneurial Program. Business	Cross Cutting	20 SMMEs are being supported to grow their business through Training & Equipment.	In progress – FNB & DEDAT supporting. Department Small business also coming in board. Consider partnership with SC College.

	Incubator Program (Start-ups) Mentoring program			
4	Women Empowering Project for Rural Women Entrepreneurs	Cross Cutting	SEDA rolled out in Harlem & Uniondale	In support phase.
5	Sewing SMME	Tourism	Service provider to be appointed	Link up with Mossel Bay Project through Community Unit - Haylene
6	Workers Collection Project	Well being	Facility available.	Possibly use for a skills / training centre for Bicycle Mechanics (Refer Project 1)
7	Harlem Skills Centre	Agriculture	Dep Rural development appointed Service Provider with funding	Secondary Co-op being established

6.2.2.6 PROJECTS MANAGED BY Mosselbay LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Agriculture - Hydroponics	Agriculture	Agreement o be signed.	Prepare training facility – nursery.
2	Motor/Diesel/Auto Electrician Training	Connected	First Intake April 2023	MB Municipality to assist with host employers. Set up meeting with SCC.
3	Maritime Academy > Marine Training	Connected	TNPA & TETA Committed to Process	Draft MoU with TETA in process Check with Umfolozi on Programmes TNPA (Busi) and MB (Gwyn) to also consider possible occupation s/ programmes .
4	Business Incubator and Mentoring	Cross cutting	Meetings in place to identify mentors that can give talks.	New approach with private sector. Partnering with business sector.
5	Contractor Development Program in short skills programmes for plumbing, painting etc.	Well- being	In process with 40 People Identify Land for Skills Training Facility.	Need more practical training.
6	LED Officer, Coordinator Learnership	Cross Cutting	Check funding sources	Raise at Provincial Forum with Aneeka Jacobs
7	Sewing Training at Thusong Centre	Tourism	Need to identify program and funding for the program.	Additional funding from Province to appoint Accredited QCTO service provider needed. Check QCTO Skills Programmes

8	Learners Drivers License Project	Cross Cutting	In process for 100 Learners.	Service provider appointed.. SLA in process.
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6.2.2.7 PROJECTS MANAGED BY - Hessequa LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Asset Based Community Development Melkhoutfontein	Cross Cutting	Workshop to be held to develop project further to create outcomes linked to change of mindset.	Initiate funding proposal for possible presentation at Skills Summit.
2	Business Needs Survey	Cross Cutting	In Planning	Meeting to be set up with Hessequa Business Chamber to design survey
3	Mechanisation Project	Agriculture	In Planning	Awaiting comprehensive feedback from Department of Agriculture.
4	Learner's & Driver's License Project	Skills Development	Funding application submitted to the Western Cape Department of Local Government.	Awaiting outcomes of funding application from Western Cape Department of Local Government.
5	Gouritz Cluster Biosphere Project	Cross Cutting	Discussion REquired	Discussion REquired

6.2.2.8 PROJECTS MANAGED BY - Oudtshoorn LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	Container Incubator Project	All	R2m from Booster Fund. Tender in process. Six business identified. SEDA to do M&E for Business.	Appoint service provider to supply containers. Prepare draft proposals for Services SETA (soft skills) and MICT SETA (ICT Skills)
2	SALGA Karoo Small Town Regeneration	Well Being	Includes Interim Liaison Committee to facilitate small town regeneration process.	Check with Provincial Public Works on Skills Needs as well Liaison Committee.
3	SEDA NB4CI Construction Projection	Well being	Roll out planned in September at Thusong Centre	Theory training on Building.
4	Artisan Training at Thusong Centre	Connected	20-40 Electricians, Plumbing, Carpentry and Welding	Proceed with RFQ
5	Toekomsrus Community Hall Arts & Culture Programme	Tourism	Plans to develop with existing infrastructure	No immediate plans

6.2.2.9 PROJECTS MANAGED BY – Kannaland LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
3	Agriculture SME Development	Agri	Link up with Provincial Agriculture	Skills Mecca Team to engage with Agriculture Training for next INDABA
4	Hospitality Training	Tourism	District Award received for 200 Cooks 7 200 Placements	Source workplaces for 50 Cooks and Placements to determine final allocation
6	Cheese Factory Project with FoodBev Seta	Agri	Set up meetings with cheese factories	Meeting held with Ladismith Cheese and they wan to present a proeject at skills summitt.
9	Construction related	Connected	IPD identified infrastructure needs – plumbers, road workers.	Consider Skills Centre with Mossel Bay / TIRISANO, CETA

6.2.2.10 GARDEN ROUTE SKILLS MECCA NUMBER ANALYSIS

#	Funders	Project	Application	Award	Act Project Fee	Learners
1.	HWSETA	Home Base Care	R5231 380.00	R5231 380.00	R364 980.00	140
2.	EWSETA	Renewable Energy	R1210 600.00	R982 800.00	R46 800.00	52
3.	NSF	Tourism and Hospitality	R41 228 802.00	R30 491 911.00	R2 041 395.00	400
4.	LGSETA	Water and Sanitation	R2 428 832.00	R1 480 000.00	R-	74
5.	LGSETA	Fire Fighter	R966 400.00	R754 000.00	R400 000.00	20

6.	SASSETA	Patrol Officer	R2 750 000.00	R625 000.00	R -	120
7.	GIZ JET	Solar Based Programme	R3 482 691.00	R3 482 691.00	R -275 977.00	172
8.	SAVE	Road Construction	R6 845 962.00	R6 845 962.00	R-	165
Total			R64 144 667.00	R49 893 744.00	R3 111 152.00	1073

6.2.2.11. Garden Route Skills Summit and Career Festival

Garden Route District Municipality will be hosting its third Skills Summit on the 13-14 July 2023 in Knysna Municipality.

Draft program for the GRDM Summit as follows:

GARDEN ROUTE SKILLS MECCA - 2023 SKILLS SUMMIT

Theme = Employability through Collaboration

PROPOSED PROGRAMME		
Thursday 13 July 2023		
Venue: Knysna High School Face to Face / Hybrid Event		
TIME	ITEM	LEAD PERSON
08:00 – 09:00	Registration and Tea/Coffee	Delegates
09:00 – 09:05	Call to Order: Garden Route Skills Summit Emergency Evacuation Procedure Briefing	Summit Chairperson Knysna Municipality Municipal Manager
09:05 – 09:10	Singing of the National Anthem	All Delegates
09:10 - 09:30	Opening and Welcome to Knysna	Executive Mayor Knysna Municipality
09:30 - 10:30	Panel Discussion Review of Skills Mecca Current and Emerging Projects, Resourcing and Implications for Socio-Economic Development for the Garden Route.	Municipal Manager Garden Route District Municipality in discussion with a Panel of Local Municipal Officials
10:30 – 11:00	TEA BREAK AND PRESS CONFERENCE WITH EXECUTIVE MAYORS	
11:00 – 12:30	<u>Presentation on Pragmatic Socio-Economic Skills Development Proposals</u> - Employment creation skills development projects linked to the Garden Route Growth and Development Strategy.	<i>Presentations by socio-economic stakeholders facilitated by the GRDM Planning and Economic Development Team in collaboration with Skills Mecca Team</i>
12:30 – 13:00	Working Together, how do we take the Garden Route Skills Mecca to the Next Level?	Executive Mayor Garden Route District Municipality
13:00 – 14:00	LUNCH BREAK AND NETWORKING	
14:00 – 16:15	Workathon among all Eight Municipalities in the Garden Route on alignment of local economic / skills development with Provincial G4J Strategy Priority	<i>Process:</i> <i>7 Overview of G4J PPFA 7</i>

	Focus Area 7 - Access to Economic Opportunities and Employability - Facilitated by Skills Mecca Team in collaboration with DEDAT and WCED	8 8 x Poster Group Work by Municipalities. 9 Feedback by Group from the floor to consolidate feedback in preparation for PCS
16:15 – 16:30	Vote of Thanks and Closure of Skills Summit 2023	To be determined
16:30 – Onwards	TEA BREAK AND SKILLS SUMMIT DELEGATES PROCEED TO CAREER FESTIVAL WALKABOUT	

Career Festival – GRDM will also be hosting a Career Festival which will run from 13 – 14 July 2023 at the Knysna High School. The Service SETA will be sponsoring the event and the following schools were invited:

SCHOOL	TOTAL OF LEARNERS	AREA
Plettenberg Bay Secondary School	100	Plettenbergbay
Murray High School	100	Plettenbergbay
Wittedriff High School	100	Plettenbergbay
Knysna Secondary School	100	Knysna
Percy Mdala High School	100	Knysna
Concordia High School	100	Knysna
Knysna High School	100	Knysna
Total	700	

6.3 Financial Implications

Approved budget allocation for 2022/2023

6.4 Legal Implications

Constitution of the Republic of South Africa, 1996 Section 217
 Local Government: Municipal Structures Act 117 of 1998
 Municipal Finance Management Act 56 of 2003 Section 116 (3)

6.5 Staff Implications

Programme manager in cooperation with the Executive Manager: Corporate Services and the Training Unit within Human Resources.

6.6 Previous / Relevant Council Resolutions:

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

6.7 Risk Implications

Procedures and systems within the municipality to be aligned to meet the deadlines and requirements of local, national and international funders.

[**BACK TO AGENDA**](#)

1. **GARDEN ROUTE SKILLS MECCA IMPLEMENTATION: PHASE 1: APRIL 2022 – MARCH 2023: CLOSED OUT REPORT / GARDEN ROUTE SKILLS MECCA IMPLEMENTERING: FASE 1: APRIL 2022 – MARCH 2023: AFSLUITINGSVERSLAG / UKUMISELWA KWE GARDEN ROUTE SKILLS MECCA: IBAKALA 1: KUTSHAZIMPUZI 2022-KWEYOKWINDLA 2023: INGXELO YOVALO**

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

2 PURPOSE

The purpose of this report is to submit a closed-down report on the Garden Route Skills Mecca for Phase 1: April 2022 until March 2023.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

A comprehensive closed-down report for the Garden Route Skills Mecca from April 2022 until March 2023 is provided with the relevant supporting documents as annexures A – D.

5. RECOMMENDATIONS

1. That Council takes note of the content of the report.
2. That Council discuss the outcomes achieved for the Garden Route Skills Mecca for the period April 2021 – March 2023.

AANBEVELINGS

1. *Dat die Raad kennis neem van die inhoud van die verslag.*
2. *Dat die Raad die uitkomst wat bereik was vir die Garden Route Skills Mecca vir die periode April 2021 – Maart 2023, bespreek.*

IZINDULULO

1. Sesokuba iBhunga lithathela ingqalelo okuqulethwe yingxelo.
2. Sesokuba iBhunga lixoxe ngeziphumo ezifunyenweyo zeGarden Route Skills Mecca kwithuba likaTshazimpuzi 2021 – kweyoKwindla 2023.

6. DISCUSSION / CONTENTS

6.1 Background

Synapsis Solution CC was appointed for the period from April 2021 till March 2023. Dr F Prinsloo was appointed as the Programme Manager of the Garden Route Skills Mecca for the period indicated and a service level agreement was put in place together with a specific implementation plan (outcomes) for the two years.

6.2 Discussion

The Garden Route Skills Mecca programme is a socio-economic initiative that strives to address the NEET crisis within the Garden Route District, and may have significant lessons for all other districts and metros in South Africa, and possibly even beyond national borders.

The following key strategic milestones have been achieved by 31 March 2023:

- A detailed Theory of Change with Deliverables was created and implemented.
- A detailed multi-faceted Implementation Framework was created and implemented.
- A total of sixty-two (62) Skills Development Proposals, Projects and Programmes (PPPs) are at various stages of development and/or implementation across the District.
- An investment of R 43m has been awarded towards Skills Mecca PPPs with over 900 beneficiaries in the pipeline.
- All Nine (9) Resolutions of the Skills Mecca as determined by stakeholders and approved by District Mayors during 2018- 2029 have been achieved.
- A Skills Mecca Risk Analysis process enabled and implemented to steer implementation

This Phase 1 Close Out report also details a significant amount of lessons learned during in particular the last two years that has resulted in a set of key recommendations, the most significant of which are:

- Continue to engage with IDP Managers to ensure the inclusion of GRMS in all IDPS of the Municipalities and where feasible the Budget allocations before 30 June 2024.
- Recruit and develop additional administration workers under the EPWP Funding window for 2023 – 2024 to bolster current learner administration capacity within current HR/ Training and EPWP Units.
- Convene Education Training Development Committee to formalize the integration of GRSM Steering Committee and agree on Terms Reference inclusive of a possible composition of the integrated structure.
- In close collaboration with HOD Planning and Economic Development to develop and implement a twelve-month (four forum) rolling plan to identify specific key stakeholders including funders for projects aligned to the GDS.
- Support the locally based Skills Mecca Technicians, through the face-to-face mentoring processes, to progressively, grow the representation, involvement, and commitment of local stakeholders at each local Skills INDABA.
- Source Partnerships to create, (maybe build) a sustainable World Class Local Government Occupational Multi Purposes Training Facility in Garden Route.
- Include GRSM resourcing options as part of the discussions at the next Garden Route Skills summit in July 2023 during the Keynote Address and Panel Discussion led by the Executive Mayor of the Garden Route: Review of Skills Mecca Current and Emerging Projects & Implications for Socio-Economic Development for the Garden Route.

It is also recommended that, subject to necessary protocols and approvals, this report may also be tabled as an input document for discussions and comment at:

- The next Education Training Development Committee.
- The next Council Portfolio Committee for Corporate Services
- The next Council Portfolio Committee for Planning and Economic Development
- The Next MMF / DCF Meeting is scheduled for the 8th of June 2023
- The next Garden Route Skills Summit and Premier Council on Skills is scheduled for 12-14 July 2023.

6.3 Financial Implications

R 1 456 000 as per the approved budget of GRDM.

6.4 Legal Implications

Service provider appointed according to the Supply Chain Management Regulations/Policy

6.5 Staff Implications

The service provider worked in close collaboration with the Executive, Manager: Corporate Services, the Training and Development Section officials and the Garden Route Skills Mecca Technicians to achieve the outcomes of the GRSM project.

6.6 Previous / Relevant Council Resolutions:

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

6.7 Risk Implications

The biggest Risk identified during the two years was securing funding for projects for Garden Route Skills Mecca.



PERSONS WHO ARE NOT IN EMPLOYMENT, EDUCATION OR TRAINING (NEETS)



BACKGROUND

Unemployment levels in South Africa are among the highest in the world, and have remained that way for more than 15 years. In quarter 3 of 2022 (2022:Q3), the overall unemployment rate stood at 32.9%, recovering from 34.9% in 2021, when the impact of the Covid-19 global health pandemic on economic activity was still being felt. More alarming is that over one-third (3.5 million)¹ of young people aged 15–24 years are currently not in employment, education or training (NEET). Most young people who are NEET are based in disadvantaged areas, including rural communities, where opportunities for employment are limited. The persistently high numbers of persons who are NEET in South Africa illustrates a socially explosive situation that requires urgent attention. Since youth are a fundamental asset to South Africa, it is crucial to provide them with the skills needed for sound economic and social development, and for the future sustainability of the country.



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PEOPLE AGED 15–60 YEARS WHO ARE NEET, BY DEMOGRAPHIC CHARACTERISTICS, 2022:Q3

38 794

Number of persons aged 15–60 years (thousands)

17 136

Number of persons aged 15–60 years who are NEET (thousands)



44.2%

NEET rate (%)



PURPOSE

This Fact Sheet provides a detailed profile of people who are NEET, in order to support decision-making in the PSET system. Information about people who are NEET assists the Department of Higher Education and Training (DHET), Community Education and Training (CET) colleges, Technical Vocational Education and Training (TVET) colleges and other stakeholders to make informed decisions about PSET provisioning. In particular, NEET data provides the DHET and its stakeholders with evidence that can be used to inform the development of policy, strategies and plans, and the setting of appropriate targets and effective budgeting.



METHODOLOGY

The statistical data used in this publication are drawn from the Quarterly Labour Force Survey (QLFS), which is conducted quarterly by Statistics South Africa (Stats SA). This data cover a period of eight years, from 2015:Q3 to 2022:Q3. Q3 data (as opposed to Q1, Q2 or Q4) was selected for this publication, since it represents the latest available data for 2022 at the time of preparing this Fact Sheet. More importantly, this period also considers the economic and labour market effects of Covid-19 in 2020 and its extension into 2022, thus providing a more realistic picture of the current NEET challenge in South Africa. International comparative data was obtained from International Labour Organization (ILO) publications. Many countries use people aged 15–24 years as the unit of analysis for understanding NEETs. However, this Fact Sheet provides NEET data for a broader age range of people in consideration of the DHET's mandate, which includes adult learners as opposed to merely young people.



Many countries use people aged 15–24 years as the unit of analysis for understanding NEETs.

However, this Fact Sheet provides NEET data for a broader age range of people in consideration of the DHET's mandate ...



SUMMARY OF FINDINGS

This section presents an overview of the extent, trends and patterns of the NEET challenge in South Africa.

The following statistics demonstrate the NEET trends in South Africa for the period under review. According to Table 1, over 17.1 million people aged 15–60 years were NEET in 2022. The proportion of persons aged 15–60 years who were NEET worsened from 37.5% in 2015 (13.1 million people) to 44.2% in 2022 (17.1 million people). This translates to an increase of over 4.0 million people who were NEET over the past eight years.

More positively, a decrease by over half a million (585 000) persons aged 15–60 years who were NEET was recorded between 2021 and 2022, resulting in a NEET rate of 44.2% in 2022 and a year-on-year decrease of –3.3%. This statistic could be attributed to the recovery of the economy from the detrimental effects of the Covid-19 pandemic after most industries resumed business.

TABLE 1: Total number and percentage of persons aged 15–60 who were NEET, 2015:Q3 to 2022:Q3

YEAR	Total number of persons aged 15–60 years (thousands)	Number of persons aged 15–60 years who were NEET, (thousands)	NEET rate (%)	Year-on-year % change of persons who were NEET
2015	34 948	13 103	37.5%	
2016	35 526	13 668	↑ 38.5%	4.3%
2017	36 094	13 933	↑ 38.6%	1.9%
2018	36 687	14 345	↑ 39.1%	3.0%
2019	37 217	14 876	↑ 40.0%	3.7%
2020	37 736	16 696	↑ 44.2%	12.2%
2021	38 243	17 721	↑ 46.3%	6.1%
2022	38 794	17 136	↓ 44.2%	–3.3%

Source: Own calculations, based on Stats SA, QLFS Nesstar.

Note 1: Due to rounding, numbers do not necessarily add up to totals.

Note 2: ↑ Indicates an increase in the number of people who were NEET, and ↓ indicates a decline in the number of people who were NEET.

However, as shown in Table 2, the number of persons aged 15–24 years who were NEET gradually increased over the past eight years from about 3.0 million in 2015 to about 3.5 million in 2022, while the biggest increase was among those aged 35–60 years (about 2.1 million). Within the NEET population aged 15–60 years, more than half (53.2%) of NEETs in 2022 were 15–34 years old.

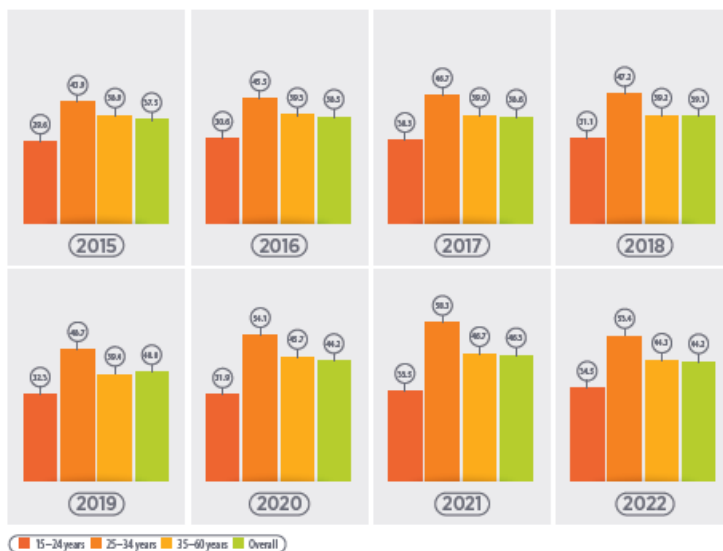
TABLE 2: Total number of NEETs, by age group, 2015:Q3 to 2022:Q3

AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
THOUSANDS								
15–24 years	3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
25–34 years	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
35–60 years	5 885	6 112	6 226	6 438	6 633	7 885	8 245	8 019
TOTAL	13 103	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QLFS Nesstar.

Note: Due to rounding, numbers do not necessarily add up to totals.

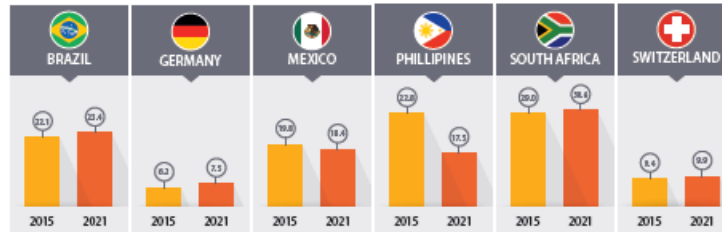
Figure 1 shows that in 2022, the NEET rate was highest among those aged 25–34 years (53.4%) and lowest among those aged 15–24 years (34.5%). There was a decrease in the NEET rate between 2019 and 2020 for persons aged 15–24 years; however, this decline was short-lived, as the NEET rate increased to 33.5% and 34.5% in 2021 and 2022, respectively. The increase can be explained by the upsurge in the number of new entrants to the labour market within an economy whose conditions were not conducive to absorb the high number of unemployed people.

FIGURE 1: NEET rates by age group, 2015:Q3 to 2022:Q3

Source: Own calculations, based on Stats SA, QLFS Nesstar.

The South African NEET rate for persons aged 15–24 years remained relatively high compared with countries such as Brazil, Mexico and the Philippines, as shown in Table 1. In 2021, the NEET rate for South Africa stood at 30.6%, followed by Brazil (23.4%), Mexico (18.4%) and the Philippines (17.5%).

FIGURE 2: NEET rates (%) for persons aged 15–24 by country, 2015 and 2021



Source: ILO

Note 1: Data downloaded from the ILO Department of Statistics (ILOSTAT) on 15 December 2022.

Note 2: The 2021 NEET rate for South Africa differs from that provided in Figure 1, because the rate reported in Figure 2 is an annual average, whereas the rate reported in Figure 1 is a quarterly figure.

When considering the labour-market status of persons aged 15–60 years who were NEET in 2022, the majority (56.0%) were not actively looking for employment. The analysis of persons who were NEET by labour-market status (active and inactive), as shown in Table 3, indicates that the majority of persons who were NEET in 2022 were not actively looking for employment, except for those in the 25–34-year age group.

TABLE 3: Number of NEETs by labour-market status (active and inactive), 2015:Q3 to 2022:Q3

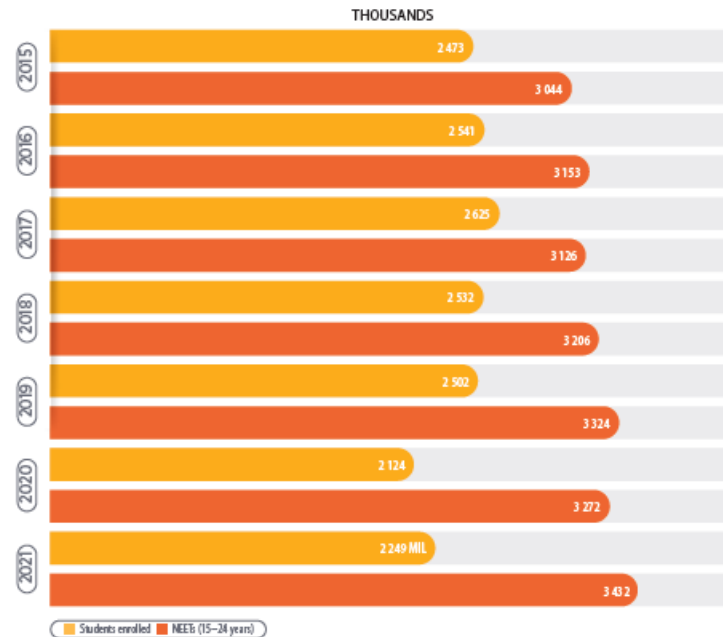
LABOUR MARKET STATUS BY AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
THOUSANDS								
15–24 YEARS	3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
Active	1 310	1 431	1 394	1 350	1 478	1 227	1 433	1 502
Inactive	1 734	1 722	1 732	1 856	1 846	2 045	1 999	2 023
24–34 YEARS	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
Active	2 104	2 286	2 415	2 459	2 664	2 565	3 032	2 944
Inactive	2 070	2 117	2 165	2 242	2 255	2 974	3 011	2 648
35–60 YEARS	5 885	6 112	6 226	6 438	6 633	7 885	8 245	8 019
Active	1 851	2 029	2 287	2 267	2 446	2 644	3 071	3 095
Inactive	4 034	4 082	3 939	4 171	4 187	5 241	5 174	4 924
TOTAL	13 103	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QLFS Nesstat

Note: Due to rounding, numbers do not necessarily add up to totals.

Enrolment in PSET has generally been on a downward trend from 2017 to 2020, exacerbated by the Covid-19 lockdown restrictions that disrupted teaching and learning in 2020. This has further widened the gap between the NEETs aged 15–24 years and students enrolled in PSET institutions (irrespective of age). According to Figure 3, in 2021, about 2.2 million students were enrolled in PSET institutions irrespective of age, while the number of NEETs aged 15–24 years was marginally above 3.4 million.

FIGURE 3: Total number of students (all age groups) who attended a PSET institution versus the number of NEETs (15–24-year olds), 2015 and 2021




Source: Own calculations, based on Stats SA, QLFS Nesstar; DHET; Statistics on Post-School Education and Training in South Africa, 2018, 2019, 2020 and 2021

Note 1: Due to rounding, numbers do not necessarily add up to totals.

Note 2: Number of students enrolled includes: public and private higher education institutions (HEIs); Colleges (TVET, CET and private colleges); and SETA-supported work-based learning (WBL).

Table 4 shows that, from the perspective of gender, more women than men were NEET in 2022, accounting for 55.6% of total NEETs. The highest number of NEET persons were in the 35–60-year age group, followed by those in the 25–34-year age group, within the period under review. Consistent with demographic profiles by gender in the country, women made up the majority share of NEET persons in the respective age groups.

TABLE 4: Total number of NEETs, by gender and age group, 2015:Q3 to 2022:Q3

GENDER BY AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
	THOUSANDS							
15–24 YEARS	3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
 Men	1 394	1 429	1 429	1 481	1 566	1 590	1 647	1 661
 Women	1 650	1 724	1 698	1 725	1 758	1 682	1 785	1 863
25–34 YEARS	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
 Men	1 796	1 869	2 055	2 114	2 236	2 552	2 772	2 579
 Women	2 378	2 534	2 526	2 587	2 683	2 987	3 271	3 014
35–60 YEARS	5 885	6 112	6 226	6 438	6 633	7 885	8 245	8 019
 Men	2 244	2 368	2 431	2 527	2 639	3 237	3 430	3 373
 Women	3 641	3 743	3 795	3 911	3 994	4 648	4 815	4 647
TOTAL	13 103	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QIUS Nesstar.

Note: Due to rounding, numbers do not necessarily add up to totals.

The overwhelming majority of persons who were NEET in 2022 were black Africans, representing 86.7% of the total NEET group. The distribution of persons who were NEET by age group and race, as shown in Table 5, indicates that the largest number of NEETs were black Africans, followed by coloureds, across all age groups.

TABLE 5: Number of NEETs by race and age group, 2015:Q3 to 2022:Q3

RACE BY AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
THOUSANDS								
15–24 YEARS	3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
Black African	2 655	2 734	2 721	2 786	2 923	2 850	2 995	3 070
Coloured	272	296	290	290	285	292	317	310
Indian/Asian	43	50	42	43	40	45	52	50
White	73	74	74	86	77	85	68	95
25–34 YEARS	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
Black African	3 737	3 927	4 085	4 233	4 416	4 921	5 414	5 054
Coloured	297	291	320	291	311	414	456	363
Indian/Asian	66	75	69	77	76	93	102	79
White	74	110	106	100	116	112	71	97
35–60 YEARS	5 885	6 112	6 226	6 438	6 633	7 885	8 245	8 019
Black African	4 671	4 883	4 990	5 214	5 446	6 456	6 789	6 737
Coloured	610	623	643	653	622	775	818	747
Indian/Asian	201	191	197	180	191	237	246	194
White	403	414	396	392	374	417	393	341
TOTAL	13 103	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QLFS Nesstar.







Note: Due to rounding, numbers do not necessarily add up to totals.

Low levels of education and skills intensify the risk of a person being NEET. In 2022, the share of NEET persons aged 35–60 years increased from 44.9% in 2015 to 46.8%, as indicated in Table 6. Across all age groups, the largest shares of NEETs had secondary less than Grade 12 as their highest educational qualification, followed by those with Grade 12.

In 2022, 58.4% of persons aged 15–60 years who were NEET had education levels below Grade 12, followed by those with Grade 12 (33.8%). Persons with tertiary education made up 6.7% of the total number of persons who were NEET.

TABLE 6: Share of NEETs, by highest level of educational attainment, 2015:Q3 to 2022:Q3

EDUCATIONAL LEVEL BY AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
	SHARES							
15–24 YEARS	23.2	23.1	22.4	22.3	22.3	19.6	19.4	20.6
 No schooling	1.6	1.5	1.5	1.4	1.3	1.0	1.5	1.1
 Primary and less	11.2	11.5	10.6	9.8	9.1	7.4	7.3	7.5
 Secondary less than Grade 12	47.7	48.2	46.3	46.0	44.6	42.0	40.0	40.5
 Grade 12	34.6	33.9	37.1	37.9	40.2	43.6	45.7	48.1
 Tertiary	4.2	4.1	3.6	4.2	4.1	5.1	4.6	4.6
 Other	0.7	0.8	0.8	0.7	0.6	0.9	0.9	1.0
24–34 YEARS	31.9	32.2	32.9	32.8	33.1	33.2	34.1	32.6
 No schooling	2.2	1.8	1.7	1.7	1.5	0.9	0.9	1.0
 Primary and less	10.2	10.3	9.2	8.6	7.8	5.7	5.6	5.7
 Secondary less than Grade 12	50.1	51.8	49.1	49.7	51.4	47.2	48.7	43.7
 Grade 12	30.4	28.7	31.5	32.5	30.1	36.8	35.5	33.2
 Tertiary	6.5	6.7	7.8	6.9	8.3	8.7	8.9	8.0
 Other	0.7	0.7	0.7	0.6	0.9	0.6	0.4	1.0

EDUCATIONAL LEVEL BY AGE GROUP		2015	2016	2017	2018	2019	2020	2021	2022
		THOUSANDS							
35–60 YEARS		44.9	44.7	44.7	44.9	44.6	47.2	46.5	46.8
	No schooling	8.1	7.2	6.4	6.4	5.8	3.9	3.9	3.8
	Primary and less	25.1	24.0	22.8	21.7	20.3	17.6	16.5	16.3
	Secondary less than Grade 12	41.1	42.4	42.6	42.8	42.8	44.8	46.2	43.8
	Grade 12	19.1	19.8	20.7	21.9	23.6	25.7	25.9	25.9
	Tertiary	5.8	5.7	6.6	6.0	6.5	6.9	6.4	6.1
	Other and unspecified	0.9	1.0	1.0	1.1	1.0	1.1	1.0	1.2
TOTAL		100	100	100	100	100	100	100	100

Source: Own calculations, based on Stats SA, QLFS Nesstar.

Note: Due to rounding, numbers do not necessarily add up to totals.

Table 7 indicates the total number of persons who were NEET by province and age group. Gauteng, KwaZulu-Natal and Eastern Cape recorded the highest number of people who were NEET across all the age groups within the eight years under review.

TABLE 7: Total number of NEETs, by province and age group, 2015:Q3 to 2022:Q3

PROVINCE AND AGE GROUP		2015	2016	2017	2018	2019	2020	2021	2022
		THOUSANDS							
15–24 YEARS		3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
	Western Cape	281	292	296	299	304	288	323	320
	Eastern Cape	421	420	464	455	486	404	424	464
	Northern Cape	84	84	90	75	88	108	100	89
	Free State	158	167	162	150	144	147	170	152
	KwaZulu-Natal	627	680	675	705	750	776	691	726
	North West	225	242	258	251	253	233	300	330
	Gauteng	639	687	627	669	672	697	768	841
	Mpumalanga	270	265	252	287	287	249	287	284
	Limpopo	339	315	303	314	340	371	369	321

PROVINCE AND AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
THOUSANDS								
25–34 YEARS	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
Western Cape	351	353	408	375	416	490	476	484
Eastern Cape	578	572	605	675	635	735	816	719
Northern Cape	95	92	105	104	104	99	118	122
Free State	243	247	215	241	275	253	292	256
KwaZulu-Natal	869	955	975	993	1 012	1 176	1 320	1 196
North West	307	350	320	309	353	370	416	408
Gauteng	956	1 019	1 080	1 116	1 134	1 354	1 401	1 294
Mpumalanga	332	358	392	386	423	446	474	460
Limpopo	441	457	480	501	565	615	731	653
35–60 YEARS	5 885	6 112	6 226	6 438	6 633	7 885	8 245	8 019
Western Cape	674	704	699	717	713	931	980	892
Eastern Cape	735	703	768	811	787	908	916	969
Northern Cape	159	164	158	165	154	180	198	175
Free State	304	329	307	337	338	386	371	371
KwaZulu-Natal	1 126	1 173	1 198	1 177	1 246	1 436	1 484	1 462
North West	492	497	479	519	532	580	621	635
Gauteng	1 484	1 569	1 649	1 719	1 775	2 213	2 318	2 140
Mpumalanga	400	429	434	432	475	537	565	584
Limpopo	510	542	534	560	614	714	792	790
TOTAL	13 103	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QLFS Nesstar.

Note: Due to rounding, numbers do not necessarily add up to totals.

With regards to the reason for being NEET, Table 8 shows that the highest number of 15–34-year-olds who were NEET in 2022 were new entrants to the labour market, followed by discouraged work-seekers, homemakers and job losers.

On the other hand, the highest number of older persons (35–60 years) who were NEET between 2015 and 2020 were homemakers, followed by those who stated health reasons, discouraged work-seekers and job losers. There were marginal decreases in the numbers of discouraged work-seekers and job losers between 2021 and 2022, possibly due to economic recovery from the adverse impacts of the COVID-19 pandemic.

TABLE 8: Total number of NEETs, by reason and age group, 2015:Q3 to 2022:Q3

REASON AND AGE GROUP	2015	2016	2017	2018	2019	2020	2021	2022
THOUSANDS								
15–24 YEARS	3 044	3 153	3 126	3 206	3 324	3 272	3 432	3 524
Job loser	256	288	299	252	310	203	223	200
Job leaver	63	50	54	41	44	43	40	18
New entrant	930	1 027	983	982	1 048	914	1 108	1 234
Re-entrant	49	44	43	45	57	38	38	22
Other – last worked >5 years ago	13	22	15	29	20	29	24	27
Homemaker	441	487	436	428	418	347	348	367
Health reasons	139	128	134	127	118	147	171	130
Too young/old/retired	40	46	68	65	50	45	73	80
Discouraged work-seekers	587	563	608	674	698	588	778	728
Other not economically active	526	498	486	562	563	919	628	719
25–34 YEARS	4 175	4 403	4 581	4 701	4 919	5 539	6 044	5 593
Job loser	779	771	814	831	897	794	894	833
Job leaver	146	138	133	147	144	174	93	34
New entrant	807	952	978	1 050	1 071	1 133	1 471	1 458
Re-entrant	104	129	141	103	127	123	86	108
Other – last worked >5 years ago	269	297	349	328	426	340	488	512
Homemaker	709	731	710	708	687	736	817	713
Health reasons	280	281	269	272	268	233	254	324
Too young/old/retired	4	3	6	4	7	5	5	8
Discouraged work-seekers	826	837	930	996	1 026	992	1 465	1 230
Other not economically active	252	264	251	262	267	1 009	471	374
35–60 YEARS	4 034	6 112	6 226	6 438	6 633	7 885	8 245	8 019
Job loser	721	764	892	840	868	954	1 115	970
Job leaver	135	126	140	115	110	271	149	94
New entrant	323	281	299	402	336	388	519	728
Re-entrant	81	142	131	101	144	152	169	97
Other – last worked >5 years ago	591	717	826	809	987	879	1 120	1 206
Homemaker	1 390	1 371	1 313	1 337	1 421	1 420	1 552	1 411
Health reasons	1 158	1 161	1 104	1 088	1 009	1 027	1 102	1 025
Too young/old/retired	494	504	477	476	526	477	515	611
Discouraged work-seekers	749	812	833	997	1 001	1 074	1 560	1 507
Other not economically active	245	234	212	273	229	1 243	445	369
TOTAL	11 253	13 668	13 933	14 345	14 876	16 696	17 721	17 136

Source: Own calculations, based on Stats SA, QLFS Nesstar.

Note: Due to rounding, numbers do not necessarily add up to totals.



CONCLUSION

This Fact Sheet offers a profile and analysis of trends of people who were NEET over the past eight years. The Fact Sheet confirms that South Africa has one of the highest NEET rates in the world. The ever-increasing NEET rate presents a serious problem for South Africa's social stability. It is pleasing, however, to note the decline in the NEET rate in 2022 – the first time in eight years that it has shown a sign of shifting from its consistent incline. Hopefully, this positive change continues into the future.

Nonetheless, the PSET system must continue to play a critical role in curbing the number of NEETs by improving access to PSET institutions, and ensuring that the kind of education and training provided is relevant and responsive to the social and economic needs of the country. Promoting skills for entrepreneurship development is key to the reduction of the NEET rate. Moreover, Sector Education and Training Authorities (SETAs), TVET colleges and CET colleges remain crucial in enabling the attainment of basic skills, including reskilling and upskilling.



APPENDICES

APPENDIX 1: TERMS AND DEFINITIONS

NEET

NEET refers to people who are not in employment, education or training. There are two categories of persons who are NEET, namely, inactive NEETs and active NEETs. The term **inactive NEETs** refers to persons who are NEET and not looking for work. According to Stats SA, a person can be classified as an inactive NEET for various reasons, such as managing a home (homemaker), for health reasons, being too young/too old/retired, being a discouraged work-seeker and other unmentioned reasons. **Active NEETs** are persons who are NEET but are actively seeking employment and are available to start work. This Fact Sheet reports data on the combination of both inactive and active NEETs.

NEET RATE

The NEET rate is calculated by dividing the number of persons who are NEET in a given age group by the total population in the same age group. For instance, the NEET rate for youth is calculated as the number of persons aged 15–24 years who are NEET divided by the number of persons aged 15–24 in the population. The calculation of the NEET rate in this Fact Sheet is based on both inactive and active NEETs.

YOUTH

In South Africa, the official definition of 'youth' refers to persons aged 15–34 years. The advantage of looking at this broad age range is that it includes the growing share of individuals who remain in education for longer and only enter the labour market in their late 20s.

TERTIARY EDUCATION

Tertiary education refers to the following qualifications:

- undergraduate degree;
- postgraduate degree;
- diploma;
- postgraduate diploma;
- higher certificate (upon completion of matric); and
- advanced diploma or advanced certificate.

**ENDNOTES**

1. Statistics South Africa. 2022. Quarterly Labour Force Survey (3rd Quarter).

Garden Route Skills Mecca Project Deliverables and Theory of Change - April 2021

1. Background and Context

The Skills Mecca Project is an outgrowth of the Skills Workstream was established under the Garden Route Rebuild Initiative (GRRI) after the devastating Knysna fires in 2017. A need was identified at that time for people to be re-skilled or up-skilled due to the fact that many lost their jobs, mainly linked to the Tourism industry. This is very similar to the current socio-economic conditions that now prevail across the entire world, not just for the Garden Route, due to COVID 19 Pandemic that initiated a global lockdown of economies.

As in 2017, the COVID 19 Pandemic has also created opportunities for new skills to be introduced as part of the rebuild and re-generation process, especially such new skills sets related directly to health and economic recovery as well as merging new world skills such as 4IR skills.

The most critical requirement to move the Garden Route Skills Mecca catalytic flagship project forward is the appointment of a Service Provider to fully develop the “skills mecca” concept and relevant implementation processes. This requirement has now become even more critical to allow the District to recover the economic devastation of the COVID 19 Pandemic and allows the residents of the District to improve their socio economic status.

Synapses Solution Strategies CC therefore submits this proposal as invited by the Garden Route District Municipality (GRDM) for the coordination of the Skills Mecca Project across the Garden Route. We believe we have the capacity and expertise to meet the requirements of the GRDM in as far as the services for the Garden Route Skills Mecca Project are concerned.

2. Objective, Scope of Work and Reporting

From an analysis of the Terms of Reference, our understanding of the **Primary Objective** of the two year assignment is clearly:

- Ensure that Garden Route Skills Mecca catalytic flagship project is progressively developed and implemented with human and financial resources made available by District and Local Municipalities as well as from other sources.

However a **Secondary Objective** that is critical to the achievement of the Primary Objective of the two year assignment is:

- Ensure the garden route skills mecca is being executed with all relevant documentation in place for handover to the District and Local Municipalities staff at end of the two year contract period;

To achieve the above two Objectives and from an analysis of the Terms of Reference, our understanding of the **Scope of Work** of the two year assignment includes the following primary and secondary scope of work elements, but would request that should we be allocated the assignment these be discussed and further clarified further to ensure full understanding across all parties:

Primary Scope of Work Element

- Progressively identify and formally register relevant District and Local Municipal permanent and temporary staff, including interns, onto an online digitally based work based leaning coaching system¹ to enable skills transfer processes across the full two year period.

Secondary Scope of Work Elements

Working with above team of full time and temporary persons:

- Fully conceptualize the garden route skills mecca;
- Develop a value proposition for garden route skills mecca;
- Develop and progressively implement a business case for potential partnerships inclusive of learning institutes for the garden route skills mecca;
- Develop and progressively implement an e-marketing strategy for the garden route skills mecca;
- Identify key stakeholders and sub-initiative leads for the garden route skills mecca projects;
- Provide report backs and relevant technical inputs on skills development within the Garden Route through relevant forums, meetings and workshops.
- Source funding for full implementation of this project through in house (municipal) funding as well as partnership (non-municipal) funding where possible;
- Facilitate a process that ensures that the Garden Route Skills Mecca is reflected in the IDPs and Budgets of the Garden Route District Municipality and all local Municipalities within the District.
- Support the administration of the quarterly Garden Route Skills Mecca Task Team and any sub structures inclusive of Skills Mecca Indabas or Skills Mecca Summits.

From an analysis of the Terms of Reference, our understanding of the **Reporting** requirements of the two year assignment is not that clear and therefore we propose that should the assignment be awarded to us that we agree on the reporting structure with District Municipal Manager at the commencement of the assignment.

3. Targeted Deliverables and Timelines

Flowing out of the above scope of work and with consideration for prevailing COVID 19 pandemic working environment as well existing Synapses Solution Strategies CC current contractual commitments, we proposes that the two year assignment, subject finalization all necessary contracting arrangements, commences on the 1 March 2021 and ends on 28 February 2023.

Table 1 that shows the Deliverables and Timelines is shown below and is aligned to the above proposed start and end dates. The deliverables are also based on the preliminary Scope of Work outline in Section 2 above.

¹ Synapses Solution Strategies through it's Synaptic Mentor Division has access to and utilizes a digitally based online coaching system known as the Coach in the Corner to maximize skills transfer opportunities at no additional cost. For more information on the system please access <https://www.coachinthecorner.co.za/>.

We would also request that these deliverables and due dates be finalized through a formal Service Level Agreement should we be allocated the assignment.

