

NDLAMBE MUNICIPALITY



AGENDA

OPEN NDLAMBE COUNCIL MEETING

DATE: FRIDAY, 31 MAY 2024

TIME: 10H00

**VENUE: COUNCIL CHAMBERS
CAMPBELL STREET,
PORT ALFRED.**

AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY, 31 MAY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

NOTICE is hereby given that an OPEN MEETING of the NDLAMBE COUNCIL will be held on FRIDAY, 31 MAY 2024 at 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

PORT ALFRED
23 May 2024

DIRECTOR: CORPORATE SERVICES
for: **MUNICIPAL MANAGER**

TO: Councillor: A Marasi (In the Chair)

Councillors: KC Ncamiso, (Mayor) A. Bukani, S. T Dyakala, N. E. Haynes, W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani, M. Mgweba, Z. W. Myali, S. Melani, A Nyumka, X. Runeli, M. Sweli, S. Venene, E. H. K. Walker, S. Zweni.

Officials: Municipal Manager, Directors: Financial Management, Corporate Services, Infrastructural Development, Community / Protection Services.

Deputy Directors: Financial Management, Infrastructural Development (Port Alfred), (Alexandria), Community/Protection Services, Manager: Local Economic Development, Manager: Human Resources, Manager: Town Planning, Manager: Integrated Development Plan, Manager: Housing, Manager: Supply Chain Management Unit, Manager Water Services, Manager: Budget & Treasury Manager: Internal Audit Unit, Manager: Administration, Communication Officer, SAMWU and IMATU.

NCA001/05/2024

OPENING

NCA002/05/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

NCA003/05/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

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NCA004/05/2024

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

NCA005/05/2024

**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

Attached as **Annexure C. 01**

NCA006/05/2024

**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

Attached as **Annexure C. 02**

NCA007/05/2024

REPORTS RECEIVED BY THE SPEAKER

NCA008/05/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

NCA009/05/2024

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

NCA010/05/2024

DEPUTATIONS AND INTERVIEWS

AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY, 31 MAY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

NCA011/05/2024
COMMUNICATION BY THE MAYOR

NCA012/05/2024
MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 28 MARCH 2024
3/2/1

That the Minutes of the Full Open Ndlambe Council meeting held on 28 March 2024, Resolutions NCM001/03/2024 to NCM027/03/2024, a copy which appears as Annexure C.03 BE CONFIRMED.

NCA013/05/2024
MINUTES OF PREVIOUS SPECIAL FULL OPEN NDLAMBE COUNCIL MEETING: 30 APRIL 2024
3/2/1

That the Minutes of the Full Open Ndlambe Council meeting held on 30 April 2024, Resolutions SNCM001/104/2024 to SNCM024/04/2024, a copy which appears as Annexure C.04 BE CONFIRMED.

NCA014/05/2024
REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS

Implementation of the Council Resolutions, a copy which appears as Annexure C.05, BE CONFIRMED AND UPDATED.

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NCA015/05/2024

REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: REPORT ON REVIEW OF RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

PURPOSE

For Council to adopt the Municipal Risk Management Committee Terms of reference

BACKGROUND.

Legislating the implementation of risk management in public sector institutions is part of a macro strategy of Government towards ensuring the achievement of national goals and objectives. The following legislative instruments provide the legal foundation for the Accounting Authority / Officer's responsibility for risk management:

Municipality

Section 62 (1)(c)(i) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA).

Corporate Governance

The institution can draw guidance from the following:

- King IV on Corporate Governance
- Batho Pele Principles

The terms of reference are designed to:

- Provide the Accounting Authority / Officer with information to enable him/her to fully understand the roles and responsibilities of his/her office in terms of risk management;
- Provide templates to assist the Accounting Authority / Officer to effectively discharge such roles and responsibilities.

The terms of reference are a guiding document to the operation of the committee and once Council adopts them they become binding and legal document of the municipality.

DISCUSSION

In a continued effort to inculcate a risk management culture, a risk management committee has been established. The Committee is composed of 4 municipal directors (Finance, Corporates Services, Community Protection services and infrastructure) and chaired by the Accounting Officer. An external , independent expert may be co opted on an ad hoc basis.

Council to adopt the Risk Management Committee (RMC)Terms of reference attached **Annexure C.06**

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as legal and obligating document for RMC to exercise its executive obligations of Council.

RECOMMENDATION TO COUNCIL

1. THAT the Terms of Reference of the Risk Management Committee BE ADOPTED.
2. THAT the Terms of reference be legal and binding document to all stakeholders involved.