#	Deliverable: GRSM = Garden Route Skills Mecca	Due Date
1	District Municipality GRSM Permanent Staff on Coaching System.	31 March 2021
2	Approved GRSM Project Plan for Two Year Assignment.	31 March 2021
3	Local Municipality GRSM Permanent Staff on Coaching System.	30 April 2021
4	Minutes of meetings GRSM Task Team or Local Skills Mecca Indabas or District Skills Mecca Summits.	Every Quarter from 30 April 2021
5	Approved GRSM Concept Document.	31 May 2021
6	Approved GRSM Value Proposition.	30 June 2021
7	Approved GRSM eMarketing Strategy.	30 June 2021
8	Minutes of meetings from GRSM Forums, Meetings and Workshops.	Every Quarter from 30 June 2021
9	Approved implementation report inclusive of any proposed change requests for adjustment of approved two year plan.	Every Quarter from 30 June 2021
10	Approved GRSM Partnerships Business Case inclusive of a schedule of proposed engagements with partners.	31 July 2021
11	Approved schedule of key stakeholders and sub-initiative leads for the garden route skills mecca projects.	Every Quarter from 31 August 2021
12	District and Local Municipality GRSM Temporary Staff inclusive of Interns on Coaching System.	31 October 2021 or before
13	Approved GRSM Funding Strategy	30 November 2021
14	GRSM reflected in the IDPs and Budgets of the Garden Route District Municipality and all local Municipalities within the District.	31 March 2022
15	GRSM Project Close Out Report inclusive of Lessons Learnt and Recommendations of further execution.	30 April 2023

Table 1 Deliverables and Timelines

5. Methodology

The methodology that will be implemented by Synapses Solution Strategies to achieve the objectives, scope of work and deliverables of Garden Route Skills Mecca (**GRSM**) Project is based on the Principles of Coaching to ensure that continuous, focused skills transfer occurs to both the permanent and temporary staff within the District and Local Municipalities that are involved with the GRSM Project.

Synapses Solution Strategies is a member of the Coaches and Mentors of South Africa – “COMENSA” - a non-statutory professional body recognized by the South African Qualifications authority in terms of the National Qualification Act, Act 67 of 2008. As such we ascribe to and fully support the COMENSA definition of “Coaching” as a professional, collaborative and outcomes-driven method of learning that seeks to develop an individual and raise self-awareness so that he or she might achieve specific goals and perform at a more effective level”.

Our methodology in Figure 1 below shows a twelve (12) stage process to be completed over the two year period is based on the Principles of Coaching since both District and Local Municipality GRSM role players are on boarded right up front into the process in Stages 1 to 3. From Stage 4 onwards the work is carried out as a collective based on a coaching approach to maximize skills transfer.

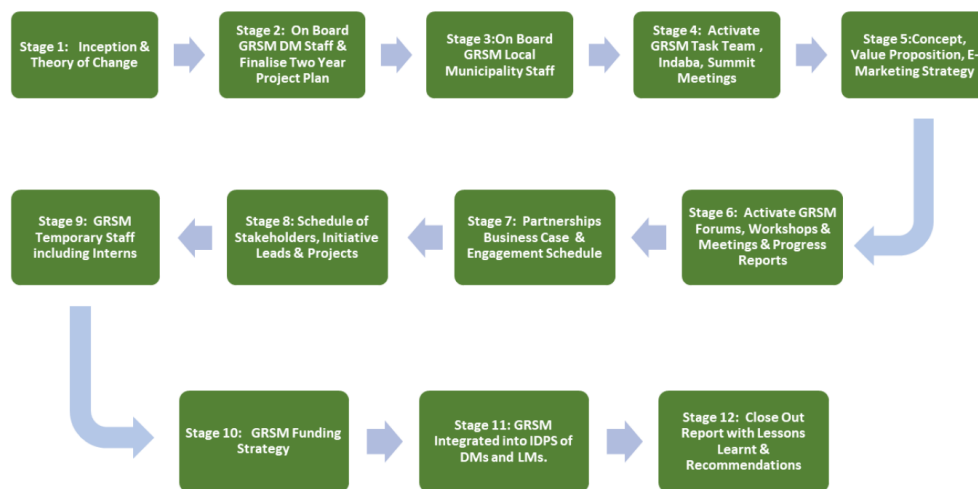


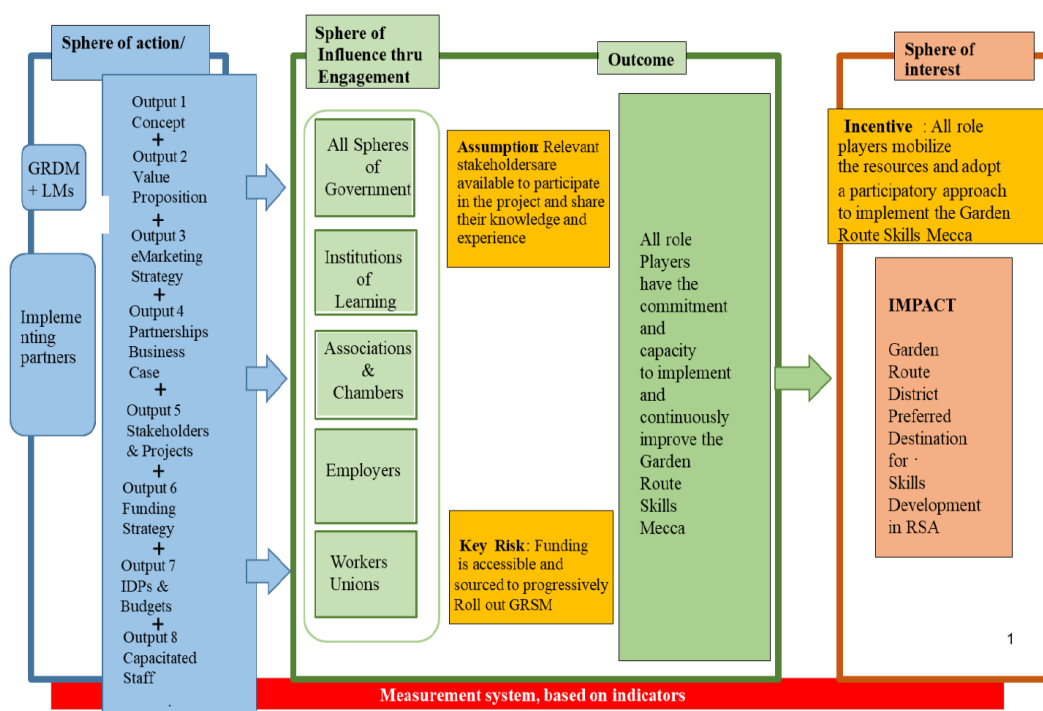
Figure 1 – Implementation Methodology

The methodology as illustrated in Figure 1 is self-explanatory and closely follows the deliverables and timelines in Table 1 in Section 2. However to ensure collective understanding of the methodology, an Inception and Theory of Change meeting will be held at the onset of the projects. It will be important to include all the key role players from the District Municipality in the Inception Meeting.

During the inception meeting, the discussion will focus on the:

- Background and Context: To ensure a common understanding of the drivers and objectives for the study.
- Confirm the Theory of Change that project is expected to deliver. The Theory of Change will also form the framework for monitoring and evaluating the project during implementation and in the final close out report. An initial Theory of Change is shown below in Figure 3 that will discussed during the inception meeting.

Garden Route Skills Mecca Theory of Change



Framework and Model Source: ILO

Figure 2 – Proposed Theory of Change for the GRSM

Once the above Theory of Change has been confirmed, the inception meeting will also need to consider:

- Methodological approach: To discuss and agree on each Stage of the Methodology as shown in Figure 1.
- Project management approach: To agree on a project management approach, including the communication channels, frequency of progress meetings and method (and responsibility) of communicating with key District stakeholders.
- Risk Management Plan developed with the District Officials to mitigate key risks and ensure a quality assurance approach to the project

Based on the discussions at the inception meeting, we will develop an inception report set out any amendments to this proposal that arose from the inception meeting deliberation and will provide the basis for ongoing project management.

6. Quality Assurance

Synapses Solutions Strategies will put in place effective quality assurance measures at all stages of the project to ensure an effectively managed and professional process is followed. Quality assurance to ensure sound project management and delivery of the project will be accomplished in the following ways:

- Clarification and agreement of output designs during the each planning phase;
- Regular communication with the District officials overseeing the project;
- Every stage of the project will be checked and approved by the District Executive in charge of the projects;
- A risk management plan that is co-developed during the inception meeting which identifies potential risks to the proper delivery of the project and how to mitigate these to ensure that the project can be effectively delivered against agreed timelines will be developed as part of the inception report.

District Wide Skills Mecca Projects

#	PPP Name	GDS Focus	Status	Next Actions as of Today
1	HWSETA Home Based Care (140)	Well Being	Service Provider Appointed Roll Out in Progress	Complete Roll out for R 5,2m Waiting for First Tranche Payment
2	Multipurpose District Training Academy	Well Being	Fire Fighting Accreditation in Place – Roll Out 1 April 2023	Partnership wit TIRISANO and DCS, maybe NMU and GIZ – Also Kishugu/WOF
3	GRSM Technicians (12)	Cross Cutting	Roll Out in Progress	WBLDP & Project Management Training SIFA or EPWP Funding for + 12 months
4	NSF Tourism and Hospitality (400)	Tourism	Award received for R30m	MoA, Recruitment & Procurement
5	LG SETA Discretionary Projects	Water - 40 Firefighter - 20	Pending final award letter	Fire Fighting Programme development Water Provider procurement
6	Align & Link EPWP Projects with GRSM	ALL	Skills Mecca integrated into EPWP Process	Attend ALL EPWP Steer Comms Always use EPWP Host Employer Contracts
7	SASSETA MoA Annual Roll Out	Cross Cutting	Award received for 50 Patrol Officers	MoA, Recruitment, Roll out in Kannaland ?
8	JET Solar PV Development (EWSETA / GIZ)	Energy	Award received from EWSETA Pending final award from GIZ	Recruiting 40 REW Assistants Procurement for providers for REW Assistant & WBLDPs.
9	TRISANO - SAVE	Well Being	GRDM Roads Department workers being training	Gwaing River Road Project being rolled out
10	Correctional Services	Well Being	MOU in Process	Pending MOU
11	External Bursary Support	Cross Cutting	Request submitted to Services SETA	Pending Outcome

GRSM Generic 10

1

GRSM PPP Schedule – GRDM LED/ Tourism Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as of soon...
1	SMME Programme:	ALL	SMME being supported.	Consider adding JET SMMEs as well as Blaauw Project with MQA
2	Film Industry (GR Film Commission, IKASI, Moja Media, Zane Meas & Others)	Tourism	Workshop with all role players to be set up.	Pending workshop dates
3	Agriculture	Agriculture	Pending guidance from Cluster before funding proposals completed.	Possibly Honey Bush Training
4	Cater care Project	Tourism	Completed for 2022-2023	Rolled up into NSF Project

GRSM PPP Schedule Bitou Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 2 November 2022
1	Artisan Development - Kranshoek	Connected	On hold pending need a analysis for welding placements in the Bitou area.	Establish workplace / employer demand for Welding Skills
	Artisan Development - DevWorld	Connected	merSeta approved for two learnerships but declined.	Resubmit proposal in new funding window
2	merSETA Support for SMMEs in automotive sector	Connected	Database of informal backyard mechnaics established.	Set up workshop
3	Cannabis Academy - CHEEBA	Well Being	Proposal from CHEEBA tabled with District	Revisit CHEEBA proposal with District & EWPW
4	Job Creation Project with Misuyolo (Private Provider funded by UIF LAP)	Agri, CC, Tourism	Roll out in	Need progress report.
5	Construction Skills Centre	Well being	Appears to be a need within BITOU are for young people to gain construction skills for employment opportunities.	Get at least 10 companies willing to take learners for placement
6	Youth data analyst (Old mutual)	Connected	Pilot stage	Get Thusong centre to accommodate 15 students for the first stage of the project

GRSM PPP Schedule Knysna Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 27 February 2023
1	Boat Building	Connected	Blockage on launching pads with SANPARKS. Proposal send to Head Office.	Stakeholder workshop with SANPARKS first that can then be followed by a morning breakfast with merSETA Include all Boat Builders, SANPARKS, FB & SCC College.
2	SMME Project with backyard Mechanics	Connected	Some backyard mechanics identified for development as SMMES.	Develop a merSETA based proposal for SMME development. Set up a morning breakfast
3	CATHSSETA Roadshow	Tourism & Hospitality	Date to be determined Venue	Engage with CATHSSETA Stakeholder to source venue. (Premier, Protea, Simola) Drfat proposal for funding with CATHSSETA
4	Karatarra Skills Centre (WCCETC)	Cross Cutting	Awaiting Council decision from Knysna Municipality	Council to sign off.
5	Mid Income Wooden Construction Homes	Well Being	Broad proposal developed and discussions in process within municipality on land audit	Prepare proposal to Services & CETA with Levy Paying Stakeholders (Estate Agent & Builder) through TVET / CET College.

GRSM PPP Schedule George Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 28 February 2023
1	Job Funds	Cross-cutting	Submitted three proposals for infrastructure	Kosie to check with Bangani - pending decision.
2	Bicycle Mechanic & Cycle Routes	Tourism	Consider Assessment Centre in George Area at Worker Collection Point	Link up with Falsebay College & BEN Project - Consider proposal to W&R SETA
3	ICT Incubator	Connected	Coding and Robotics program for 30 (6-9-year-old)	On hold – Discussions in progress with I-Hub
4	Youth Entrepreneurial Program. Business Incubator Program (Start-ups) Mentoring programme	Cross Cutting	20 SMMES being supported to grow their business through Training & Equipment.	In progress – FNB & DEDAT supporting. Department Small business also coming in board. Consider partnership with SC College.
5	Women Empowering Project for Rural Women Entrepreneurs	Cross Cutting	SEDA rolled out in Harlem & Uniondale	In support phase.
6	Sewing SMME	Tourism	Service provider to be appointed	Link up with Mossel Bay Project through Community Unit - Haylene
7	Workers Collection Project	Well being	Facility available.	Possible use for a skills / training centre .
8	South Cape College Entrepreneurship inter Campus Competition Project	Cross Cutting	South Cape College Learners won Provincial Competition.	Annual process being implemented by South Cape College with entrepreneurial programme for artisan learners in particular
9	Harlem Skills Centre	Agriculture	Dep Rural development appointed Service Provider with funding	Secondary Co-op being established

Annexure B - GRSM Project Listing

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GRSM PPP Schedule Mossel Bay Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 22 February 2023
2	Agriculture - Hydroponics	Agriculture	Agreement o be signed.	Prepare training facility – nursery.
3	Motor/Diesel/Auto Electrician Training	Connected	First Intake April 2023	MB Municipality to assist with host employers. Set up meeting with SCC.
4	Maritime Academy > Marine Training	Connected	TNPA & TETA Committed to Process	Draft MoU with TETA in process Check with Umfolozi on Programmes TNPA (Busi) and MB (Gwyn) to also consider possible occupation s/ programmes .
5	Business Incubator and Mentoring	Cross cutting	Meetings in place to identify mentors that can give talks.	New approach with private sector. Partnering with business sector.
6	Contractor Development Program in short skills programmes for plumbing, painting etc.	Well- being	In process with 40 People Identify Land for Skills Training Facility.	Need more practical training. Include in Ravin Dream..
7	LED Officer, Coordinator Learnership	Cross Cutting	Check funding sources	Raise at Provincial Forum with Aneeka Jacobs
8	Sewing Training at Thusong Centre	Tourism	Need to identify programme and funding for the programme.	Additional funding from Province to appoint Accredited QCTO service provider needed. Check QCTO Skills Programmes
9	Learners Drivers License Project	Cross Cutting	In process for 100 Learners.	Service provider appointed.. SLA in process.

Annexure B - GRSM Project Listing

6

GRSM PPP Schedule Hessequa Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 7 February 2023
1	Asset Based Community Development Melkhoutfontein	Cross Cutting	Workshop held. Projects being developed by Stillbai Business Chamber	Initiate funding proposals with SEDA, SIFA NEF, IDC and ND Agency.
2	Business Needs Survey	Cross Cutting	In Planning	Meeting to be set up with Hessequa Business Chamber to design survey
3	Mechanisation Project	Agriculture	In Planning	Awaiting comprehensive feedback from Department of Agriculture.
4	Learner's & Driver's License Project	Skills Development	Funding application submitted to the Western Cape Department of Local Government.	Awaiting outcomes of funding application from Western Cape Department of Local Government.

GRSM PPP Schedule Oudtshoorn Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 10 February 2023
1	Container Incubator Project	All	R2m from Booster Fund. Tender in process. Six business identified. SEDA to do M&E for Business.	Appoint service provider to supply containers. Prepare draft proposals for Services SETA (soft skills) and MICT SETA (ICT Skills)
2	SALGA Karoo Small Town Regeneration	Well Being	Includes Interim Liaison Committee to facilitate small town regeneration process.	Greg to check Provincial Public Works on Skills Needs as well Liaison Committee (Bianca to check with Greg)
3	SEDA NB4CI Construction Projection	Well being	Roll out planned in September at Thusong Centre	Theory training on Building. (Bianca to check with Greg)
4	Artisan Training at Thusong Centre	Connected	20-40 Electricians, Plumbing, Carpentry and Welding	Proceed with RFQ
5	Toekomsrus Community Hall Arts & Culture Programme	Tourism	Plans to develop with existing infrastructure	No immediate plans

GRSM PPP Schedule Kannaland Skills Indaba

#	PPP Name	GDS Focus	Status	Next Actions as at 23 November 2022
1	Calitzdorp Spa Security Training Academy	Tourism, Agri	District grant award received for 50 Patrol Officers	Sign MoA with SASETA, Allocate 50 To Municipalities, Recruit Learners.
2	Koi San Military Defense Training	Tourism, Agri	Included with Project 1 above	Koi San group to also link up WOF at Clatizdorp Hot Springs
3	Agriculture SME Development	Agri	Link up with Provincial Agriculture	Skills Mecca Team to engage with Agriculture Training for next INDABA
4	Hospitality Training	Tourism	District Award received for 200 Cooks 7 200 Placements	Source workplaces for 50 Cooks and Placements to determine final allocation
5	Cannabis Factory in Van WyksDorp	Agri	Link up with CHEEBA Academy in Bitou	Arrange a special meeting with Cannabis Colleagues before next INDABA
6	Cheese Factory Project with FoodBevSETA	Agri	Set up meetings with cheese factories	Arrange a special meeting with them and Cheese factories before next INDABA
7	Water Pump Stations Project	Energy	Alleged District Award received for 40 Water Practitioners.	Engage with Water Unit and advise on needs
8	Waste Management & Minimisation	Well Being	Link up with Oudtshoorn process	Invite to next INDABA
9	Construction related	Connected	IPD identified infrastructure needs – plumbers, road workers.	Consider Skills Centre with Mossel Bay / TIRISANO, CETA



GARDEN ROUTE SKILLS MECCA

Report on the extend that GRSM is reflected in the IDPs and Budgets of the Garden Route District Municipality and all Local Municipalities in the District.

25 February 2023

REPORT PREPARED BY

ALEWIJN DIPPENAAR



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
1. Garden Route Skills Mecca

This Report must be read against the background of two previous Reports that was delivered on 15 March 2022 and 20 November 2022. The main question that this Report deals with is if the **GRSM is reflected in the IDPs and Budgets of the Garden Route District Municipality and all Local Municipalities in the District.**

Only three (3) months have passed since the previous Report that included the summer holiday on the one hand and the approved process plan that Municipalities must follow in drafting or reviewing their IDP's for 2023/2024 financial year. It is important to note the following three (3) activities that will impact on the inclusion of the GRSM into IDP's and Budgets:

- March 2023 – Table Draft IDP and Budget to Council.
- April 2023 – Make Public the IDP, Budget and supporting documents and invite the community to submit recommendations. Public meetings usually take place in the different wards of a municipality to give the community the opportunity to make inputs.
- May 2023 – Table Final IDP and Budget in Council.

Below is a summary of key activities in terms of the IDP, Budget and Performance Management, for the preparation of the **2023 -2024 IDP**. *The three key activities are marked with a red arrow.*

IDP Budget & PMS Steering Committee	IDP	Internal Process	February 2023
Finalise the draft capital and operating budget and budget related policies	Finance		February 2023
Joint IDP & Public Participation Managers Forum MMF & DCF	IDP	IGR Framework Act 13 of 2005 District Process	2 February 2023
	IDP	IGR Framework Act 13 of 2005 District Process	9 February 2023
Technical Integrated Municipal Engagements with Provincial Sector Departments	Office of the MM	Western Cape Government process	February 2023
Institutional Strategic Planning Session	Office of the MM IDP		February 2023
Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	Finance	MBRR Regulation 26	February 2023
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Finance	MBRR Regulation 24(1)	February 2023
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year)	Finance	MFMA Section 37(2)	February 2023
APPROVAL			
Activity	Responsible Unit or Department	Legal Reference	Date
Provincial IDP Managers Forum Meeting	IDP	IGR Framework Act 13 of 2005 Western Cape Government process	2-3 March 2023
Table draft IDP and budget in Council (at least 90 days before the start of the budget)	IDP Finance	MFMA Section 16:	March 2023 


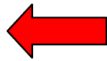
year)			
Compile draft SDBIP and submit to council	PMS		March 2023
Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	IDP Finance	MFMA Section 22(a)	April 2023 
Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	IDP Finance	MFMA Section 22(b)	April 2023
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, taking into account the results of the third quarter (section 52) report.	IDP Finance	MFMA 68	April 2023
IDP Budget & PMS Rep Forum	IDP	IGR Framework Act 13 of 2005 District Process	18 April 2022
Integrate and align to IDP documentation and draft SDBIP	PMS		
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month	Finance	MFMA 54 (1)	April 2022
SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget	IDP	IGR Framework Act 13 of 2005 Western Cape Government process	April/May 2022

Table final IDP and budget in Council (at least 30 days before the start of the budget year)	IDP Finance	MFMA Section 24(1):	May 2023 
Preparing final IDP and Budget documentation for final approval by council, review any other comments from National, or Provincial Government or organ of state.	IDP Finance	MFMA 68 and MSA Guidance	May 2023
Place quarterly (section 52) report on budget implementation of the municipal website.	Finance	MFMA 75 (1) (k)	May 2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Finance	MFMA 71 (1)	May 2023
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments.	PMS		
Submit report to council and make public any amendment to the SDBIP – due end of the month.	PMS		
Give notice to the public of the adoption of the IDP and that copies or extracts are available for public inspection at specified places (within 14 days of adoption)	IDP	MSA Section 25(4)(a)	June 2023
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Finance	MFMA Section 22(a,b)	June 2023

The first two Reports focused on the current processes to facilitate the inclusion of Skills Development and the Skills Mecca in IDP's and Budgets across all Municipalities in the Garden Route. These Reports also took cognisance of related documents such as Local Economic Development Plans, Tourism Plans and Service Delivery Budget Implementation Plans (SDBIP). This report builds on the previous *"Framework Report on current Skills Mecca realities in Municipalities"* (15 March 2022) and *"Report on processes to facilitate the inclusion of Skills Development and the Skills Mecca in IDP's and Budgets across all Municipalities."* (20 November 2022)

The GRDM IDP contains the following information on the Skills Mecca:

Investing in people is one of the most important investments any country can make if it wants to ensure sustainable economic growth. The Garden Route District Municipality in partnership with the B Municipalities in the region agreed to embark on the "Skills Mecca" intervention as a strategy to address the skills shortage and the high unemployment rate in the Garden Route.

The following points provide some background in terms of the Skills Mecca concept:

- a. The Garden Route Skills Mecca is an ambitious visionary programme that progressively positions the Garden Routes as the preferred destination for learning both for local and international students. The Garden Route and the various towns within all local municipalities effectively became a large integrated learning centre, something like a Stellenbosch but spread across the beauty of the Garden Route.
- b. People flock to the Garden Route especially during holiday seasons to enjoy spectacular natural beauty; a relative low cost of living compared to international destinations and the growing world class levels of service delivery and transport systems. A particular strength is the strong private health care network that exists in the region. It is therefore a haven for students to come, especially in off season with fewer tourists visiting the region.
- c. "Student Regions" are viable economic models with spending by students becoming a considerable injection into local economies, including spend on food, accommodation and events. In 2016, South Africa's University students spent an estimate R32 billion. In the United Kingdom in the same period University Students spent R 146 Billion. That is a real market worth pursuing.
- d. The Skills Mecca will not operate in a vacuum but will, in addition to offering learning opportunities to many "tourist" learners, also offer learning opportunities to local residents linked directly to the investment and economic growth of the broader Garden Route economy.
- e. As the Skills Mecca concept is developed and grows, each municipality needs to become part of the Skills Mecca. Where training already exists, to grow such facilities in a manner that will benefit the district first as well as the local municipalities. Such a collaborative approach is not easy but is the best way to grow a world class Skills Mecca.

The following resolutions regarding the Skills Mecca were adopted by Mayors and Municipal Managers in the District at the DCF that took place on 12 February 2019 and remain the framework for the implementation of the Garden Route Skills Mecca and will form the basis for all future implementation plans and reports.

The Resolutions

1. Continue and accelerate collaboration and cooperation among all District skills development role players.
2. Ensure that the Skills Development leverages digital infrastructure as far as possible to ensure learning and processes methods are and remain cutting edge.
3. As far as possible link Skills Development to Investment and Economic Development opportunities to the advancement for all.
4. Ensure that all Skills Development processes in the Garden Route ALWAYS proactively considers renewable energy.
5. Engage with all willing partners, in particular the SETAs and the National Skills Fund, to explore the development and implementation of projects across the District.
6. Consider and leverage local skilled people, including retired people, within the District, to accelerate the growth of the Skills Mecca.
7. All public and / or private skills development projects and/or programmes in all municipalities are acknowledged, recorded on Skills Mecca on line solution and supported within resource limitations.
8. Progressively support the development of the new apprenticeship of 21st Century (A21) in the District
9. Budget, plan and implement an Skills Summit every two years that is held in a different local municipality rotationally and alphabetically...

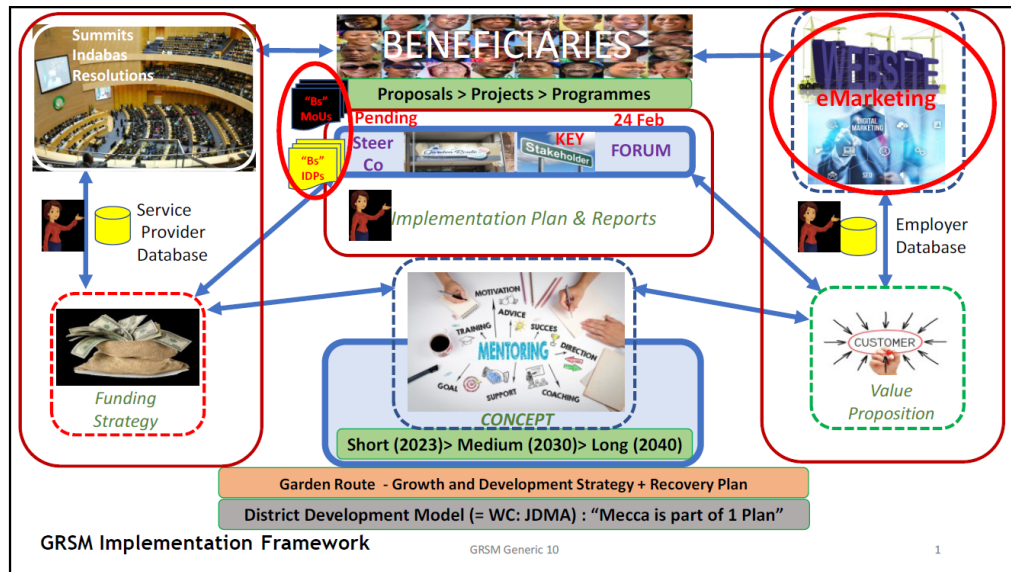
GRSM Concept Roll Out

Important to take note of the time frames for the roll out of the Skills Mecca Concept.

a. Short Term: April 2021 – March 2023

For the period April 2021 to March 2023, considered the short term period, the GRSM will be primarily led by the appointed Service Provider and progressive capacity built within internal municipal staff as part of the GRSM Task team as well as where possible with external GRSM Forum implementation plan that is continually adjusted with inputs from ManCom and Council. During this period options for resources to support the GRSM in medium and long term will also be identified and where possible confirmed.

The following slide was prepared by Dr. F. Prinsloo to give a clear overview on the GRDM Implementation Framework:



(Source: Dr. F.Prinsloo)

b. Medium Term: March 2023 – June 2030

Interim GRSM resourcing options that will be identified and initiated during short term (2021-2023) period will need to be put in place to allow the GRSM to operate in the medium term period from April 2023 to June 2030 to continue with the development of processes for a permanent, sustainable resource solution that is in place before but at the latest by June 2030.

Interim and possibly even long term resourcing options include but are not limited to:

- GRDM Funding; or
- GRDM and B Municipality Funding; or
- Project Based Funding where a percentage of each funded project is ring fenced for GRSM operations; or
- Partnership Based Funding; or
- A Garden Skills Mecca Levy Fund; or
- GRSM is established as a District based public entity; or
- GRSM is established as a membership driven non-profit organisation; or
- A combination of one or more of above options

c. Long Term: Beyond June 2030

By and beyond June 2030 the GRSM needs to be a permanent and institutionalised mechanism within the Garden Route District, the outcome of the process described in the medium term period above.

Challenges related to the Skills Mecca include:

- Budget constraints.
- Capacity constraints.
- Lack of cooperation from relevant stakeholders.
- Lack of credible information with regards to SME's in the region.

The Garden Route Skills Mecca (GRSM) is a compelling vision for a regionally integrated skills economy. It plans to leverage the natural beauty, weather, location, and industry within the region as a catalyst towards an inviting education and training eco-system that not only alleviates the skills gaps and unemployment in the region but offers a compelling value proposition to encourage **skills tourism** to the region, as well as **skills migration**.

This is viewed as one of the key enablers for the greater Garden Route Growth and Development Strategy.

In hindsight it is important to take note of the ***Garden Route District Municipality Recovery plan, March 2021*** reference to skills development.

The skills strategy will be reoriented to be more demand led and responsive to the changing nature of work as well as to, in the immediate term, focus SETA skills training on addressing the impact of Covid-19.

The skills priority is focused on increasing the capability of youth by addressing constraints related to work readiness, appropriately skilled workers and suitable experiences as demanded by private sector business. In giving expression to the recovery plan the skills intervention will ensure that there are 2500 work placements through internships designed to develop soft skills and required experience as well as technical skills development.

- Develop skills that can attract investment especially from knowledge-based economy sectors (e.g. BPO)
- Establish the Garden Route Skills Mecca as the custodian of skills development – establish steering committee and appoint a project manager to ensure implementation
- Identify, verify, list and prioritise skills and training opportunities and projects that will have impact
- Complete a full database on existing accredited training providers and map them to identify gaps in accessibility and skills shortage areas to avoid duplication of efforts and congestion in certain areas
- Liaise and interact with SETA's to maximize regional impact with regards to funds disbursed
- Contract private sector to maximize local host employer status in line with Buy Local campaign

- Expand apprenticeship model beyond typical apprenticeships - e.g. Swiss / German models
- Re-skilling and training of workforce in partnership with business
- A comprehensive skills audit to ascertain the Garden Route's skills requirements and to determine what skills are already available will be undertaken.

Skills Impact: Increase youth employment by 25% for up to 24-year-old cohort with a **Skills Target** of 2 500 work placements through internships and skills development interventions within 5 years.

The following slide reflects on progress made in terms of District Wide Skills Mecca Projects:

Examples of District Wide Skills Mecca Projects

#	PPP Name	GDS Focus	Status	Next Actions as of Today
1	HWSETA Home Based Care (140)	Well Being	Service Provider Appointed Roll Out in Progress	Complete Roll out for R 5,2m
2	Multipurpose District Training Academy	Well Being	Fire Fighting Accreditation in Place – Roll Out 1 April 2023	Partnership with TIRISANO and DCS, maybe NMU and GIZ
3	GRSM Technicians (12)	Cross Cutting	Roll Out in Progress	WBLDP & Project Management Training SIFA Proposal for next 18 months
4	NSF Tourism and Hospitality (400)	Tourism	Award received for R30m	Planning meeting with NSF 16 Feb 2023
5	LG SETA Discretionary Projects	Water - 124 Artisans - 177 Firefighter - 20	Proposals submitted. Due Diligence 30 Nov 2022	Monitor – Monitor – Monitor. First for GRDM – Doing "Own" Training...
6	Align & Link EPWP Projects with GRSM	ALL	Skills Mecca integrated into EPWP Steering Committee	Attend ALL EPWP SteerComms
7	SASSETA MoA Annual Roll Out (240)	Cross Cutting	Proposal en route for 220 Patrol Officers for whole of District	Pending allocation from SASSETA
8	Solar PV Development (EWSSETA / GIZ) (40 + 20)	Energy	MOU with EWSWETA. 90 Solar SMMEs in District GIZ Visit on 16 th successful	EWSSETA Award Received for 40 REW Assistants & 12 WBLDPs. Proposal submitted to GIZ to support 30 MSMES with Solar Training & placement of 40 REW Assistants
9	TRISANO - SAVE	Well Being	GRDM Roads Department workers being training	Large Project with TIRISANO planned for discussion January 2023 – Construction.
10	Correctional Services	Well Being	MOU in Process	MOU Work group Meeting planned for 14 December 2022

GRSM Generic 10

1

(Source: Dr. F.Prinsloo February 2023)

2. IDP Legislative Framework

An IDP is a **planning mechanism to synchronise planning and fiscal spending** across all spheres of government. The IDP allows for synergy between the efforts of all spheres of government to improve the combined developmental impact of the State, translating national, provincial and district objectives into practical interventions within a defined municipal space.

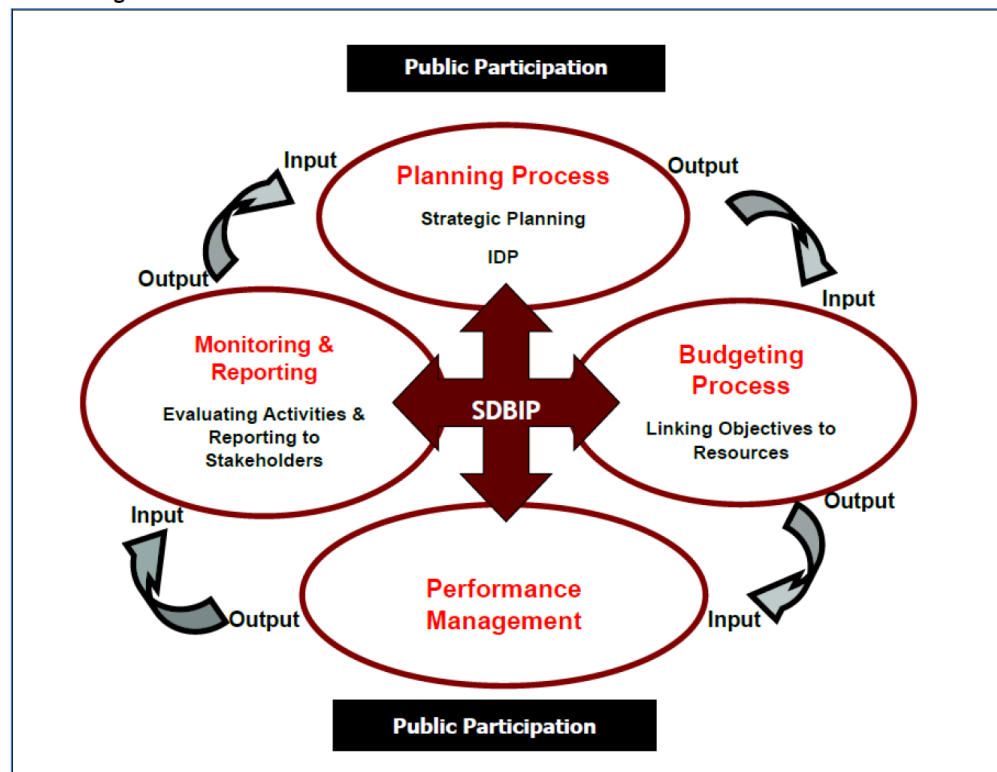
IDP and LED Managers must actively utilise the different platforms and methodology to engage with private sector role-players including the broader community, business, educational institutions, SETA's and others that involve themselves one way or another with skills development. It is important to analyse skills needed for the current economic realities but also the skills needed for the future.

Local government plays an important role in creating an enabling environment for economic and social development, including skills development.

Through public participation the Skills Mecca Concept must be introduced to the participants in order to discuss the concept and to make informed contributions. Currently skills development is very vaguely described in IDP's and need a more focussed approach during public meetings and when inputs are requested.

From the following diagram is clear that if a municipality wants to include skills development into their SDBIP, then it must be recognised as a strategic priority during the IDP Planning Process. Constructive ways must be found to give materiality to skills development in the IDP's and not just a vague mentioning. IDP managers must identify key role-players in the private sector and involve them in the IDP planning process instead of just relying on role-players who attend public workshops or who write comments or send inputs for the IDP. Sector related workshops can go a long way to discuss in dept the skills needs of the community and business, to ensure proper inclusion into the IDP followed by the SDBIP.

Integrated Municipal Management: Linking Planning, Budgeting, Delivery & Monitoring



3. Development of skills in Local Municipalities

The focus of a municipal 5th **Generation IDP** is mainly on the core functions related to service delivery. By executing these core functions, the municipality will directly or indirectly contribute to the creation of a conducive or enabling environment for skills development. The bulk of municipal revenue is therefore linked to service delivery and workforce skills development to deliver these services.

To find a place for broader skills development in the IDP's and Budgets to give meaning to the Garden Route Skills Mecca, is one of the challenges of the 5th Generation IDP's against the background of the Joint District and Metro Approach (JDMA) as part of the District Development Model (DDM). The JDMA envisages the three spheres of government to converge, using IGR engagements, to develop similar Western Cape strategic, developmental and planning priorities with aligned budgets to accelerate service delivery.

Investing in people is one of the most important investments any country can make if it wants to ensure sustainable economic growth. The Garden Route District Municipality in partnership with the B Municipalities in the region agreed to embark on the "Skills Mecca" intervention as a strategy to address the skills shortage and the high unemployment rate in the Garden Route.

In order to take the Skills Mecca Concept forward, the Garden Route District Municipality has entered into a Memorandum of Understanding with Local B Municipalities.

The following Municipalities have signed the MoU as part of a larger process to give meaning to the Skills Mecca, and skills development in the IDP's and Budgets of their Municipalities: Kannaland, Hessequa, George, Oudtshoorn and Knysna. Although Bitou and Mossel Bay have not yet signed the MoU, the process is still ongoing and both these Municipalities do recognise the value of skills development.

4. The Way Forward

The Garden Route IDP clearly highlights the Skills Mecca intervention as a strategy to address the skills shortage and high unemployment rate. The economic value, contribution to sustainable environment and a skilled workforce of the strategy is clear in the IDP. Outstanding opportunities relate to "create enabling environment for skills development and retention". The IDP addresses the need for student and staff housing as one of the underlying needs related to skills development. In support of the IDP, the Growth and Development Strategy (GDS) and the Economic Recovery Plan (ERP) reference education and skills development as important strategic objectives for growth and development.

Skills Development, as one of four cross-cutting enablers for supporting the implementation of the Garden Route Growth and Development Strategy analyse the skills requirements and challenges that constrain the priority area. From the analysis it is clear that huge gaps and mismatch currently exist, that need attention in the seven priority areas.

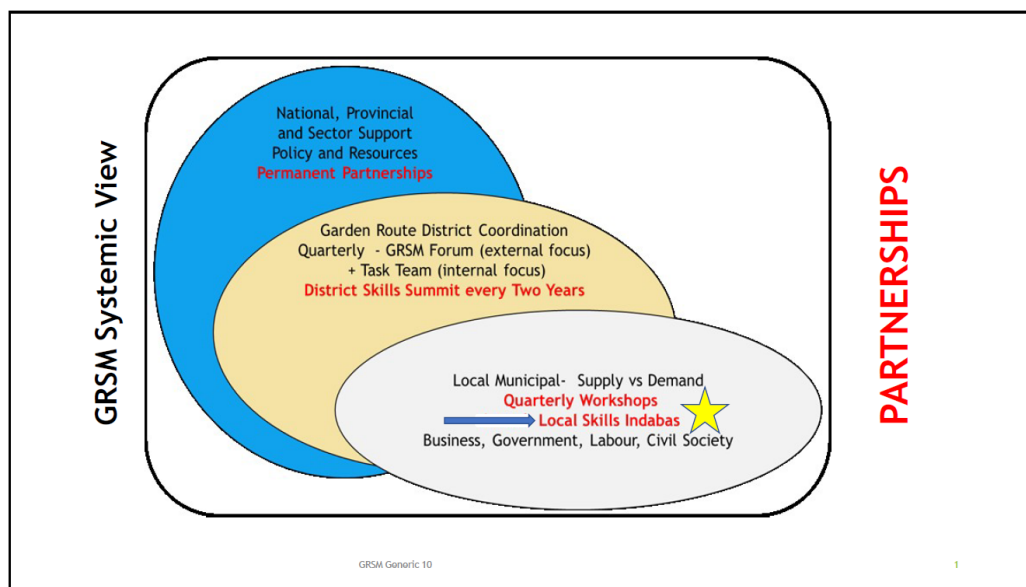
The following recommendation made in previous Reports is still relevant:

It is recommended that the Garden Route District Municipality IDP gives a clear framework, strategy and a concrete plan of action to take the Garden Route Skills Mecca Concept forward. The IDP related skills Mecca objectives and results must be linked to the Service Delivery Budget Implementation Plan (SDBIP), and the Service Level Agreements of relevant staff. It is also important to ensure that all sectoral plans that form part of the IDP, economic, tourism, environmental, construction, disaster, spatial etc must include objectives and results related to skills development.

In order for the municipality to contribute towards the Garden Route Skills Mecca Concept and Strategy, the same recommendations made in the previous Report still stands that the IDP and the LED as a sectoral plan include:

- A clear indication on the skills development priorities, objectives and results that the municipality plans to support;
- A clear indication on the role that each department in the municipality will play in the implementation of the GR Skills Mecca Strategy;
- Inclusion of Key Performance Areas (KPA's), Indicators and targets related to skills development initiatives affecting the broader community and not only staff development;
- A clear indication how the budget (capital and operational) will be aligned to support the skills Mecca and to facilitate a conducive environment for skills development and
- A clear indication on challenges that may impact negatively on skills development and how the municipality plan to address these challenges within the framework of the role and functions of local government.

The Garden Route Skills Mecca depends on a Partnership Approach involving all spheres of government and also the Private Sector Role Players. With each IDP and LED review process, IDP and LED Managers must ensure that skills development receive the required attention.



(Source: Dr.F.Prinsloo February 2023)

The following is recommended for the medium and long term to take the Skills Mecca Concept forward and to ensure that there is a hands-on approach towards skills development in the region.

Medium Term: March 2023 – June 2030

Interim GRSM resourcing options that will be identified and initiated during short term (2021-2023) period will need to be put in place to allow the GRSM to operate in the medium term period from April 2023 to June 2030 to continue with the development of processes for a permanent, sustainable resource solution that is in place before but at the latest by June 2030.

During the Medium Term, that can also be considered as Phase 2 in the implementation of the Skills Mecca Concept. During Phase 1 the emphasis was placed on awareness creation for the importance to include skills development into the Municipal IDP's and LED's. Although not yet in great detail, progress were made towards the inclusion of the skills Mecca in IDP's and to sign Memorandums of Agreement to give emphasis to skills development and the skills Mecca in IDP's. As mentioned before Mossel Bay and Bitou have not yet signed the agreement, but it does not mean that they do not support the concept of the skills Mecca and skills development. A number of municipalities include skills development in an indirect way into their budgets as part of creating an enabling environment for skills development.

Skills Mecca Projects listed in this Report, is a clear indication that there is funding available for skills development through partnerships. Identifying these projects, finding partners, managing the implementation and ensure proper monitoring / evaluation, require the inclusion in the SDBIP's of municipalities. Clear key performance indicators linked to objectives and targets will ensure that the Skills Mecca Concept gets implemented with the required results. The Garden Route District Municipality have already included the skills Mecca into their top layer SDBIP with a responsible director.

Long Term: Beyond June 2030

By and beyond June 2030 the GRSM needs to be a permanent and institutionalised mechanism within the Garden Route District, the outcome of the process described in the medium term period above.

It is anticipated that over the long term, skills development will have clear objectives in the IDP and LED's of municipalities and recognised in the SDBIP as an independent key performance area with clear key performance indicators and targets.

1. EFFECTIVE STAFF UTILISATION QUARTERLY PROGRESS REPORT FOR THE PERIOD ENDING MAY 2023 / VORDERINGVERSLAG OP EFFEKTIEWE PERSONEEL AANWENDING VIR KWARTAAL MEI 2023 /

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

2. PURPOSE

The purpose of the report is for Council to approve the Quarterly Progress Report on the Effective Staff Utilisation Policy for May 2023.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Effective Staff Utilisation Policy for Garden Route District Municipality was approved in June 2022. Since the approval of the policy various staff movements took place in line with the approved policy.

Currently the municipality still makes use of an official application for Effective Staff Utilisation to the Municipal Manager that are submitted via the electronic document management system for final approval.

The Human Resource section are the custodian of the process to ensure that the implementation of the policy is effective and fair to all and comply to the approved policy.

Quarterly reports will be submitted to Council to report on progress made.

5. RECOMMENDATION

That Council approves the report on progress with the implementation of the Effective Staff Utilization Policy for May 2023.

AANBEVELING

Dat die Raad die vordering met die implementering van die Effektiewe Personeelaanwendingsbeleid goedkeur vir Mei 2023.

ISINDULULO

Sesokuba iBhunga liphumeze ingxelo yomsebenzi orhubayo ngokumalunga nokumiselwa komGaqa-Nkqubo Wokusetyehniswa Ngokufanelekileyo Kwabasebenzi kwinyanga CuZanzibe 2023.

6. DISCUSSION / CONTENTS

6.1 Background

The purpose of this policy is to set guidelines for the effective utilisation of the current workforce of the Garden Route District Municipality to ensure that the municipality achieve its strategic objectives as set out in the Integrated Development Plan.

6.2 Discussion

Garden Route District Municipality is committed to protecting the security of employment for its employees, as far as possible.

In order to meet a number of organisational needs, it is essential that a clearly understood practical effective staff utilisation policy is in place which enables employees to be placed or transferred to suitable posts within the municipality where possible.

Where future employment is at risk, the municipality will, in consultation with the employee and appropriate employee representatives, consider effective staff utilisation as a means to avoid redundancy.

The effective staff utilisation policy shall be monitored and reviewed on an annual basis, to ensure that it meets the needs of the municipality and to ensure compliance with relevant legislation.

The municipality is committed to equality and diversity in operating the effective staff utilisation policy. It is essential that staff utilisation is managed consistently and fairly.

The effective staff utilisation policy shall be monitored and reviewed on an annual basis, to ensure that it meets the needs of the municipality and to ensure compliance with relevant legislation.

This policy applies to all employees of Garden Route District Municipality.

There may be a number of situations where effective utilisation of employees may be necessary:

- Where employees are not fully utilised in their current positions as required (8 hours a day, 40 hours a week based on employee contract and working hours of GRDM)
- To minimise the employee related costs of the municipality
- Where individuals are identified as “not fully utilised” by themselves/supervisors/Head of Department
- Where the job that an individual is currently doing is no longer required potentially resulting in a redundancy/retranchment situation
- Where an individual's employment is at risk due to, she/he is having a disability and reasonable adjustments cannot be made sufficient to enable the employee to continue in their present post, thereby resulting in their continued employment being at risk
- Where individuals/supervisors/Head of Departments identify opportunities where employees can advance themselves in their career pathing and self- development
- Where employees acquired new skills, knowledge, and experience in other disciplines within the municipality and vacancies does exist that align with their current acquired skills and knowledge sets.
- Where employees with multiple skills sets/scarce skills can be utilised across Departmental lines to ensure effective service delivery for the municipality
- There may be other exceptional circumstances where an employee may be, by agreement, designated as “not fully utilised” by the municipality, or as a result of technological advances, changed operational requirements, changes in strategic direction of the municipality, projects lifespan that comes to an end and any other unexpected processes.
- There might be instances where no positions currently exist on the approved organogram in a specific Department/Section of the

municipality but additional workload, changes in strategic and operational requirements, new projects and other reasons warrant the movement of staff not fully utilised elsewhere.

Corporate Services has developed an electronic process for Effective Staff utilisation using the Collaborator system. GRDM employees can then populate the electronic form on the system, submit to the supervisor and Executive Manager for approval and then submit to Human Resources. **Annexure A.**

The following officials have been moved from their existing sections/ Departments to other sections/Departments within the Garden Route District Municipality based on the approved policy.

TABLE: PROGRESS ON EFFECTIVE STAFF UTILISATION JUNE 2023

DATE	JOB DESIGNATION	DEPARTMENT	NEW SECTION/DEPARTMENT
August 2022	Personal assistant to the MM	Municipal Manager	Human Resources Corporate Services (Temporary placement until July 2023)
August 2022	Administrative officer	Municipal Manager Office of Strategic Manager	Internal Audit Municipal Manager (Temporary placement until July 2023))

The organisational structure of GRDM will be submitted to Council in June 2023 for approval by Council and submitted to the office of the MEC for comments in line with the Staff Regulations. Due to financial constraints, no new positions will be added to the organisational structure and the Effective Staff Utilization Policy is a mechanism to ensure that suitably qualified staff be moved to relevant positions following procedures outlined in the Effective Staff Utilization Policy of Council.

6.3 Financial Implications

No financial implications for the municipality as the officials are placed in the positions identified with the same conditions of service and remuneration.

6.4 Legal Implications

Adherence to the approved policy of Council

6.5 Staff Implications

No new appointments are done during this process. Current officials of GRDM are placed in alternative positions when not fully utilised in their respective positions as per approved policy.

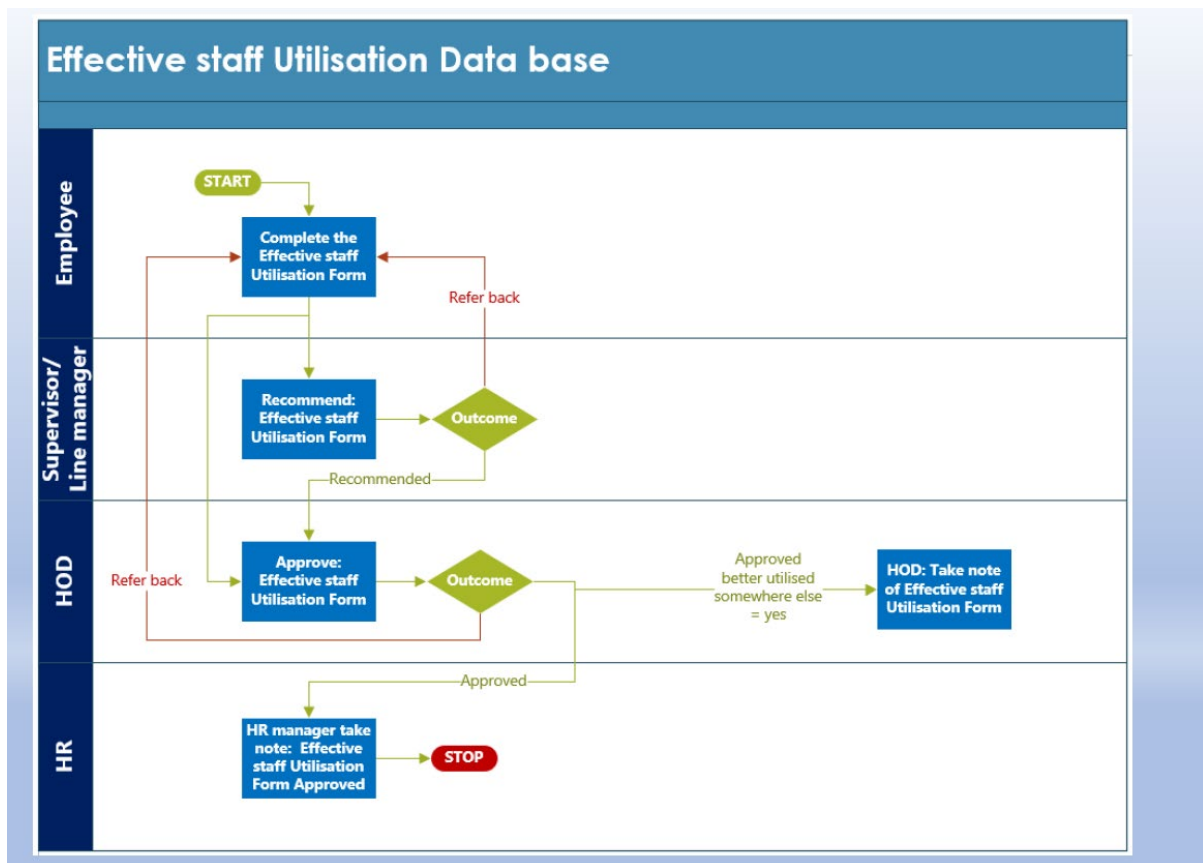
6.6 Previous / Relevant Council Resolutions:**6.7 Risk Implications**

None

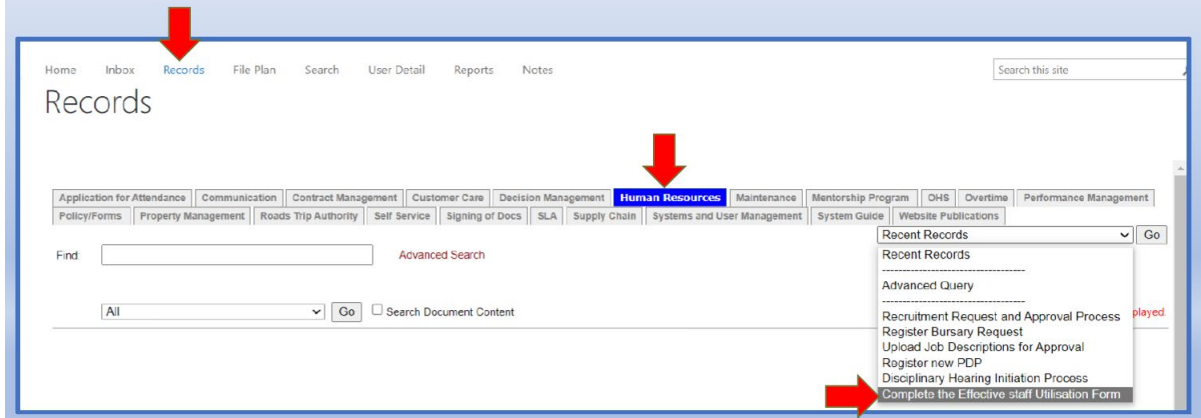
ANNEXURE A



Effective staff Utilisation Form



How to start a new form



Complete the form

2196361,

Complete the Effective staff Utilisation Form

Initiated by:	ADMIN
Date Initiated	2022-10-26
Employee number *	98765
Name and Surname	TestVan Rooyen TestMelissa
Current Department where you are employed at *	Corporate Services
Current Section where you are employed at *	Test Section
Current position you occupy *	Test Position
Your current T Grade *	T10

Use the data source to select your employee information

Complete the form

Are you being fully utilised? *

No ▾

When you select 'No' at this field, another field will open for you to complete

Please explain why you think this is the case? *

The form shows a dropdown menu with 'No' selected. A yellow callout box with a red arrow points to the dropdown, stating: 'When you select 'No' at this field, another field will open for you to complete'. Below the dropdown is a large red rectangular area, which is the field that opens when 'No' is selected. To the left of this area is a text input field with the label 'Please explain why you think this is the case? *'.

Complete the form

Do you think you can be better utilised somewhere else? *

Yes ▾

When you select 'Yes' at this field, more fields will open for you to complete

Where do you think your skills can be more efficiently applied in the insitution? *

Preferred Department *

Preferred Section *

The form shows a dropdown menu with 'Yes' selected. A yellow callout box with a red arrow points to the dropdown, stating: 'When you select 'Yes' at this field, more fields will open for you to complete'. Below the dropdown is a large red rectangular area, which is the field that opens when 'Yes' is selected. To the left of this area is a text input field with the label 'Where do you think your skills can be more efficiently applied in the insitution? *'. Below this text input field are two more input fields: 'Preferred Department *' and 'Preferred Section *', both with red outlines and asterisks indicating they are required.

Complete the form

Qualifications Completed: *	
Current Studies *	
<p>Please note that by completing this form does not mean that the Garden Route District Municipality is obliged to commit itself to moving you to your desired section within the municipality.</p>	
Send Next task to: *	Line Manager/Supervisor ▼
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	

Workflow

Task Title
Complete the Effective staff Utilisation Form
Recommend Effective staff Utilisation Form
Approve: Effective staff Utilisation Form
HR Manager take note: Effective staff Utilisation Form Approved
HOD: Take note of Effective staff Utilisation Form

BACK TO AGENDA

1. **REPORT ON THE APPROVAL OF THE WORKPLACE SKILLS PLAN FOR THE FINANCIAL YEAR 2023/24 / VERSLAG RAKENDE DIE GOEDKEURING VAN DIE WERKSPLEK VAARDIGHEIDS PLAN VIR DIE FINANSIËLE JAAR 2023/24 / INGXELO NGOKUPHUNYEZWA KWEZICWANGCISO ZEZA KHONO KWINDAWO YEMPANGELO KUNYAKAMALI KA 2023/24**

REFER REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN), ACTING MANAGER: HUMAN RESOURCES (C SCHEEPERS)

2. **PURPOSE**

The purpose of this report is to report on the submission of the Workplace Skills Plan (WSP) for the 2023/24 financial year.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Garden Route District Municipality annually must submit a Workplace Skills Plan to the Local Government Sector Education Authority (LGSETA) each year on or before 30 April 2023.

5. **RECOMMENDATION**

That Council take note of the report.

AANBEVELINGS

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo ingxelo.

6 DISCUSSION / CONTENTS

6.1 Background

Garden Route District Municipality is a levy paying employer who is affiliated with the LGSETA. Each levy paying employer need to pay a levy of 1% of their total payroll to SARS. In order for GRDM to access funding from the LGSETA a Workplace Skills Plan (WSP) needs to be submitted every year at 30 April.

6.2 Discussion

A Workplace Skills Plan, including the Planned PIVOTAL Training (PPT) is a document that outlines the planned training and development for an organisation for a certain period.

The purpose of the WSP, including the PPT is to make provision for:

- Training and development that meets the needs of the municipality;
- Training and development that grows and develops employees;
- Training and development that assists the organisation to achieve any employment equity targets it may have established; and
- The for the municipality to access any available grants due for training planned (WSP & PPT) and subsequently implemented (Annual Training Report & Pivotal Training Report).

Mandatory Grant:

A mandatory grant is payable by the LGSETA to the municipality when:

An organisation submits a Workplace Skills Plan, which meets the evaluation criteria, and is presented in the required format, containing all the required information and by the given deadline. GRDM can claim an amount 20% back if the WSP is submitted and approved by the Education Training and Development Committee and the Municipal Manager.

Discretionary Grant:

Discretionary Grants are paid out at the LGSETA's discretion, and against pre-determined criteria set out by LGSETA stakeholders.

Process to obtain approval:

Consultation must be done before the approval of the WSP. The training unit must consult with the following stakeholders in order to complete the WSP and submit it for approval.

- Education Training and Development Committee
- Organised Labour
- Employer

Submission process

The submission deadline for the Workplace Skills Plan is 30 April annually. The Education Training and Development Committee approved the Workplace Skills Plan on 25 April 2023. The WSP was submitted to the LGSETA on the 26 April 2023.

Departmental Planning

The departmental planning is as per attached annexures.

CORPORATE SERVICES

<u>NO</u>	<u>IDP OBJECTIVE</u>	<u>ACTIONS/DESCRIPTION OF TRIANING INTERVENTIONS</u>	<u>INDICATORS- PLANNED OUTCOMES</u>	<u>PRIORITY</u>	<u>YEAR 1 (MAY 2021- JUNE 2022</u>	<u>YEAR 2 (JULY 2022 - JUNE 2023</u>	<u>YEAR 3 (JULY 2023 - JUNE 2024</u>	<u>ACTUAL COSTS</u>
69	Good governance	Advance Diploma Human Resources	To further develop the official	1			R 30 000	
70	Good governance	Advance Diploma Human Resources	To further develop the official	1			R 30 000	
101	Good Governance	Advance Security Training for front desk officials	To further develop the official	1	R 30 000			-
102	Good Governance	Advance Security Training for front desk officials	To further develop the official	1	R 30 000			-

159	Good governance	Advance Window Server	To further develop the official	1		R 15 000		-
75	Good governance	Auditing and Risk Management	To further develop the official	1	R 20 000			-
29	Good Governance	B. COM Law	To equip the official with the neccesary skills for further development	<u>4</u>	R 30 000	R 35 000	R 40 000	
52	Good governance	B. COM Law/ LLB	To equip officials with the neccesary skills	1	R 35 000	R 40 000	R 30 000	
92	Good Governance	Computer Training	To further develop the official	1	R 30 000			-

93	Good Governance	Computer Training	To further develop the official	1	R 30 000			-
94	Good Governance	Computer Training	To further develop the official	1	R 30 000			-
95	Good Governance	Computer Training	To further develop the official	1	R 30 000			-
96	Good Governance	Computer Training	To further develop the official	1	R 30 000			-
157	Good governance	Design Microsoft JAVA	To further develop the official	1	R 20 000			-

158	Good governance	Design Microsoft JAVA	To further develop the official	1		R 20 000		-
122	Good Governance	Drivers License	To further develop the official	1		R 5 000		-
28	Good Governance	Drivers License Code 10	To equip the official with driving skills	<u>1</u>		R 5 000		
87	Good governance	Electronic Management	To further develop the official	1	R 25 000			-
88	Good governance	Electronic Management	To further develop the official	1	R 25 000			-

89	Good governance	Electronic Management	To further develop the official	1	R 25 000			-
90	Good governance	Electronic Management	To further develop the official	1	R 25 000			-
91	Good governance	Electronic Management	To further develop the official	1	R 25 000			-
46	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-
50	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-

53	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-
55	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-
57	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-
72	Good governance	Excel Training	To further develop the official	1	R 15 000	R 20 000	R 25 000	-
76	Good governance	Excel Training	To further develop the official	1	R 5 000			-

82	Good governance	Excel Training	To further develop the official	1	R 5 000			-
83	Good governance	Excel Training	To further develop the official	1	R 5 000			-
107	Good governance	Excel Training	To further develop the official	1	R 5 000			-
108	Good governance	Excel Training	To further develop the official	1	R 5 000			-
124	Good governance	Excel Training	To further develop the official	1	R 5 000			-

125	Good governance	Excel Training	To further develop the official	1	R 5 000			-
126	Good governance	Excel Training	To further develop the official	1	R 5 000			-
127	Good governance	Excel Training	To further develop the official	1	R 5 000			-
128	Good governance	Excel Training	To further develop the official	1	R 5 000			-
129	Good governance	Excel Training	To further develop the official	1	R 5 000			-
130	Good governance	Excel Training	To further develop the official	1	R 5 000			-

131	Good governance	Excel Training	To further develop the official	1	R 5 000			-
132	Good governance	Excel Training	To further develop the official	1	R 5 000			-
40	Good governance	Honours Development Studies	To further develop the official	1	R 20 000	R 25 000		-
41	Good governance	Honours HR Management	To further develop the official	3			R 50 000	-
104	Good governance	Honours Human Resources	To further develop the official	3		R 30 000	R 35 000	-

71	Good governance	Honours Public Management	To further develop the official	3	R 50 000			-
154	Good governance	Honours Public Management	To enhance the officials ability within Public Management	1	R 60 000			
115	Good governance	Honours Records and Archives	To enhance the officials ability within Records	1	R 30 000			
160	Good governance	ICT Risk and Security Management	To further develop the official	1		R 5 000		-
161	Good governance	ICT Risk and Security Management	To further develop the official	1		R 5 000		-

162	Good governance	ICT Risk and Security Management	To further develop the official	1		R 5 000		-
26	Good Governance	isiXhosa Training	To equip the official with the necessary skills for further development	1		R 5 000		
13	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000		
14	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000		
15	Good governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000			

16	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 10 000		
17	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000	R 10 000		
18	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000			
19	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000			
20	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	2	R 10 000			

23	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000			
24	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000			
25	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1				
36	Good governance	Labour Relation: Mediation Training	To further develop the official	1	R 5 000			
37	Good governance	Labour Relation: Mediation Training	To further develop the official	1	R 5 000			

44	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills					
63	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000	R 10 000		
64	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000	R 10 000		
65	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000	R 10 000		
113	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000			

114	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 10 000			
152	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 10 000		
153	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 10 000		
1	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
2	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		

3	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 5 000			
4	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 50 000			
5	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 10 000			
6	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 10 000	R 10 000		
7	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 5 000			

8	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 10 000			
9	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 5 000			
10	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
11	Good Governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
12	Good Governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		

21	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
22	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
43	Good governance	Leadership Skills	To equip officials with Leadership Skills	1	R 10 000			
60	Good governance	Leadership Skills	To equip officials with Leadership Skills	R 10 000	R 10 000			
61	Good governance	Leadership Skills	To equip officials with Leadership Skills	R 10 000	R 10 000			

62	Good governance	Leadership Skills	To equip officials with Leadership Skills	R 10 000	R 10 000			
111	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
112	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
149	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
150	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		

151	Good governance	Leadership Skills	To equip officials with Leadership Skills	1		R 5 000		
30	Good governance	Masters Degree	To equip the official with the necessary skills	3			R 30 000	
34	Good governance	Masters Political Science	To further develop the official	1			R 30 000	
42	Good governance	Masters Public Management	To further develop the official	3	R 50 000			-
155	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-

156	Good governance	Minimu Competency Level	To comply with the Minimum Competency Regulation	1		R 30 000		-
33	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 10 000	-	-	-
39	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 10 000	R 15 000		
45	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation		R 10 000			
51	Good governance	Minimum Competency Level	To further develop the official		R 10 000			

59	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 20 000	-	-	-
67	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation		R 30 000			
68	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation		R 30 000			
77	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
84	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-

85	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
86	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
103	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
116	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
117	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-

118	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
119	Good governance	Minimum Competency Level	To comply with the Minimum Competency Regulation	1	R 30 000	-	-	-
138	Good governance	Ms Word	To further develop the official	1		R 20 000		-
139	Good governance	Ms Word	To further develop the official	1		R 20 000		-
140	Good governance	Ms Word	To further develop the official	1		R 20 000		-

141	Good governance	Ms Word	To further develop the official	1		R 20 000		-
142	Good governance	Ms Word	To further develop the official	1		R 20 000		-
123	Good governance	M-Tech Political Science	To further develop the official	1		R 14 000		-
148	Good governance	M-Tech Political Science	To further develop the official	1		R 14 000		-
97	Good Governance	National Certificate Office Management	To further develop the official	1	R 50 000	R 55 000		-

98	Good Governance	National Certificate Office Management	To further develop the official	1	R 50 000	R 55 000		-
99	Good Governance	National Certificate Office Management	To further develop the official	1	R 50 000	R 55 000		-
100	Good Governance	National Certificate Office Management	To further develop the official	1	R 50 000	R 55 000		-
120	Good Governance	National Diploma Office Management	To further develop the official	1	R 10 000	R 10 000		-
121	Good Governance	National Diploma Office Management	To further develop the official	1	R 10 000	R 10 000		-

163	Good Governance	ND GIS	To further develop the official	1		R 30 000	R 30 000	-
32	Good governance	ND Human Resource Management	To enhance the officials ability with Office Management	1		R 25 000	R 30 000	
66	Good governance	ND Human Resource Management	To enhance the officials ability with Office Management	1	R 20 000			
106	Good governance	ND Human Resource Management	To enhance the officials ability within HR	1	R 20 000	R 25 000		
54	Good governance	ND ODETDP	To enhance the officials ability with ODETDP	1	R 10 000			

78	Good governance	ND ODETDP	To enhance the officials ability with ODETDP	1		R 18 000		
38	Good governance	ND Public Management	To further develop the official	1	R 5 000			
27	Good Governance	Office Management	To enhance the officials ability with Office Management	1			R 15 000	
133	Good governance	PDF Training	To further develop the official	1		R 20 000		-
134	Good governance	PDF Training	To further develop the official	1		R 20 000		-

135	Good governance	PDF Training	To further develop the official	1		R 20 000		-
136	Good governance	PDF Training	To further develop the official	1		R 20 000		-
137	Good governance	PDF Training	To further develop the official	1		R 20 000		-
47	Good governance	Power Point Training	To further develop the official	1	R 15 000			-
48	Good governance	Power Point Training	To further develop the official	1	R 15 000			-

49	Good governance	Power Point Training	To further develop the official	1	R 15 000			-
56	Good governance	Power Point Training	To further develop the official	1	R 15 000			-
58	Good governance	Power Point Training	To further develop the official	1	R 15 000			-
73	Good governance	Power Point Training	To further develop the official	1	R 15 000			-
79	Good governance	Power Point Training	To further develop the official	1	R 5 000			-

81	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
109	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
110	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
143	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
144	Good governance	Power Point Training	To further develop the official	1	R 5 000			-

145	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
146	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
147	Good governance	Power Point Training	To further develop the official	1	R 5 000			-
31	Good governance	Strategic HR Management	To enhance the officials ability with Office Management	1		R 10 000		
35	Good governance	Strategic HR Management	To further develop the official	1		R 10 000		

74	Good governance	Strategic HR Management	To further develop the official	1		R 10 000		-
80	Good governance	Strategic HR Management	To further develop the official	1		R 10 000		-
105	Good governance	Strategic HR Management	To further develop the official	1		R 10 000		-
164	Good governance	Transformational Strategies	To further develop the official	1		R 10 000		-
165	Good governance	Transformational Strategies	To further develop the official	1		R 10 000		-

COMMUNITY SERVICES

<u>NO</u>	<u>IDP OBJECTIVE</u>	<u>ACTIONS/DESCRIPTION OF TRIANING INTERVENTIONS</u>	<u>INDICATORS- PLANNED OUTCOMES</u>	<u>PRIORITY</u>	<u>YEAR 1 (July 2021- JUNE 2022</u>	<u>YEAR 2 (July 2022- JUNE 2023</u>	<u>YEAR 3 (July 2023- JUNE 2024</u>	<u>ACTUAL COSTS</u>	<u>SIGNATURE</u>
1	Good governance	Excel Intermediate /Advance Training	To equip officials with the neccesary skills to be MSCOA compliant	1	R 20 000				urgent
2	Good governance	Office Management	To enhance the officials ability with Office Administrative Skills	1	R 10 000				to be discussed
3	Good Governance	Leadership Development	To enhance the official ability with Leadership Skills	1	R 5 000				

4	Good governance	Advance Labour Law	To equip the official with skills on advance Labour Law	1		R 30 000			bursary process
5	Good governance	Report Writing and Minute Taking	To equip officials with the necessary skills to be able to write and interpret reports	1	R 30 000				Completed
6	Good governance	Excel Intermediate			R 30 000				Prioritize
7	Healthy and socially stable communities	B-Tech Environmental Health			R 50 000	R 60 000	R 70 000		Completed
8	Healthy and socially stable communities	MA Degree in Environmental Health				R 50 000	R 50 000		

9	Healthy and socially stable communities	Dphil Environmental Management				LGSETA			
10	Good governance	Assessor and Moderator			R 2 000				od etdp
11	Financial Viability	Minimum Competency			R 30 000				?
12									?
13	Healthy and socially stable communities	Safe handling and storage of pesticides							
14	Healthy and socially stable communities	SAMTRAC			R 40 000	R 50 000	R 60 000		
15	Good Governance	Law Enforcement			R 30 000	R 15 000	R 10 000		? Completed
16	Good governance	Labour Relations			R 15 000				?

17	Healthy and socially stable communities	Health and Hygiene training			R 10 000				?
18	Healthy and socially stable communities	Communicable disease control			R 10 000				?
19	Healthy and socially stable communities	Food safety Management							?
20	Healthy and socially stable communities	Air Quality					R 10 000		?
21	Healthy and socially stable communities	Water Monitoring			R 10 000				?

22	Healthy and socially stable communities	Food Hygiene				R 10 000			?
23	Healthy and socially stable communities	The effect of air filtration in old age homes			R 10 000				?
24	Healthy and socially stable communities	Effectiveness of interventions in improving air quality in classrooms					R 10 000		?

25	Healthy and socially stable communities	The use of field instruments and thermal modelling for the prediction of the resilience of climate changes.				R 10 000			?
26	Good governance	Computer training/Advanced			R 10 000				Urgent
27	Good governance	EMI			R 20 000				
28	Healthy and socially stable communities	Pest control operator					R 10 000		
29	Healthy and socially stable communities	Snake and Insect Awareness			R 30 000				completed (Refresher)

30	Environmental Management and Public safety	Environmental Impact assessment					R 10 000		
31	Good Governance	Intermdiate Excel/ Advaced			R 5 000				
32	Good Governance	BA Disaster & Safety Management			R 10 000	R 15 000			bursary
33					R 10 000	R 15 000			
34	Healthy and socially stable communities	Basic Ambulance Assistat			R 15 000	R 15 000	15000		
35	Healthy and socially stable communities	Occupational Health & Safety			R 2 000				Prioritise

36	Good Governance	Law Enforcement			R 5 000				Prioritise
37	Good Governance	Drivers License			R 6 000				to be discussed
38	Good Governance	Human Resource Management				R 10 000			bursary
39	Financial Viability	MMC Program			R 60 000				Currently in process
40	Healthy and socially stable communities	Rope Rescue Techniques 1		1	R 50 000				
41	Healthy and socially stable communities	Fire Investigation			30 000				

42	Healthy and socially stable communities	Rope rescue 2				50000			
43	Healthy and socially stable communities	Hazmat Technician				50000			
44	Healthy and socially stable communities	Swift Water Rescue					30000		
45	Healthy and socially stable communities	4x4 Training				50000			
46	Healthy and socially stable communities	Higher Certificate				20000	30000	40000	

47	Healthy and socially stable communities	ODETDP			50000	50000			
48	Healthy and socially stable communities	Fire Instructor Course		-		20000	30000	40000	
49	Healthy and socially stable communities	Confined Space					50000		
50	Healthy and socially stable communities	Fleet Management Training					20000		
51									
52	Healthy and socially stable communities	Basic Ambulance Assistance		-			50000	60000	

53	Healthy and socially stable communities	Evaluation of all drivers at the Fire Stations		-			50000		in process
54	Healthy and socially stable communities	Structural Collapse rescue				50000			
55	Good Governance	Law Enforcement Training			20000	30000	20000		
56	Healthy and socially stable communities	Fire Fighter II			15000				
57	Healthy and socially stable communities	Snake and Insect Awareness			20000				completed

58	Good Governance	Drivers License Code 10	To equip the official with driving skills	-	R 3 000				in process
59		BASIC COMPUTER SKILLS (NQ4/5)							Mar-22
60		REPORT WRITING SKILLS (NQF4/5)		-					urgent
61		CHAINSAW OPERATOR		-					urgent
62		ROPE RESCUE 1 & 2		-					

OFFICE OF THE MUNICIPAL MANAGER

<u>NO</u>	<u>IDP OBJECTIVE</u>	<u>ACTIONS/DESCRIPTION OF TRAINING INTERVENTIONS</u>	<u>INDICATORS- PLANNED OUTCOMES</u>	<u>PRIORITY</u>	<u>YEAR 1 (MAY 2020- JUNE 2021</u>	<u>YEAR 2 (JULY 2021 - JUNE 2022</u>	<u>YEAR 3 (JULY 2022 - JUNE 2023</u>	<u>YEAR 3 (JULY 2023 - JUNE 2024</u>	<u>ACTUAL COSTS</u>
1		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000			
2		Office Management	To enhance the officials ability with Office Management	1		R 20 000			Bursary Process
3		Office Management	To enhance the officials ability with Office Management	1		R 20 000			Bursary Process
4		Post Grad Diploma in Monitoring and Evaluation	To enhance the enhance	1		R 50 000			Bursary Process
5		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000	-	-	-	-
6		Leadership Skills	To enhance the officials Leadership ability	1		R 5 000	-	-	-

7		Forensic Investigation	To equip officials with the necessary skills to conduct Forensic Investigations	1	R 10 000		-	-	<u>To be discussed</u>
8		Forensic Investigation	To equip officials with the necessary skills to conduct Forensic Investigations		R 10 000		-	-	<u>To be discussed</u>
9		Leadership Skills	To equip officials with Leadership Skills	1	R 5 000				
10		Leadership Skills	To equip officials with Leadership Skills		R 5 000				
11		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000				
12		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills		R 50 000				
13		Office Management	To enhance the officials ability with Office Management	1	R 20 000				

14		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1	R 30 000				3rd Year Intake
15		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1		R 30 000			3rd Year Intake
16		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	3			R 30 000		To be discussed
17		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1	R 10 000				Currently Busy
18		Report Writing	To enhance the officials ability to write reports		R 1 000				urgent
19		Report Writing	To enhance the officials ability to write reports		R 1 000				urgent
20		Project Management	To enhance the officials ability to management any size projects		R 12 000				
21		Project Management	To enhance the officials ability to management any size projects		R 12 000				

22		Policy Writing and Development	To capacitate the officials with Policy writing and Developing Skills			R 3 000			Urgent
23		Policy Writing and Development	To capacitate the officials with Policy writing and Developing Skills			R 3 000			Urgent
24		Labour Relation: Chairperson and Initiator Training	To capacitate the officials with chairing and initiating skills			R 1 500			
25		Labour Relation: Chairperson and Initiator Training	To capacitate the officials with chairing and initiating skills			R 1 500			Urgent
26		Contract Management	To capacitate the officials with Contract Management skills	1	R 10 000				Urgent
27		Contract Management	To capacitate the officials with Contract Management skills	1	R 10 000				Urgent
28		Forensic Auditing and Investigation	To equip officials with the necessary skills to conduct Forensic Investigations	1	R 10 000		-	-	<u>Urgent</u>
29		Leadership Skills	To equip officials with	1	R 5 000				

			Leadership Skills						
30		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000				
31		Bachelor Accounting Science in Internal Auditing	To enhance the officials ability to perform their Internal Auditing Function more effective	1			R 30 000		
32		Bachelor Accounting Science in Internal Auditing	To enhance the officials ability to perform their Internal Auditing Function more effective				R 30 000		
33		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1		R 30 000			To be discussed
34		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1	R 30 000				To be discussed

35		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1	R 10 000	R 10 000			Currently Busy
36		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000	-	-	-	-
37		Leadership Skills	To enhance the officials Leadership ability	1		<u>R 5 000</u>	-	-	-
38		Minimu Competency Level	To comply with the Minimum Competency Regulation	1		<u>R 30 000</u>	-	-	<u>to be discussed</u>
39		Performance Auditing	To enhance the officials skills in performance auditing	1	R 10 000	-	-	-	-
40	-	Forensic Investigation	To equip officials with the neccesery skills to conduct Forensic Investigations	1	R 10 000		-	-	<u>urgent</u>
41		Leadership Skills	To equip officials with Leadership Skills	1	R 5 000				

42		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000				
43		Office Management	To enhance the officials ability with Office Management	1	R 20 000				Bursary
44		Minimum Competency Level Training	To comply with the Minimum Competency Regulations	1		R 30 000			3rd Year Intake
45		Speech Writing	To equip officials with the neccesary skills to be MSCOA compliant	1		R 3 000			To be discussed
46		Leadership Skills	To equip officials with Leadership Skills	1		R 5 000			
47		Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000			
48		Office Mangement	To capacitate officials with Office Management Skills			R 20 000			Bursary

49		Office Mangement	To capacitate officials with Office Management Skills			R 20 000			Bursary
50		Minimu Competency Level	To comply with the Minimum Competency Regulation	1		R 30 000	-	-	Bursary
51		Diploma Public Management	To enhance the official capcitate	1	R 20 000	-	-	-	<u>To be discussed</u>

PLANNING AND ECONOMIC DEVELOPMENT

<u>NO</u>	<u>IDP OBJECTIVE</u>	<u>ACTIONS/DESCRIPTION OF TRIANING INTERVENTIONS</u>	<u>INDICATORS- PLANNED OUTCOMES</u>	<u>PRIORITY</u>	<u>YEAR 1 (MAY 2020- JUNE 2021</u>	<u>YEAR 2 (JULY 2021 - JUNE 2022</u>	<u>YEAR 3 (JULY 2022 - JUNE 2023</u>	<u>ACTUAL COSTS</u>	<u>SIGNATURE</u>
1	Good governance	ABET/ Grade 12	To assist employees to obtain their Grd 12	1	10 000	R 20 000			
2	Good governance	Introduction to Computer	To give employees a basic understandign of computers	1	15 000	R 30 000			
3	Good governance	Intermediate Computer	To advance Officials understanding of computers	2	5 000				

4	Good governance	Plumbing	To train officials in basic plumbing	1	5 000				
5	Good governance	Basic Supervisor	To give officials a basic understanding about the principles of a supervisor	5	5 000				
6	Good governance	Leadership NQF 2	To train officials in Leadership Development	1	30 000				

7	Good governance	Handyman Course	To train officials in Handyman Training which include Electrical, Plumbing, Carpentry, Bricklaying and basic maintenance	1	10 000				
8	Good governance	Capentry	To train officials in Basic Capentry	1	5 000				
9	Good governance	Drivers License Code 10	To train officials to obtain there drivers license	5	15 000				

10	Good governance	Tourism and Hospitality	To train officials in Hospitality and Tourism principles	1	15 000				
11	Good governance	Coustomer Care	To train officails in Customer Care	1	20 000				
12	Good governance	Effective Office Administration	To train officials in effective office admin	1	5 000				
13	Good governance	Fire Warden	To train officials in Basic Fire Warden	1	1 000				
14	Good governance	First Aid	To train officials in First Aid Training	1	10 000				
15	Good governance	Basic Fire Fighting	To train officials in Basic Fire Fighting	1	10 000				

16	Good governance	Electrical Training	To train officials in basic electrical training	1	5 000				
17	Good governance	Diploma in Communication/Tourism	To train officials in Communication and Tourism Management	5	10 000	R 15 000	20000		
18	Good governance	Minimum Competency Level	To train officials in Minimum Competency	5	15 000				
19	Good governance	End User Computer	To equip officials with the necessary skills to be MSCOA compliant	1			R 5 000		
20	Good governance	Leadership Skills	To equip officials with Leadership Skills	1			R 5 000		

21	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1			R 5 000		
22	Good governance	Office Management	To enhance the officials ability with Office Management	1			R 20 000		
23	Good Governance	Drivers License Code 10	To equip the official with driving skills	1			R 5 000		
24	Good governance	Property Development and Investment	To equip the official with the neccesary skills	1			R 10 000		
25	Good governance	Diploma Project Management	To equip officials with the neccesary skills to be MSCOA compliant	1		R 20 000	R 20 000		

26	Good governance	Minimum Competency Levels	To equip officials with to be MMC Compliant	1	R 35 000				
27	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000	R 5 000		
28	Good governance	ABET/ Grade 12	To assist employees to obtain their Grd 12	1	10 000	R 20 000			
29	Good governance	Report Writing and Minute Taking	To assist employees with report writing and minute taking	1	30 000	R 60 000	700000		
30	Good governance	Project Management	To give the employees the necessary skills	1	20 000	R 50 000	20000		

31	Good governance	Drone Training		1	30 000				
32	Good governance	SAMTRAC	To give the employees the necessary skills	1	15 000	R 35 000	40000		
33	Good governance	Minimum Competency Level Training	To give the employees the necessary skills	2	30 000	R 60 000			
34	Good governance	Labour Relation Training	To give the employees the necessary skills	1	30 000	R 60 000			
35	Good governance	Labour Intensive Training	To give the employees the necessary skills	1	15 000				

36	Good governance	Basic Health and Safety	To give the employees the necessary skills	1	30 000				
37	Good governance	Fire and Rescue	To give the employees the necessary skills	1	30 000				
38	Good governance	Insect and Snake Awareness	To give the employees the necessary skills	2	40 000	R 50 000	60000		
39	Good governance	Brush Cutter	To give the employees the necessary skills	1	30 000	R 40 000	50000		
40	Good governance	Supervisor Training	To give the employees the necessary skills	1	30 000	R 40 000	50000		

41	Good governance	Construction Training	To give the employees the necessary skills	1	50 000	R 70 000	80000		
42	Good governance	Basic Personal Finance	To give the employees the necessary skills	1	10 000	R 15 000	20000		
43	Good governance	Ground Crew Training	To give the employees the necessary skills	1	25 000	R 30 000	40000		
44	Good governance	Law Enforcement and Security	To give the employees the necessary skills	1	120 000	R 140 000	160000		
45	Good governance	Drivers License	To give the employees the necessary skills	1	360 000	R 400 000	500000		

46	Good governance	Life Guard Training	To give the employees the necessary skills	1	30 000	R 40 000	50000		
47	Good governance	Introduction to Computer	To give employees a basic understanding of computers	1	15 000	R 30 000	20000		
48	Good governance	Intermediate Computer	To advance Officials understanding of computers	2	5 000				
49	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000				

50	Good governance	Leadership Skills	To enhance the officials Leadership ability	1	R 5 000				
51	Good governance	Honours Degree in Public Management	To enhance the skills of the official	3	R 50 000				
52	Good governance	Property and Investment	To enhance the skills of the official	1	R 10 000				
53	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1	R 5 000	-	-	-	-
54	Good governance	Leadership Skills	To enhance the officials Leadership ability	1	R 5 000	-	-	-	-
55	Good governance	Minimum Competency Levels	To equip officials with to be MMC Compliant	1	R 30 000				

56	Good Governance	Labour Relation: Mediation Training	To equip officials with mediation and conflict management skills	1		R 5 000	-	-	-
57	Good governance	Leadership Skills	To enhance the officials Leadership ability	1		R 5 000	-	-	-
58	Good governance	Minimum Competency Levels	To equip officials with to be MMC Compliant	1			R 30 000		

ROADS DEPARTMENT

PLANNED TRAINING PROGRAMMES 23/24			
Month	Date	Programme	Venue
Apr-23	03-07 April 2023	Operators of Construction Training	GEORGE
	03-06 April 2023	Road Construction NQF 4	Riversdale
	03-06 April 2023	Chainsaw (New) Group 2	Riversdale
	11-12 April 2023	Road Construction NQF Level 4 (Practical)	George Roads Department
	10-14 April 2023	Chainsaw (New) Group 3	Oudtshoorn
	10-14 April 2024	Diesel Mechanic Training	George Roads Department
	13-14 April 2023	Road Construction NQF 4 (Practicals)	Riversdale
	17-21 April 2023	Small Plant Equipment Training	George Roads Department
	17-21 April 2023	Road Construction NQF Level 4 (Practical)	Oudtshoorn
	17-18 April 2023	MMC	

	19-20 Apr 2023	MMC	Pacaltsdorp Community Hall
	24-28 April 2023	Road Construction NQF Level 4 (Practical)	Riversdale
	24-28 April 2023	Small Plant Equipment Training	Oudtshoorn
	24-25 April 2023	Road Construction NQF 4 (Practicals)	Oudtshoorn
May-23	02-05 May 2023	Operators of Construction Training	
	02-05 May 2023	Road Construction NQF Level 4	George
	08-12 May 2023	Road Construction NQF Level 4	Riversdale
	08-09 May 2023	MMC	George
	08-09 May 2024	Dangerous Goods (New)	
	10-11 May 2023	MMC	George
	May-23	MMC	Pacaltsdorp Community Hall

	22-23 May 2023	Small Plant Equipment Training	Riversdale
	24-25 May 2023	Small Plant Equipment Training	Oudtshoorn
	29-30 May 2023	Small Plant Equipment Training	George
	15-19 May 2023	Diesel Mechanic Training	George
	15-19 May 2023	Road Construction NQF Level 4	Riversdale
	15-16 May 2023	Computer Training	
	17-18 May 2023	Computer Training	
	22-23 May 2023	Road Construction NQF Level 4 (Practical)	Oudtshoorn
	24-25 May 2023	Road Construction NQF Level 4 (Practical)	George
	25-26 May 2023	Road Construction NQF Level 4 (Practical)	Riversdale
	22-26 May 2023	Crane Truck (Novice)	Oudtshoorn
	22-26 May 2024	Grader (Final Cut)	
	30-31 May 2023	She Representative Training	
Jun-23	05-09 June 2023	Operators of Construction Training	
	29 May -02 June 2023	Road Construction NQF Level 4	George
	05-06 June 2023	MMC	
	07-08 Jun 2023	MMC	
	09 June 2023	MMC	Pacaltsdorp Community Hall
	12-16 June 2023	Diesel Mechanic Training	George Roads Department
	12-13 June 2023	Road Construction NQF Level 4 (Practicals)	George
	14-15 June 2023	Road Construction NQF Level 4 (Practicals)	Riversdale

	12-16 June 2023	First Aid Training	
	26-27 June 2023	Road Construction NQF Level 4 (Practicals)	Oudtshoorn
Jul-23	03-07 July 2023	Operators of Construction Training	
	10-14 July 2023	Diesel Mechanic Training	George Roads Department
	03-7 July 2023	Road Construction NQF Level 4	George Roads Department
	10-14 July 2023	Road Construction NQF Level 4	
	17-21 July 2022	Chainsaw (Novice)	
	17-21 July 2023	Road Construction NQF Level 4	
	24-28 July 2023	Chainsaw (Refresher)	
	24-25 July 2023	Road Construction NQF Level Practical	George
	26-27 July 2023	Road Construction NQF Level Practical	Riversdale
	27-28 July 2023	Road Construction NQF Level Practical	Oudtshoorn
	31 July -04 August 2023	Road Construction NQF Level 4	
Aug-23	31-04 August 2023	Operators of Construction Training	
	07-08 August 2023	Road Construction NQF Level 4 (Practical)	George
	14-18 August 2023	Road Construction NQF Level 4	Riversdale
	21-25 August 2023	Road Construction NQF Level 4	Oudtshoorn
	14-18 August 2023	Diesel Mechanic Training	George Roads Department
	28-29 August 2023	Road Construction NQF Level 4 (Practical)	Riversdale
	30-31 Augst 2023	Road Construction NQF Level 4 (Practical)	Oudtshoorn
Sep-23	03-08 Sepetember	Operators of Construction Training	

	04-08 September 2023	Road Construction NQF Level 4	George
	11-15 September 2023	Diesel Mechanic Training	George Roads Department
	25-26 September 2023	Road Construction NQF Level 4 (Practical)	George
	27-28 September 2023	Road Construction NQF Level 4 (Practical)	Riversdale
	28-29 September 2023	Road Construction NQF Level 4 (Practical)	Oudtshoorn
Oct-23	02-06 October 2023	Operators of Construction Training	
	02-06 October 2023	Road Construction NQF Level 4	George
	09-13 October 2023	Road Construction NQF Level 4	Riversdale
	16-20 October 2023	Road Construction NQF Level 4	Oudtshoorn
	23-24 October 2023	Road Construction NQF Level 4 (Practicals)	George
	25-26 October 2023	Road Construction NQF Level 4 (Practicals)	Riversdale
	26-27 October 2023	Road Construction NQF Level 4 (Practicals)	Oudtshoorn
	09-13 October 2023	Diesel Mechanic Training	George
Nov-23	06-10 November 2023	Operators of Construction Training	George
	30 October -03 November	Road Construction NQF Level 4	George
	06-10 November	Road Construction NQF Level 4	Riversdale
	13-17 November 2023	Road Construction NQF Level 4	Oudtshoorn
	13-17 November 2023	Diesel Mechanic Training	George

Dec-23	04-08 Decemeber 2023	Operators of Construction Training	George
	04-08 Decemeber 2023	Diesel Mechanic Training	George
Jan-23	29-30 January 2024	Road Construction NQF Level 4 (Practicals)	George
Feb-23	2001/01/31 Feb 2024	Road Construction NQF Level 4 (Practicals)	Riversdale
	1-2 Feb 2024	Road Construction NQF Level 4 (Practicals)	Oudtshoorn

6.3 Financial Implications

As per the allocated budget for the 2022/23 and 2023/2024 financial years respectively.