NCA016/05/2024

REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:

REPORT ON REVIEW OF RISK MANAGEMENT POLICY

PURPOSE

For Council to review and adopt Risk Management policy, strategy and plan.

BACKGROUND

The objectives of this policy is to communicate the municipality's risk management philosophy in the context of how risk management is expected to support the municipality in achieving its objectives.

The objective of the policy includes the following;

- To align risk – taking behaviour with municipal integrated development plan strategic objectives
- To promote a risk management culture
- To maximise value and net worth by managing risks that impact on the defined financial and performance drivers
- To assist the municipality in enhancing and exploring opportunities that give best value for service delivery

The realisation of our strategic plan depends on us being able to take calculated risks in a way that does not jeopardise the direct and indirect interests of council and the general public. Sound management of risk will enable us to anticipate and respond to changes in our service delivery environment, as well as take informed decision under conditions of uncertainty.

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DISCUSSION

Attached as **Annexure C.07** Risk management policy.

RECOMMENDATIONS TO COUNCIL

THAT the Risk Management policy BE REVIEWED AND ADOPTED.

NCA017/05/2024
REPORT DATED 20 MAY 2024 FROM THE CHAIRPERSON AUDIT AND
PERFORMANCE COMMITTEE TO COUNCIL: AUDIT AND PERFORMANCE
COMMITTEE (APC) REPORT

PURPOSE

For Council to note the report from the Chairperson: Audit and Performance Committee (APC)

BACKGROUND

An Audit and Performance Committee meeting occurred on the 18th April 2024 in Port Alfred. The Minutes of this meeting will be submitted to Council once they are confirmed. Councillors are respectfully requested to raise some of the matters in this report in their Standing Committee meetings.

Attendance

All members of the APC were in attendance as well as the senior officials led by the Municipal Manager [MM]. Cllr Nyumka also joined for part of the meeting.

Reports that were considered by the APC

Internal Audit Reports

- Internal Audit tracker
- Risk Management
- Municipal Risk Management Report
- Audit Action Plan

Finance Reports

- Supply Chain Management Report Quarter 1 (1 July 2023 – 30 September 2023)
- Supply Chain Management Report Quarter 3 (1 January 2024 – 31 March 2024)
- In year monthly budget statement for the period ending 31 March 2024

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Infrastructure Reports

- Grants Reports (MIG)
- Electricity purchases and sales
- Bulk water supply and Non-Revenue water estimates for February 2024
- Effects of loadshedding in the RO Plants

Municipal Managers Report

- Quarterly Litigation Report

Corporate Services Reports

- Vacancies
- Human Resource Plan

APC Resolution Register

The Committee found the report unacceptable in its present form due to the lack of updates and unacceptable responses from management. Council is hereby made aware of the slow implementation of the resolutions of this committee.

Internal Audit Reports

The Internal Audit Unit was requested to ensure that they compile an Overview Report at the end of each Quarter to be submitted to the APC.

The Manager: Internal Audit indicated that the Internal Audit reports on Human Resources (HR) and Payroll were not yet finalised. He requested that the Internal Audit Plan be reviewed as he felt that IA had taken on too many reviews. In addition, The Manager: Internal Audit indicated that EC Treasury were making additional demands on IA and that was not factored in. The APC noted the concern, but the request was not acceded to and will only be considered when the IA plan for 2024/2025 is developed.

The Manager of Internal Audit explained that Quarter 2 Performance report will first need to be scrutinized by the assessment panel and then submitted to the APC.

Internal Audit Tracker

It was highlighted at the last Council meeting that findings and actions from the IA unit will be reflected on the Internal Audit tracker and will be monitored by the APC.

Risk Management

The Risk Management report and the Strategic Risk Register were discussed. The MM was of the view that an external person chairs the Risk Committee. The APC resolved that until the matter is debated by the Council

- That the Municipal Manager appoints a Risk Management Committee in the meantime, made up of the departmental heads with himself as Chairperson, as risk

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management is a responsibility of Management in terms of the MFMA and that the Risk Management Committee have regular meetings

- That the appointment of the Risk Management Officer be considered and prioritised
- that departments attend to the Operational Risks within their departments and their projects and programmes
- that the Risk Register be submitted to Council on a quarterly basis for Council to consider and accept the Risk Appetite, and to improvements in the risk environment.

Audit Action Plan

The Municipality is required to prepare an Audit Action Plan to address the findings contained in the Management Report. The APC noted that whilst responses were provided for the findings, the adequacy and relevance were questionable.

In addition, the Committee was concerned only 4 of the 32 Auditor-General findings, representing 12%, have been addressed and there is a short period available to address them. Continuous repeat findings will negatively affect the municipality's audit opinion. Management was again implored to deal decisively with the findings.