6.4 Legal Implications

None, as the Directions specifically provides for the Council to decide to not implement the Directions.

6.5 Staff Implications

A decision to not implement the training intervention will have Staff implications.

6.6 Linkage to Strategic Objective(s)

A Skilled Workforce and Communities; Bulk Infrastructure Coordination; Financial Viability; Good Governance; Growing an Inclusive District Economy; Healthy and Socially Stable Communities; Sustainable Environmental Management and Public Safety.

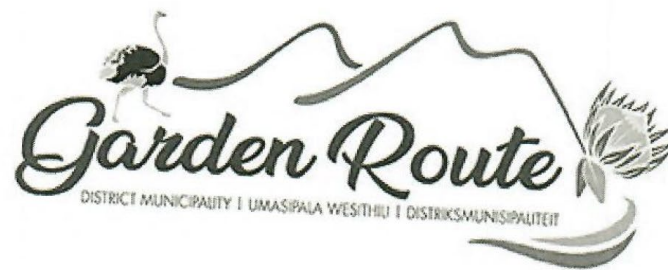
6.7 Previous / Relevant Council Resolutions

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

6.8 Risk Implications

Budget provision

Availability of staff and Council members to attend training



Draft Minutes of the
Education, Training, and Development Committee meeting
held in JOC/MS Teams
on **Monday, 24 April 2023 10:00 am**

Members of the committee

Interim Chairperson:

Ms. B Holtzhausen

(Executive Manager: Corporate)

Committee members:

Mr. T Loliwe

Ms. IG Saaiman

Ms. M James

Mr. C Scheepers

Mr. R Salmons

Executive Manager: Financial Services

Manager: Performance Management

Manager: IDP

Acting Manager: Human Resources

Coordinator: Skills Development

Union Members:

Mr. R Dyantyi

Mr P Koopman

Ms R Cloete

Mr M April

IMATU

IMATU

IMATU

SAMWU

OPENING EN VERWELKOMING / OPENING AND WELCOME / UVULO NOLWAMKELO

The interim Chairperson, Ms. Holtzhausen, welcomed everybody present.

ETDC 01/04/23 ATTENDANCE OF MEMBERS / BYWONING VAN LEDE AKHOYO

PRESENT / TEENWOORDIG / ABAKHOYO

Interim Chairperson:

Ms. B Holtzhausen

(Executive Manager: Corporate)

Committee members:

Mr. T Loliwe

Executive Manager: Financial
Services

(Proxy: Mr T Mpuru)

Ms. IG Saaiman

Manager: Performance
Management

Ms. M James

Manager: IDP

Mr. C Scheepers

Acting Manager: Human Resources

Mr. R Salmons

Coordinator: Skills Development

Union Members:

Mr. R Dyantyi

IMATU

Ms R Cloete

IMATU

Mr M April

SAMWU

Mr B Desha

SAMWU

Additional:

Doc. F Prinsloo

GRSM Coordinator

Ms D Ramasesane

GRSM Technician

Ms F Bruintjies

GRSM Technician

Ms K Klaas

GRSM Technician

Ms S Sajini

GRSM Technician

Mr O Twala

GRSM Technician

Officials:

Ms. AB Naidoo

Ms. A Coetzee

HR Practitioner: Training

Administrative Officer: Training

Special Guests:

- Ms A Jacobs Provincial Manager: Western Cape (LGSETA)
- Ms Z Mtyoko Department of Local Government

**ETDC 02/04/23 DISCLOSURE OF INTEREST BY MEMBERS REGARDING THE ITEMS INCLUDED
IN THE AGENDA / VERKLARING VAN BELANGE DEUR LEDE TEN OPSIGTE
VAN DIE ITEMS IN DIE AGENDA VERVAT**

- Mr R Salmons
- Mr C Scheepers
- Mr R Dyantyi
- Mr B Desha

**ETDC 03/04/23 COMMUNICATIONS BY THE INTERIM CHAIRPERSON / MEDEDELINGS DEUR
DIE VOORSITTER / INTETHO KASIHLO**

The interim Chairperson, Ms B Holtzhausen, welcomed everyone present and informed the committee that the main focus of the meeting is the approval of the Workplace Skill Plan.

**ETDC 04/04/23 PRESENTATION: MUNICIPAL STAFF REGULATIONS:
ZANELE MTYOKO (DEPUTY DIRECTOR TRAINING COORDINATION:
DEPARTMENT OF LOCAL GOVERNMENT)**

**ETDC 05/04/23 PRESENTATION: ROLES AND RESPONSIBILITIES OF ETDC MEMBERS: ANEEKA
JACOBS (LGSETA PROVINCIAL MANAGER WESTERN CAPE)**

ETDC 06/04/22 APPROVAL OF MINUTES DATED 14 February 2023/ GOEDKEURING VAN NOTULE GEDATEER 14 FEBRUARIE 2023.

The minutes of the previous meeting held on the 14 February 2023 was discussed and approved:

1. Proposed: Mr C Scheepers (Acting Human Resources Manager)
2. Seconded: Mr R Dyantyi (IMATU)

ETDC 08/04/23 REPORT ON THE DRAFT OF THE WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT FOR THE 2023/2024 FINANCIAL YEAR Report:
Executive Manager: Corporate Services: B Holtzhausen; Acting Manager Human Resources: C Scheepers.
Pages 61 – 69

The Skills Development Facilitator, Mr Salmons informed the meeting on the report on the Workplace Skills Plan. Mr Salmons also informed the meeting on a proposed change in terms of the report to include the recommendation; "That the Workplace Skills Plan be approved"

Recommendation

- That the report be amended to include the recommendation on the approval of the Workplace Skills Plan.
- That the Workplace Skills Plan be approved.

Proposed: C Scheepers, Acting Manager: Human Resources.

Seconded: M April, SAMWU

The meeting adjourned at 15:20

(Acting) B Holtzhausen
 CHAIRPERSON / VOORSITTER // USIHLALO

24/4/2023
 DATE / DATUM / UMHLA

BACK TO AGENDA

1. REPORT ON ALIGNMENT OF THE ORGANISATIONAL STRUCTURE /VERSLAG RAKENDE DIE BELYNING VAN DIE ORGANISASIE STRUKTUUR INGXELO NGOLUNGELELWANISO LWESIMO SEZOLAWULO

(9/8/2)

**REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (MS B HOLTZHAUSEN)
(CE SCHEEPERS, ACTING MANAGER: HR)**

2 PURPOSE

The purpose of this report is to consider the alignment of the organisational structure, levels and layers for 2023/2024 with budget and Integrated Development Plan of Council to be in line with the Municipal Staff Regulations.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In terms of the Municipal Staff Regulations, Government Gazette, NO: 45181 dated 20 September 2021, Chapter 2 prescribes the Staff Establishment requirements and applies to all municipal staff, including senior managers:

- **Section 4**

"A municipal council must —

determine the municipality's staff establishment, which will provide the basis for each departments' strategic workforce and human resource planning. The human resource planning will, in the staff supply planning process, take into account race, gender, disability, occupational level and grade with reference to their competencies, training needs and capacities;

determine the staff establishment necessary to perform its functions which will guide the staff demand planning, with particular reference to—

the number of staff members required;

the minimum competencies which the staff members must possess;

the posts and post levels in which each of the staff members will be appointed; and plan for the recruitment, retention and development of staff members according to the municipality's

requirements within the available budgeted funds, including funds for the remaining period of the relevant medium-term revenue and expenditure framework.

The plan referred to in sub-regulation (1)(c) must—
further to staff establishments, be aligned to the municipality's integrated development plan, budget, employment equity plan, skills development strategy and workplace skills plan, as contemplated in Chapter 5 of these Regulations;"

- **Section 5**

"5 (1) A municipality may, within its administrative and financial capacity-

- (a) establish separate departments for—
 - (i) the development and town planning functions;
 - (ii) the provision of municipal public works and basic services to communities;
 - (iii) the provision of community services;
 - (iv) the management of the municipality's finances; and
 - (v) provision of corporate support services.
- (b) provide capacity to support—
 - (i) the offices of public office bearers; and
 - (ii) the office of the municipal manager."

Organisational Design metrics prescribes the following for GRDM as a Category C Municipality:

Dimension	Category A	Category B	Category C
Structural layers	Six to Seven (6-7) layers	Five to Seven (5-7) layers.	Five to Six (5-6) layers.
Structural shape	Strategic: 0.2 - 1% Managerial/ Specialist: 1 - 20% Operational: 80 - 90%	Strategic: 1% Managerial/ Specialist: 1% - 15% Operational: 85% - 95%	Strategic: 1% Managerial: 5% - 15% Specialist: 30% - 55% Operational: 15% - 30%
Span of control	Municipal Manager: 7- 8 Directors: 6 - 7	Municipal Manager: 6 - 8 Directors: 5 - 7	Municipal Manager: 6 - 8 Directors: 5 - 6
Dimension	Category A	Category B	Category C
	Divisional Managers: 5 – 6 Managers: 5 – 6 Supervisors: 9 - 15	Divisional Managers: 5 – 6 Managers: 5 – 6 Supervisors: 9 – 15	Divisional Managers: 4-5 Managers: 4 – 5 Supervisors: 9 – 12
Core to support employee ratio	Core to support employee ratio of 70:30 The ratio is based on actual headcount and not number of roles		

The procedure for determining the staff establishment is further confirmed in this Chapter, **Section 6**;

- *"The municipal manager must review the draft staff establishment in consultation with recognised trade unions within the local labour forum.*
 - *The municipal manager must within 30 days of reviewing the staff establishment, submit a report and the proposed staff establishment for approval by the municipal council.*
 - *The municipal manager's report to the municipal council must—*
 - outline the process followed in drafting the staff establishment; set out the mandate and service delivery priorities for the municipality and how the proposed staff establishment addresses these;*
 - summarise the proposed posts that will—*
 - materially change;*
 - change to a limited or non-material degree;*
 - be abolished; and*
 - not be affected by the changes;*
 - motivate any proposed changes and link it to the strategic drivers within the Integrated Development Plan, including an analysis of the strengths, weaknesses and limitations of the current establishment;*
 - provide details of the financial implications of the changes, including but not limited to the outcomes of job evaluation processes, staff remuneration costs, costs for the relocation of staff, if any, and costs of new facilities and equipment, if any;*
 - outline the non-financial implications of the changes, including the impact on existing staff and key stakeholders within the municipality;*
 - propose an implementation plan with specific timeframes within which the new staff establishment will take effect; and outline the stakeholder and change management requirements.*
 - *The municipal council must, upon receipt of the review report and proposed staff establishment, at its next meeting or as soon as practicable, approve the staff establishment, with or without amendments by the municipal manager for the purpose of submitting it to the relevant MEC for local government.*
 - *Within 14 days of the municipal council approving the submission referred to in sub-regulation (4), the municipal manager must submit to the MEC a copy of the —*
 - o *staff establishment;*
-

- council resolution; and
 - reports informing the staff establishment, if any.
- Within one month of receiving, the documents referred to in sub-regulation (7), the MEC must consider the proposed staff establishment and submit comments to the municipal council.
 - If the MEC does not provide comments within the period referred to in sub-regulation (8), the municipal council may finally approve the municipality's staff establishment.
 - The municipal council must consider any comments received from the MEC and thereafter adopt the staff establishment.
- Within 30 days of the municipal council finally adopting the staff establishment, the mayor must submit to the MEC—
 - a copy of the adopted staff establishment;
 - the council resolution adopting the staff establishment;
 - the reports informing the staff establishment, if any; and
 - the reasons for rejecting the MEC's submissions, if any.
- Within 14 days of receiving the documents referred in sub-regulation (9), the MEC must submit the documents referred to in sub-regulations (7) and (9) together with a copy of the MEC's comments referred to in sub-regulation (8) to the Minister."

Further in the regulations, Chapter 3 confirms that every municipality must fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant.

Deviation from the requirements may be requested from the MEC for Local Government in exceptional circumstances and upon good cause shown.

In terms of section 66(1) of the Municipal Systems Act, Act 32 of 2000, "A municipal manager, within a policy framework determined by the municipal council and subject to any applicable legislation, must— (a) approve a staff establishment for the municipality: - (b) provide a job description for each post on the staff establishment; (c) attach to those posts the remuneration and other conditions of service as may be determined in accordance with any applicable labour legislation; and (d) establish a processor mechanism to regularly evaluate the staff establishment and, if necessary, review the staff establishment and the remuneration and conditions of service. (2) Subsection (1)(c) and (d) do not apply

to remuneration and conditions of service regulated by employment contracts referred to in section 57".

Section 68(1) of the Municipal Systems Act, Act 32 of 2000, a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way.

5. RECOMMENDATIONS

1. That the consultation processes embarked upon late last year, to align the organizational structure with the budget and the Integrated Development Plan, be noted.
2. That the structure inputs as per nr 6.2 that derived from the consultation processes of last year, be considered from 1 July 2023.
3. That the unfunded vacancies be removed from the structure as listed under nr 6.2 from 1 July 2023.
4. That the organisational structure layers and levels as per alignment of the Municipal Staff Regulations be approved.
5. That Council approves the amended organisational structure for 2023/2024, from 1 July 2023.

AANBEVELINGS

1. *Dat kennis geneem word dat die konsultasieprosesse verlede jaar begin is om die organisasiestruktuur met die begroting en die Geïntegreerde Ontwikkelingsplan in lyn te bring, plaasgevind het.*
 2. *Dat die struktuurinsette soos per nr 6.2 wat na die konsultasieprosesse van verlede jaar afgelei is, vanaf 1 Julie 2023 oorweeg word.*
 3. *Dat die onbefondsde vakatures vanaf 1 Julie 2023 struktuur soos gelys onder nr 6.2, verwyder word.*
 4. *Dat die organisasiestruktuurlae en -vlakke soos per belyning van die Munisipale Personeelregulasies, goedgekeur word.*
 5. *Dat die Raad die gewysigde organisasiestruktuur vir 2023/2024, vanaf 1 Julie 2023, goedkeur.*
-

IZINDULULO

1. Sesokuba inkqubo yothethathewano nebekungenelwe kuyo kulonyaka uphelileyo ekuzenikuphela konyaka ukulungelelanisa isimo solawulo ngolwabiwo-mali kunye Nesicwangciso Sophuhliso Lwendibaniselwano.
2. Sesokuba izimbo zesimo solawulo ngokwe nr 6.2 nezisuka kuqhagamshelwano nobelubanjwe kulonyaka uphelileyo, siqwalalaselwe ukususela ngomhla 1 kweyeKhala 2023.
3. Sesokuba izikhundla ezingabakelwanga mali zisuswe kwisimo solawulo ngokoluhlu oluphantsi ko nr 6.2 ukususela ngomhla 1 kweyeKhala 2023.
4. Sesokuba amabakala esimo sezolawulo kunye na layer ngokohambiselwano neMithetho Yabasebenzi boMasipala iphunyezwe.
5. Sesokuba iBhunga liphumeze iziphakamiso zolungiso kwiSimo Sezolawulo kunyakamali ka 2023/2024 ukususela ngomhla 1 kweyeKhala 2023.

6. DISCUSSION / CONTENTS

6.1 Background

The current staff establishment of GRDM, portrays the following in relation with the Organisational Design metrics in accordance with the Municipal Staff Regulations:

CORE TO SUPPORT EMPLOYEE RATIO (80:20 / 70:30 RECOMMENDED):

- ALL DEPARTMENTS = 66:33
- ROADS DEPARTMENT = 81:19
- ALL DEPARTMENTS, EXCLUDING ROADS DEPARTMENT = 50:50

STRUCTURAL LAYERS | MUNICIPAL MANAGER DEPARTMENT:

The department currently has 6 Layers under the Municipal Manager:

- EXECUTIVE PA
- EXECUTIVE MANAGER: CORPORATE SERVICES
- EXECUTIVE MANAGER: FINANCIAL SERVICES
- EXECUTIVE MANAGER: COMMUNITY SERVICES
- EXECUTIVE MANAGER: PLANNING & ECONOMIC DEVELOPMENT
- EXECUTIVE MANAGER: ROADS AND PUBLIC TRANSPORT
- STRATEGIC MANAGEMENT SERVICES (Administrative Officer, LEGAL MANAGEMENT SERVICES, LEGAL COMPLIANCE & COUNCIL SECRETARIAT SERVICES & POLITICAL SUPPORT SERVICES REPORTS STRATEGIC MANAGEMENT SERVICES)

STRUCTURAL LAYERS | CORPORATE SERVICES DEPARTMENT:

The department currently has 5 Layers under the Executive Manager:

- PA TO EXECUTIVE MANAGER
- ICT SERVICES
- HUMAN RESOURCES SERVICES
- COMMITTEE SERVICES
- RECORDS, ARCHIVES, FLEET, SECURITY AND AUXILIARY SERVICES

STRUCTURAL LAYERS | FINANCIAL SERVICES DEPARTMENT:

The department currently has 6 Layers under the Executive Manager:

- PA TO EXECUTIVE MANAGER
- ADMINISTRATIVE OFFICER
- INCOME, EXPENDITURE, REMUNERATION & BANK RECON SERVICES
- STORES, DATA AND SUPPLY CHAIN
- BTO, AFS & ASSETS
- FINANCIAL SUPPORT

STRUCTURAL LAYERS | COMMUNITY SERVICES DEPARTMENT:

The department currently has 4 Layers under the Executive Manager:

- PA TO EXECUTIVE MANAGER
- MUNICIPAL HEALTH & ENVIRONMENTAL SERVICES
- DISASTER MANAGEMENT SERVICES
- FIRE & RESCUE SERVICES

STRUCTURAL LAYERS | PLANNING & ECONOMIC DEVELOPMENT SERVICES DEPARTMENT:

The department currently has 6 Layers under the Executive Manager:

- PA TO EXECUTIVE MANAGER
- DISTRICT IDP SERVICES
- DED & TOURISM SERVICES
- EPWP, RURAL DEVELOPMENT & JOB CREATION SERVICES
- PROJECTS, PROPERTIES, FACILITIES & RESORTS MANAGEMENT SERVICES
- BULK INFRASTRUCTURE/ HUMAN SETTLEMENTS SERVICES

It is proposed that Bulk Infrastructure and Human Settlements be combined into one Section.

STRUCTURAL LAYERS | ROADS & PUBLIC TRANSPORT SERVICES DEPARTMENT:

The department currently has 6 Layers under the Executive Manager:

- PA TO EXECUTIVE MANAGER
 - RECEPTION/PUBLIC COMPLAINTS
 - HUMAN RESOURCES POSITION
 - TECHNICAL PLANNING & PUBLIC TRANSPORT SERVICES
 - ADMINISTRATIVE SUPPORT SERVICES
 - MAINTENANCE, CONSTRUCTION, REGRAVEL & MECHANICAL SERVICES
-

SUMMARY ON STRUCTURAL LAYERS:

According to the Organisational Design metrics, GRDM as a Category C Municipality should have 5-6 layers:

Dimension	Category C
Structural layers	Five to Six (5-6) layers.

STRUCTURAL LAYERS (ALL DEPARTMENTS)		
DEPARTMENTS	GRDM STATUS	COMPLY (YES/NO)
MUNICIPAL MANAGER	6	YES
CORPORATE SERVICES	5	YES
FINANCIAL SERVICES	6	YES
COMMUNITY SERVICES	4	YES
PLANNING & ECONOMIC DEV SERVICES	6	YES
ROADS & PUBLIC TRANSPORT SERVICES	6	YES

STRUCTURAL SHAPE:

STRUCTURAL SHAPE (ALL DEPARTMENTS)				
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	OCCUPATIONAL CATEGORIES	COMPLY (YES/NO)
STRATEGIC	1%	1,05%	MM & Executive Managers (6)	YES
MANAGERIAL	5-15%	4,36%	Managers (excl MM & Executive Managers) (25)	NO
SPECIALIST	30-55%	28,27%	Professionals, Tech & Associates (162)	NO
OPERATIONAL	15-30%	66,32%	Plant & Machine, Clerical, Elementary, Service & Sales (380)	NO

STRUCTURAL SHAPE: ROADS DEPARTMENT				
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	OCCUPATIONAL CATEGORIES	COMPLY (YES/NO)
STRATEGIC	1%	0,34%	Executive Managers X 1	YES
MANAGERIAL	5-15%	1,35%	Managers (excl Executive Manager) (4)	NO
SPECIALIST	30-55%	16,84%	Professionals, Tech & Associates (50)	NO
OPERATIONAL	15-30%	81,48%	Plant & Machine, Clerical, Elementary, Service & Sales (242)	NO

STRUCTURAL SHAPE (EXCLUDING ROADS DEPARTMENT)				
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	OCCUPATIONAL CATEGORIES	COMPLY (YES/NO)
STRATEGIC	1%	1,81%	MM & Executive Managers, excl Roads (5)	NO
MANAGERIAL	5-15%	7,25%	Managers (excl MM & Executive Managers) (20)	YES
SPECIALIST	30-55%	40,58%	Professionals, Tech & Associates (112)	YES
OPERATIONAL	15-30%	50,36%	Plant & Machine, Clerical, Elementary, Service & Sales (139)	NO

SPAN OF CONTROL:

SPAN OF CONTROL (ALL DEPARTMENTS)			
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	COMPLY (YES/NO)
MM	6-8	11	NO
DIRECTORS (EXECUTIVE MANAGERS)	5-6	4-7	NO
MANAGERS (SECTION HEADS)	4-5	1-10	NO
DIVISIONAL MANAGERS	4-5	1-7	NO
SUPERVISORS	9-12	1-15	NO

SPAN OF CONTROL: ROADS DEPARTMENT			
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	COMPLY (YES/NO)
DIRECTOR (EXECUTIVE MANAGER)	5-6	6	YES
MANAGERS (SECTION HEADS)	4-5	4	YES
DIVISIONAL MANAGERS	4-5	1-6	NO
SUPERVISORS	9-12	1-15	NO

SPAN OF CONTROL (EXCLUDING ROADS DEPARTMENT)			
	STAFF REGULATIONS SPECIFICATION	GRDM STATUS	COMPLY (YES/NO)
MM	6-8	10	NO
DIRECTORS (EXECUTIVE MANAGERS)	5-6	4-7	NO
MANAGERS (SECTION HEADS)	4-5	1-10	NO
DIVISIONAL MANAGERS	4-5	1-5	NO
SUPERVISORS	9-12	1-7	NO

6.2 Discussion

Consultation meetings took place with the following Departments regarding organisational structure proposals, current vacancies and outstanding job descriptions:

- CORPORATE SERVICES, 29 SEPTEMBER 2022
- COMMUNITY SERVICES, 3 OCTOBER 2022
- PLANNING & ECONOMIC DEVELOPMENT SERVICES, 4 OCTOBER 2022
- FINANCIAL SERVICES, 6 OCTOBER 2022
- OFFICE OF THE MUNICIPAL MANAGER, 08 MAY 2023
- MANCOM, 05 JUNE 2023
- Workplace and Restructuring Committee Meeting: 06 June 2023

These meetings were also attended by the IDP Manager, Union representatives (SAMWU & IMATU) and the BTO Section from the Financial Services Department to ensure alignment with the budget and Integrated Development Plan.

The Roads Services Department was in their consultation process with the Department of Roads and Transport regarding their structure proposals and received the approval early December 2022. The department's structure was approved by Council on 25 January 2023.

The Department of the Municipal Manager confirmed that they will consult further on their structure after a meeting held with them on 8 May 2023, and subsequently suggest that the other departments in relation to the determination of structural layers shouldn't be part of that process, as each department are assessed on their own department structural layer. What makes the compliance particularly challenging for the Department of the Municipal Manager is that all other Executive Managers are counted as part of this department. When you add these Executive Managers to all other Managers reporting to the MM, the number goes beyond the provisions of the staff regulations.

If it is accepted that all other Executive Managers must be counted as staff in the Department of the Municipal Manager, an investigated should be embarked upon to see if its not better to rather have an Executive Manager in the Department of the Municipal Manager and all Managers in the department should report to that person. This will solve the current non compliance challenge.

On 9 May 2023 another email request was send to the Executive Managers for further structure inputs, but none was received.

The following inputs were received from Departments:

MUNICIPAL MANAGER DEPARTMENT

That the following reporting lines be changed:

- That the Sections of Legal Management Services, Legal Compliance & Council Secretariat Services & Political Support Services, report directly to the Strategic Manager.

COMMUNITY SERVICES DEPARTMENT

That the following position be removed from the structure:

- Disaster Management Section: 9 x Senior Disaster Management Coordinators be removed to only have 3 x Senior Disaster Management Coordinators (1xKannaland, 1xBitou and 1xMossel Bay), reporting to the Senior Disaster Management Practitioner.

CORPORATE SERVICES DEPARTMENT

- **ICT Section:**

That the following reporting lines be changed:

- That the 1 x ICT Consultant reporting line change from the ICT Professional to the Senior ICT Processional.

- **Committee Services Section:**

- That the Jnr Translator post remain on the structure.

- **HR Section:**

- Gender Focal Person – to be allocated in the Office of the Mayor under the Head: Executive Support as specialized projects.
-

PLANNING AND ECONOMIC DEVELOPMENT SERVICES DEPARTMENT

It is proposed that Bulk Infrastructure and Human Settlements be combined into one Section.

UNFUNDED VACANCIES

To comply with the regulations in Chapter 3 of the Municipal Staff Regulations, that every municipality must fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant. It is further recommended that the following unfunded posts be removed from the structure, except for the Financial Services Department's positions, in order for the newly appointed Executive Manager: Financial Services to address his Department's structure at a later stage:

NR	DEPARTMENT	DIVISION	SECTION	DESIGNATION	POST LEVEL	COST TO COMPANY SALARY P/A	FORMER INCUMBENT	VACATED DATE
1	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER CENTRE	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
2	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER CENTRE	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
3	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER CENTRE	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
4	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER CENTRE	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
5	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER CENTRE	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
6	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER RISK REDUCTION	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
7	COMMUNITY SERVICES	DISASTER MANAGEMENT	DISASTER RISK REDUCTION	DISASTER MANAGEMENT COORDINATOR	T12	517687.80	NEW POST	01/07/2018
8	CORPORATE SERVICES	COMMITTEE SERVICES	COMMITTEE SERVICES	COMMITTEE OFFICER	T10	377752.92	MATTHEWS R	30/11/2020
9	CORPORATE SERVICES	COMMITTEE SERVICES	COMMITTEE SERVICES	COMMITTEE OFFICER	T10	377752.92	JOSEPHS AM	31/01/2022
10	CORPORATE SERVICES	REGISTRATION ARCHIVES	ARCHIVES RECORDS	SECURITY GUARD	T5	209145.60	NEW POST	1/06/2020
11	PLANNING & ECONOMIC DEVELOPMENT	BULK INFRASTRUCTURE	BULK INFRASTRUCTURE	MANAGER: BULK INFRASTRUCTURE	T16	1000572.24	VAN DER MERWE SG	30/11/2016
12	PLANNING & ECONOMIC DEVELOPMENT	EPWP, RURAL DEV&JOB CREATION	PROJECTS,SUPPORT &SKILLS	EPWP COORDINATOR:PROJECTS, SUPPORT & SKILLS DEV	T11	437784.36	NEW POST	1/7/2021
13	PLANNING & ECONOMIC DEVELOPMENT	EPWP, RURAL DEV&JOB CREATION	PROJECTS,SUPPORT &SKILLS	CHIEF CLERK: DATA CAPTURER	T7	278226.24	NEW POST	1/10/2019
14	PLANNING & ECONOMIC DEVELOPMENT	PROJECTS, PROPERTIES, FAC	PROJECTS ADMIN	ADMINISTRATIVE OFFICER	T10	377752.92	NEW POST	1/10/2021
15	PLANNING & ECONOMIC DEVELOPMENT	PROJECTS, PROPERTIES, FAC	RESORTS CALITZDORP SPA (MAINT)	HANDYMAN	T6	206982.96	DE BEER V	5/8/2010
16	PLANNING & ECONOMIC DEVELOPMENT	TOURISM & DED SERVICES	INVESTMENT PROMOTION	INVESTMENT COORDINATOR	T14	764446.56	NEW POST	1/7/2017
17	PLANNING & ECONOMIC DEVELOPMENT	TOURISM & DED SERVICES	LED	LED OFFICER	T12	517687.80	DYANTYI R	1/11/2017

	DEVELOPMENT							
18	PLANNING & ECONOMIC DEVELOPMENT	TOURISM & DED SERVICES	SMME DEVELOPMENT	SMME DEVELOPMENT COORDINATOR	T14	764446.56	NEW POST	1/7/2017

6.7 Financial Implications

As per 2022/2023 budget.

6.8 Legal Implications

MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 OF 2000)

THE REGULATIONS ON APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS, GOVERNMENT NOTICE NO 37245, DATED 17 JANUARY 2014
MUNICIPAL STAFF REGULATIONS

6.5 Staff Implications

As per structure proposals provided.

6.6 Previous / Relevant Council Resolutions:

Previous Council resolution on approved 2022/2023 Organisational Structure, 22 June 2022 (E9/06/22).

6.7 Risk Implications

- Non-compliance to the Municipal Staff Regulations.
- Failure to maintain Organizational Structure.

BACK TO AGENDA

SPECIAL COUNCIL**09 JUNE 2023****1. VARIOUS HR POLICIES FOR COUNCIL APPROVAL / *VERSKEIDENHEID MENSLIKE HULPBRONNE BELEIDE VIR GOEDKEURING*****REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (MS B HOLTZHAUSEN)
/ ACTING MANAGER: HUMAN RESOURCES (C SCHEEPERS)****2. PURPOSE**

To submit HR Policies as workshopped with relevant stakeholders for Council's approval.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The following policies were discussed and workshopped at council workshop on the 18 April 2023.

1	INDUCTION/ ONBOARDING POLICY
2	TRANSPORT ALLOWANCE FOR ESSENTIAL USER SCHEME
3	SMOKING POLICY
4	REMOTE WORKING POLICY
5	OCCUPATIONAL HEALTH AND SAFETY POLICY

The following Policy were referred back:

1. Substance Abuse/Drug Management

5. RECOMMENDATIONS

That the following policies be approved:

- Induction/Onboarding Policy
- Travel Allowance for Essential User Scheme Policy
- Smoking Policy
- Remote Working Policy
- OHS Policy

AANBEVELINGS

Dat die volgende beleide goedgekeur word:

- *Induksie beleid*
- *Reis Verblyf vir Essensiële Gebruikerskema Beleid*
- *Rookbeleid*
- *Beleid rakende die werk vanaf tuiste*
- *Beroepsgesondheid- en Veiligheidsbeleid*

6. DISCUSSION / CONTENTS

As outlined in the executive summary.

6.1 Background

As outlined in the executive summary.

6.2 Discussion

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.

6.3 Financial Implications

As per approved budget

6.4 Legal Implications

The absence of policies or outdated policies have serious Legal implications. The Policies and frameworks are guided by the following legislation:

- Constitution of the Republic of South Africa Act, Act No. 108 of 1996.
- Municipal Finance Management Act, Act No. 56 of 2003
- Municipal Structures Act, Act No. 117 of 1998
- Municipal Systems Act, Act No. 32, of 2000
- Labour Relations Act 66 of 1995

- Skills Development Act 97 of 1998
- Employment Equity Act 55 of 1998
- Garden Route District Municipality - Delegations of Authority
- South African Local Government Bargaining Council (SALGBC) Collective Agreements
- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
- National Archives and Record Service of South Africa Act, Act No. 43 of 1996
- National Archives Regulations and Guidance
- Promotion of Access to Information Act, Act No. 2 of 2000
- Protection of Personal Information Act, Act No. 4 of 2013

6.5 Staff Implications

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

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision to implement the HR Policies. The absence of HR Policies and outdated policies can impose serious risks on the municipality.

ANNEXURE A

Induction/Onboarding Policy

ANNEXURE B

Transport Allowance for Essential User Scheme Policy

ANNEXURE C

Smoking Policy

ANNEXURE D

Occupational Health and Safety

ANNEXURE E

Remote Working Policy

ANNEXURE F

Health and Safety Policy



INDUCTION/ON-BOARDING POLICY

Date Approved: DD MM YYYY

Council Resolution DC ????/??/??

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1. INTRODUCTION & PURPOSE

1.1 Induction and On-boarding of staff is imperative to ensure —

- (a) the comprehensive introduction of newly appointed staff members to the processes and procedures, ethos and culture of Garden Route District municipality (GRDM);
- (b) that staff members are assisted to become productive in the shortest time possible; and
- (c) the long-term retention of staff members;

1.2 Induction and On-boarding are important components of GRDM's recruitment and selection, capacity building and retention of staff strategies and procedures.

2. LEGAL FRAMEWORK

There are several national laws and policies which impact on how Garden Route District Municipality approaches education, training and development. The legislation includes:

- Occupational Health & Safety Act, 85 of 1993
 - Constitution of the RSA
 - 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
 - Local Government Municipal Systems Act, 2000
 - Municipal Staff Regulations
 - Main Collective Agreement
 - Western Cape Main Collective Agreement
 - Labour Relations Act
 - Local Government Municipal Finance Management Act
 - *White Paper on Post School Education and Training, November 2013*
 - *Continuous Education and Training Act, 16 of 2006*
 - Garden Route District Municipality Human Resources Management and Human Resource Plan (2021-2026)
-

These laws and policies underpin and inform Garden Route District Municipality's Education, Training and Development Policy Framework.

3. SCOPE OF THIS POLICY

This policy applies to all newly appointed employees at the Garden Route District Municipality;

4. POLICY

4.1. Induction requires all new municipal staff members to attend GRDM's Organisational and Departmental/On boarding programmes within the first month/ quarter of commencing employment.

4.2 The outcomes of the Induction & On boarding programme is to have the new employees having a clear understanding of the operations of GRDM, as well as its structure, strategy, objectives and culture.

4.3 GRDM uses the Induction and On- boarding programmes to:

- (a) welcome new employees to the Organisation in a practical way which projects a positive image of the municipality;
- (b) Present the employee to the working environment and his or her colleagues;
- (c) Enable the integration into the GRDM's world of work such as the job functions, the department, team and the municipality as a whole;
- (d) provide the new employee with comprehensive information about the municipality's policies, health and safety requirements, procedures, facilities, and services;
- (e) Include performance standards, expectations and required code of conduct for effective job performance;
- (f) create a solid foundation for the employee to embrace the challenges of the post and to build commitment to the municipality; and
- (g) provide a conducive environment for effective communication

5. PROCESSES

5.1 Pre-arrival

- (a) Prepare an information pack for the new staff member prior to arrival containing at least the following information:
 - (i) Welcome letter from the Municipal Manager and Head Of Department;
 - (ii) Offer letter and details of package;
 - (iii) Overview of benefits;
 - (iv) Code of conduct;
 - (v) Job description;
 - (vi) Start date, where and whom to report to;
-

(vii) Recruitment specialist contact name.

- (b) One week before commencement of duty, the Supervisor should give the new employee staff member a courtesy call.
- (c) Prior to the arrival of the new staff member (i.e., a day or two before the new staff member commences employment), the Human Resource/ supervisor should inform reception and the relevant team that the new staff member will be joining and provide information regarding the staff member's arrival in order to ensure a welcoming first day. The Human Resource / supervisor should ensure that reception knows that the new staff member will be arriving, and can direct the staff member to his or her new work station.

5.2 Prepare workstation:

Ensure that the work area or desk is free and clean and provide some stationery. If the staff member requires a personal computer, arrange one and facilitate password access. Parking should also be organised as well as GRDM access cards.

5.3 First and second day orientation:

This should be arranged and managed by Human Resources and the relevant supervisor. The orientation should entail the following:

- a) Provide a workplace tour: Provide a guided tour of the municipality's work areas with which the staff member will have most contact, as well as staff and office facilities. Introduce the staff member to colleagues.
 - b) Support provided for general administration (personnel file created, payroll record created, benefits explained and finalised, uniform and work tools assigned, computer and e-mail address set up, telephone activated, keys and access cards provided, stationery and business cards issued, parking assigned).
 - c) The staff member must receive the employment contract as well as copies of the municipality's policies and be requested to sign the employment contract and a copy of it which he or she may keep.
 - d) Arrangements should be made for the staff member to meet supervisor for detailed discussion of—
 - (i) expectations (for example, KPAs);
 - (ii) work timetable and tasks for the following two weeks;
 - (iii) accountability framework (meetings and reporting lines).
 - (iv) information on the department that he or she will be joining. This will include the organisational structure of the department, the role of
-

the department and how it fits into the larger organisational structure, as well as its strategic drivers. The supervisor must also discuss the new staff member's role and how it fits into the municipality, provide him or her with specific tasks for the weeks ahead, identify any courses or events that the new staff member should attend and make the required bookings.

5.4 Schedule participation in Organisational induction programme:

5.4.1 The induction programme takes place over a 2- day session, at the end of the month or every quarter in order to:

- a) understand the municipality and its integrated development plan;
- b) understand the structures of the municipality;
- c) understand the vision and strategy of the municipality;
- d) acquire insight into and understand the municipality's culture – "the way we do things" –and the municipality's values through presentations of functional areas;
- e) obtain an overview of policies and the staff member's rights and obligations;
- f) meet peers from other departments; and
- g) discuss performance and reward management and how it affects the staff member.

5.4.2 Induction for Middle management Staff levels in the municipality, the following actions shall be included:

- a) meeting the Senior manager to agree on a written performance agreement with clear and realistic goals so that he or she has an early sense of what is expected of him or her and to negotiate realistic timeframes for the new staff member to assume responsibility;
- b) providing guidance on managing relationships and coming to grips with the challenges and requirements of the new environment; and
- c) additional content into a one-day on-boarding and induction workshop that encompasses—
 - d) an overview of legislation;
 - e) financial management, risk management, and corporate governance;
 - f) managing and leading people;
 - g) the municipality's middle manager competencies; and
 - h) leadership behaviours.

6. POLICY REVIEW

This policy will be reviewed annually.

7. REFERENCES

This policy shall be read in conjunction with the following policies:

- a) Education, Training and Development policy
- b) Terms of Reference of Education, Training & Development Committee
- c) Recruitment and Selection policy
- d) Main Collective Agreement
- e) Conditions of Service Collective Agreement
- f) Basic Conditions of Employment Act

8. ACKNOWLEDGEMENT & APPROVAL

This Policy shall take effect on the date of approval thereof by resolution of the Council.

9. ANNEXURES

- a) Organisational Induction programme
 - b) Organisational Induction evaluation form
-

ANNEXURE: A

Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

PROGRAMME: INDUCTION

DATE:	TIME: 08:30 - 16:15	VENUE:
Time	Topic	Responsible
08h30	Opening and Welcoming	
08h45	Introductions	
09h00	Overview and Background: General	
09h20	IDP	
10h00	TEA BREAK	
10h15	Collective Agreement	
10h45	SAMWU	
10H50	IMATU	
10h55	Fringe Benefits/Recognition & Rewards	
11h15	Leave	
11h35	Task	
11h45	Policies	
12h00	Labour relations: Code of Conduct/ Disciplinary/Grievance Procedures	
13h00	LUNCH	
13h00	Occupational Health & Safety	

13h30	EAP	
13h40	Training & Development	
14h00	Employment Equity	
14h30	Communication	
14h50	EPWP	
15H00	TEA BREAK	
15H15	Practical Session	
15h30	Evaluation	
16h00	Closure	

DATE: _____

TIME	TOPIC	RESPONSIBLE PERSON
08h30	Opening	
08h35	Supply Chain Management	
08h45	Registry & Archives	
09h00	Assets	
09h10	Municipal Health & Environmental Services	
09h30	District Economic Development	
09h45	Tourism & Resorts	
10h00	TEA BREAK	
10h15	Disaster Management	
10h45	Performance Management System	
11h00	IT Policy	
11h20	Legal Section	
11h45	My Disclosure	
12H00	LUNCH	

12h30	Internal Audit	
12H45	Committee Services	
13h15	Human Settlements	
13h45	Practical session & Evaluation	
14h00	Main Office Tour	
14h30	CLOSURE	

ANNEXURE: B

Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

INDUCTION PROGRAMME: Evaluation

DATE:	TIME:	VENUE:			
TOPIC	RATING				COMMENTS
	Poor	Average	Good	Excellent	
Opening and Welcoming					
Introductions					
Overview and Background: General					
IDP					
Collective Agreement					
SAMWU					
IMATU					
Fringe Benefits					
Leave					
Task					
Policies					
Labour Relations					
OHS					
EAP					
Training & Development					

Employment Equity					
Communication					
Supply Chain Management					
Registry and Archives					
Assets					
Municipal Health & Environm Services					
District Economic Development					
Tourism/Resorts					
Disaster Management					
Performance Management					
ICT					
Legal Section					
MyDisclosure/Eunomia					
Internal audit					
Committee Services					
Human Settlements					
Venue					
Catering					

Any other comments:



ESSENTIAL USERS SCHEME

Date
Approved:

DD MM YYYY

Council
Resolution

DC ?/?/?/?/?/?

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1. INTRODUCTION

The Essential Motor Allowance Scheme is a car allowance paid to employees whose job requires them to use their private vehicles for work on a daily and continuous basis. The allowance is paid in monthly instalments. In addition to the allowance, reimbursement is made for necessary business kilometres travelled.

2. LEGAL FRAMEWORK

- 2.1 Labour Relations Act (Act 66 of 1995, as amended)
- 2.2 Income Tax Act
- 2.3 Basic Conditions of Employment Act (Act 75 of 1997, as amended)
- 2.4 Municipal Systems Act (Act 32 of 2000, as amended)
- 2.5 Municipal Finance Management Act (Act 56 of 2003, as amended)

3. PURPOSE OF THIS POLICY

The purpose of the Essential Motor Allowance Scheme is to provide for an operational allowance to be attached to a position where the execution of the functions and duties of such position necessitate the daily and continuous use of a vehicle and where the Municipality cannot provide an appropriate Municipality owned or leased vehicle; and for the payment of the allowance to the incumbent of a designated essential user position where the individual employees, in terms of the provisions of this system and procedure, provide and use their private vehicles for the execution of the duties attached to such position.

4. SCOPE OF THIS POLICY

This policy will apply to positions on T-grades 13 and lower where the execution of the functions and duties of such position necessitate the daily and continuous use of a vehicle.

5. POLICY

5.1 Application

- 5.1.1 The transport allowance scheme shall apply within the area of jurisdiction of the Industrial Council for Local Authority Undertaking of the Province of the Cape of Good Hope (the "Industrial Council") to employees (excluding Chief Executive Officers) and employer members of the CPLAEO.
 - 5.1.2 The scheme shall provide for participation by employees who are permanently employed by the local authority and who at the discretion of the local authority, as further determined herein, need private transport in carrying out of official duties. Admission to and participation in the scheme
-

shall therefore be determined on the basis of the need for transport for official purposes.

5.1.3 That 3 months maternity leave be excluded from the 12 month annual average allowance calculation for female employees on the Essential Users Scheme, who were on maternity leave.

5.1.4 That maximum 3 months absence from work, be excluded from the 12 month annual average allowance calculation for any other employees on the Essential Users Scheme, who were on long term absence.

5.2 Implementation and exemption

5.2.1 This transport allowance scheme for essential users shall come into force from the beginning of the second month that follows the date of acceptance of the scheme provided that motivated applications for exemption may be submitted in writing to the Industrial Council, and if these are approved, the application of the scheme shall, in accordance with Industrial Council resolution, be suitably amended in respect of the successful applicant.

5.2.2 Where a local authority at present applies an essential user scheme that is more advantageous to the employees than this scheme, the employees shall retain the former scheme as contractual to incumbent as long as they are employed by the Council or may exercise a single option to accept the new scheme. All new appointments must, however, be appointed on the conditions of this scheme. If a local authority wants to apply its existing (better) scheme to its new appointments as well, it must apply to the Industrial Council for exemption.

5.3 Duration of transport allowance scheme

As confirmed by SALGA.

5.4 Vehicle Loan

No employee shall in any way be entitled to an internal loan from the local authority by which he is employed.

5.5 Basis of calculation

5.5.1 Remunerative transport allowances in terms of this scheme shall be calculated on the basis of a "standard vehicle". For the purposes of the scheme "standard vehicle" means a standard model 1400 cc four-door

sedan and "standard vehicle price" means the average retail purchase price on 1 July of every year of the cheapest standard model 1400 cc and 1600 cc four-door sedan as determined by the Industrial Council. The standard vehicle price shall apply as basis of calculation from the beginning of July that follows on the above-mentioned date of price calculation to the end of the following June. This shall be a basis of calculation only and shall not imply any requirement to purchase a specific vehicle.

5.5.2 If an employer expects an employee to carry out duties that functionally require a vehicle that differs fundamentally from the defined standard vehicle, the definition of "standard vehicle price" shall, for the purposes of the calculation of the allowance in appropriate cases as identified beforehand by the employer, be amended by substituting "1600 cc for 1400 cc".

5.5.3 If an employer expects an employee to carry out duties that functionally require a vehicle that requires an engine capacity higher than 1600 cc, the employer must apply to the Industrial Council for exemption in terms of clause 5.2 for a deviation from the definition of standard vehicle and standard vehicle price.

5.6 Ad hoc transport allowance

5.6.1 When an employee has to use his own private transport on a casual or temporary basis and subject to availability, for the carrying out of official duties by express order of his departmental head or other employee with the delegated authority to order such use of private transport, he shall receive an ad hoc remunerative allowance.

5.6.2 The ad hoc transport allowance shall be calculated according to the distance recorded in the employee's log, subject to clause 5.6.3 hereafter, in respect of each journey that was ordered with authorisation, multiplied by the sum, according to the AA tariff in cents per kilometre, of-

(a) The average running costs for fuel and maintenance of the standard vehicle; and

(b) The average fixed car costs in accordance with the standard vehicle price calculated on the 14 000 column, which fixed costs shall consist of the following elements: depreciation, interest, licensing and 50% of insurance; and if an employee must pay for parking, he shall submit proof

of his expenses in respect of the carrying out of his duties together with his recovery claim and he shall receive the full proven amount.

- 5.6.3 Any change in the AA tables shall be implemented in the month following the publication of the new tables.
- 5.6.4 Any distances exceeding 1 166 kilometres per month shall be remunerated only at the amount referred to in paragraph (a) of clause 5.6.2.

5.7 Regular Transport Allowance

- 5.7.1 A regular transport allowance shall be allocated by the employer local authority when it expects an employee to on a continuous basis travel at least three hundred kilometres per month in the carrying out of official duties and if it does not supply official transport.
 - 5.7.2 To qualify for a regular transport allowance, the employee must in the manner that his employer may reasonably require, for six consecutive months keep a log of official journeys travelled by private transport, at least including details of the date, reason, route and distance of and authorisation for each journey. Authorisation shall be expressly determined by Council beforehand. During these six months an ad hoc transport allowance shall be paid. At the end of the six months the log, the statistical monthly average kilometre distance and financial/economic information relevant to the consideration of a regular transport allowance shall be submitted to the Council of the local authority concerned for consideration of the allocation of a regular transport allowance.
 - 5.7.3 After consideration of the details referred to in clause 5.7.2 above, the Council shall either grant or refuse a regular transport allowance. Should the regular transport allowance be refused, reasons therefor must be provided in writing. Should the regular transport allowance be granted, Council shall decide on the basis of the relevant information, including the employee's motivated preference, whether it will be in the form of a fixed transport allowance or a calculated transport allowance, and reasons for this shall be provided. The employee or employees' association shall have the right to appose the decision of Council through the normal channels of the Labour Relations Act.
 - 5.7.4 A monthly fixed transport allowance shall be calculated at a fixed monthly kilometre distance as determined by Council in terms of the details provided
-

under clause 5.7.2 above, multiplied by the sum of paragraphs (a) and (b) of clause 5.6.2, provided that the fixed monthly kilometre distance does not exceed 1 166 kilometres, subject to the provisions of clause 5.2 and 5.10.

5.7.5 A monthly calculated transport allowance shall be calculated at the actual distance travelled for official purposes by private transport and recorded in a log in the manner that the employer may reasonably require, multiplied by the sum of paragraphs (a) and (b) of clause 5.6.2, provided that any distance exceeding 1 166 kilometres per month shall be remunerated only at the amount referred to in paragraph (a) of clause 5.6.2.

5.7.6 A private appropriate vehicle must be made available daily by the employee for his use in the carrying out of his official duties.

5.8 Insurance

An employee must submit written proof of comprehensive insurance annually.

5.9 Defined area

5.9.1 Each local authority shall locally determine by agreement between the parties the boundaries of the area within which official journeys will ordinarily take place and within which the log of the six consecutive months in terms of clause 5.7.2 must be kept. This area shall be known as the "defined area". Each local authority shall have only one defined area. The regular allowance that is paid in terms of clause 5.7.4 and 5.7.5, shall only apply to official journeys within the defined area.

5.9.2 Claims for a remunerative transport-allowance for official journeys outside the defined area shall be calculated at the actual distance travelled for duly authorized official purposes by private transport and recorded in a log in the manner that the employer may reasonably require, multiplied only by paragraph (a) of clause 5.6.2 above.

5.10 Employee's own costs

5.10.1 No employee who receives a transport allowance in terms of this scheme, shall in respect of his private vehicle receive any fuel, lubricants, tyres, parts or servicing or maintenance service at the cost of his employer local authority.

- 5.10.2 No employee who receives a monthly fixed transport allowance in terms of clause 5.7.4 of this scheme, shall without express authorisation use official transport for any journey within the defined area.

5.11 Revision of transport allowance

Any employer or employee in respect of whom this scheme applies, may require in writing that the log of the six consecutive months as referred to in clause 5.7.2, be retained for revision of an allocated transport allowance in the same manner as the initial consideration in terms of clause 5.7.3, provided that any revision shall always come into force on 1 July and that written notice must be given no later than 31 March. If circumstances change drastically, with the result that the monthly fixed transport allowance as referred to in clause 5.7.4 is no longer equitable, the allowance shall be recalculated in terms of clause 5.7. The date of implementation of the recalculation shall be the first month following on the date of recalculation.

5.12 Suspension

Any employer may give six months' written notice together with reasons therefor of his withdrawal from a transport allowance in respect of a specific employee, and any employee may give six months' written notice together with reasons therefor of the withdrawal of his private transport for official journeys.

6. PROCESSES

The employee shall complete the Essential Users Agreement and provide the following relevant information:

- Copy of valid driver's licence
- Copy of registration certificate
- Proof of insurance including insurance amount and value
- Other information requested by HR

7. POLICY REVIEW

When required.

8. REFERENCES

N/a

9. ACKNOWLEDGEMENT & APPROVAL

Council Resolution

10. ANNEXURES

Essential Users Agreement



SMOKING POLICY (Review)

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

The purpose of this policy on smoking in the workplace 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 applies to and binds all Garden Route District Municipality employees, councillors and visitors in the Garden Route District Municipality premises, 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 contractors, 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 in the Municipality are non-smoking zones.

5

3. DEFINITIONS

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 a 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 another 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.

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4. OBLIGATIONS OF MANAGEMENT AND EMPLOYEES

- 4.1 The success of this policy on smoking in the workplace will depend upon the thoughtfulness, consideration and cooperation of employees who smoke and non-smokers.
- 4.2 According to the legislative framework on smoking in the workplace, management must ensure that employees who do not want to be exposed to tobacco smoke in the workplace, are protected from tobacco smoke in that specific workplace.
- 4.3 Employees may object to tobacco smoke in the workplace without retaliation of any kind. Management should manage the time utilized for smoking with great care to ensure that it does not hurt 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 to smoke, management should address the situation appropriately to ensure that the prescribed working hours are complied with. Management, as well as employees, share the same responsibility for adhering to and enforcing the policy, to comply with the applicable legislation.

5. POLICY OBSERVATIONS

- 5.1.1 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.
- 5.2.2 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".
- 5.3.3 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 are defined as including any indoor or enclosed areas and including the workplace.
- 5.4.4 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.

- 5.4.5 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.
- 5.4.6 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.
- 5.4.7 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 to order to reduce the incidence of tobacco-related illness and death.

7

7.1 ASSISTANCE FOR SMOKERS

8

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

It should be noted that smokers are being asked to resist smoking in the workplace rather than stop smoking altogether which will realize over time through assistance programmes.

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 courses, and other aid. The materials will reinforce counselling suggestions given to smokers.
- (b) Behavioural interventions: to replace old habits and patterns with new ones.

5.2 DESIGNATED SMOKING AREA

Garden Route District Municipality has the duty to identify a particular designated smoking area, where all smokers should utilize it a 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 PROSECUTED AND MAY BE LIABLE TO A FINE."

5.3 SMOKE OR SMOKING BREAKS/INTERVALS

Smokers will not be entitled to smoking breaks or intervals 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 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 and team briefing

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

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)



POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY POLICY

Date
Approved:

DD MM YYYY

Council
Resolution (DC
No):

DC ?/?/?/?/?/?/?/?

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10. Introduction

Garden Route District Municipality and its staff believe that the prevention of injuries and exposure to disease of all the employees is of paramount importance to the organisation in its quest to be a leader in health and safety. Furthermore, management acknowledges its responsibility and moral obligation to provide a safe and healthy workplace.

We will strive to be proactive in the recognition of risks with the objective of reducing exposure to injury and disease.

Involvement will be at all levels and the responsibility will be shared by everyone, to reach the objectives.

1.1 PREAMBLE

The need for the policy stems from the Occupational Health and Safety Act, 1993 which requires employers, including Garden Route District Municipality, amongst other things to develop and adopt an occupational health and safety policy.

Furthermore, this policy is intended to create a framework for decision-making in respect of human resources management as far as occupational health and safety are concerned in the municipality.

To comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993 regarding the issue and control of safety equipment/protective clothing as well as to compile a policy on the issue and control of other clothing and uniforms which is not legally compulsory

The policy is intended to:

- (a) Promote and maintain the highest degree of physical, mental, and social well-being of workers.
- (b) Prevent amongst workers, ill health caused by their working conditions.
- (c) Place and maintain workers in a working environment that is adapted to their individual physiological and psychological conditions.

- (d) Protect workers from factors adverse to their health.
- (e) Promote and maintain a working environment that is free from harassment.

2. DEFINITIONS

- **“hazard”** means a source of or exposure to danger
- **“health and safety committee”** means a committee established under section 19 of Occupational Health and Safety Act, No 85 of 1993,
- **“healthy”** means free from illness or injury attributable to occupational causes
- **“incident”** means an incident as contemplated in section 24 of the Occupational Health and Safety Act,
- **“Issue”** – means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.
- **“machinery”** means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy,
- **“medical surveillance”** means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner, or in prescribed cases, by an occupational medicine practitioner”
- **“occupational health”** means including occupational hygiene, occupational medicine and biological monitoring,
- **“occupational health practitioner”** means an occupational medicine practitioner or a person who holds a qualification in occupational health recognised as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No.56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No.50 of 1978),

- “**occupational hygiene**” means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons,
- “**risk**” means the probability that injury or damage will occur.
- “**safe**” means free from any hazard
- All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

3. Legal Framework

- Basic Conditions of Employment Act (Act 75 of 1997)
- Labour Relations Act (Act 66 of 1995)
- Municipal Systems Act (Act 32 of 2000)
- Municipal Finance Management Act (Act 56 of 2003)
- Locally negotiated agreements (LLF Resolutions)
- Occupational Health and Safety Act (Act 85 of 1993 + Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)
- Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No.56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No.50 of 1978)

4. OBJECTIVES OF POLICY

- To implement an Occupational Health and Safety Programme
- To be aware of all risks and changes in risk factors in areas regarded as high risk
- To stay abreast of legislative requirements and to meet them as far as is reasonably practicable
- To train everyone in the municipality on matters pertaining to their work and the associated risks involved
- To ensure the knowledge and information available is adequate to achieve these objectives

- To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- To partake actively in the accident/incident prevention programme.
- Employees exposed to OHS Act injuries must be issued with protective clothing at all times.

5. Scope of this Policy

This policy applies to all employees of the Garden Route District Municipality.

6. POLICY CONTENT

a. Medical Surveillance Programme

A Medical Surveillance Programme is used to identify and record the presence of any occupational disease and the degree of exposure. The information is used to ensure that the health of the employee will not be compromised by placement in a particular job.

Employees who have a health condition which will or could be compromised will not be placed in high-risk areas. General health information, not required for the job, is used to identify health needs and the health care that the individual would require.

i. Pre-employment examination (PEM)

3 Certain employees will undergo a pre-employment medical examination prior to being appointed to a position. The position being filled will determine whether an examination is needed. The selection criteria will be the risks involved, determined by the job and results kept confidential. The inherent medical requirements will be used to ensure non-discrimination results.

A declaration will be signed by the prospective employee accepting the conditions of the Medical Surveillance Programme and any resulting testing required.

The Manager will be notified of the suitability of the prospective employee.

ii. Periodic Screenings

4 Employees working in specific areas or shifts will undergo screening at various intervals, depending on the health risk profile to risk – e.g. drivers will be examined annually. A certificate of fitness will be issued.

iii. Transfer Screenings

5 Employees are only screened for the job they are initially placed in. This means that they will not necessarily be suitable to work in another area, except if they are required to be multi-skilled and work in all areas. Thus any employee requiring or applying for transfer would first undergo an assessment to ensure suitability.

b. Legislative Compliance

The Council will follow all aspects of the Occupational Health and Safety Act no. 85 of 1993 and its Regulations, including any other mentioned documents (i.e. SABS codes). Where specific compliance or risk exists, company rules and procedures will apply.

Any training done with respect to the legislation or company health and safety programme, policies and procedures will be noted and kept on file. Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

c. Injury Reporting

In terms of the Occupational Health & Safety Act no. 83 of 1993, all injuries and incidents must be reported immediately or as soon as practically possible, for assessment, recording; or possibly investigation.

d. Wearing of Personal Protective Clothing (PPE)

Various occupations will be identified in the job specification as requiring PPE to be worn by the employees. Employees will be required to sign for the PPE follow the procedure and under the o training required for correct usage.

Where Safety clothing or equipment has been issued, it will be seen as an offence if these are not always worn, and thus disciplinary action, according to the disciplinary code, will be taken on non-compliance.

e. Hazardous Chemical Substance in Daily Use

Material Safety Data Sheets will be available regarding the safe use, storage etc, of all chemical substances in use on site. Each department will have the relevant information in an accessible file and ensure the necessary training, according to Section 13 of the Occupational Health & Safety Act & Regulations, is given to all.

6.1 Health and Safety Procedures

6.1.1 Workplace Safety and Protective Clothing Rules:

Your safety is the constant concern of this GRMD Municipality. Every precaution must be taken to provide a safe workplace. Occupational Health and Safety Officer makes regular inspections and holds regular safety meetings. He or She also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for disciplinary actions. Garden Route District Municipality is sincerely concerned for the health and wellbeing of each member employee. The cooperation of every employee is necessary to make GRDM Municipality a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, and posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

(a)Accident reporting: Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

(b)Specific safety rules and guidelines: To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in a possible fracture to the legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pullbacks, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc.
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.

- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil-moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilt liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

(c) Safety checklist: It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads

- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

(d) Safety equipment: Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for the loss or destruction of these articles only when it occurs through negligence.

(e) Safety shoes: GRDM Municipality will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

(f) Safety glasses: The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

(g) Seat belts: All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on GRDM Municipality business. The driver is responsible for seeing that all passengers in the front and rear seats are buckled up.

(h) Good housekeeping. Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon customer contact.

(i) Wear and use of issues: Employees are compelled to wear and use the relevant issues. Departmental Heads are responsible as stipulated in Section

16(2) of Act 85 of 1993. Supervisors, Occupational Health Safety Officers and safety representatives will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.

- (j) Cleaning:** Cleaning, washing and ironing of issues are the responsibility of the employee. Abnormal circumstances can be referred to the Municipal Manager or his assignee for consideration.
- (k) Ownership:** All issues issued for a specific cycle remain the property of the Council during that cycle. All issues of equipment remain the property of the Council and must be marked in such a way that the date of issue can be determined. When an item is replaced, such item, when replaced, will be taken in and subsequently destroyed.
- (l) Undertaking in writing:** All employees must undertake in writing to wear and use all issues before an issue can take place.
- (m) Termination of service:** When an employee leaves the Council's service, Managers must see to the return or retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the Manager: Human Resources, as determined in the employee's service contract.
- (n) Induction training:** All new employees must be properly informed of this policy and the contents thereof, and must sign to acknowledge receipt of a copy. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the service contract.
- (o) Frequency/terms of issue:** Issues of overalls will be made annually according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as a determination of which equipment and clothing must be issued; the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn-out items is compulsory before a new issue can/may be made.

(p) Responsibility for issues: Employees who negligently lose or damage their issues will be held responsible.

(q) Disregarding of policy conditions: Disregarding the policy conditions will be dealt with in accordance with the existing disciplinary procedures of the Council.

6.1.2 Working when it Rains

Every employee who works in the open air must wear suitable protective clothing on any working day during which it rains. Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require employees who work in the open air to continue working whilst it rains, provided they wear suitable protective clothing.

The supervisor concerned must evaluate the rainfall level, extent, concentration, and the effect it has on the safety, health and qualitative production of employees working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the employees, he/she must order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter.

Should the supervisor upon his/her assessment of the weather conditions be of the view that there are slim and/or no prospects of the stoppage of rainfall, he/she may instruct the employees to abandon work and return to the relevant depot, workshop or plant.

Any employee removed from a worksite in the open air due to rain may be expected to perform other duties at the depot, workshop or plant, which will not expose her/him to rain.

6.1.3 IMPLEMENTATION AND MONITORING

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

All issues may only be done in terms of this policy of the agreed schedules, and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993).

Additions, reductions, or changes to the schedules must be motivated by the relevant Manager in writing to the Municipal Manager or his assignee.

Each department must keep a proper record of all issues to each employee and these records must be open for audit and inspection by the Manager: Internal Audit and the Occupational Health and Safety Officer.

6.1.4 COMMUNICATION

This policy, and related information pertaining to occupational health and safety, will be communicated to all Municipal employees and Councillors using the full range of communication methods available to the municipality.

6.1.5 BUDGET AND RESOURCES

Purchases and issues must be controlled by each Manager or his assignee as well as by the Storekeeper and Managers must budget as necessary.

6.1.6 ROLES AND RESPONSIBILITIES

Responsibilities of Employers:

- Identify potential hazards which may be present while work is being done, and any equipment being used.
- Ensure that plant, tools, equipment and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health.
- Establish the precautionary measures that are necessary to protect her workers against the identified hazards and provide means to implement these precautionary measures to reduce or remove the risks associated with the hazards
- Provide the necessary information, instructions, training, and supervision. Not permit anyone to carry on with any task unless the necessary pre-measured have been taken.
- Take steps to ensure that every person under his control complies with the requirements of the act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that work is done and equipment being used is under the general supervision of a worker who has been trained to understand the hazards

associated with the work and such a worker must ensure that the precautionary measures are implemented and maintained.

- Delegate responsibilities to employees appointed in terms of the Act
- Decide if employees appointed in terms of the Act may sub-delegate responsibilities.
- Provide employees appointed in terms of the Act with the appropriate information, training, facilities, and time to execute.

Duties of the Corporate Services Director

- Ensure full compliance with the OHS Act.
- Make written appointments indicating duties, functions and responsibilities
- Document all agreements relevant to OHS
- Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframes.
- Ensuring that all aspects of the program are identified and assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.

Duties of SHE Officers

- Incident Investigations
- Internal Audits
- Monitoring of legal compliance
- Training, development and facilitation of employees, reps, awareness, information, formal and informal training. Committee meetings, remedial actions, and Contractor control.
- Support structures for reps and committees
- Maintain OHS information, records and database
- Supervise COID Act execution and compliance
- Report on incidents, trends, risks

Duties of Employees

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act.
- Follow all the health and safety rules and procedures that are provided and communicated by the employer or anyone authorized or competent to do so.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- Give information to an inspector from the Department of Labour if he or she should require it.
- Formally report any incident that they were involved in or aware of that could cause a health risk or that may result in an injury.
- Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and or careless or irresponsible actions

6.1.7 RECORD KEEPING

All documentation and correspondence emanating from or related to this policy will be kept on either personal and/or record files as dictated by the nature of issue.

6.1.8 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.

6.1.9 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 LLF must be incorporated into the policy.

7. Policy Review

The policy will be reviewed every two (2) years

8. References

- a. Constitution of South Africa Act 108 of 1996
- b. Occupational Health and Safety Act No: 85 of 1993 and applicable regulations.
- c. Labour Relations Act 66 of 1995
- d. Basic Conditions of the Employment Act 75 of 1997

9. Acknowledgement & Approval

Approved by MM

Date:

SAMWU

Date:

IMATU

Date:

10. Annexures

None



REMOTE WORKING POLICY

Date Approved:

Council Resolution DC

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1. SCOPE

This policy applies to all employees and Councillors of Garden Route Municipality, the content of this policy is not intended to alter or override the terms and conditions of the employment contract entered between the Municipality and the employee.

2. DEFINITIONS

Ad hoc - less than ten days within a three-month period is considered as being on an ad hoc basis. Appropriate Council representative - an employee, IT Technician or OHS Officer who has experience in conducting workstation assessments and has knowledge of Council's workplace health and safety policies and procedures.

Council – GRDM Municipal Council.

Employees - includes permanent employees, fixed term employees, temporary employees, and councillors.

Information Technology equipment - computer, telephone, fax or other

Electronic and related equipment required to conduct work.

Furniture - chairs, desks and other furniture normally provided at the work site situated at the relevant municipal premises.

Remote-based office - an area designated in an employee's private dwelling or a remote location to perform remote-based work.

Remote-based work - the agreed duties to be performed by the employee at their remote-based office.

Executive Manager – Senior Manager reporting directly to the Municipal Manager in terms of Section 56 of the Municipal Systems Act.

Remote access - access to Council's information systems from a location not situated within a municipal office.

3. WHAT IS REMOTE WORKING

Remote working is about using the employee's identified area in the application form as a base for work instead of the employee coming into a workplace.

Garden Route District Municipality is committed to promoting flexible working in order to facilitate effective and efficient working. This policy outlines the circumstances under which the Council will allow employees to work remotely. It also details the actions required to facilitate a remote working arrangement.

- 3.1. The municipality therefore shall allow essential and non-essential services employees to work remotely subject to the following conditions:
 - 3.1.1. Only employees as approved by the relevant Executive Manager on a case-by-case basis based on the requirements of the municipality to continue services, shall be allowed to work remotely.
 - 3.1.2. This arrangement is a temporary and ad hoc arrangement, and an Executive Manager may similarly change the arrangement to work remotely if circumstances demand it.
 - 3.1.3. Each employee approved to work remotely must indicate their primary address from where they will work.
 - 3.1.4. Employees working remotely will not be allowed to leave the indicated primary address during office hours unless they are required to deliver essential work or when absolutely critical to do so in which event prior approval must be obtained from the employee's Superior.
 - 3.1.5. Employees working remotely must ensure that they are contactable during office hours on their private numbers (or official office phones).
 - 3.1.6. To ensure that employee performance will not suffer in remote work arrangements, the following shall apply:
 - 3.1.6.1. Choose a quiet and distraction-free working space.
 - 3.1.6.2. Have an internet connection that's adequate for their job if required.
 - 3.1.6.3. Dedicate their full attention to their job duties during working hours.
 - 3.1.6.4. Ensure that managers and supervisors have all their cell phone numbers.
 - 3.1.6.5. Adhere to normal break and attendance schedules agreed upon with their manager. Managers should determine long-term and short-term goals for employees to complete.
 - 3.1.7. Managers and employees working remotely should communicate frequently to discuss progress and results.
 - 3.1.8. Employees who work remotely must still comply with workplace rules and policies such as:
 - 3.1.8.1. Attendance:
Staff at remote must be reasonably available to fulfil work task remotely during working hours. If they are regularly not available, managers and Executive Managers may ask the employee to report at the municipality/office for duty.
 - 3.1.8.2. Confidentiality:
Staff must ensure whilst at remote that confidential municipal matters are not disclosed to any person.
 - 3.1.8.3. Data protection:
Employees must alert the ICT section immediately should suspicious activity be observed on our networks.
 - 3.1.8.4. Employee Code of Conduct:
Employees must note that the code of conduct still applies when working remotely. Staff shall not consume any alcohol or any other intoxicating substance during working hours whilst working remotely. The employee may be called to office urgently and he/she must be readily available.
 - 3.1.8.5. Leave arrangements:

If employees travel outside the municipal area or when they are sick, they must alert their supervisors and register leave/sick leave on the collaborator leave process (even if at remote and not available, normal vacation leave must be registered)

- 3.1.8.6. Dress code when online meetings with stakeholders, customers or partners:
Employees must ensure that they still appear in corporate attire when video conferencing with stakeholders, customers, or partners.
- 3.1.8.7. Employees must remember that laptops and other equipment that the municipality provide is municipal property. Employees must keep it safe and avoid any misuse. Specifically, employees must:
- 3.1.8.8. Keep their password protected.
- 3.1.8.9. Store equipment in a safe and clean space when not in use.
- 3.1.8.10. Follow all data encryption, protection standards and settings.
- 3.1.8.11. Refrain from downloading suspicious, unauthorized, or illegal software.

3.1.9. ICT requirements and guidelines for employees working remotely or offsite:

Please note the various scenarios and guidelines carefully.

- 3.1.9.1. General remote access for employees
- 3.1.9.2. Employees with municipal email addresses are able to access the following with any device and internet connection:
 - a) Email via webmail in the browser or the Microsoft Outlook app for their smartphone.
 - b) Use <https://outlook.office.com/> for Webmail access and ensure you log in with your username@gardenroute.gov.za or for smartphone setup.
- 3.1.9.3. Employees with municipal laptops, 3G access and remote Wi-Fi:
 - a) You can work remotely with immediate effect, subject to your Executive Managers approval
 - b) System performance will be dependent on the quality of the 3G in your area.
 - c) It is recommended that line management prioritise employees that require system access for critical or core operations to the business, with access to municipal laptops and 3G access remotely.
 - d) General. System performance/speed is dependent on the municipal system software used and might be unworkable due to bandwidth constraints. Line management should take this into consideration when approving work-from-remote options.

3.2. Benefits of Working Remotely

3.2.1. There are many benefits to working remotely, for the Council these include:

Reduced accommodation costs and better use of existing premises and resources.

- 3.2.1.1. Contributing towards the reduction of the Council's CO² emissions by reducing unnecessary employee commuting.
- 3.2.1.2. The retention of valued and skilled employees for whom the ability to work at remote is the preferred option.

- 3.2.1.3. Well-motivated staff who feel that they work for an organisation that is prepared to be flexible and which trusts them.
- 3.2.1.4. Potentially increased output and quality of work due to fewer distractions than working in an office environment.
- 3.2.1.5. Accommodation of the requirements of disabled employees or employees with temporary health conditions.
- 3.2.1.6. Promotion of a positive image as a good employer.
- 3.2.1.7. Potential to reduced costs in terms of travelling allowances.

3.2.1.7.1. For the employee these include:

- a) Increased discretion in the management of their work and personal time.
- b) Increased motivation.
- c) A saving of travel time and costs.
- d) The ability to work without distraction.
- e) Improvements in work-life balance issues.

3.2.1.8. While there are many advantages of working remotely, a detailed assessment needs to be made, by both the employee and the Council, as to whether the individual will be a suitable remote worker and whether the role to be performed is appropriate.

3.3. Types of Remote Working

There are various ways that remote working may operate, ranging from rare occasions that arise and do not form a routine, to formal arrangements that are identified as such in the contract of employment:

3.3.1. Occasional Remote Working

3.3.1.1. Taking work remote occasionally, or on an ad hoc basis, to concentrate on a particular project or task may be suitable in the following circumstances:

- 3.3.1.1.1. Where a specific task needs dedicated and focused input and/or could be dealt with more efficiently at remote e.g. saved travelling time and lack of interruptions;
- 3.3.1.1.2. Where it is difficult for staff to get in to work e.g., adverse weather, a short but unavoidable commitment at remote, or field work is being undertaken out of the office near to remote.

3.3.2. Regular remote Working

3.3.2.1. Working remotely for a percentage of the time on a regular basis, the individual would come into the office for the balance of time. This may be suitable in the following circumstances:

- 3.3.2.1.1. Where the function of the post requires little face to face contact with colleagues and/or clients
- 3.3.2.1.2. To facilitate a more flexible work pattern, perhaps to accommodate other

demands

- 3.3.2.1.3. Where an individual plans his/her work arrangement to enable the achievement of defined outputs each week/month remotely
- 3.3.2.1.4. The job involves frequent/regular outside visits.

3.3.3. Permanent remote Working

- 3.3.3.1. Working remotely 100% of the time or spending a percentage of time working remotely and making outside visits for the balance of time. This may be suitable in the following circumstances:

- 3.3.3.1.1. Where the job can be done just as effectively and efficiently remotely.
- 3.3.3.1.2. Where ICT systems exist, or can be created, to support the job at remote.
- 3.3.3.1.3. Where communications systems exist, or can be created, to support the job, and the employee effectively
- 3.3.3.1.4. The job involved frequent/regular outside visits.

3.3.4. Suitability of Remote Working

3.3.4.1. Posts

- 3.3.4.1.1. Many jobs may be considered for remote working. Generally speaking, any job that does not require time spent in one location or high visibility (e.g. to operate machinery or to deliver face to face customer care), may be adapted for remote working. Jobs that involve project work or identifiable output, or those which provide services within the community, may lend themselves to remote working. Consideration should also be given to the impact on and inter-relationship with other jobs, access by the public, access to/by colleagues, access to required information, technology, costs and savings etc.
- 3.3.4.1.2. Working remotely more is more for the professionals than it is for operational staff and those staff working with the public.
- 3.3.4.1.3. The following job characteristics may lend themselves to remote working:
 - 3.3.4.1.3.1. Defined output tasks
 - 3.3.4.1.3.2. Discrete projects or functions
 - 3.3.4.1.3.3. Relatively autonomous jobs
 - 3.3.4.1.3.4. Jobs requiring frequent travelling
 - 3.3.4.1.3.5. Jobs requiring high periods of concentration

3.3.5. Employee assessing applications to work remotely.

- 3.3.5.1. Having established the suitability of the job for remote working, the suitability of the employee needs to be considered.
- 3.3.5.2. Remote working does not suit everyone. Office dynamics and informal information flows may have a significant impact on the employee's

performance. Some employees may develop better in a traditional office environment, and those without very much experience in their role are likely to need closer supervision which would not be possible if they were working remotely. Individuals may also have a distorted view of remote working – often “rose coloured” – with little recognition or understanding of the potential drawbacks, and it is important that both the advantages and the disadvantages are considered. A trial period may be appropriate to gauge suitability before any longer-term arrangements are put in place.

3.3.5.3. Helpful personal qualities are likely to include:

- 3.3.5.3.1.1. Self-motivated.
- 3.3.5.3.1.2. Self-disciplined.
- 3.3.5.3.1.3. Enjoy the challenge of working on their own.
- 3.3.5.3.1.4. A flexible approach.
- 3.3.5.3.1.5. Able to organise working time effectively.
- 3.3.5.3.1.6. Able to work without direct supervision.
- 3.3.5.3.1.7. Confident to work away from the office environment.
- 3.3.5.3.1.8. Able to work on their own without day-to-day social interaction with colleagues.
- 3.3.5.3.1.9. Able to travel to meetings and site visits.
- 3.3.5.3.1.10. Able to “switch off” from work and maintain a proper balance between working and non-working hours.

3.4. Requests to Work remotely

- 3.4.1. The process for dealing with requests to work remotely consists of two steps. Firstly, the individual's application is assessed by their Executive Manager, focusing on whether their post and personal characteristics are suitable for remote working. The second step of the process is to assess the remote environment of the employee to identify whether it is suitable for remote working.

3.5. Application Process

- 3.5.1. Employees intending to be considered for remote working should complete the application at Appendix 1 and submit this to their Executive Manager for consideration.
- 3.5.2. The relevant Executive Manager will be responsible for considering applications to work remotely in a fair and consistent manner. One of the most important factors to consider is the individual employee's role in providing a service to the people of Garden Route District Municipality. A focus on specific job tasks should identify those tasks that can be performed away from the main office.

3.5.2.1. The following issues should be taken into consideration:

- 3.5.2.1.1. Service provided and impact upon the individual's workload and the work of the team
- 3.5.2.1.2. Does the job require long periods of uninterrupted mental concentration?

- 3.5.2.1.3. Does the job require a lot of ad hoc communication between the groups of staff?
 - 3.5.2.1.4. Can the work be measured in terms of output, or if not, is it possible to come to an agreement with the employee about the amount of time particular outputs will take?
 - 3.5.2.1.5. What will be the effect on services to the public?
 - 3.5.2.1.6. Can the work readily be undertaken at remote?
 - 3.5.2.1.7. How can the work be monitored?
 - 3.5.2.1.8. How should contact be made?
 - 3.5.2.1.9. What equipment would be required?
 - 3.5.2.1.10. What costs would be incurred?
 - 3.5.2.1.11. Is the employee likely to be suited to remote working? (see earlier section on Employee Characteristics)
- 3.5.2.2. It is the Council's Policy to view any requests for remote working in a positive light and the Council will, wherever possible and practicable, agree to the employee's request.
 - 3.5.2.3. If the request is accepted in principle, a health and safety assessment of the remote working environment must be carried out (see section titled "Assessing the Remote Environment") before a Remote Working Agreement can be drawn up.
 - 3.5.2.4. If the Executive Manager is not able to accept the application at this step, he/she should provide the employee with a written response to their request including details of the reasons for rejecting the application.
 - 3.5.2.5. It is the sole discretion of the Executive Manager to accept an application. If an application to work remotely is not approved, the relevant Executive Manager shall provide the applicant in writing with reasons for not accepting the application.
 - 3.5.2.6. All Heads of Department and Superintendents that are involved with service delivery are not supposed to work remotely.

3.6. Assessing the Remote Environment

- 3.6.1. An employee who works remotely is afforded the same protection under health and safety legislation as an employee who is office based. It is therefore vital to ensure the remote working environment is suitable before any remote working agreement is reached.
- 3.6.2. The employee needs to take personal responsibility for the health and safety aspect of remote working. An employee needs an environment at the identified working space which offers the following:
 - 3.6.2.1. Suitable "office" space, ideally a separate room but at least a dedicated space
 - 3.6.2.2. Freedom from interruptions and distractions
 - 3.6.2.3. Security and confidentiality
 - 3.6.2.4. Ability to meet Health and Safety requirements
 - 3.6.2.5. It is not considered appropriate to combine remote-based working with

dependent care. Employees will be required to demonstrate that they do not have dependent care responsibilities within their contracted working hours. In addition to this, employees need to be aware that the Council reserves the right to ask them to attend Council premises at short notice.

- 3.6.3. In order to ensure that he/she has all the relevant information, the Executive Manager may wish to meet with the employee and their manager to discuss the application prior to reaching a decision. Advice from the HR section is also available to assist Executive Manager in considering remote working applications.
- 3.6.4. If an application for remote working has been accepted in principle by the relevant Executive Manager, the employee concerned should complete a Health and Safety Remote Worker Self-Assessment Checklist (see Appendix 2) and submit this to their Executive Manager. If this assessment identifies any particular risks, it will be the responsibility of the Executive Manager, Manager and employee to discuss ways in which the risks may be minimised or eliminated. The remote environment must be deemed to be safe to work in before a remote working agreement can be drawn up/ concluded.

2

3.7. Remote Working Agreement

- 3.7.1. Providing that a request to work remotely has successfully passed the two-step assessment process outlined above, a remote working agreement should be issued to the employee (see Appendix 3). This will be issued by the HR section along with any amendment to contract that may be required (see the Contractual Terms section later in this policy).
- 3.7.2. The employee will be asked to sign and return a copy of the remote working agreement, and this will be retained on their personal file.

3

3.8. Management of Remote Working Agreements

- 3.8.1. To ensure that an employee that is working remotely is working effectively and feels part of the wider team it may be necessary for their manager to adapt his/her style of management from the conventional one based on day-to-day contact.

3.9. Communication to and Management of Remote Working Employees

- 3.9.1. Clear communication systems with remote workers are just as important as for the office-based worker. The Council has a number of electronic communication methods which would be available to remote workers, however managers may need to consider how to ensure remote working staff receive information that office-based staff receive on a face-to-face basis.
- 3.9.2. To make the scheme work effectively, there needs to be trust between the employee and the manager. However, such trust should not be a substitute for clear indicators of what managers and staff expect from work.

3.10. Provision of Equipment

3.10.1. Where appropriate, the Council may provide, install and maintain equipment to assist with remote working. Factors taken into consideration in determining appropriateness may include the frequency of remote working and whether the need for remote working has been generated by the Council or the employee.

3.10.2. The following items of equipment may be appropriate:

1. Occasional remote	2. Remote access to the Council IT servers.
3. Regular remote working	4. As above plus a PC/laptop and mobile
Permanent remote working	As above plus a printer, desk, chair, secure

3.10.3. In relation to maintaining the equipment it may be necessary for the employee to bring the equipment in to the Council's offices or to allow someone to visit them at remote areas in order to carry out the relevant maintenance.

3.10.4. Any Council equipment installed at the remote workers area remains the property of the Council and can be recalled at any time.

3.10.5. The Council will provide IT helpdesk support during standard working hours (this does not include a remote visit). The Council will also take responsibility for the repair/replacement of lost, damaged, or stolen equipment, provided the employee has taken appropriate precautions to safeguard the equipment.

3.10.6. Upon the termination of the remote working agreement, employees must return all Council equipment.

3.10.7. Only employees who are on standby, can as an exception take their municipal vehicles to their remote areas.

3.11. Insurance

3.11.1. The Council will provide third party insurance for employees working remotely. It will also provide insurance cover for any Council equipment located at the remote area of the employee.

3.11.2. Whilst working remotely is unlikely to have an impact, employees are advised to notify their landlord/mortgage and insurance companies of the fact that they will be working remotely.

3.12. Health and Safety

3.12.1. Each employee is responsible for his/her own health and safety at the remote area.

3.13. Data Security

3.13.1. Employees who work remotely are required to comply with all ICT security and confidentiality requirements of the Council. (ICT Policies)

3.13.2. The remote worker will have a direct responsibility for all Council information material held at their remote area and must ensure that it is not accessible to non-

authorised people (e.g. other members of the household).

3.14. Working Hours

3.14.1. The flexible working hour's scheme will apply to remote-based staff in the same way that it does to office-based staff. Any flexible working pattern should be considered as part of the initial application and any subsequent requests to change those arrangements should be made according to the existing procedures.

3.14.2. Arrangements and payment for working more than the normal weekly contractual hours will be in accordance with the appropriate national terms and conditions of service.

3.15. Visits to the Remote Worker

3.15.1. Arrangements should be made to permit the manager and other appropriate Council officers to visit the remote worker at the remote area for purposes connected with work. This should be by prior arrangement and at a mutually convenient and reasonable time.

3.15.2. Due to the health and safety risks, the Council would not expect or advise employees to allow members of the public to visit them whilst working remotely.

3.16. Contractual Terms

3.16.1. If the employee is an occasional or regular remote worker, there will be no requirement to issue a variation to the substantive contract of employment.

3.16.2. The contracts of employment for permanent remote workers will need to reflect the fact that their normal place of work is remote. It should be noted that employees whose normal place of work is remote may still be expected to attend one of the Council's offices from time to time (e.g. to attend team meetings).

3.16.3. All other terms and conditions of employment remain unchanged by a remote working application.

3.17. Expenses

3.17.1. The Council will reimburse remote working employees for any business calls via any dedicated telephone line.

3.17.2. The Council will also reimburse remote working employees for mail costs on production of receipts. Stationery should be ordered through the usual channels and collected from Council premises by the remote working employee.

3.18. Dependent Care

3.18.1. It is a condition of the remote working agreement that arrangements for dependent care have been made in order to allow the employee to work remotely without

disruption. Any changes to dependent care arrangements that will impact on an employee working remotely must be reported to the Executive Manager immediately and could lead to a review of the agreement.

3.19. Review of a Remote Working Agreement

3.19.1. Any remote working arrangement should be reviewed periodically (at least once a year). This will allow both parties to assess whether the arrangement is still appropriate.

3.20. Termination of a Remote Working Agreement

3.20.1. A remote working agreement can be terminated, by either party, by giving 48 hours' notice. This may be varied in exceptional circumstances.

3.20.1.1. Where the agreement relates to occasional or regular remote working, the employee will return to office-based working on termination.

3.20.1.2. Where the agreement relates to permanent remote working, advice should be sought from a Human Resources Adviser as the termination of the remote working agreement may have wider consequences to the contract of employment.

APPENDIX 1**WORK REMOTELY APPLICATION FORM****STEP 1****(TO BE COMPLETED BY EMPLOYEE)**

7. Name and Surname	
8. Job Title	
9. Division	
10. Manager (Division Head)	
11. Executive Manager	

Current Days and Hours of Work:

--

I wish to apply to be considered for remote working and propose the following working arrangements:

(Employee must indicate type and days if applicable e.g.:

Occasional – working remotely on an ad hoc basis to concentrate on a particular project or task **OR*

**Regular/Permanent – working remotely on a permanent basis for a percentage of time/number of days on a regular basis and work from the office for the balance of time/days)*

--

If the application is for a **temporary period**, please state the relevant dates:

--

Address at which remote working would take place:

--

Do you feel your remote working would have an impact on the service you provide or the colleagues in your team? If so, how could this be minimised?

Remote working is not suitable for employees who have caring responsibilities at remote during normal working hours. By submitting this application, you are confirming that you are not planning to combine remote working with caring commitments.

Employee Signature

Date:

Employee must submit completed application form to his/her Executive Manager for consideration.

If request is accepted in principle, the Health and Safety Remote Assessment must be completed (STEP 2)

Request accepted in principle/Request rejected (delete option not applicable)

Reason for decision:

Executive Manager Signature

Date:

3.20.2. To be completed by executive manager

3.20.2.1. The following issues should be considered in a fair and consistent manner:

- 3.20.2.1.1. Service provided and impact upon the individual's workload and the work of the team;
- 3.20.2.1.2. Does the job require long periods of uninterrupted mental concentration?
- 3.20.2.1.3. Does the job require a lot of ad hoc communication between the groups of staff?
- 3.20.2.1.4. Can the work be measured in terms of output, or if not, is it possible to come to an agreement with the employee about the amount of time particular outputs will take?
- 3.20.2.1.5. What will be the effect on services to the public?
- 3.20.2.1.6. Can the work readily be undertaken at remote?
- 3.20.2.1.7. How can the work be monitored?
- 3.20.2.1.8. How should contact be made?
- 3.20.2.1.9. What equipment would be required?
- 3.20.2.1.10. What costs would be incurred?
- 3.20.2.1.11. Is the employee likely to be suited to remote working? (Employee Characteristics)

3.20.2.2. If the Executive Manager is not able to accept the application at this step, he/she should provide the employee with a written response to their request including details of the reasons for rejecting the application

If approved in principle, the Executive Manager must return the form to the employee to complete STEP 2

APPENDIX 2**STEP 2****HEALTH AND SAFETY REMOTE EMPLOYEE SELF-ASSESSMENT CHECKLIST****(TO BE COMPLETED BY EMPLOYEE IN PRESENCE OF OHS OFFICER ON APPOINTMENT)**

12. Name & Surname of					
13. Address					
14. Hazard	15. Checks to be made	16.	17.	18. Comment	
19. Fire	20. Is the work area tidy?				
	21. Are waste materials regularly disposed of?				
22. Electrical Equipment	23. Any apparent damage?			24. Cracked/loose casing on plugs and computer equipment, missing screws etc	
	25. Any evidence of overheating?			26. Look for discolouration	
	27. Any obvious damage to leads or plugs?				
	28. Are all the cables secure in all plugs?				
29. Slips, Trips and Falls	30. Floor covering sound and without defects?				
	31. All walkways clear of trip hazards e.g. trailing cables?				
32. Working Environment	33. Is the temperature adequate?				
	34. Is the ventilation adequate?				
	35. Is there adequate lighting, including any necessary task				
36. Manual Handling	37. Does the employee carry out any manual handling activities?				
38. Display Screen Equipment	39. Does the employee use DSE for more than 2 hours a day or more than 1 hour continuously?				
40. Mobile Phones	41. Will the work involve the use of a mobile phone?				
42. Hazard	43. Checks to be made	44.	45.	46. Comment	

47. Site Visits	48. Will the work involve visits e.g. to a construction site?			49. If yes, refer to existing departmental site visit risk assessments
50. Working Alone	51. Is there a requirement for a call-in procedure?			52. If yes, then establish a procedure and monitor use
53.	54. Has the employee's mobile phone number been given to their manager?			55.
56.	57. Is the employee aware and fully conversant with the Council's Lone Working Policy?			58. If not, ensure copy is provided to employee
59. COSHH	60. Does the remotework involve the use of hazardous substances?			61. If yes, attach risk assessment
62. Accidents / First Aid	63. Is the employee familiar with the accident reporting procedure?			64. Employee to report to supervisor immediately
65.	66. Does the employee have adequate first aid facilities whilst working at remote?			67. N/a
68. Wellbeing	69. Has the employee previously suffered from discomfort, stress or ill health which they believe to be as a direct result of work?			70. If yes, discuss further to assess whether
71.	72. All other external doors secured?			73.
74.	75. Are all accessible windows secured?			76.
77.	78. Is there the ability to lock laptop and confidential files away when not in use?			79.

Comments:

Signature: Employee

Date:

Signature: OHS Officer)

Date:

The Employee must return the form to the Executive Manager to complete STEP 3.

STEP 3

TO BE COMPLETED BY EXECUTIVE MANAGER

In order to ensure that the Executive Manager has all the relevant information, the Executive Manager may wish to meet with the employee and his/her manager to discuss the application prior to reaching a decision.

Advice from HR is available to assist the Executive Manager in considering the request.

Application accepted / Application rejected (delete option not applicable)

Date on which work remotely will commence: _____

Reason for decision if rejected:

Remote Working Arrangements Agreed:

Is the Agreement:

Occasional (please specify end date):

..... Regular/Permanent

*delete

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Provide

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Additional comments:

--

Signature: Executive Manager

Date:

If approved the Executive Manager must return the form to the employee to complete STEP 4.

Executive Manager must also sign Remote Working Agreement (STEP 4)

APPENDIX 3

STEP 4

REMOTE WORKING AGREEMENT (to be completed by employee)

80. Name	
81. Job title	
82. Address where remote working will take place	
83. Phone number at address where remote working will take place	
84. Date on which the remote working agreement will commence	

Employee Declaration:

- I will be responsible for completing and recording annual health and safety checks at my remote working location.
- I understand that the requirement for me to adhere to the Council's policies and procedures is unaffected by the fact that I will be working remotely.
- I agree to allow access, by prior arrangement, to my manager, ICT staff, portable appliance testing staff and any other Council employee who requires access to perform their duties.
- I understand that the remote working agreement is not a substitute for childcare or other caring responsibilities and that adequate provisions must be made in respect of these.
- I understand that I may be required to attend a Council office from time to time during my remote working hours (e.g., to attend a team meeting).

- I understand the provision for the remote working agreement to be cancelled by myself or the Council.

I hereby confirm that I have read, understand and agree to the conditions relating to the remote working arrangement:

Signature: Employee

Date

Signature: Executive Manager

Date

WHEN COMPLETED AND SIGNED BY ALL PARTIES, EXECUTIVE MANAGER MUST REFER APPLICATION TO RECORDS:

1. Agreement must be registered on Collaborator
2. Originally signed agreement must be send to HR for record purposes.
3. A copy of the Agreement must be sent to the relevant Division Manager

4. POLICY REVIEW

On the minutes of the Council meeting that took place on 22June 2021 (E.5) this Policy was approved.

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

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)

BACK TO AGENDA

1. REPORT ON PROGRESS ON HUMAN RESOURCE POLICIES/ VORDERINGS VERSLAG RAKENDE MENSLIKE HULPBRON BELEIDE / INGXELO NGENKQUBELA KWIMIGAQO-NKQUBO EZABASEBENZI

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

2 PURPOSE

For Council to note the progress on various Human Resource Policies regarding compiling new HR policies, amending existing policies and submitting them to Council for approval.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The following Policy were approved by Council from January to June 2023.

1. Amended Training and Development Policy
2. Amended Internal Bursary Policy
3. Amended External Financial Aid Policy
4. Amended Leave Policy

The following Policies were workshopped at the Council workshop dated 18 April 2023 and referred to next Council meeting dated 09 June 2023 for consideration.

1. Induction/ Onboarding Policy
2. OHS Policy
3. Smoking Policy
4. Substance Abuse/Drug Management
5. Remote Working
6. Essential User Scheme Policy
7. Prevention and Elimination of Harassment in the Workplace

The following Policies are due for revision:

2. Substance Abuse/Drug Management

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. RECOMMENDATION

That Council takes note of the progression of various Human Resource Policies.

AANBEVELING

Dat die Raad neem kennis van die vordering van verskeie Menslikehulpbronbeleide.

IZINDULULO

Sesokuba iBhunga lithathela ingqalelo ukuqhubela phambili kwemigaqo-nkqubo eyahlukeneyo yezaBasebenzi.

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

The absence of policies or outdated policies have serious Legal implications.

6.5 Staff Implications

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

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision to implement the HR Policies. The absence of HR Policies and outdated policies can impose serious risks on the municipality.

[**BACK TO AGENDA**](#)

1. AMENDMENT TO THE SERVICE LEVEL AGREEMENT WITH ZUTARI (PTY) LTD/WYSIGING AAN DIE DIENSOORENKOMS MET ZUTARI (PTY) LTD / ULUNGISO LWESIVUMELWANO SEBAKALA LENKONZO NABAKWA ZUTARI(PTY) LTD

**REPORT FROM EXECUTIVE MANAGER: COMMUNITY SERVICES (C. AFRICA) /
MANAGER: DISTRICT WASTE MANAGEMENT (J. GIE)**

17/5/1/1

2 PURPOSE

The purpose of the report is to request Council approval for the amendment of the Service Level Agreement between Garden Route District Municipality and Zutari (Pty) Ltd.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider to assist the Garden Route District (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay.

There has been an increase in the cost of Professional Fees due to the following reasons:

- An increase in the construction cost and the subsequent increase in percentage-based professional fees;
- An increase in the estimated project timeline and subsequent increase in monthly rate-based costs;

- Additional work required by the Department of Forestry, Fisheries, and the Environment; and
- Additional work required for the successful implementation of the project.

Due to the abovementioned reasons, an amendment to the Service Level Agreement is required. The proposed amendment to the Service Level Agreement is set out as follows:

- The percentage-based professional fees of 2.13% as set out in Item 1.1 of the pricing schedule will remain the same as originally tendered. The construction cost may vary due to escalation etc. and will therefore be excluded. The professional fees including the eventual construction costs will be capped at 5% in excess of the loan amount obtained from Standard Bank.
- The project timeline may vary, and the rate-based costs offered in the original tender as set out in Item 2: Special Services will remain the same however the stipulated number of months will be excluded. This will however be capped at twenty-five (25) months.
- The additional Expenses and Costs as set out in ANNEXURE 3, is to be included in Item 3 of the pricing schedule.

All requirements under section 116 (3) of the MFMA will be adhered to in realizing the amendment to the Service Level Agreement with Zutari (Pty) Ltd.

5. RECOMMENDATIONS

1. That Council takes note of the contents of the report.
2. That Council approves the proposed amendment to the Service Level Agreement between Garden Route District Municipality and Zutari (Pty) Ltd as determined by Section 116(3) of the Municipal Finance Management Act (Act No. 56 of 2003).

3. That the local community is given notice of the intention to amend the Service Level Agreement between GRDM and Zutari (Pty) Ltd as required in terms of Section 116(3) of the Municipal Finance Management Act.
4. That the local community is invited to submit representations to the municipality as required in terms of Section 116(3) of the MFMA.

AANBEVELING

1. *Dat die Raad kennis neem van die inhoud van die verslag.*
2. *Dat die Raad die voorgestelde wysiging aan die diensooreenkomts tussen Garden Route Distriksmunisipaliteit en Zutari (Pty) Ltd soos bepaal deur Artikel 116(3) van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003), goedkeur.*
3. *Dat die plaaslike gemeenskap in kennis gestel word rakende die voorneme om die diensooreenkomts tussen GRDM en Zutari (Pty) Ltd te wysig soos vereis word in terme van Artikel 116(3) van die Wet op Munisipale Finansiële Bestuur.*
4. *Dat die plaaslike gemeenskap uitgenooi word om vertoë rakende die aangeleentheid by die munisipaliteit in te dien, soos vereis word in terme van Artikel 116(3) van die Wet op Munisipale Finansiële Bestuur.*

IZINDULULO

1. Sesokuba iBhunga lithathela ingqalelo okubhalwe kwingxelo.
2. Sesokuba iBhunga liphumeze isilungiso esicetywayo kwisivumelwano senqanaba lenkonzo phakathi koMasipala Wesithili seGarden Route kunye neZutari (PTY) LTD njengoko kumiselwe licandelo 116(3) lomthetho wolawulo lwemali kamasipala (umthetho ongunombolo 56 ka-2003).
3. Sewsokuba uluntu lwasekuhlaleni lunikwe isaziso senjongo yokulungisa isivumelwano senqanaba lenkonzo phakathi kwe-grdm nezutari (pty) ltd njengoko kufunwa ngokwecandelo le-116(3) lomthetho wolawulo lwemali kamasipala.

4. Sesokuba uluntu lwengingqi luyamenywa ukuba lungenise ingxelo kumasipala njengoko kuyimfuneko ngokwecandelo 116(3) lemfma.

6. **DISCUSSION / CONTENTS**

6.1 **Background**

Zutari (Pty) Ltd (Zutari) was appointed as the Professional Service Provider (Tender No: GRDM/29/20-21) to assist the Garden Route District Municipality (GRDM) with the design, drafting of tender documentation and contract supervision for the new Regional Waste Management Facility and associated infrastructure to be established on Farm 419 in Mossel Bay. A Service Level Agreement (SLA) between GRDM and Zutari was signed on 11 October 2021. This Service Level Agreement is attached as ANNEXURE 1.

There has been an increase in the cost of Professional Fees due to the following reasons:

- An increase in the construction cost and the subsequent increase in percentage-based professional fees;
- An increase in the estimated project timeline and subsequent increase in monthly rate-based costs;
- Additional work required by the Department of Forestry, Fisheries, and the Environment; and
- Additional work required for the successful implementation of the project.

Due to the abovementioned reasons, an amendment to the Service Level Agreement is required.

Section 116 (3) of the Municipal Finance Management Act (Act No. 56 of 2003) (MFMA) stipulates the following:

A contract or agreement procured through the supply chain management policy of the municipality or municipal entity may be amended by the parties, but only after -

- (a) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and*

(b) the local community -

(i) has been given reasonable notice of the intention to amend the contract or agreement; and

(ii) has been invited to submit representations to the municipality or municipal entity."

Based on the above it is expected that all requirements under section 116 (3) of the MFMA will be adhered to in realizing the amendment to the Service Level Agreement with Zutari (Pty) Ltd.

6.2 Discussion

During the Conceptual Design stage of the Regional Waste Management Facility Project, it was concluded that the Geotechnical and Geohydrological investigations previously done on Farm 419 were not in accordance with the specifications required by the Department of Water and Sanitation (DWS) nor at a sufficient depth to finalise the designs of the waste cells and to obtain the statutory design approvals. It was therefore required that new Geotechnical and Geohydrological investigations be done in order to finalise the designs and proceed with the project.

Further, the structural design of the workshop building was not finalised as part of the previous work done on the associated infrastructure. Once finalised, the structural designs of the workshop building had to then be approved by Mossel Bay Municipality. This work had to be done prior to the compilation of the construction tender for the Regional Waste Management Facility.

The compilation of a financial model for the construction and operation of the Regional Waste Management Facility was required to determine the estimated cost per participating municipality that will utilise the facility and to obtain subsequent Council resolutions from each participating municipality, resolving that the utilisation of the Regional Waste Management Facility is adequately budgeted for.

The required additional work mentioned above subsequently resulted in change of service at an additional cost of R513 846.96 (excl. VAT) against the original contract with Zutari. The GRDM Supply Chain Management Policy and

the MFMA Circular No. 62 makes provision for the expansion or variation of orders against the original contract and stipulates that contracts may be expanded or varied by not more than 20% of the original value for construction related goods, services and/ or infrastructure projects. The additional cost of R513 846.96 (excl. VAT) was within this threshold variation for the required change of service and was approved by the Municipal Manager on 15 December 2021. The Addendum to the SLA for the abovementioned change of scope is attached as *ANNEXURE 2*.

The Professional Fees for services rendered by Zutari is based on a percentage (2,13%) of the construction cost offered in accordance with ECSA Guideline for Professional Fees (Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000). The original contract was based on a percentage of an estimated construction cost of R185 000 000.00 (one hundred and eighty-five million rand). The tendered construction cost of the appointed contractor, Tefla Group (Pty) Ltd, is R250 965 888.88 (excl. VAT) and the Professional Fees has subsequently increased based on the percentage-based fee structure. The construction cost may vary due to various reasons e.g. escalation, and the professional fees may therefore increase or decrease based on the percentage-based fees for professional services. The construction cost must therefore be excluded in the addendum to the SLA.

The pricing schedule in the original contract makes provision for a rate offered for Item 2: Special Services, at an estimated number of months of construction. The project timeline submitted by Tefla Group (Pty) Ltd indicates longer time periods to construct the Regional Waste Management Facility than originally estimated and the Professional Fees were therefore amended accordingly. It must be noted that the construction timeline is subject to change and only a monthly rate, as originally tendered, will be charged at a maximum of 25 months.

The buildings increased from 412m² to 1057m² and the construction period increased from 6 months to 18 months which has subsequently increased the Architect cost by R478 685.00 (excl. VAT). The increase in square meterage and the construction period is largely due to the addition of the Blending Facility which required for the proper treatment of hazardous waste prior to disposal in the hazardous waste cell. The construction timeline for the buildings is subject

to change and only a monthly rate will be charged at a maximum of 18 months, where applicable.

The approval of the Design Report and Drawings by DFFE was subject to the submission of an Emergency Response Plan, Environmental Monitoring Plan and an Operation and Maintenance Plan. These are additional requirements that were not included in the original contract.

The loan tender required financial institutions to tender for 10-, 15- and 20-year repayment options. The updated financial model only made provision for a 20-year repayment period, and it was therefore a requirement for the financial model to be revised to include all three repayment periods. This was at an additional cost of R55 000.00 (excl. VAT).

An application to SANRAL for an alternative access road directly from the N2 which could have resulted in an estimated R15M – R20M project cost saving, required that a Traffic Impact Assessment be done at a cost of R73 934.00 (excl. VAT), which was approved by the Municipal Manager.

Based on the above, there is an increase of R778 889.04 (excl. VAT) in Item 3 of the Pricing Schedule: Expenses and Cost, more than the original contract.

Based on the construction costs as tendered by Tefla Group, the variation of the Service Level Agreement with Zutari is currently estimated at an increase of R3 314 995.47 (excl. VAT). This amount may change should there be a variation in the construction costs and project timeline. The Revision of Service Level Agreement: Professional Fees: Revision 1, stipulating the increase in Professional Fees and as received from Zutari on 20 January 2023, is attached as ANNEXURE 3.

The first variation order as per the addendum to the SLA and the additional increase of R3 314 995.47 (excl. VAT) in the Professional Fees is in excess of the variation threshold (20%) and requires that it be dealt with in terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment to the contract.

Section 116(3) of the MFMA stipulates that a contract procured through the supply chain management policy of the municipality may be amended by the

parties, but only after the reasons for the proposed amendment have been tabled in the Council of the municipality and has followed a public participation process.

The proposed amendment to the Service Level Agreement is set out as follows:

- The percentage-based professional fees of 2.13% as set out in Item 1.1 of the pricing schedule will remain the same as originally tendered. The construction cost may vary due to escalation etc. and will therefore be excluded. The professional fees including the eventual construction costs will be capped at 5% in excess of the loan amount obtained from Standard Bank.
- The project timeline may vary, and the rate-based costs offered in the original tender as set out in Item 2: Special Services will remain the same however the stipulated number of months will be excluded. This will however be capped at twenty-five (25) months.
- The additional Expenses and Costs as set out in ANNEXURE 3, is to be included in Item 3 of the pricing schedule.

6.3 Financial Implications

Based on the tendered amount for the construction and timelines submitted by Tefla Group, the amendment of the Service Level Agreement will currently result in an estimated increase of R3 314 995.47 (excl. VAT) in the Professional Fees. It must be noted that the amendment and subsequent increase in Professional Fees is included and accounted for in the estimated total cost of R261 104 659.00 (excl. VAT), which is the total for construction costs and Professional Fees and will be funded by the external loan and recovered by the waste disposal tariff charged to the participating municipalities. Any further increases in the construction costs will result in a relative percentage-based increase of 2,13% in Professional Fees.

6.4 Legal Implications

If the amendment of the Service Level Agreement is not done in accordance with the provisions of section 116(3) of the MFMA, it may result in irregular expenditure of approximately R3 314 995.47 (excl. VAT).

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

Imminent environmental and health disaster in the Garden Route District if the Regional Waste Management Facility is not established soon as there will be no licensed landfill sites available to receive the waste from the participating local municipalities.

6.8 Comments from Senior Management:

6.8.1 Executive Manager: Corporate Services

Noted the amendment stated

6.8.3 Manager: Legal Services

Noted

ANNEXURE 1



SERVICE LEVEL AGREEMENT

Made and entered into by and between

Garden Route District Municipality

A municipality duly established in terms of Local Government Municipal Structures Act
117 of 1998

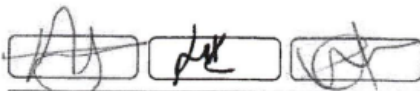
herein represented by **MONDE GIVEN STRATU** in his capacity as **Municipal
Manager** duly authorised thereto
(hereinafter referred to as "**the District Municipality**")

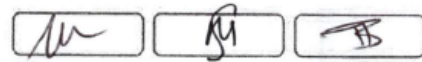
and

ZUTARI (PTY) LTD

a company duly registered in terms of the Companies Act, 2008 (as amended)

Registration number **1977/003711/07** and herein represented by
ANDRE KEYSER in his capacity as **OFFICE MANAGER: GEORGE**
duly authorised thereto
(hereinafter referred to as "**the Service Provider**")


for the service provider


for the district municipality

-2-

WHEREAS the District Municipality requires the services of the Service Provider to provide professional services for the design, drafting of tender documentation and contract supervision for the new regional waste management facility and associated infrastructure to be established for the District Municipality, as set out in Tender No. GRDM/29/20-21;

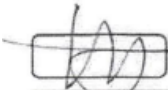
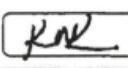
AND WHEREAS the Service Provider submitted a tender in response thereto;

AND WHEREAS FURTHER the District Municipality appoints the Service Provider to provide professional services for the design, drafting of tender documentation and contract supervision for the new regional waste management facility and associated infrastructure to be established for the District Municipality, as set out in Tender No. GRDM/29/20-21.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. INTERPRETATION

- 1.1 The headings to the clauses of this Agreement are for reference purposes only and shall in no way govern or affect the interpretation of, nor modify nor amplify the terms of this agreement nor any clause hereof, and unless the context dictates otherwise, the words and expressions set forth below shall bear the following meanings and cognate expressions shall bear corresponding meanings:
- 1.1.1 **"Agreement"** shall mean this Service Level Agreement, and all annexures attached hereto and "this agreement" or "the agreement" shall bear the same meaning.
- 1.1.2 **"Annexure A"** means the attached Scope of Services and budget, which includes the work plan and budget.
- 1.1.3 **"Commencement Date"** means the date when the service will officially commence, i.e. 15 September 2021 notwithstanding date of signature of the Agreement.
- 1.1.4 **"Parties"** mean the Service Provider and Garden Route District Municipality.
- 1.1.5 **"Signature Date"** shall mean the date of signature of this Agreement by the last party signing.
- 1.1.6 **"Tender"** shall mean the tender by the Service Provider for the provision of the services to the District Municipality, together with its annexures, which forms part of this Agreement.
- 1.1.7 **"Unremedied material breach"** means a breach of an obligation of the agreement which has not been remedied within the time period given and which is not the subject of a corrective action plan agreed to by the District Municipality.
- 1.1.8 **"VAT"** shall mean value added tax payable in terms of the Value Added Tax Act 1991, as amended.

  
for the service provider

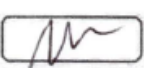

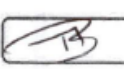
  
for the district municipality

- 1.1.9 **"Day"** when any number of days is prescribed in this agreement, they shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or public holiday, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday.
- 1.1.10 **"Month"** means a calendar month and more specifically:
- 1.1.10.1 in reference to a number of months from a specific date, a calendar month commencing on that date or the same date of any subsequent month; and
- 1.1.10.2 in any other context, a calendar month, that is, one of the 12 (twelve) months of the calendar, and "monthly" has the corresponding meaning.
- 1.2 Expressions defined in this agreement shall bear the same meanings in schedules and Annexures to this agreement, which do not themselves contain their own definitions.
- 1.3 In the event of any inconsistency between the provisions of this Service Level Agreement and the terms and conditions contained in Annexure "A" the provisions of this Service Level Agreement shall prevail over the terms and conditions contained in the said Annexure "A".
- 2. APPOINTMENT**
- 2.1 The Service Provider, in accepting this appointment, expressly warrants that it possesses or has ready access to the infrastructure and or appropriate skills to execute all its obligations in terms of this agreement.
- 2.2 The Service Provider shall perform the obligations or rendering services to the District Municipality to the satisfaction of the District Municipality and shall carry out such services with due care and diligence and apply generally accepted practices, and must endeavor to act at all times in the best interests of the District Municipality.
- 2.3 The Service Provider represents and warrants to and acknowledges that, except to the extent otherwise expressly provided in this agreement, the sole relationship between the District Municipality and the Service Provider is that of an Independent Contractor.
- 2.4 Nothing in this agreement shall constitute an employer/employee relationship or an agency or a partnership between the Parties, nor shall it authorise the Service Provider to incur liability on behalf of the District Municipality, save to the extent expressly provided herein.

3. COMMENCEMENT AND DURATION

Notwithstanding the date of signature of this agreement, the agreement shall commence on 15 September 2021 and shall terminate on or before 14 September 2024, unless the provisions of clause 5 (Responsibilities of the Service Provider) are timeously invoked, save for the provisions of clauses 10 and 11.


  
for the service provider

  
for the district municipality

4. RIGHTS AND RESPONSIBILITIES OF THE MUNICIPALITY

- 4.1 The District Municipality undertakes to compensate the Service Provider for services rendered, subject to the provisions of this agreement and the satisfactory completion of the services rendered and compliance of the prescriptions, thereof.
- 4.2 The District Municipality undertakes to render all reasonable assistance to the Service Provider to enable it to supply the services and shall ensure that all matters referred to it for consideration or approval is handled in an expeditious manner.
- 4.2.1 The District Municipality shall be entitled to withhold disbursements of funding to the Service Provider in the event that the District Municipality is not satisfied with the outcome of the Service Providers performance and / or execution of its obligations in compliance with this agreement.
- 4.2.2 Additional to or in conjunction with the provisions of clause 10, the District Municipality must give the Service Provider notice of the intention to withhold or stop the disbursement of funding stating the reasons and give the Service Provider an opportunity to submit written representations, within 7 (seven) days, as to why the allocation should not be withheld or stopped.
- 4.3 The District Municipality undertakes to ensure that a payment in respect of the statement(s) received from the Service Provider, shall be effected within 30 (thirty) days of the submission of the statement(s) to the District Municipality, provided that should the signature date differ from the commencement date of this agreement, invoices shall only be submitted after the signature date.
- 4.4 The District Municipality will make the following work, which has already been done, available to the Service Provider, namely:
- 4.4.1 the buildings have been designed and the architectural drawings have been approved by the local municipality. The structural engineering design and bill of quantities of the buildings must still be completed.
- 4.4.2 Way Leave Agreement with Eskom.
- 4.4.3 Water Use License from the Breede-Gouritz Catchment Management Agency.
- 4.4.4 Approval from the South African National Roads Agency SOC Limited (SANRAL) to use the existing entrance on the N2 at km 4 as entrance to the facility (to be renewed by the Service Provider).
- 4.4.5 The site has been topographically surveyed.
- 4.4.6 The servitude of the access road crossing the adjacent PetroSA property has been submitted for registration.
- 4.4.7 The licensed footprint of the waste disposal area has been reduced by the Municipality on the western and northern boundaries to allow for future industrial development.
- 4.4.8 The design report and an amended design report that has been submitted to the authorities, which were rejected, will be provided to the Service Provider for possible re-use of some of the information or laboratory results.
- 4.5 The District Municipality consents to the Service Provider subcontracting the services to the subcontractors and/or appoint additional subcontractors or replace the subcontracts, subject to the subcontractors complying with the following criteria:


for the service provider


for the district municipality

- 4.5.1 have the appropriate technical and financial ability to perform the obligations of the original subcontractor under the relevant sub-contract.
- 4.5.2 employ persons having appropriate qualifications, experience and technical competence;
- 4.5.3 have sufficient resources available to them (including committed financial resources and contracts) to perform the obligations of the original subcontractor under the relevant sub-contract (as applicable); and
- 4.5.4 have the necessary legal power and authority to become a party to the relevant sub-contract, its directors not having any criminal convictions, it not having any outstanding tax liabilities (save for any such liability which is the subject of a bona fide dispute),

and the Service Provider shall ensure that the terms and conditions upon which any such sub-contractor is appointed are substantially the same as the sub-contracts and provide the District Municipality with a copy of the duly executed agreement with any such proposed sub-contractor.

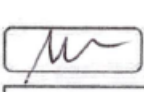


4.6 The District Municipality warrants that:

- 4.6.1 it has taken all necessary actions through its Council to authorize the execution of this agreement;
- 4.6.2 it has not knowingly omitted to disclose any material information in its possession or under its control relating to the project;
- 4.6.3 all information disclosed by or on behalf of the Municipality to the Service Provider at any time up to the signature date and, in particular, during the bid process preceding the award of this agreement to the Service Provider, is true, complete and accurate in all material respects and the District Municipality is not aware of any material facts or circumstances not disclosed to the Service Provider which would, if disclosed, be likely to have an adverse effect on the Service Provider's decision to enter into this agreement with the District Municipality.

5. RESPONSIBILITIES OF THE SERVICE PROVIDER

- 5.1 If, at any time during the currency of this agreement, the Service Provider should encounter any conditions impeding timely completion of the services, the Service Provider shall promptly notify the District Municipality, in writing, of the delay, its cause(s) and the proposed action plan to accelerate the progress, and if necessary, revise and re-submit the relevant project schedule. The District Municipality shall evaluate the situation and may, at its sole and absolute discretion, extend the Service Provider's time for performance, with or without the imposition of penalties, in which case the extension shall constitute an amendment to this agreement and will be contained in a duly signed addendum.

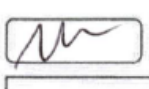

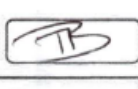
  
for the service provider

  
for the district municipality

- 5.2 The Service Provider must finalise the layout of the future waste disposal facility in accordance with the available 100 (one hundred) hectares.
- 5.3 The Service Provider must design a Class B general waste cell with drainage layers and leachate collection drains and sumps.
- 5.4 The Service Provider must design a Class A hazardous waste cell with drainage layers and leachate collection drains and sumps.
- 5.5 The Service Provider must design a leachate pond(s).
- 5.6 The Service Provider must design contaminated storm water pond (if required).
- 5.7 The Service Provider must design the main access road (asphalt) up to the entrance area and internal site roads. The entrance road must be designed to include traffic (heavy loads) travelling to the industrial area.
- 5.8 The Service Provider must ensure that the intersection leading to the entrance road, is formalised.
- 5.9 The Service Provider must finalise the design of the entrance buildings (which includes, but are not limited to the lecture room, weighbridge, office with laboratory, workshop, ablution facilities and guard room).
- 5.10 The Service Provider must select/design a Wastewater Treatment works for the facility.
- 5.11 The Service Provider must design all associated civil and electrical infrastructure on the site.
- 5.12 The Service Provider is also responsible for the preparation of the tender documentation and construction drawings, tender evaluation assistance, contract administration, construction monitoring as well as construction quality assurance, including Electrical Leak Location on the liner installation.
- 5.13 The Service Provider is also the responsible liaison contact person(s) with the relevant regulatory authorities as and when required to obtain approvals for the detail design prior to preparation of construction and operation tender document.
- 5.15 The Service Provider must, during the construction phase of this project, compile the tender documentation for the Management and Operation of the Regional Waste Disposal Facility and assist the District Municipality during the tender evaluation process.
- 5.16 The Service Provider must ensure the operation tender includes the provision of a mobile crusher and screening plant to process construction and demolition waste and a mobile chipper to process green waste on a monthly rotational basis at the local municipality at one location in each municipality as identified by the local municipality.
- 5.17 The Service Provider must undertake all activities included as normal engineer's services to the satisfaction of the District Municipality. In addition to this, any additional services required must also be provided (i.e. obtaining way leaves, necessary permission, investigations, etc.).




 for the service provider




 for the district municipality

5.18 The Service Provider must ensure the following activities are included in this contract and are part of the Normal Services to be provided by them, namely:

- 5.18.1 inception;
- 5.18.2 concept and viability;
- 5.18.3 design development;
- 5.18.4 contract and tender documentation and procurement
- 5.18.5 contract administration;
- 5.18.6 close-out;
- 5.18.7 construction supervision and commissioning;
- 5.18.8 development of and implementation of a Construction quality assurance plan, including an Electric Leak Location survey;
- 5.18.9 Occupational Health & Safety Officer;
- 5.18.10 Environmental Control Officer;
- 5.18.11 preparation of a site development plan, inclusive of a risk mitigation report;
- 5.18.12 pre-tender cost estimate with a proposed budget showing cash-flow phasing, thereby allowing the district municipality to budget accordingly;
- 5.18.13 updating of the Environmental Management Plan (EMP);
- 5.18.14 preparation of a project time-based model in the form of a GANTT chart showing, inter alia, critical path items, milestones from project inception, design, approvals and tender through construction to the commencement of operation, inclusive of the operation tender process (attached hereto as Annexure B);
- 5.18.15 developing a construction quality assurance plan as well as undertaking construction assurance throughout the construction process to ensure that the design and performance criteria as well as materials specifications are consistently met.

5.19 The Service Provider must follow up and conclude the servitude process.

5.20 The Service Provider must ensure compliance with the Waste Management License (WML) and environmental authorisation conditions for the design and construction of the first cell and the associated infrastructure.

5.21 The Service Provider must obtain the design approval from the statutory authorities in accordance with the National Environmental Management Waste Act (Act 59 of 2008) (as amended) and the applicable National Norms and Standards promulgated under the Act as the waste management licence application was prior to the publication of these Norms and Standards and the transitional period has passed.

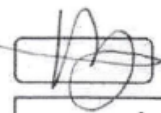
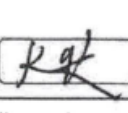
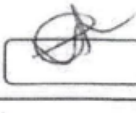
5.22 The Service Provider must submit progress reports every fourteen (14) days.

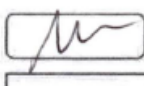


5.23 The Service Provider must ensure that the orders/invoices are in accordance with the rates tendered.

5.24 The Service Provider must submit monthly creditor's statements, together with invoices, to ensure timely and accurate payments.

5.25 The Service Provider warrants as at the date of signing this contract, that:

5.25.1 it has taken all necessary actions to authorize its execution of this agreement;

  
for the service provider

  
for the district municipality

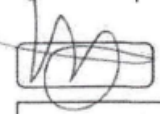
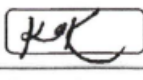
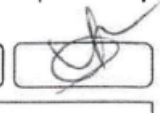
- 5.25.2 no litigation, arbitration, investigation or administrative proceeding is in progress as at the signature date, or to the best of the knowledge of the Service Provider, as at the signature date having made all reasonable enquiries, threatened against it, which is likely to have a material adverse effect on the ability of the Service Provider to conduct the services;
- 5.25.3 the Service Provider is not subject to any obligation, non-compliance with which is likely to have a material adverse effect on its ability to conduct the services in this agreement; and
- 5.25.4 no proceedings or any other steps have been taken or, to the best of the knowledge of the Service Provider having made all reasonable enquiries, threatened for the winding-up or liquidation, judicial management (whether provision or final), business rescue or deregistration of the Service Provider, or for the appointment of a liquidator, judicial manager, business rescue practitioner or similar officer over it or over any of its assets.
- 5.26 The Service Provider must, within fourteen (14) days of date of signature of this Agreement, provide the District Municipality with the full name(s) and CV of an expert to be appointed as an Independent Certifier, who will be responsible for certifying that, in his/her professional opinion, the works have been satisfactorily completed.
- 5.27 The Service Provider will immediately proceed to appoint the Independent Certifier at its own costs.
- 5.28 Notwithstanding the fact that the costs of the Independent Certifier is paid by the Service Provider, this in no uncertain terms derogates from the Independent Certifier's fiduciary duty towards the District Municipality.
- 5.29 When the Service Provider is satisfied that it has complied with its obligations and that the works are complete, it shall advise the Independent Certifier accordingly and request the Independent Certifier to issue the Completion Certificate.
- 5.30 The Service Provider shall take out and shall thereafter maintain the insurances for the work/project(s) as may be required by law.

6. SCOPE OF SERVICE

The Service Provider will be responsible for the services as required according to Tender No. GRDM/29/20-21.

7. CHANGE OF SCOPE OF SERVICE

- 7.1 The District Municipality shall, during the period of this agreement, be entitled to propose, and subsequently request the Service Provider to make changes to, or deviate from the scope of service, provided that such changes fall within the general scope and principles of the agreement, and is reasonable and technically possible.
- 7.2 If the District Municipality proposes a change, it shall send to the Service Provider a request which will explain the proposed change and shall include the following:


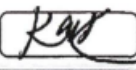

  
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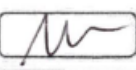
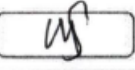
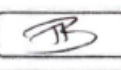
  
for the district municipality

- 7.2.1 a brief description of the change;
 - 7.2.2 the impact of the change on the timeframes;
 - 7.2.3 an estimated cost of change
 - 7.2.4 the effect on warranties and guarantees if any, and
 - 7.2.5 the effect on any other provision of the agreement.
- 7.3 The Service Provider may, during the period of this agreement, propose to the District Municipality any change to the scope of work that the Service Provider considers necessary or desirable to improve the quality of service. The Service Provider shall provide a proposal as envisaged in sub clauses 7.2.1 – 7.2.5 above, to document such proposal. The District Municipality may, at its discretion, approve or reject such change. The District Municipality may elect to request the Service Provider to make a presentation to its representatives in terms of the proposal.
- 7.4 The pricing of any change shall, as far as is practical, be calculated in accordance with rates and process as included in the agreement. The pricing schedule for any change shall be agreed upon in writing and signed by both Parties prior to any change being undertaken.
- 7.5 Neither the District Municipality, nor the Service Provider, shall accept rights and responsibilities for any performance relating to a deviation from the scope of work provided for in this agreement without a duly signed addendum hereto, which addendum shall reflect fully the approved changes.
- 8. REVIEW OF AGREEMENT**
- 8.1 The agreement will be reviewed every 30 (thirty) days by the parties, who may agree in writing to amend the agreement to address the conclusions of a review, changes in budget allocations, under or over performance in relation to the requirements, performance targets and other provisions.
- 8.2 The Service Provider and the District Municipality may each appoint an authorised representative who shall –
- 8.2.1 meet when necessary at the District Municipality's offices;
 - 8.2.2 not be entitled to take decisions that will bind the parties unless, as far as the District Municipality is concerned, such decisions are approved in writing by the Municipal Manager;
 - 8.2.3 not be entitled to take decisions that would have the effect of amending this agreement unless such decisions are reduced to writing and signed on behalf of the parties by their duly authorised representatives.

9. FEES AND DISBURSEMENTS

- 9.1 The District Municipality will, upon receiving the invoice from the Service Provider and verifying that all the requirements and standards have been met, reimburse the Service Provider for services rendered as per the fixed tendered amount as set out in Annexure A.

  
 for the service provider

  
 for the district municipality

- 9.2 The Service Provider will only, after delivering of the services according to Tender document No. GRDM/29/20-21, submit monthly written invoices on a letterhead of the Service Provider, and where no letterhead exists, provide certified statements for the services rendered in order to process the payment timeously. The Service Provider must ensure that all invoices include the full name and address of the District Municipality, as well as VAT and Order number. No payments will be made should the invoice not reflect all relevant information. The payments will be excluded of VAT (Service Provider is not a VAT vendor) and in compliance with the deliverables or Scope of Service and budget and where applicable, include a report highlighting any risks and mitigating strategies affecting performance.
- 9.3 The District Municipality undertakes to ensure that a payment in respect of the statement(s) received from the Service Provider, shall be effected within 30 (thirty) days of the submission of the statement(s) to the District Municipality, provided that, should the signature date differ from the commencement date of this agreement, statements shall only be submitted after the signature date.

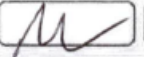


10. BREACH AND CANCELLATION OF CONTRACT

- 10.1 Apart from the provisions of clause 11 below, the District Municipality shall be entitled to cancel (at no cost to the District Municipality) this agreement in writing with immediate effect in the event the Service Provider breach any other provision of this agreement and fails to remedy such breach within 7 (seven) business days of receipt of a written notice from the District Municipality, calling upon it to do so. In this instance, the District Municipality may elect to exercise its rights under clause 10.2, provided that in the event the default is a material breach of a nature that is impossible to cure the termination shall be immediate and shall become effective after the District Municipality gave a written notice of cancellation to the Service Provider.
- 10.2 In the event that the District Municipality cancels this agreement for breach of any of its provisions by the Service Provider the District Municipality shall be entitled to claim damages and / or specific performance from the Service Provider. Alternatively, the District Municipality may appoint a third party for the performance of services not completed by the Service Provider at the time of cancellation, in which case the District Municipality shall first pay the remuneration due to such third party from the amount owed to the Service Provider, and thereafter remunerate the Service Provider from the balance of such amount, only after damages have been subtracted, should any damages for breach be due to the District Municipality.

11. TERMINATION OF AGREEMENT

- 11.1 The District Municipality shall be entitled to terminate this agreement forthwith by means of a written notice of cancellation to the Service Provider, if the Service Provider:
- 11.1.1 is placed under provisional of final sequestration or liquidation or commits an act of insolvency in terms of Section 8 of the Insolvency Act 24 of 1936, as amended; or take any steps whatsoever for its voluntary winding up or generally do or commit to do anything to be done which may materially prejudice the District Municipality's rights under this agreement.

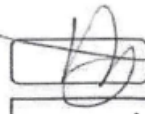
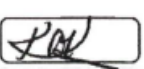

  
for the service provider

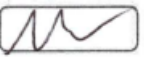


  
for the district municipality

- 11.1.2 provided incorrect information, commits a fraudulent or dishonest act during the bid process;
- 11.1.3 commits a fraudulent or dishonest act, including the fabrication of material relating to any part of this agreement;
- 11.1.4 is guilty of any conduct, which is prejudicial to the District Municipality's interests;
- 11.1.5 if civil judgment is entered against the Service Provider, which may materially prejudice the District Municipality rights under this agreement.
- 11.1.6 by reason of an un-remedied material breach of the agreement, the fact of which is not in dispute;
- 11.1.7 if the Service Provider fails to deliver any or all of the services/obligations within the period(s) specified in the contract, or within any extension thereof granted by the District Municipality;
- 11.1.8 if the Service Provider fails to perform any other obligation(s) under the contract; and/or
- 11.1.9 if the parties agree thereto in writing.
- 11.2 In the event of a termination of this agreement for any reason, such termination shall be without prejudice to any claims that may have accrued to the District Municipality as at the date of termination.
- 11.3 Upon termination of this agreement for any reason the Service Provider shall immediately return to the District Municipality, if any, all books, documents, records and other information obtained from the District Municipality in terms of this agreement;
- 11.4 The District Municipality shall not be liable for compensating the Service Provider for any uncompleted work.
- 11.5 The District Municipality reserves the right to cancel the contract if the service is not provided to its satisfaction and if any of the contract conditions are breached. A notice will be given to the Service Provider, in writing, to correct the non-compliance within two (2) days. If the Service Provider still does not comply, the District Municipality reserves the right to take the necessary measures to deliver the service. This will be for the cost of the Service Provider.

12. CONFLICTS OF INTEREST

The Service Provider shall not engage in any activity which may conflict with the interests of the District Municipality under this agreement.

  
for the service provider

  
for the district municipality

13. LEGAL COMPLIANCE AND LEGISLATIVE/REGULATORY CHANGES

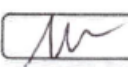
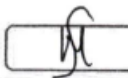

- 13.1 The Service Provider shall, at all times during the duration of this agreement, comply with all relevant laws, by-laws and policies and requirements of applicable authorities in the execution of its duties as determined in this agreement.
- 13.2 The Service Provider shall obtain all approvals, licenses and permits required from municipal, governmental and other authorities having competent jurisdiction, to perform their duties in terms of this agreement.
- 13.3 Should –
- 13.3.1 any of the terms or conditions of this agreement be inconsistent with any statutory or regulatory provisions which the District Municipality has to comply with; or
- 13.3.2 compliance by the District Municipality with the terms and conditions of this agreement constitute a failure by the District Municipality to comply with any statutory or regulatory provisions applicable to the District Municipality, the provisions of this agreement shall be deemed, insofar as possible, to be amended accordingly. Provided that the remainder of the provisions of this agreement shall remain valid and effective, to the extent that the statutory or regulatory provisions concerned render the preceding provisions of this clause 13.3 ineffective, the parties shall in good faith renegotiate the relevant provisions of this agreement, having due regard to such provisions and to the principles contained herein.
- 13.4 Should any statutory or regulatory changes render anything contained in this agreement inconsistent with such regulatory or statutory provisions, the provisions of clause 13.3.2 shall apply *mutatis mutandis*.

14. SEVERABILITY AND VARIATION

- 14.1 This agreement, together with its Annexures, constitutes the entire agreement between the Parties and no amendment, alternation, addition or variation of any right, term or condition of this agreement, including of this clause, will be of any force or effect unless reduced to writing and signed by the Parties to this agreement.
- 14.2 The Parties agree that no other terms or conditions, variations or representations, whether oral or written, and whether express or implied, or otherwise shall be of force, other than those contained in this agreement.
- 14.3 This agreement replaces any other previous verbal or written agreement entered into between parties.
- 14.4 In the event of any clause in this agreement or part of any clause being found to be invalid for any reason whatsoever, such clause or part thereof shall be severable from the remainder of this agreement and shall not affect the validity of such remainder.

for the service provider

for the district municipality

15. CESSION

The Service Provider shall not be entitled to cede or assign any of its rights or delegate any of its obligations or duties, nor any part thereof acquired in terms of this agreement, without the prior written consent of the District Municipality.

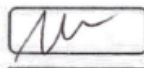
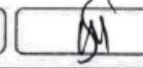

16. DISPUTE RESOLUTION

16.1 Without detracting from any party's right to institute action or motion proceedings in the High Court or other Court of competent jurisdiction in respect of any dispute that may arise out of this agreement, the parties may, by mutual consent, follow the mediation and/or arbitration procedure as set out in clauses 16.2 and 16.3.

16.2 Mediation

- 16.2.1 Subject to the provisions of clause 16.1 any dispute arising out of this agreement may be referred by the parties without legal representation to a Mediator.
- 16.2.2 The dispute shall be heard by the Mediator at a place and time to be determined by him or her in consultation with the parties.
- 16.2.3 The Mediator shall be selected by agreement between the parties.
- 16.2.4 If an agreement cannot be reached upon a particular Mediator within 3 (three) business days after the parties have agreed to refer the matter to mediation, then the President for the time being of the Law Society of the Cape of Good Hope shall nominate the Mediator within 7 (seven) business days after the parties have failed to agree.
- 16.2.5 The Mediator shall at his or her sole discretion determine, whether the reference to him or her shall be made in the form of written or verbal representations, provided that in making this determination he or she shall consult with the parties and may be guided by their common reasonable desire of the form in which the said representations are to be made.
- 16.2.6 The parties shall have 7 (seven) business days within which to finalise their representations. The Mediator shall within 7 (seven) business days of receipt of the representations express in writing an opinion on the matter and furnish the parties each with a copy thereof by hand or by registered post.
- 16.2.7 The opinion so expressed by the Mediator shall be final and binding upon the parties unless a party is unwilling to accept the opinion expressed by the Mediator. In such event, the aggrieved party must deal with the dispute in terms of clause 17.3. The expressed opinion of the Mediator shall not prejudice the rights of a party in any manner whatsoever in the event of it proceeding to arbitration.
- 16.2.8 The costs of mediation shall be determined by the Mediator.

  
for the service provider

  
for the district municipality

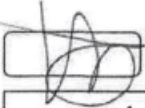
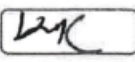

- 16.2.9 Liability for such costs shall be apportioned by the Mediator and shall be due and payable to the Mediator on presentation of his or her written account.

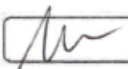
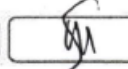
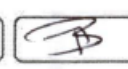
16.3 Arbitration

- 16.3.1 Subject to the provisions of clause 16.1, the parties may agree to refer any dispute arising out of this agreement to Arbitration.
- 16.3.2 Arbitration shall be held in George and otherwise in accordance with the provisions of the Arbitration Act, No. 42 of 1965, as amended from time to time, it being intended that if possible it shall be held and concluded within 10 (ten) business days after it has been demanded.
- 16.3.3 Save as otherwise specifically provided herein, the Arbitrator shall be if the matter in dispute is:
- (a) primarily a legal matter, a practising Advocate of the Cape Bar; and
 - (b) any other matter, an independent and suitably qualified person as may be agreed upon between the parties to the dispute.
- 16.3.4 If agreement cannot be reached on whether the question in dispute falls under 16.3.3(a) or 16.3.3(b) and/or upon a particular Arbitrator within 3 (three) business days after arbitration has been demanded, then the Chairperson for the time being of the Cape Bar Council shall:
- (a) determine whether the question in dispute falls under 16.3.3(a) or 16.3.3(b); and/or
 - (b) nominate the Arbitrator within 7 (seven) business days after the parties have failed to agree.
- 16.3.5 The Arbitrator shall give his or her decision within 5 (five) business days after the completion of the arbitration. The Arbitrator may determine that the costs of the arbitration are to be paid by either or all of the parties, as the case may be.
- 16.3.6 The decision of the Arbitrator shall be final and binding and may be made an order of the Cape of Good Hope Provincial Division of the High Court upon the application by any party to the arbitration.

17. COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS

- 17.1 Copyright, patent rights or ownership pertaining to any material, completed papers, assignments, investigations, documents, projects, plans, memoranda or any other information in printed or electronic format generated through the activities of this agreement, will become the property of the District Municipality.
- 17.2 Should the Service Provider wish to reproduce any reports it produced in the execution of this agreement, it will obtain prior written approval from the District Municipality.

  
for the service provider

  
for the district municipality

17.3 The Service Provider will not assert any copyright or establish any claim with regard to this information.

17.4 The Service Provider shall indemnify the District Municipality against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the services or any part thereof by the Service Provider.

18. LEGAL COMPLIANCE AND LEGISLATIVE/REGULATORY CHANGES

18.1 The Service Provider shall, at all times during the duration of this agreement, comply with all relevant laws, by-laws and policies and requirements of applicable authorities in the execution of its duties as determined in this agreement.

18.2 The Service Provider shall obtain all approvals, licenses and permits required from municipal, governmental and other authorities having competent jurisdiction, to perform their duties in terms of this agreement.

18.3 Should –

18.3.1 any of the terms or conditions of this agreement be inconsistent with any statutory or regulatory provisions which the District Municipality has to comply with; or

18.3.2 compliance by the District Municipality with the terms and conditions of this agreement constitute a failure by the District Municipality to comply with any statutory or regulatory provisions applicable to the District Municipality, the provisions of this agreement shall be deemed, insofar as possible, to be amended accordingly: Provided that the remainder of the provisions of this agreement shall remain valid and effective. To the extent that the statutory or regulatory provisions concerned render the preceding provisions of this clause 18.3 ineffective, the parties shall in good faith renegotiate the relevant provisions of this agreement, having due regard to such provisions and to the principles contained herein.

18.4 Should any statutory or regulatory changes render anything contained in this agreement inconsistent with such regulatory or statutory provisions, the provisions of clause 18.3.2 shall apply *mutatis mutandis*.

19. DAMAGES AND LIABILITY

19.1 The District Municipality will not be held accountable for any loss, damage or injury incurred by the Service Provider and/or any of its agents, employees or any other person affiliated thereto in respect of this agreement, throughout the duration of this agreement.

19.2 Any damage caused by the Service Provider and/or its agents, employees or any other person affiliated thereto in respect of this agreement, to the property of The District Municipality, will be recouped from the Service Provider by way of an invoice.

19.3 The Service Provider's aggregate liability shall be limited to twice the professional fees payable to the Service Provider under this agreement. Neither Party shall be held liable for indirect or consequential damages. The Service Provider's liability shall not be limited

  
for the service provider

  
for the district municipality

where damages are caused due to the Service Provider's wilful misconduct, gross negligence or fraudulent action.

20. INDEMNITY

20.1 The Service Provider hereby indemnifies the District Municipality and holds it harmless against any cost, expense (including legal costs and expenses on an attorney and own – client basis), fine, penalty, loss or other liability resulting directly or indirectly from:

- 20.1.1 any loss or damage to property; or
- 20.1.2 the death of or injury to any person; or
- 20.1.3 breach of a statutory duty arising under applicable Law;
- 20.1.4 claim for or in respect of the death or personal injury of any individual as a result of the performance of the services; or
- 20.1.5 other claim, action, charge, cost, demand or expense by a third party relating to the Service Provider's performance of the services (including, without limitation, any reasonable legal fees or reasonable costs); or
- 20.1.6 any breach by the Service Provider of any warranties given by it in this Agreement,

save to the extent caused by the negligence or willful acts or omissions or misconduct of the District Municipality or by a breach by the Municipality of an express provision of this Agreement.



20.2 The person or persons who sign this agreement on behalf of the Service Provider, by their signature to this agreement, warrants that the Service Provider shall comply with its obligations in terms of this agreement.

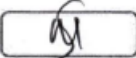
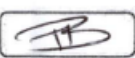
20.3 The Service Provider hereby indemnifies the District Municipality against any loss or damage of any nature that may arise for the District Municipality out of the Service Provider's failure to comply with any law or regulation or out of the breach of the provisions of this agreement.

20.4 The Service Provider will be responsible for taking out any appropriate insurance coverage for the purpose of this agreement.

20.5 In the event of either Party incurring a third party claim for which the other Party has indemnified it, then such Party shall notify the other Party thereof within a period of ten (10) working days of that Party becoming aware of such claim.

20.6 Either Party will provide the other Party with all reasonable co-operation and assistance in relation to the third party claim.

  
for the service provider

  
for the district municipality

21. FORCE MAJEURE

21.1 The parties shall not be liable to one another for a failure to perform any of their obligations in terms of this agreement if such failure is a result of:

- war, whether declared or not, civil war, civil violence or disobedience, riots any revolutions, acts of piracy, acts of sabotage;
- natural disasters such as violent storms, cyclones, earthquakes, floods and destruction by lightning;
- explosions, fires and destruction of plant, equipment, machinery
- a statutory enactment rendering this agreement or any part thereof inoperable, and
- strikes by employees of any party
- pandemic, epidemic

21.1.1 Relief from liability for non-performance by reason of the provisions of this clause shall commence on the date upon which the party seeking relief gives notice of the impediment relied upon and shall terminate upon the date upon which such impediment ceases to exist.

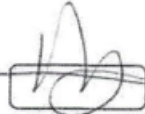

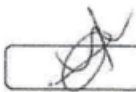
21.2 If the performance of a material part of this agreement is suspended due to force majeure that Party shall give the other Party written notice of the condition of force majeure.

21.3 Such notice shall be given by fax or email within one 1 (one) day and confirmed by formal letter within 3 (three) working days of the date on which the condition of force majeure takes effect.

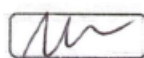

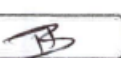
21.4 The party affected by force majeure event-

21.4.1 shall take all reasonable steps to mitigate the consequences of such an event upon the performance of its obligations under this agreement, resume performance of its obligations affected by the event of force majeure as soon as practicable and use all reasonable endeavours to remedy its failure to perform: and

21.4.2 Dates or times allowed for performance shall be adjusted by mutual agreement between the Parties, to allow for the effects of such force majeure, provided such notice is given. If such notice is not given by the Party affected by such force majeure, the other Party may, in its sole discretion, refuse to allow such adjustment of the relevant dates or time allowed for performance, with regard to performance due in terms of this agreement, of the Party affected by force majeure and to exercise all relevant remedies available to it in terms of this agreement or otherwise.

for the service provider

for the district municipality

- 21.5 Performance of other material parts of this agreement still due and possible of performance by the Party affected by force majeure shall be rendered whilst the condition of force majeure persists, unless the other party agrees in writing to the non-rendering of such performance.
- 21.6 If a period of 90 (ninety) days has elapsed, and the condition of force majeure persists, rendering performance impossible, either Party shall be entitled to cancel this agreement by written notice on conditions as agreed upon.

22. CONFIDENTIALITY

The Parties undertake for the duration of this agreement and thereafter to hold all confidential information received from the disclosing party in trust and confidence and agree that it shall not be disclosed to any third party or misused in any manner.

23. SURVIVAL OF TERMS

The provisions of clauses 10, 17, 19, 20 & 23 of this agreement, shall survive the expiration or termination of this agreement.

24. NOTICES AND DOMICILIUM

- 24.1 The Parties hereto select as their respective *domicilia citandi et executandi* ("domicilium") the following physical addresses, and for the purpose of giving or sending any notice, the payment of invoices the serving of any process and for any other purpose provided for or required hereunder:

THE DISTRICT MUNICIPALITY:

Physical Address:

Garden Route District Municipality
54 York Street
GEORGE
6529

Tel No: (044) 803-1300
Fax No: (044) 874-1013

Postal Address:

Garden Route District Municipality
P O Box 12
GEORGE
6530

E- mail: records@gardenroute.gov.za for the attention of the Municipal Manager

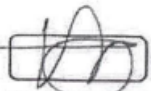
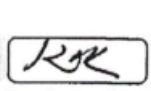
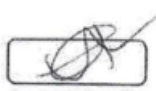
SERVICE PROVIDER

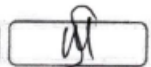
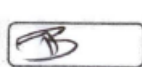
Physical Address:

Bloemhof Building
2nd Floor
65 York Street
GEORGE
6530

Postal Address:

P O Box 509
GEORGE
6530

  
for the service provider

  
for the district municipality

Tel No.: 044 874 2165
 Fax No.: 044 873 5843
 Cell No.: 071 860 3778

E- mail: george@zutari.com

- 24.2 Each party shall be entitled to nominate a physical address, not being a post box or poste restante, in substitution for the address set out above in respect of it at any time by giving the other party hereto 21 (twenty-one) day's written notice of such change of address;
- 24.3 Any notice to be given in terms hereof shall be given by hand delivery thereof to the hand delivery address of the addressee set out above, or by posting by registered post to the postal address of the addressee set out above;
- 24.4 Any notice given and any payment made by a party to the other ("the addressee") which:
- 24.4.1 Is delivered by hand during the normal business hours of the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;
- 24.4.2 Is posted by prepaid registered post to the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved by the addressee on the fourteenth day after the date of posting.
- 24.5 Where, in terms of this agreement, any communication is required to be in writing, the term "writing" shall include communications by facsimile and email. Communications by facsimile and email shall, unless the contrary is proved by the addressee, be deemed to have been received by the addressee 48 hours after the time of transmission. Communications by e-mail shall be deemed to have been received by the addressee upon receipt of an e-mail acknowledging such receipt.

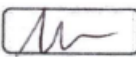
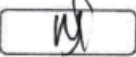
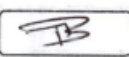
25. PENALTIES

- 25.1 If the Service Provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in this contract, the District Municipality shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.
- 25.2 The District Municipality may also consider termination of the contract pursuant to clause 25.1 above.

26. GENERAL

- 26.1 No alteration, cancellation, variation of or addition hereto shall be of any force or effect unless reduced to writing and signed by both parties to this agreement or their duly authorised representatives.

  
 for the service provider

  
 for the district municipality

26.2 This agreement and Annexures attached hereto constitutes the entire agreement between the parties.

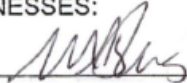
26.3 No indulgence, lenience or extension of time which any party may grant or show to any other party, shall in any way prejudice the Grantor or preclude the Grantor from exercising of its rights in the future.

26.4 In the event that any part of this agreement is void in terms of any applicable legislation, the validity of the remainder of this agreement will not be affected.


SIGNED AT GEORGE ON THIS 11TH DAY OF OCTOBER 2021

AS WITNESSES:

1.



2.





MONDE GIVEN STRATU
MUNICIPAL MANAGER

SIGNED AT George ON THIS 5 DAY OF October 2021

AS WITNESSES:

1.




2.




ANDRE KEYSER
OFFICE MANAGER: GEORGE

  
for the service provider

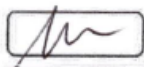
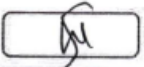

  
for the district municipality

ANNEXURE A : PRICING SCHEDULE (VAT INCLUSIVE)

ITEM	ACTIVITY DESCRIPTION	UNIT	QUANTITY	RATE OFFERED	AMOUNT (excl VAT)
1	FEES FOR PROFESSIONAL SERVICES				
	Estimated construction cost				
1.1	% of construction cost offered as fees for professional services (including all recoverable disbursements)	%	R185 000 000	2.130%	R3 940 500,00
TOTAL OFFERED FOR ITEM NO 1					R3 940 500,00
2.	SPECIAL SERVICES				
2.1	Design Report in accordance with National Norms and Standards to obtain statutory approval of the design of the basal liners of Class A and Class B cells and the leachate pond (including all recoverable disbursements)	Sum	1	R601 630,00	R601 630,00
2.2	Level 2 Part time Construction Monitoring with weekly site visits (including all recoverable disbursements)	Month	16	R43 328,00	R693 248,00
2.3	Full time construction Quality Assurance, including Electrical Leak Location survey (including all recoverable disbursements)	Month	10	R43 328,00	R433 280,00
2.4	Occupational Health and Safety Consultant (including all recoverable disbursements)	Month	16	R5 000,00	R80 000,00
2.5	Environmental Control Officer (including all recoverable disbursements)	Month	16	R17 120,00	R273 920,00
TOTAL OFFERED FOR ITEM NO 2					R2 082 078,00
3.	EXPENSES AND COSTS				
3.1	Recoverable Expenses (Example of R400 000,00 used for tender purposes only) (The Service Provider will procure these services on a three-quote basis where practically possible, for the Employer's approval)	n/a	n/a	n/a	R400 000,00
3.2	Mark-up % tendered on item 3.1	%	R400 000	0%	R0,00
TOTAL TENDERED FOR ITEM NO 3					400 000
4.	TOTAL FOR FEES, EXPENSES AND COSTS				
4.1	Sum of totals for Items 1, 2 and 3 above				R6 422 578,00
4.2	15% VAT on item 3.1 above				R963 386,70
LESS					R154 000,00
TOTAL TENDERED					R7 231 964,70

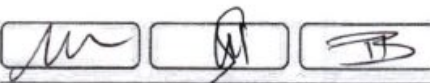



 for the service provider




 for the district municipality

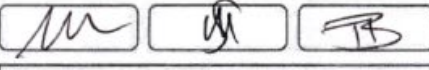
ANNEXURE B : GANTT REPORT / PROJECT TIME-BASED MODEL


for the service provider


for the district municipality

ANNEXURE C : CASH-FLOW (VAT INCLUSIVE)


for the service provider


for the district municipality

ANNEXURE 2



**ADDENDUM TO SERVICE LEVEL AGREEMENT ENTERED INTO BY AND
BETWEEN**

Garden Route District Municipality

A municipality duly established in terms of Local Government Municipal Structures Act
117 of 1998

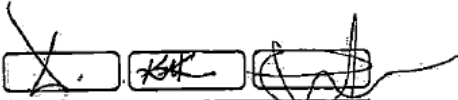
herein represented by **MONDE GIVEN STRATU** in his capacity as **Municipal
Manager** duly authorised thereto
(hereinafter referred to as "**the District Municipality**")

and

ZUTARI (PTY) LTD

a company duly registered in terms of the Companies Act, 2008 (as amended)

Registration number **1977/003711/07** and herein represented by
ANDRE KEYSER in his capacity as **OFFICE MANAGER: GEORGE**
duly authorised thereto
(hereinafter referred to as "**the Service Provider**")


for the service provider


for the district municipality

-2-

WHEREAS the Parties concluded a Service Level Agreement with each other on 11 October 2021 (hereinafter referred to as the Principal Agreement), whereby the Service Provider was awarded a tender by the District Municipality to provide professional services for the design, drafting of tender documentation and contract supervision for the new regional waste management facility and associated infrastructure to be established for the District Municipality, as set out in Tender No. GRDM/29/20-21;

AND WHEREAS the Parties resolved during the Conceptual Design stage of the Regional Waste Management Facility Project, that the Geotechnical and Geohydrological investigations previously done on Farm 419, Mossel Bay, were not in accordance with the specifications required by the Department of Water and Sanitation (DWS) nor at a sufficient depth to finalise the designs of the waste cells and to obtain the statutory design approvals.

AND WHEREAS the structural design of the workshop building was not finalized as part of the previous work done on the associated infrastructure. Once this has been finalized, the structural designs of the workshop building must be approved by Mossel Bay Municipality and this work must be done before the compilation of the construction tender for the Regional Waste Management Facility.

AND WHEREAS the compilation of a financial model for the construction and operation of the Regional Waste Management Facility is required to determine the cost per participating municipality that will utilize the facility and to obtain Council resolutions from the participating municipalities.

AND WHEREAS FURTHER the Parties agree to amend certain clauses in the Principle Agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. AD CLAUSE 5.31

A new clause 5.31 to be inserted, which reads as follows:

"The Service Provider must ensure that the geotechnical and geohydrological investigations are done/completed in order to finalise the designs and proceed with the project.

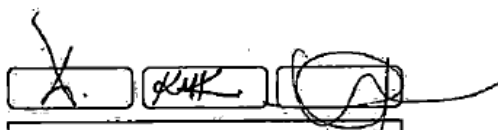
2. AD CLAUSE 5.32

A new clause 5.32 to be inserted, to read as follows:

The Service Provider must compile a financial model for the construction and operation of the Regional Waste Management Facility to determine the cost per participating municipality.

3. AD CLAUSE 5.33

A new clause 5.33 to be inserted, to read as follows:


for the service provider


for the district municipality

4. AD ADDENDUM A

5. GENERAL

SIGNED AT George ON THIS 17 DAY OF January 2022

1. Boths

2. _____

SIGNED AT GEORGE ON THIS 13th DAY OF JANUARY
2022

1. Konzells

2. [illegible]

OFFICE MANAGER: GEORGE

☒ ☐ ☐

for the district municipality

Our Ref: 1001661/23.4/ACK/kk

20 January 2023

The Municipal Manager
 Garden Route District Municipality
 54 York Street
GEORGE
 6530

Attention: Mr Passmore Dongi

Dear Sir

BID : GRDM/29/20-21 : PROVISION OF PROFESSIONAL SERVICES FOR THE DESIGN, DRAFTING OF TENDER DOCUMENTATION AND CONTRACTS SUPERVISION FOR NEW REGIONAL WASTE MANAGEMENT FACILITY AND ASSOCIATED INFRASTRUCTURE TO BE ESTABLISHED FOR GRADEN ROUTE DISTRICT MUNICIPALITY : REVISION OF SERVICE LEVEL AGREEMENT : PROFESSIONAL FEES : REVISION 1

Below please find a table including the Professional Addendum to the Service Level Agreement signed 17 January 2022 and the Estimated Professional Fees based on the recommended Tenderer Tefla Group (Pty) Ltd. All amounts are exclusive of VAT.

Addendum to SLA (17 January 2022)		Recommend Tenderer (Tefla Group (Pty) Ltd)	
	Professional Fees		Estimated Professional Fees
Estimated Construction Value R185,000,000.00 Percentage Based Fees 2,13 %		Estimated Construction Cost R250,965,888.88 Percentage Based Fees 2,13 %	
Percentage based Fees	R3,940,500.00		R5,345,573.43
Less Discount	R133,913.00		R133,913.00
TOTAL PERCENTAGE BASED FEES (1)	R3,806,587.00		R5,211,660.43
Special Services			
Design Report	R601,630.00		R601,630.00
Level 2 Part-Time Construction Monitoring (16 months)	R693,248.00	(25 months)	R1,083,200.00
Full-time Quality Assurance (10 months)	R433,280.00	(23 months)	R996,544.00
Occupational Health and Safety (16 months)	R80,000.00	(25 months)	R125,000.00
Environmental Control Office (16 months)	R273,920.00	(25 months)	R428,000.00
TOTAL SPECIAL SERVICES (2)	R2,082,078.00		R3,234,374.00
Expenses and Costs			
Geotechnical Study and Road Study	R199,493.00		R199,493.00
Geohydrological Study	R499,681.00		R499,681.00
Architect	R94,890.00	Building increased from 412 m² to 1057 m². Construction as per tender 18 months estimate of 6 months	R594,638.00
Financial Model	R90,000.00		R90,000.00



Revision of Financial Model 10/15/20 year payback	-		R55,000.00
Water Demand Study (GLS)	-		R17,500.00
Traffic Impact Study	-		R73,934.00
Emergency Response Plan	-		R38,740.00
License Amendment (builders rubble/garden refuse)	-		R51,200.00
Environmental Monitoring Plan (DFFE)	-		R26,400.00
Operation and Maintenance Plan (DFFE)			R46,150.00
Remainder of SLA	R29,782.96		
TOTAL EXPENSES AND COST (3)	R913,846.96		R1,692,736.00
ESTIMATED NET TOTAL OF PROFESSIONAL FEES (1) + (2) + (3)	R6,802,711.96		R10,138,770.43

From the above table a revision of the SLA in the amount of R3,336,088.47 excl. VAT is required.

We trust that we have supplied you with sufficient information for your purposes.

Should you require any additional information please do not hesitate to contact us.

Yours faithfully


AC Keyser Pr Tech Eng
Office Manager
pp Zutari

cc. Mr Johan Gie – Garden Rout District Municipality

1. **FINANCIAL SUPPORT FOR THE ERECTING OF NEW FENCING AS WELL AS THE REPLACEMENT OF DAMAGED FENCING ALONG THE PROVINCIAL ROADS NETWORK IN THE JURISDICTION AREA OF THE GARDEN ROUTE DISTRICT MUNICIPALITY / FINANSIËLE ONDERSTEUNING VIR DIE OPRIG VAN NUWE HEININGS ASOOK DIE VERVANGING VAN BESKADIGDE HEININGS LANGS DIE PROVINSIALE PAAIE NETWERK IN DIE JURISDIKSIEGEBIED VAN DIE GARDEN ROUTE DISTRIKSMUNISIPALITEIT / IMALINXASO YOKUFAKELWA Ucingo Lokubiyela Olutsha Kuquka Nokufakelwa Kocingo Olonakeleyo Nakude Kufuphi Nothungelwano Lwendlela Zephondo Kwingingqi Yomasipala Wesithili se Garden Route**

2 **PURPOSE**

The purpose of the report is to obtain Council approval for the implementation of a decrease in the fencing subsidy for erecting of new fencing as well as the replacing of damaged fencing along the provincial road network in the jurisdiction area of the Garden Route District Municipality.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The district municipality grants a subsidy on the total estimated costs involved for the construction of a standard fence and this means in practice that it will only entail the purchase price of the material component for the type of fencing per km, according to the prices obtained on an annual basis from the local service providers and/or tenders.

For 2023-2024 financial year the Stock-proof fencing price will be R35 900, and Vermin-proof fencing price will be R57 800.

5. **RECOMMENDATIONS**

That the proposed decrease for financial support for erecting of new fencing as well as the replacing of damaged fencing along the provincial road network in the jurisdiction area of the Garden Route District Municipality be considered.

That the fencing subsidy be implemented on 1 July 2023.

That the following prices be used:

- For 2023-2024 financial year the Stock-proof fencing price will be R35 900, and Vermin-proof fencing price will be R57 800.

AANBEVELINGS

Dat die voorgestelde afname vir finansiële ondersteuning vir die oprigting van nuwe heinings asook die vervanging van beskadigde heinings langs die provinsiale padnetwerk in die jurisdiksiegebied van die Gardenroute Distriksmunisipaliteit oorweeg word.

*Dat die omheiningssubsidie op 1 Julie 2023 geïmplementeer word.
Dat die volgende pryse gebruik word:*

- *Vir 2023-2024 finansiële jaar sal die voorraadvaste omheiningsprys R35 900 wees, en dierebestande omheiningsprys sal R57 800 wees.*

IZINDULULO

Sesokuba kuqwalaselwe ukuhla okucetywayo kwenkxaso-mali yokwakhiwa kocingo olutsha kwakunye nokutshintshwa kocingo olonakeleyo ecaleni kothungelwano lweendlela zephondo kummandla wolawulo lukaMasipala weSithili saseGarden Route.

Ukuba uncedo lokubiyela luphunyezwe ngomhla woku-1 kweyeKhala 2023. Ukuba kusetyenziswe la maxabiso alandelayo:

- Kunyaka-mali ka-2023-2024 ixabiso lokubiyela i-Stock-proof liya kuba ngama-R35 900, kwaye ixabiso lokubiyela i-Vermin-proof liya kuba ngama-R57 800.

6. DISCUSSION / CONTENTS

6.1 Background

The Garden Route District Municipality, implementing agent on behalf of the Provincial Government of the Western Cape, is responsible for the maintenance of fencing along road reserves.

The Road Ordinance No 19 of 1976 determined that the Department of Transport and Public Works and the Garden Route District Municipality as its implementing agent, may maintain all fences along its provincial road network (Section 12 of the Road Ordinance, 19 of 1976).

6.2 Discussion

The proposed fencing subsidy is attached as Annexure A for consideration. Applications will be considered and must be approved by the District Road Engineer prior to the payment of any subsidies.

6.3 Financial Implications

An amount of R1 500 000.00 has been made available in the new 2023/2024 budget for this purpose.

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:

An amount of R1 500 000.00 was made available in the 2022/2023 budget. Council resolved the amount in March 2021.

6.7 Risk Implications

There are no foreseen risks associated with the proposed decision for Council.

GARDEN ROUTE DISTRICT MUNICIPALITY : ROADS DEPARTMENT		
FENCING SUBSIDY	1 July 2023 – 30 March 2024	
PROVINCIAL ROADS	Trunk roads, Main Roads, District roads and Minor roads	
SPECIFICATIONS		
1. STOCK-PROOF FENCES	Treated poles (100-125mm in diameter and 2.10 metres in length) placed 10 metres apart with five (5) treated droppers (50-60mm in diameter and 1.50 metres long) between poles and five (5) barbed and four (4) smooth fencing wires.	
SUBSIDY	1 July 2023 – 30 March 2023: <i>R35 900.00 per 1000 meters fencing erected (excl VAT) – All totals rounded up to the nearest R100.00.</i>	
2. VERMIN-PROOF FENCES	Treated poles (100-125mm in diameter and 2.10 meters in length) placed 10 metres apart with five (5) treated droppers (50-60mm in diameter and 1.50 meters long) between poles and three (3) barbed and two (2) smooth fencing wires with 75mm hexagonal wire netting.	
SUBSIDY	1 July 2021– 30 June 2022: <i>R57 800.00 per 1000 meters fencing erected (excl VAT) – All totals rounded up to the nearest R100.00.</i>	
Recommended fencing	Stock-proof fences	
	Vermin-proof fences	
RECOMMENDED BY SENIOR MANAGER : ROADS SERVICES DEPARTMENT		
SIGNATURE		DATE
COMMENTS: <i>Approved based on Council Resolution to subsidize the constructing of a standard fence and in practice this means that it will only entail the purchase price component of the fencing materials, labor and cost thereof shall be provided by applicant</i>		
APPROVED BY MUNICIPAL MANAGER		
SIGNATURE		DATE

BACK TO AGENDA

1. ANNUAL REPORT PROCESS PLAN FOR 2022/23 FINANCIAL YEAR/ JAARVERSLAG PROSESPLAN VIR 2022/23 FINANSIËLE JAAR / ISICWANGCISO SENKQUBO YENGXELO YONYAKAMALI KA 2022/23

REPORT FROM: EXECUTIVE MANAGER: PLANNING & ECONOMIC DEVELOPMENT (L MENZE)

2. PURPOSE

The purpose of this report is to submit the Annual Report Process Plan for the development of the 2022/23 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 by 31 December annually.

5. RECOMMENDATION

That Council approves the 2022/2023 Annual Report Process plan

AANBEVELING

Dat die Raad die 2022/2023 Jaarverslag prosesplan goedkeur.

ISINDULULO

Sesokuba iBhunga liphumeze Isicwangciso Sengxelo Yenkqubo yoNyaka kunyakamali ka 2022/2023

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.

6.3 Financial Implications

None

6.4 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)

6.5 Staff Implications

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

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

ANNEXURE

2022/2023 Annual Report Process Plan

Garden Route District Municipality Annual Report Process Plan 2022/2023/ 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	9 June 2023
Departments to submit Annual Report information to IDP unit by 14 July 2023 and Draft AFS to be submitted by 18 August 2023		All HODs Chief Financial Officer	14 July 2023 18 August 2023
Consideration of next financial year's Budget and IDP process plan. In-year reporting formats should ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the beginning of the Budget / IDP implementation period.	MSA S41(1)(e)	MM assisted by other Section 56 Managers & the CFO	July 2023 – August 2023
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 2023
Finalise 4 th quarter report of previous financial year.	MFMA S52(d)	MM assisted by other Section 56 Managers & the CFO	July 2023
Submit draft previous financial year Annual Report and evidence to Internal and the Auditor General including annual	Submission of annual financial statements as per section 126(1) of the MFMA. Additional step, a draft Annual Report is prepared.	MM & CFO	By 31 August 2023

Activity	Legislation and guidance	Process Owner/Role Player	Time Frame
financial statements and financial and non-financial information.	Annual Performance report needs to be included as per section 46 of the MSA.		
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 2023
Combined Audit/Performance Committee considers unaudited annual Report of municipality.		Audit and Performance Audit Committee	August/September 2023
Mayor tables the unaudited Annual Report in Council by 31 August 2023.	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 2023. 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	If the above process is followed, the unaudited Annual Report can add value to the IDP/Budget planning process for the	Council	

Activity	Legislation and guidance	Process Owner/Role Player	Time Frame
and priorities. Unaudited Annual Report as submitted to Auditor-General to be used as input into the IDP strategic 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	next year as well as oversight by MPAC on the reported deliverables by communities and achievements targets 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 2023
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 2023
The Auditor General's reports are issued during the period of Oct/Nov 2023 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 2023(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		MM	

Activity	Legislation and guidance	Process Owner/Role Player	Time Frame
public, e.g. posted on municipality's website.			
Oversight committee finalises assessment on Annual Report within 7 working days of receipt of AGs report.		Oversight Committee	
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 2023
Oversight report is made public		MM	
Oversight report is submitted to Legislators, Treasuries and DLG.		Mayor	

[BACK TO AGENDA](#)

**1. PROPOSED ALIENATION OF CERTAIN COUNCIL PROPERTIES / VOORGESTELDE
VERVREEMDING VAN SEKERE RAADS EIENDOMME / ISIPHAKAMISO
NGOKUSUSWA KWEMIHLABA ETHILE YEBHUNGA**

(8/3/1/1)

25 MAY 2023

**REPORT FROM THE EXECUTIVE MANAGER PLANNING AND ECONOMIC
DEVELOPMENT SERVICES (LUSANDA MENZE) / MANAGER: PROJECTS, PROPERTIES,
FACILITIES AND RESORTS MANAGEMENT (PASSMORE DONGI)**

2 PURPOSE

The purpose of this item is to inform Council of the public participation process that was followed to alienate certain Council properties to generate revenue and reduce the maintenance costs as these properties are not required for service delivery purposes as contemplated in the Asset Transfer Regulations.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In terms of Section 14(2) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (hereinafter referred to as the MFMA) a municipality may transfer ownership of a capital asset only after Council has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services, has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

The Council tasked Management to embark on a process to alienate certain Council properties, which will yield benefits to the municipality in terms of revenue. Instead of these properties being strategic assets to the District

Municipality, it turned out to be a liability and several reasons can be attributed to this challenge. Management as guided by Council identified several properties across the region, Council satisfied itself through the various site visits that indeed these were the exact assets that needed to be alienated as they will be not useful to it now and in the near future.

Furthermore, the Council, on 07 November 2022 approved the alienation of the following properties.

- i. Hansmoeskraal portions 1, 2, 73, 12 and 83
- ii. Kraai Bosch 195 portion 102 [pt. 18]
- iii. Erf 1171, Wilderness
- iv. Erf 1210, Wilderness
- v. Farm Kraaibosch 195 - Lands End, Victoria Bay
- vi. Erf 2790 Knysna – Golf driving range
- vii. Erven 20, 21 & 22 Belvedere
- viii. Farm Woodville 172 Portion 4
- ix. Doornberg Outspan 32
- x. Oudtshoorn – St John Street
- xi. Farm Schooneberg 109 portion 3
- xii. Farm De Fontein 291, Riversdale

5. RECOMMENDATIONS

- 5.1 That Council takes note of the contents of the report.
- 5.2 That Council takes note of the offer received for the alienation of certain properties.
 - 5.2.1 That Council considers and approve the offer of R500 000,00 received from Mr. Schalkwyk to purchase a portion of Farm 195 Kraaibosch – Lands End, Victoria Bay (approximately 254 sqm)
 - 5.2.2 That Council resolves that the residents of Belvedere or Knysna Municipality place a market related offer for Erven 20, 21& 22, as they have demonstrated an interest in the property.
- 5.3 That Council considers the objections that were received from various interested parties.

AANBEVELINGS

- 5.1 *Dat die Raad kennis neem van die inhoud van die verslag.*
- 5.2 *Daat die Raad neem kennis van die aanbod wat vir die vervreemding van sekere eiendomme ontvang is*
 - 5.2.1 *Dat die Raad die aanbod van R500 000,00 wat van Mnr. Schalkwyk ontvang is om 'n gedeelte van Plaas 195 Kraaibosch – Lands End, Victoriabaai (ongeveer 254 vkm) te koop, oorweeg en goedkeur word.*
 - 5.2.2 *Dat die Raad besluit dat die inwoners van Belvedere of Knysna Munisipaliteit 'n markverwante aanbod vir Erwe 20, 21 & 22 plaas, aangesien hulle 'n belangstelling in die eiendom getoon het.*
- 5.3 *Dat die Raad die besware wat ontvang is van die verskeie belanghebbende partye oorweeg.*

IZINDULULO

- 5.1 Sesokuba iBhunga lithathela ingqalelo okubhalwe kwingxelo.
- 5.2 Sesokuba iBhunga lithathela ingqalelo isithembiso esifunyenweyo sokutshitshiswa kweepropati ezithile.
 - 5.2.1 IBhunga lithathela ingqalelo kwaye liphumeze unikezelo lwama-R500 000,00 olufunyenwe kuMnu. Schalkwyk lokuthenga inxalenye yeFama 195 Kraaibosch – Lands End, Victoria Bay (malunga nama-254 sqm)
 - 5.2.2 Sesokuba iBhunga ligqibe ekubeni abahlali baseBelvedere okanye kuMasipala waseKnysna babeke umnikelo onxulumene nemarike kwiSiza 20, 21&22, njengoko bebonakalise umdla kulo mhlaba.
- 5.3 Sesokuba iBhunga lithathela ingqalelo izichaso ezifunyenweyo kumaqela ngamaqela anomdla.

6. DISCUSSION / CONTENTS**6.1 Background**

On 7 November 2022, the following resolution was taken by Council: **H.8 PROPOSED ALIENATION OF CERTAIN COUNCIL PROPERTIES / VOORGSTELDE VERVREEMDING VAN SEKERE RAADS EIENDOMME**

RESOLVED:

- 5.1 That Council grants approval that the properties are not required for the provision of basic municipal services as contemplated in section 14(1) of the Municipal Finance Management Act 56 of 2003.
- 5.2 That Council grants approval for management to proceed with the process of alienation of the listed Council Properties:
 - Hansmoeskraal Portions 1,2,73, 12 and 83
 - Erf 1171, Wilderness
 - Erf 1210, Wilderness
 - Farm Kraaibosch 195 – Lands End, Victoria Bay
 - Erf 2790 Knysna – Golf driving range
 - Erven 20, 21 & 22 Belvedere
 - Farm Woodville 172 portion 4.
- 5.3 That the Council notes the provisions as set out in the Asset Transfer Regulations will be adhered to (advertising etc.)
- 5.4 That Council notes the market related value of the assets will be considered.
- 5.5 that after the process is concluded that a report serves in Council to inform them of the outcome.
- 5.6 That Council grants approval for management to proceed with the process of alienation of the listed Council Properties after site visits has been completed.
 - Kraaibosch 195 Portion 102 (pt.18)
 - Doornberg Outspan 32
 - Oudtshoorn – St John Street
 - Farm Schooneberg 109 portion 3
 - Farm De Fontein 291, Riversdale

6.2 Discussion

In view of the aforementioned, the provisions of the Asset Transfer Regulations read with Section 14 of the MFMA was followed to alienate the following properties:

- Hansmoeskraal Portions 1, 2, 73, 12 and 83
- Erf 1171, Wilderness
- Erf 1210, Wilderness
- Farm Kraaibosch 195 – Lands End, Victoria Bay

- Erf 2790 Knysna – Golf driving range
- Erven 20, 21 & 22 Belvedere
- Farm Woodville 172 portion 4.

The advertisement for the public participation process was placed in Die Burger dated Thursday, 16 March 2023 and the closing date for objections / offers was 21 April 2023. Numerous objections were received, of which the majority related to the Belvedere properties, Erf 2790 Knysna and the various Hansmoeskraal properties. A summary of the reasons for objections are the property dispute, the vibrant bird life at Belvedere as well as the high-water line at the Belvedere properties. The land claims on the Hansmoeskraal properties also forms part of the objections. A list of all the objections received is attached hereto marked as Annexure "A".

The Council's attention is drawn to the fact that rates and taxes are being paid monthly for these properties which lie vacant. It might be beneficial to call a meeting with the residents of Belvedere and request them to purchase these properties as the Belvedere community. This is against the backdrop of them wanting no development on the 3 erven insisting that they remain as they are for their benefit as the community.

An offer was received from Mr. Schalkwyk to purchase a portion of Farm 195 Kraaibosch – Lands End, Victoria Bay (approximately 254 sqm), for an amount of R500 000,00 (FIVE HUNDRED THOUSAND RAND). The offer is attached hereto marked as Annexure "B". It is important to note that Council entered into a lease agreement with Mr. Schalkwyk, who leases the said portion (254 sqm) from the municipality as a part of his property encroaches onto this piece of land. The lease agreement will expire on 31 October 2025 with the rental amount being R1 800.00 (ONE THOUSAND EIGHT HUNDRED RAND) per month.

6.3 Financial Implications

There will be revenue streams to the municipality.

6.4 Legal Implications

Constitution of the Republic of South Africa 1996

Local Government Municipal Finance Management Act 2003 (Act 56 of 2003)
 Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Municipal Asset Transfer Regulations
 Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

6.5 Staff Implications

A decision to/not implement this will have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

Council Resolution H.8 dated 07 November 2022.

6.7 Risk Implications

The biggest risk is for the municipality to pay rate and taxes on an unused land.
 Another risk is for the property to be illegally invaded.

6.8 Comments from Executive Management:

6.8.1 Executive Manager: Roads and Transport Planning Services

Content of report is noted

6.8.2 Executive Manager: Community Services

Content is noted.

6.8.3 Executive Manager: Corporate Services

Content noted

6.8.4 Manager: Legal Services

Noted and Supported

ANNEXURES

Annexure "A" list of the objections received.

Annexure "B" the offer received from Mr Schalkwyk.

Annexure "C" letter from Knysna Municipality objecting the alienation.

Annexure "D" letter from Garden Route District Municipality to Knysna Municipality.

OBJECTIONS RECEIVED FOR THE ALIENATION OF COUNCIL PROPERTIES: COUNCIL RESOLUTION DATED 07 NOVEMBER 2022 RESOLUTION NUMBER H.8

The alienation of certain council properties was advertised in *Die Burger* dated Thursday, 16 March 2023 the closing date for offers / objections received was Friday, 21 April 2023.

The following table contains the objections that was received from the community. Majority of the objections is for the Belvidere and Hansmoeskraal properties.

Nr	Date	From	Contact Details	Reasons for objections
	27 March 2023	Knysna Municipality	knysna@knysna.gov.za	Knysna Municipality objects to the proposed alienation of properties as the properties in question are disputed between GRDM and Knysna Municipality. There is an ongoing discussion to resolve the dispute and it would be premature to alienate these properties before an agreement is reached.
	20 April 2023	Antonius & Gerarda Tuinder Owners and residents of erf 597, Old Belvidere	atuinder@mweb.co.za 0826571979/0827853732	Land falls within flood lines Concerned with environmental impact Marine and bird life would be affected Land not suitable for building Issues regarding septic tanks Legal pursuit of these properties in Belvidere as well as the golf driving range therefore sale cannot be considered
	20 April 2023	Derick H Clegg	eclegg@mweb.co.za	Properties lie within the protected coastal zone No access road – EIA required No municipal services on the properties Area is considered a greenbelt Access to old Belvidere jetty would be restricted Intergovernmental dispute ongoing – may not be alienated until the matter is resolved

	20 April 2023	Mrs Michaela Fraser	keimicfraser@gmail.com 083 325 6675	<p>I refer to the public notice issued by the Garden Route District Municipality (GRDM) of their intention to alienate the following properties:</p> <ul style="list-style-type: none"> • Erven 20,21 and 22 Belvedere. • Property that the golf driving range is on and the Knysna Municipality's Electrical Box in Knysna Town. <p>I wish to place my objection on record for the following reasons:</p> <p>Belvedere Properties:</p> <ul style="list-style-type: none"> • These properties are below the high-water level and are often submerged under water. • These properties are within the coastal setback of Belvedere, which prohibits any development within this line. • These properties are public open spaces and are enjoyed by all walks of life, this area is also only accessible by a pathway. <p>Golf Range Property:</p> <ul style="list-style-type: none"> • Young and old from all races, gender and social economic backgrounds use these grounds for sporting and educational activities. A vital aspect to any community's wellbeing. <p>I also understand that the Knysna Municipality has lodged a formal inter government dispute around these properties and until this dispute is resolved, I believe this intention to alienate these properties, is inappropriate and lacks ethical leadership practises. I formally request that this action be withdrawn by the GRDM until the formal inter government dispute process is completed and resolved.</p>
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	19 April 2023	J.E Coetzee	etcoet@mweb.co.za	<p>This letter is written without conceding any right or legality that you may have to advertise or sell or deal with any of the above even or part thereof.</p> <p>acting on behalf, of all the parties referred to in your file records, i herewith object against the intended, or proposed sale for the reason and grounds as set out in my previous correspondence which kindly read as part of this letter.</p> <p>i previously requested that you forward me a copy of all relevant correspondence.</p> <p>you failed, but please do so in the future.</p>
	21 April 2023	MS Campbell	susanm@mweb.co.za	<p>The properties are subject to a formal intergovernmental dispute with Knysna Municipality. On the 6th of August 2020 Knysna Council resolved that the then Acting Municipal Manager, Dr. Scheepers, had to address correspondence to the GRDM to request the transfer of the disputed properties. Council instructed Dr. Scheepers that, should the GRDM fail to respond to the request or fail to agree to the transfer within 21 days, a formal intergovernmental dispute ("IGR") notice had to be served on the GRDM. On the 4th of September 2020, Dr. Scheepers, addressed correspondence to your office, in which a formal IGR was declared.</p> <p>On the 19th of January 2021 Mr. Adonis, the then AMM, addressed correspondence to the GRDM, to convene a meeting relating to the IGR dispute.</p> <p>During a meeting held between Knysna and GRDM on the 24th of May 2021, the then Knysna Executive Mayor, Cllr van Aswegen, confirmed that Knysna expected that all the disputed properties should be transferred it. To date that position has not changed.</p> <p>On the 9th of May 2022 a meeting was held between Levaël Davis, the then Executive Mayor, myself, in my</p>

				<p>capacity as Portfolio Chair and Melony Paulsen. You and the Executive Mayor, Memory Booysen represented GRDM. Information was requested by Knysna from GRDM and it was agreed that the information would be provided and that site visits and a further meeting would be held, in an attempt to resolve the dispute.</p> <p>Despite the fact that no information had been provided to KM, the GRDM arranged a meeting for the 26th of July 2022, but the meeting was cancelled by the GRDM shortly before it was to take place.</p> <p>Another meeting to resolve the dispute was arranged with the GRDM for the 8th of December 2022, but it was cancelled at the last minute by GRDM.</p> <p>I subsequently established that on the 7th of November 2022 the GRDM Council approved the commencement of the process to alienate inter alia, the Knysna properties included in the notice.</p> <p>It is concerning that you did not advise Knysna Municipality of your intention to request your Council to approve the sale of the disputed Knysna properties. You also did not inform Knysna of the resolution of the 7th of November 2022.</p> <p>ERF 2790 KNYSNA (GOLF DRIVING RANGE)</p> <p>On the 7th of November 2022 your Council was informed that this property is not needed for service delivery, but was not informed that the property is being used by the Knysna Electrical Department for service delivery.</p> <p>You also did not inform your council that the property was the subject of a formal IGR dispute with Knysna and you failed to inform Council that Adv Breitenbach specifically advised your municipality that Knysna had a lawful claim to the property and that the property should be transferred to Knysna.</p>
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				<p>The GRDM may in any event not lawfully alienate the property, as it has no lawful claim to the property and no vesting rights in the property.</p> <p>ERVEN 20,21 AND 22 BELVIDERE</p> <p>Whereas your Council was informed that Knysna "has requested that these properties be transferred to them", you did not inform Council that the properties were the subject of a formal IGR dispute with Knysna. It is important to note that the Executive Manager: Financial Services of the GRDM commented on page 984 paragraph 6.8.4 of the agenda that the report should be amended to exclude the Belvidere properties, as they are the subject of a dispute with Knysna. He correctly advised that until the dispute has been resolved, the properties cannot be sold and they must be removed from the list of properties to be sold.</p> <p>You paid no attention to his comments and during the meeting you exerted considerable pressure on council to approve the alienation of all the properties, including the Knysna properties.</p> <p>You also omitted to inform your council that Adv Breitenbach specifically advised that Knysna had a lawful claim to the three Belvidere properties and that they should therefore be transferred to Knysna. The GRDM may in any event not lawfully alienate the properties, as it has no lawful claim to the properties and no vesting rights in the properties.</p> <p>All three properties have been public used as open space (since at least 1949), and by Notarial Deed, dated 1949/04/05, are subject to a "servitude in favour of the General Public that it be used as public open spaces for public purposes only". This information should have been disclosed in the notice to inform prospective purchasers.</p>
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				<p>One of the erven is in any event partially below the high water mark, and another is not suitable for development as it is a wetland. Furthermore, the erven are within the coastal management line in the Spatial Development Framework.</p> <p>I trust that you will request your Council to rescind the resolution in which you were authorised to sell the Knysna properties.</p>
	21 April	Bern Family Trust	margibern@gmail.com	Unresolved dispute over ownership of these properties at Belvidere and the golf driving range
	21 April 2023		laburn@gmail.com	<p>Ongoing legal disputes in progress</p> <p>GRDM should not benefit from Knysna resources.</p> <p>Development of the Belvidere properties should not be allowed due to the high-water tidal zone</p>
	21 April 2023	Mark Sasman	mark@ecosense.co.za	<p>Knysna lodged a dispute for these properties.</p> <p>Public open spaces are part of the fabric and character of the area and should be protected.</p> <p>Coastal setback lines in Belvidere prevents development.</p> <p>The driving range is a sport /educational centre for young disadvantaged children of Knysna. Loss of the facility to the disadvantaged communities.</p>
	20 April	Humphrey Price	annemariecousins@gmail.com	<p>Objection from the old Belvidere Conservation Committee on behalf of the residents of Old Belvidere</p> <p>Land used as open green belt of the area for over 100 years.</p> <p>Environmental impact would be enormous.</p> <p>The impact of structures being considered on this land and the impact of wastewater from such structures would be enormous.</p> <p>Ownership of properties are in dispute</p>
	20 April 2023	Tracey Mills Brink	tracey@traceymillsbrink.com	I have been a resident of Knysna for 27 years and my reasons for objecting are as follows:

				<p>Erf 2790, Knysna:</p> <ul style="list-style-type: none"> • This property is being used as a golf driving range which offers sport facilities and educational opportunities for all members of Knysna. • But especially so for the young, disadvantaged children of Knysna as they are being given lessons and sponsorships, affording them an opportunity to improve their lives and the lives of their families. • As it is on Municipal land, the costs are greatly reduced than if it was privately owned. • If this property is lost, then the young, disadvantaged people of Knysna will lose out on this opportunity to improve their lives and the lives of others. • Residents will also lose a valuable weekend sporting opportunity where many families from all income brackets go to spend time together practising their golf swings, chipping, or putting. • With its proximity to the Knysna Golf Club it is the perfect place to practice a few swings before putting them to the test on the golf course. <p>Erven 20, 21 & 22, Belvedere:</p> <ul style="list-style-type: none"> • The properties that are being recommended for alienation are already in dispute. • These properties need to be preserved in their current form as they are public open spaces that need to be protected. • The coastal setback lines in Belvedere will impact the use of Erven 20, 21 & 22 and on top of this they are already in the high-water tidal zones. • These properties are not serviced so the sewerage is treated via septic tanks and soak-aways, and
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				<p>being so close to the Estuary, they will pose a contamination issue.</p> <ul style="list-style-type: none"> • This is a huge problem in Knysna as the health of the Estuary is in jeopardy which will greatly impact the residents of Knysna, especially those that make their living from the Estuary. • SANParks should also be approached for their comment. • These must stay as part of the Knysna Municipality so that they remain within the Knysna Zoning Scheme regulations, and the Knysna Municipality can maintain control over any structure that is erected on these properties.
	20 April 2023	Brenton Ratepayers Association (Michaela Fraser)	brentonratepayers@gmail.com	<p>Belvedere Properties:</p> <ul style="list-style-type: none"> • These properties are below the high-water level and are submerged during high tide. • These properties are within the coastal setback of Belvedere, within which development is prohibited. • These properties are public open spaces and only accessible by a footpath. No access road. • Existing septic tanks exist on these properties. <p>Golf Range Property:</p> <ul style="list-style-type: none"> • Children from less fortunate backgrounds use these grounds for sporting and educational activities.
	19 April 2023	Colin Burns	Csburns08@gmail.com	<p>I hereby notify the GRDM of my strong objection to the sale of the properties per the above notice. Some of these properties fall within the Knysna municipal area and are incorrectly recorded as land owned by the GRDM. You are not entitled to sell them. The fact they are recorded in the GRDM asset register is an error from the past and should have been corrected ages ago. The error does not now</p>

				<p>confer the right to sell to the GRDM. They are currently part of a legal dispute and as a result cannot be sold.</p> <p>Firstly, the land at Belvidere falls in the hightide setback line, and hence in part of the lagoon. They would then require septic tanks to be installed below the high tide mark. This will create a direct flow of effluent direct into the Lagoon. The Land falls within the area of the Knysna national park as it is inside the highwater set back line.</p> <p>Secondly, the driving range is a public space and must be protected. It is used by all the residents of Knysna. The children from poorer families are coached golf at the range and is of vital importance to that community. It is not just for the more well to do residents and serves the community as a whole. It acts as a community sports centre and educational facility.</p> <p>I strongly object to any intention or action by the GRDM to attempt to sell the properties.</p>
	19 April 2023	Peter Vadas	pembreys@telkomsa.net	<p>I must question the validity of offering THREE erven -20, 21 and 22 Belvedere being put up for sale, when a number of requirements which would render the plots legally allowed to change hands, have not been instituted.</p> <p>The size of these plots is more than 50% smaller than allowed, being 900, as opposed to the designated minimum requirement of 2000 sq metres each:</p> <p>This eco sensitive marshland is a tidal marshland on the borders of a septic tank area;</p> <p>The geotechnical report is not up for scrutiny and a valid environmental authorisation of road access and borders is non existent;</p> <p>The Municipal Services for electricity and water, have not been registered;</p>

				<p>Thus I cannot believe that this sale could ever be considered – the land's position, state and condition means that it MUST be proclaimed as Parkland for the general use of all.</p> <p>The shores of OUR Knysna Lagoon must be protected for future generations.</p>
	19 April 2023	Shereen O'Gorman TA Bates	ogormanfive@gmail.com 074 317 5995	<p>Objection for the alienation of the Belvidere Properties</p> <p>The land is not suitable to build on, due to the fact that it is in the year flood zone and the area is often flooded under high tides</p> <p>The number of tourists to the area visit the Anglican Church and then walk along the lagoon front towards the jetty. Disturbing the lagoon area front would impact the boat jetty in the area (of which I am berth owner)</p> <p>The properties in question, the three old Belvidere and the one off George Rex Drive, are also involved with a property legal dispute in the courts</p>
	19 April 2023	Cyril Gregory	cyrilgreg@icon.co.za	<p>Objects to the properties in Belvidere</p> <p>The proximity to the high water mark</p> <p>The cadastral boundaries of the erven are inside the high tide area</p> <p>A formal environmental Authorisation process will have to be followed by the Knysna mun, which have not been done</p> <p>The access road has not been constructed</p> <p>The complicated soil conditions will require a geotechnical report</p> <p>Access to the Belvidere jetty will be compromised</p> <p>The turning circle at the cul de sac will not longer be available</p> <p>The ruling erf size in Belvidere is not 900m2 but rather 2000m2</p>

				No municipal services have been installed, ie, electricity etc
	19 April 2023	Philip & Linda Zink	philinda@mweb.co.za 083 701 7527 083 285 7276	<p>This serves to advise that we Object to the Municipality's intention to Alienate the above-mentioned properties. These 3 Erf are Environmentally sensitive for the reasons:</p> <ul style="list-style-type: none"> • These Erfs are mostly below the recognized High-Water Line as well as encroaching into the eco sensitive marshland of the Lagoon. • At certain spring tides, the Lagoon water reaches onto and a large portion of these Erfs. • The surface water drainage from the upper Belvidere properties and road, resulting from the rains, flow onto this area causing flooding . • All the homes in Old Belvidere have septic tanks. There is No municipal sewerage system. Thus, the levels of these Erfs are too low for septic tanks! <p>Further, this space has been generally recognized by All as a Common Area and should remain so. Thus, the right and proper thing to do is for the GRDM is to have these 3 Erfs proclaimed a Common Area through a proclamation.</p>
17	19 April 2023	Tim Brukman	tgb@telkomsa.net	<p>I am the owner of Erf 192 Belvidere. This has been so for about 40 years now.</p> <p>I know the erven in issue which are located about 100 meters from my erf . I object to the proposed alienation of them.</p> <p>For time immemorial these erven have been used and accepted by one and all as public open space. Nothing should be done or threatened to be done to disturb the</p>

				<p>status quo. It is inevitable that the proposed alienation will result in the eventual development of these erven.</p> <p>Belvidere is famous for its rural ambiance, spaciousness , peace and tranquillity. The erven in issue are central to this and the open space, located where it is , is a major contributor to this.</p> <p>Any development of these erven will destroy all of the above qualities. It will also cause a diminution in the value of the proximate properties including mine.</p> <p>Since commencing this objection, I have been advised that these erven are subject to a restrictive title condition that in effect prevents their use other than for public open space. If this is so my objection on this ground falls away but only to the extent that it is guaranteed that this restriction remains and will remain of full force and effect. I however and in any event submit that any alienation of these erven must be done subject to this restrictive condition.</p> <p>I object accordingly.</p>
18	18 April 2023	Joan Steenkamp	charmante@mwebbiz.co.za 0834594732	<p>As the owner of 13 Queen Street, Old Belvidere, Knysna, I wish to object to the proposed sale of Erven 20, 21 and 22 Belvidere.</p> <p>My objections are based on the following:</p> <ol style="list-style-type: none"> 1. Old Belvidere has no water borne sewerage and is not connected to the Knysna Municipal sewerage system. We therefore have septic tanks and as

				<p>these properties are very low lying such septic tanks would be a health and ecological hazard.</p> <ol style="list-style-type: none"> 2. These erven are very low lying resulting in this area being a wetland. 3. Furthermore, as Old Belvidere has no underground drainage systems, all storm water drains from Upper Hill, High, Queen streets and Portland Road are directed onto the wetland which makes up Erven 20, 21, and 22. The complete drainage system of Old Belvidere would have to be redirected. Has a study of this factor been undertaken by the relevant authorities? 4. There are no services, such as access road, water and electricity to these stands. 5. The access to Old Belvidere jetty would be compromised. 6. I firmly believe that the sale of these erven will drastically reduce the value of properties in the area 7. This area has always been considered as parkland and is frequented by visitors with children and walking of dogs from many areas outside of Belvidere. <p>I trust that these objections will be taken into consideration.</p>
19	18 April 2023	Heinrich Cupido	Cupidoh866@gmail.com	<p>I am sending you this mail on behalf of our family (ROELF) who resides in Pacaltsdorp and surrounds. We have an objection with regards to your selling the land of Hansmoeskraal. A claim has been launched by us a few years back and we are still waiting on government to gazette it. We do have prove of this and that the land</p>

				belonged to our forefather. So please assist us with this matter. Thank you.
20	18 April 2023	Holly Cairns	sales@canvasingafrica.co.za 082 557 4002	<p>Notice of objection is hereby given in terms of Local Government's: Municipal Finance Management Act (No 56 of 2003) (MFMA), read with the Municipal Asset Transfer Regulations (R878 of 2008), the Promotion of Administrative Justice Act (No 3 of 2000) as well as the Local Government: Municipal Systems Act (No 32 of 2000), that the Council of the Garden Route District Municipality in terms of resolution H.8 dated 07 November 2022 proposal to alienate notably:</p> <p>Erven 20, 21 and 22 Belvedere, Knysna, approximately 900m² per erf.</p> <p>Notable objections as follows:</p> <p>The Rule of Law must prevail - these properties form part of a fraudulent dispute that secured an Indictment against Garden Route Municipal Manager Monde Stratu, his upcoming court case in May. He is acting in defiance of the property dispute despite the criminal charges against him - these actions cannot be supported or condoned!</p> <p>The sites are a safe greenbelt recreational space for children and families, this cannot be put at risk by a sale in conflict with the immediate local standard of housekeeping in the area.</p> <p>The sites have established ecosystems of marine and bird life and are a precious tidal marshland area, unsuitable for any kind of dwelling.</p>

				<p>It is important to sustain a healthy lagoon biodiversity for the local fishing community.</p> <p>I am in a family property within Belvidere and cannot risk nor afford to have the value of the property or security compromised due to the sale of these land sections not in keeping with the neighbourhood and community home owners association.</p> <p>The demarcated sites have septic tanks and storm water drains directed to this area rendering them unsuitable for any kind of development without disruption to the surrounding sensitive ecosystems.</p>
21	18 April 2023	Janine and Jonathan Mentz	bunnyandjan@gmail.com	<p>Notice of objection is hereby given in terms of Local Government's Municipal Finance Management Act. No. 56 of 2003 MFNA, read with Municipal Transfer Regulations (R878 of 2008), the Promotion of Administrative Justice Act (No.3 of 2000) as well as the Local Government Municipal Systems Act (No. 32 of 2000) that the Council of the Garden Route Municipality in terms of resolution H.8 dated 07 November 2022 proposal to alienate notably ; Ervin 30, 21 and 22 Belvidere, Knysna.</p> <p>These sites are a precious recreational resource and are not suitable for construction. This area is part of an established, important tidal, marshland system with dependent marine and bird life. Our Lagoon needs to be kept in a state of healthy biodiversity, to maintain it's integrity. Knysna's income is derived, in the main, from tourists, who come here to enjoy our well maintained natural resources. We need to strive to maintain our standards.</p>

				<p>There is currently no access road or Municipal Service to these sites. Building here would impact on the value of our properties in Belvidere which would disadvantage hundreds of Belvidere Residents.</p> <p>As we understand it, there is also some dispute here of fraudulent behaviour regarding Garden Route Municipal Manager Stratu? Surely the rule of law must prevail and we need to keep town planning decisions open and above board?</p>
22	18 April 2023	Tessa Niven	rniven@imagnet.co.za	<p>I have been a Belvidere Estate resident for many years.</p> <p>Notice of objection is hereby given in terms of Local Government's: Municipal Finance Management Act (No 56 of 2003) (MFMA), read with the Municipal Asset Transfer Regulations (R878 of 2008), the Promotion of Administrative Justice Act (No 3 of 2000) as well as the Local Government: Municipal Systems Act (No 32 of 2000), that the Council of the Garden Route District Municipality in terms of resolution H.8 dated 07 November 2022 proposal to alienate notably:</p> <p>Erven 20, 21 and 22 Belvedere, Knysna, approximately 900m² per erf.</p> <p>Notable objections as follows:</p> <p>The Rule of Law must prevail - these properties form part of a fraudulent dispute that secured an Indictment against Garden Route Municipal Manager Monde Stratu, his upcoming court case in May. He is acting in defiance of the property dispute despite the criminal charges against him - these actions cannot be supported or condoned!</p>

				<p>The sites are a safe greenbelt recreational space for children and families, this cannot be put at risk by a sale in conflict with the immediate local standard of house keeping in the area.</p> <p>The sites have established ecosystems of marine and bird life and are a precious tidal marshland area, unsuitable for any kind of dwelling.</p> <p>It is important to sustain a healthy lagoon biodiversity for the local fishing community.</p> <p>I am in a family property within Belvidere and cannot risk nor afford to have the value of the property or security compromised due to the sale of these land sections not in keeping with the neighbourhood and community home owners association.</p> <p>The demarcated sites have septic tanks and storm water drains directed to this area rendering them unsuitable for any kind of development without disruption to the surrounding sensitive ecosystems.</p>
23	18 April 2023	Pamela Bland	pamelablandknysna@gmail.com	<p>I would like to object to the possibility of the three plots for sale in Old Belvidere. (file ref 8/3/1/1. Notice 31/23).</p> <p>Old Belvidere has septic tanks together with storm water drains which drain into this area making it very marshy. The high tides also contribute to the wetness of this area. Eco sensitive area with prolific bird life.</p>
24	17 April 2023	Sandra and Geoffrey Rose	roseandsons@yahoo.co.uk	<p>We currently reside at number 15 Queen Street, Old Belvidere , Knysna. It has come to our attention that there is a proposed sale of Erf 20,21 &22 Belvidere and any</p>

				<p>objections must be made by 21/04/23.</p> <p>We strongly object to any such proposal. Please lodge our objection to any sale of the proposed land as it will have a detrimental impact on the environment surrounding and the land here is very low and not stable enough to be developed.</p>
25	17 April 2023	A.S den Boestert	santiedenboestert@gmail.com	<p>OBJECTION TO POSSIBLE SALE OF PLOTS 20,21 AND 22, BELVIDERE (KNYSNA)</p> <p>I, ALETTA SUSANNA DEN BOESTERT, am the registered owner of plots 75 and 74, which border the abovementioned plots, and object to the Council's intention to alienate the plots.</p> <p>My reasons are the following:</p> <ol style="list-style-type: none"> 1. The lower part of the plots is often under water when the tide is very high and the wind is strong. (Because it is so low and located close to the lagoon. I also have photos to prove it) 2. This piece of land has always been used as a park and people have picnics there, go for walks with their dogs, and practice golf strokes. 3. All the rainwater that comes from the higher-lying plots is channeled by the municipality and lands on the 3 plots, making it a wetland after the rain. 4. A condition in the title deeds of Belvidere states that plots were sold as a pair and may not be subdivided. 5. Fishermen use the lower part of the plots as a passage to go fishing further up the lagoon

				<p>6. There is also an easement over the plots and parts of the plots will be subject to building restrictions due to the 1:50 year flood line</p> <p>In the light of my abovementioned objections, it should be clear to you that the plots are not buildable and therefore should not be sold, but should be zoned as a park.</p>
26	17 April 2023	James & Johanna Maria Skuse	skusejames@gmail.com	<p>Concerning erven numbers 20, 21, 22 Belvedere Knysna I would hereby like to object to any development/sale of the said erven as this area is a tidal area which is environmentally sensitive. These erven lie below the high water mark and are not suitable for development. Any development of these erven will destroy the aesthetics of this green belt and would put further strain on the already stressed municipal facilities in this area.</p>
27	17 April 2023	Petrusia Deacon	petrusiadeacon@gmail.com	<p>RE -Erven 20/ 21/22 Belvedere, Knysna.</p> <p>As citizen of Knysna, I object to the sale of these above mentioned erven.</p> <p>The erven are on marshland, flooded by the tidal Knysna lagoon. It is a eco sensitive area which are frequented by lots of bird varieties and I have seen lots of bird species breeding in this waterfront area.</p> <p>Any development, will disturb this area, as well as the tidal flow of the lagoon and will be very detrimental to this historical area.</p>
28	09 April 2023	AJ Koeries (Pepino)	Safetypk73@gmail.com	<p>The indigenous people of South Africa and especially the Southern Cape are officially, according to historical, geographical and archeological research the rightful owners of this land. We are in the</p>

				<p>process of establishing ourselves as the first people, aligning ourselves to lay claim to our ancestral identity and heritage.</p> <p>In the light of the above, as a descendant of the aboriginal people I want to clearly state that we,</p> <ul style="list-style-type: none"> - Are the legitimate indigenous/aboriginal people in this region - We in the Southern Cape, are the official heirs to this land, from Swellendam to Plettenberg Bay. - We are duly recognized by international legal guidelines (ILO Convention on Indigenous and Aboriginal People, No 169). - I add my voice to those of all aboriginal peoples in the region that we, as a collective, state unequivocally that any development and or activities in our region that are aimed at marketing any indigenous history or anything related to indigenous history, whether by the municipalities and or individuals enabled through the municipalities, are in violation of our indigenous property. - Any projects and or property directly related to the indigenous people of this region, sold or leased to any party will be challenged in a court of law, nationally and internationally. <p>I wish to bring under the attention of our municipal leaders that there are small interest</p>
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				groups/individuals posing as indigenous authorities for personal gain and not in the interest of the broader aboriginal family. Nobody who is not duly recognized through legal structures and official processes can take legal responsibility for or on behalf of the aboriginal people. Therefore, any deal signed with any person/group of persons without proof of authenticity is illegitimate.
29	17 April 2023	Stephen & Pat Felton	Pat.felton55@gmail.com 064 025 2147	<p>Sale of 3 erf (20,21,22) Belvidere</p> <p>Good Morning</p> <p>As residents of Old Belvidere my husband and I were very surprised to hear of the proposed sale of the land mentioned above. We wish to record our objection to the proposal.</p> <p>The land is right on the water line and is an area of outstanding natural beauty. Why would you want to spoil that? The bird life is wonderful there and the tranquillity is lovely. Any development would be a tremendous detriment to the fragile ecology of the lagoon.</p> <p>Knysna is a jewel on the Garden Route, Belvidere is a haven of particular beauty. This area should be cherished and kept for everyone to enjoy in our opinion. The worst thing would be to over develop it and harm the eco system.</p> <p>We sincerely hope the sale will be reconsidered.</p>
30	17 April 2023	Leslie Botterill	isdbotterill@icloud.com	<p>I understand that three plots of land are to be sold in Old Belvidere and any objection should be raised by April 21st. I am a n Old Belvidere Resident and have just heard of this Pending sale and strongly Object is there an official form to be completed???</p>

31	17 April 2023	Chris Faul	chrisfaul@icloud.com	Dear Sir/Madam I reside at 1 Upper Hill Street, Belvidere. I hereby object to the sale of erven 20,21,22 Belvidere as well as Erf 2790 George Rex Drive.
32	28 March 2023	Gwaing Action Group (GAG) Blanche Benjamin Mr Fredericks	henryfredericks@gmail.com blnchbenjamin@gmail.com	The GAG tendered their objection for the alienation of the properties in Hansmoeskraal. A meeting was held with them to listen to their concerns.
33	12 April 2023 (Not an objection)	George Municipality	pburgoyne@george.gov.za	Letter received from George Municipality regarding the alienation of Certain properties along the Coast. They wish to bring under our attention the need to consider addition of specific conditions in the sales agreements and in some instances recorded against the title of the alienated land portions.

19 April 2023

To whom it may concern
Municipal Manager
Garden Route District Municipality
P. O. Box 12
George
6530

File Reference: 8/3/1/1

Notice number: 31/2023

Item 6. Farm Kraaibosch 195, Victoria Bay Lands End (approximately 254sqm)

I Cornelius Tobias Schalkwyk herewith propose to buy the above Item 6 for the amount of R500000.00 (Five hundred thousand Rand). I want to purchase it under the Schalkwyk Family Trust.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'C' followed by a checkmark-like flourish.

Cornelius Tobias Schalkwyk

I D 6811065182085



Collab Ref.: 1455657
 File No.: 7/1/2/5
 N Mndebela

27 March 2023

The Municipal Manager
 Garden Route District Municipality
 P O Box 12
 George
 6530

Dear Sir,

RE: OBJECTION TO THE ALIENATION OF ERVEN 2790, 20, 21 AND 22, KNYSNA

The above matter refers.

We refer to the advert we saw on the newspaper regarding the alienation of the following properties;

- Erf 2790, Knysna;
- Erven 20, 21 and 22, Belvidere

The Knysna Municipality objects to the proposed alienation as the properties in question are disputed between the Garden Route District and Knysna Municipality. There is an ongoing discussion to resolve the dispute and it would be premature to alienate these properties before an agreement is reached.

Should you require any additional information, kindly contact our Head: Properties Ms. Nonhlanhla Mndebela on (044) 302 6476.

Kind Regards

MR O.P. SEBOLA
MUNICIPAL MANAGER



54 York Street,
George
Western Cape
6529

PO Box 12,
George,
Western Cape
6530

Tel: 044 803 1300
Fax: 086 555 6303
E-mail: info@gardenroute.gov.za
www.gardenroute.gov.za

OFFICE OF THE EXECUTIVE MANAGER

Enquiries: L Menze
Reference: (8/3/1/1)
Date: 31 March 2023

Mr O Sebola
The Municipal Manager
Knysna Municipality
PO Box 21
KNYSNA
6570

Dear Sir,

**RE: OBJECTION TO THE ALIENATION OF ERVEN OF ERVEN 2790, 20, 21 AND 22
KNYSNA**

We take note of your objection dated 27 March 2023 on the above matter.

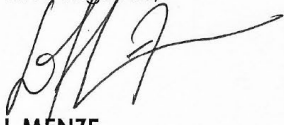
However, we wish to advise that Garden Route District Municipality (GRDM) is still waiting for feedback from your office on the issues that were discussed in the meeting of 2 February 2023.

In that meeting a tentative agreement was reached by the respective representatives. Knysna Municipality resolved to present the draft pact to the Council for consideration. At this stage we are not aware if your Council is amenable to what was agreed to.

Lastly considering the recent occurrences in which the GRDM Municipal Manager was detained on issues related to Properties with Knysna Municipality, without being notified, whilst your Municipality had knowledge, we are skeptical about dealing with this matter without any progress report. It is for that reason that we request you to provide us with a progress report on this matter after it was presented in your Council as promised.

I trust that you will find the above in order.

Kind regards,



L MENZE

EXECUTIVE MANAGER: PLANNING AND ECONOMIC DEVELOPMENT

Date: 31/03/2023

BACK TO AGENDA

1. **REPORT ON THE ACTIVITIES THAT TRANSPIRED AT PORTION 2 OF FARM 215, BUFFALO BAY (WALKER'S POINT) / VERSLAG RAKENDE DIE AKTIWITEITE WAT PLAASGEVIND HET BY PORSIE 2 VAN PLAAS 215, BUFFELS BAAI (WALKERS POINT) / INGXELO NGOKWENZEKILEYO KUMHLATYANA WESI 2 WEFAMA 215 E BUFFALO BAY(WALKERS POINT)**

(8/3/1/1)

05 JUNE 2023

REPORT FROM THE EXECUTIVE MANAGER PLANNING AND ECONOMIC DEVELOPMENT SERVICES (LUSANDA MENZE) / MANAGER: PROJECTS, PROPERTIES, FACILITIES AND RESORTS MANAGEMENT (PASSMORE DONGI)

2 **PURPOSE**

The purpose of this item is to inform Council that a case of fraud was opened at George SAPS against the Knysna Municipality for the unlawful leasing of GRDM's property.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

During December 2021, it came to our attention that Knysna Municipality leased our property, Portion 2 of Farm 215, Buffalo Bay (Walker's Point), without Council's consent.

5. **RECOMMENDATION**

That Council takes note of the contents of the report.

AANBEVELING

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

IZINDULULO

Sesokuba iBhunga lithathele ingqalelo umongo wengxelo.

6. DISCUSSION / CONTENTS

6.1 Background

Please refer to the discussion below.

6.2 Discussion

On 9 December 2021, the Manger Legal Services wrote a letter to the then acting Municipal Manager, a Mr Dawid Adonis, informing him that they are leasing our property without our consent. The property is registered, as can be seen from the attached document (**Annexure A**), in the Deeds Office in the name of our predecessor, Div-Afd Outeniqua and we (Garden Route District Municipality) are the successors-in-title of the said property. To date, we did not receive any response to our letter which was emailed on 9 December 2021 at 16h26

Subsequent to the abovementioned, we've received a copy of the lease agreement whereby Mr Adonis leased the said property to Charlene Turpin for an amount of R5 000,00 (FIVE THOUSAND RAND) per month. The lease agreement was supposed to have expired in November 2022, but to date, the illegal occupants are still utilising the said property unlawfully and without our consent.

The value of the property, as can be seen from the attached **Annexure C**, amounts to R8 464 000 (EIGHT MILLION, FOUR HUNDRED AND SIXTY-FOUR THOUSAND RAND). The lease agreement is also silent as to where the rental must be paid to (i.e. in the account of Mr Adonis or to Knysna Municipality). As the rightful owner of the said property, we are being impoverished in the sense that we are not receiving a revenue for the said property.

Mr Adonis, as then acting Municipal Manager and accounting officer of Knysna Municipality, acted fraudulent by leasing our property to that of the

lessee and this action is contrary to the provisions of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) [hereinafter referred to as the Systems Act] and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) [hereinafter referred to as the MFMA].

As the then acting Municipal Manager, Mr Adonis was responsible and accountable to his Council in terms of the provisions of section 55 of the Systems Act for all income and expenditure of the municipality; all assets and the discharge of all liabilities of the municipality; and the proper and diligent compliance with applicable municipal finance management legislation. Furthermore, as the then accounting officer, Mr Adonis was obliged to exercise his fiduciary duty as set out in terms of the provisions of section 61 of the MFMA to act with fidelity, honesty, integrity and in the best interests of the municipality. Mr Adonis, as the then accounting officer, may not act in a way that is inconsistent with the duties assigned to accounting officers of municipalities in terms of this Act (section 61 (2)(a) of the MFMA). In terms of section 62(1) of the MFMA, the accounting officer of a municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps to ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of this Act.

In light of the abovementioned a case was opened at the South African Policy Service against Knysna Municipality for the unlawful leasing of GRDM's property and generating revenue which does not belong to them. Knysna Municipality was informed that a case has been opened against them in a letter dated 13 April 2023.

6.3 Financial Implications

- The loss of revenue streams to the municipality
- Legal fees

6.4 Legal Implications

Court Case

6.5 Staff Implications

A decision to/not implement this will have no Staff implications.

6.6 Previous / Relevant Council Resolutions:

None

ANNEXURES

Annexure "A" Deeds Search for the property

Annexure "B" Property Valuation

WinDeed Database D/O Property

KNYSNA RD, WALKER'S POINT, 215, 2, CAPE TOWN

Lexis® WinDeed



Any personal information obtained from this search will only be used as per the Terms and Conditions agreed to and in accordance with applicable data protection laws including the Protection of Personal Information Act, 2013 (POPI), and shall not be used for marketing purposes.

SEARCH CRITERIA			
Search Date	2022/10/13 07:43	Farm Number	215
Reference	-	Registration Division	KNYSNA RD
Report Print Date	2022/10/13 07:44	Portion Number	2
Farm Name	-	Remaining Extent	NO
Deeds Office	Cape Town	Search Source	WinDeed Database

PROPERTY INFORMATION			
Property Type	FARM	Diagram Deed Number	G188/1960
Farm Name	WALKER'S POINT	Local Authority	OUTENIQUA DC
Farm Number	215	Province	WESTERN CAPE
Registration Division	KNYSNA RD	Remaining Extent	NO
Portion Number	2	Extent	13,6161HA
Previous Description	-	LPI Code	C03900000000021500002

OWNER INFORMATION (1)			
DIV-AFD OUTENIQUA		Owner 1 of 1	
Company Type	ADMINISTRATOR	Document	G188/1960
Registration Number	-	Microfilm / Scanned Date	-
Name	DIV-AFD OUTENIQUA	Purchase Price (R)	-
Multiple Owners	NO	Purchase Date	-
Multiple Properties	NO	Registration Date	1960/11/03
Share (%)	-		

ENDORSEMENTS (1)				
#	Document	Institution	Amount (R)	Microfilm / Scanned Date
1	FARM KN 215/2	-	Unknown	1985 0039 0626

DISCLAIMER

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Page 1 of 2

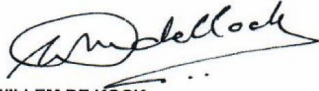

HISTORIC DOCUMENTS (1)				
#	Document	Institution	Amount (R)	Microfilm / Scanned Date
1	G188/1960	DIV-AFD KNYSNA	-	-

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1. INSTRUCTIONS		
Valuation compiled for	GARDEN ROUTE MUNICIPALITY	
Instructed by	Willie Fourie	Tel 044 803 1300
Client	Garden Route Municipality	Tel -
Contact for inspection	Willie Fourie	Tel 044 803 1300
Date of instruction	11 June 2019	
Date of inspection	16 June 2019	
Date of valuation	28 June 2019	
Valuation instructions	Establish the market value (Caveat 5.13) of the subject property as at date of valuation.	
2. PROPERTY		
Title deed	We have not as yet had sight of the relevant Title Deed, but a Deeds Office search reveals the following information:	
Title deed number	G41/1948	
Registrar	Cape Town	
Province	Western Cape	
Regional division	Knysna Rd	
Security description	Portion 1 of the Farm 215, Division of Knysna	
Area of land	± 39.23 ha	
Ownership	Freehold	
Physical address	Off Walker Drive, Buffalo Bay	
Restrictions and servitudes	Normal in favour of Statutory Bodies	
Registered owner	Regional Services Council - South Cape	
Zoning	Agricultural	
Description	A portion of the stand at the southerly entrance along Panorama Street, Buffalo bay is used for the treatment plant. The remainder of the property is vacant and unused but over which the Buffalo Bay Hiking Trail is situated. The easterly portion of the property is formed by residential dwellings and the coastline between Buffalo Bay and Brenton on Sea. The land is zoned Agriculture and if the treatment plant can be moved, or subdivided, the most likely purchase would be as rural residential property. It is our opinion that a realistic land value of ± R204,000 / ha would be achievable for the Subject Property given the limitations.	
3. CERTIFICATE		
<p>We personally inspected the Subject Property described herein, studied the specific market, took into account prevailing political and economic conditions and allowed for a well-planned marketing campaign to find a willing and able buyer.</p> <p>We have no present or prospective interest in the property.</p> <p>All suppositions and data in this report are, to the best of our knowledge, true and correct and we have not attempted to conceal any information.</p> <p>The valuation has been made to the best of our skill and ability, is independent and impartial.</p> <p>We consider the valuation to be a true and fair assessment of the Subject Property's market value as at date of valuation.</p>		
MARKET VALUE		R 8,000,000
Signed at GEORGE on 28 June 2019		
 WILLEM DE KOCK Professional Valuer Telephone 044-873 6603 e-mail wmdk@lantic.net		 NINA PEYCKE Professional Associated Valuer and Appraiser

SALES - PTN 1 OF THE FARM 215, DIVISION OF KNYSNA

The farms in the Buffalo Bay area are mostly used as rural residential properties and Buffalo Bay itself is a small community with limited erven. The land is zoned Agriculture and if the treatment plant can be moved, or subdivided, the most likely purchase would be as rural residential property. The property is one of the properties in the "OSCA" (Outeniqua Sensitive Coastal Area) listed properties and a permit to develop on this property will be a requirement. We find it crucial to continually update our knowledge base through regular discussions with other valuers, landlords, reputable estate agents and property brokers. Many of the properties remain family retreats although the area is also popular as a retirement destination. With this, there are limited properties, much less undeveloped properties, that ever come onto the open market. This makes it exceptionally challenging to ascertain value, devoid of speculation.

A market search was carried out in the neighbourhood. We arrived at our conclusion as to the market value of the Subject Property based on our knowledge of the specific property market as well as by adjusting the mentioned transactions for, inter alia, time apportionment, locality, site development, size, the condition of the stand, as well as the unique characteristics of the relevant properties.

We noted, inter alia, the following sales which we consider to be comparable:

1. Portion 78 of the Farm 216, measuring 8,6208ha in extent, sold on 14 December 2016 for R2,600,000. The property commands good views over the lagoon to the north and towards Brenton on Sea to the south. It has no improvements but is a good indicator of vacant land values. This equates to a value of R301,621 / hectare.
2. Portion 46 of the Farm 216, measuring 27,3003ha in total extent, sold on 26 March 2018 for R3,500,000. The extent of the property is slightly smaller than the Subject and access easier however given the topography of the property, only certain portions will be useable. The land was improved before the fires and will be allowed development. This equates to R128,203 / hectare. We believe this is a fair comparable for comparing the vacant land of the Subject, the useable portion, a time adjustment provision and the challenges the Subject will face before realising pure rural residential value.

We further noted the following properties currently in the market

1. Portion 49 of the Farm 216, in extent 52,58ha,, is in the market at R9,970,000. This vacant land portion lies on the coastline with beach frontage of 137m. The access is difficult and development will be costly and timeous as it is also a listed OSCA property. The property has been in the market for an extremely long time with no offers. This equates to an amount of R189,615 per hectare. It is our opinion that the Subject would command a greater value per hectare owing to its easier access.
2. Portion 10 of the Farm 216, in extent 20,64ha,, is in the market at R8,800,000. This vacant land portion is situated on top of the ridge above Brenton on Sea and Lake Brenton, with views over the entire Knysna as well as Buffalo Bay to the south west. This equates to an amount of R426,356 / ha. It is our opinion that the Subject Properties value will be lower than this, as there was an established dwelling on the property before the June 2017 fires, so development will not be too challenging but the property also enjoys easy access similar to the Subject.

It is our opinion that a realistic land value of \pm R204,000 / ha would be achievable for the Subject Property given the limitations.