Finance Reports

SCM Report Q1 and Q3

The Q1 and Q3 Supply Chain Management reports were considered. The following issues are brought to the attention of Council

- The Q3 SCM report indicates R37million of irregular expenditure. This comprises of historical irregular expenditure and R19 million irregular expenditure incurred in the current financial year.
- The APC was advised that this [R19m] will be submitted at the next Council meeting with a recommendation that MPAC investigate and take appropriate action.

Council is advised that when irregular expenditure is initially incurred in a project that runs over several years, all expenditure in subsequent years [because it is a multi-year project] will be deemed as irregular.

With regards to the Thornhill project, the MM was requested in conjunction with the Department of Human Settlement to negotiate with ABSA and their consultant Bigen Africa regarding the historical irregular expenditure for the contract with a view to nullify the indefinite contract period.

Management was requested to verify with the Auditor-General what is the correct process to follow when dealing with Irregular expenditure by the Committees of Council.

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In year reports

The Committee noted that although expenditure has been declining, the decline in revenue was of concern, especially in terms of what is collected against the property rates and services charges. The CFO explained this was mainly due to the change from drought to regular water tariff. However, this explanation would not be acceptable to explain the decline in property rates.

The Committee again stressed the importance of the reducing the balance of the debtors which can only be achieved by rigorous collection actions as per the credit control policy.

The Internal Audit Unit was requested to check the internal controls surrounding the high amount of performance bonuses, and payments in lieu of leave to ensure staff are not abusing the system.

The APC also expressed concern on the following matters pertaining to remuneration and requested Internal Audit perform checks on the following critical areas to provide assurance to Council:

- Leave currently 4,140% over budget
- Overtime is averaging R3m per quarter or R1m a month, specifically monitoring the top four overtime staff
- Bonuses are vastly over budget

The Committee noted the Overtime Mitigation Plan presented by the Director: Infrastructure to reduce overtime. For this plan to be regarded as commendable it must translate to a reduction in the overtime payments.

Infrastructure Reports

All the projects pertaining to the MIG and WSIG various conditional grants were scrutinized.

As mentioned in the previous report from the APC to the Council, there has been a substantial increase in the additional conditional grants to Ndlambe LM. It will undoubtedly add to the pressure on the Municipality to spend the money on time. It is very likely that rollovers would occur. Management was requested to ensure that key deliverables are achieved to ensure rollover requests succeed.

The MDRG were only approved in March 2024 and understandably no expenditure has occurred. The municipality however must implement and finalize the project by September 2024.

The RBIG projects were taken over from Amatole Water. No reports were received regarding the UISP grant.

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It was highlighted that with the assistance of the Department of Water and Sanitation (DWS) and the Minister of Water and Sanitation, the municipality will apply for a rollover for the Regional Bulk Infrastructure Grant (RBIG) which was originally granted for the vandalised Amatola RO Plant. These funds will be channelled to other urgent projects such as the Bathurst RO Plant and Wastewater Treatment Works.

The Committee also highlighted that water conservation and demand management must always be managed in line with the municipality's Water Services Development Plan (WSDP).

Report on unaccounted water use and loss of revenue

Whilst the APC appreciated the work of the Administration, it was felt that more could be done to reduce water and electricity losses. It was also expressed that councillors too can assist in this regard through their interaction with communities. For the long-term sustainability of Ndlambe the trend of losses must reduce.

Municipal Managers Reports

The Legal Report (informed by the litigation register) was considered. The APC advised that the municipality's insurance company be promptly notified of claims against the municipality to prevent any repudiation.

Further the Municipal Manager must provide the CFO with a list of contingent liabilities at the end of each financial year, which must be reviewed annually. Matters that have lapsed or been resolved must be removed from the register. Users of financial statements should be aware of potential risks, which may or may not result in litigation.

It was further advised that the municipality must approach government departments for assistance on legal matters that are beyond its control.

Corporate Services Reports

Human Resource Plan and Filling of vacancies

It was highlighted that interviews have taken place for key positions, including Deputy Director: Finance, Water Services Manager, and Customer Care Manager. The APC was pleased to hear that these key vacancies were filled.

Information, Communication and Technology

There were no reports with regards to ICT. The MM was requested to ensure that the ICT Steering Committee is functioning.

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RECOMMENDATIONS TO COUNCIL

THAT the report from the Chairperson: Audit and Performance Committee (APC) BE NOTED.

**NCA018/05/2024
REPORT DATED 29 APRIL 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REVIEW OF THE DELEGATION REGISTER**

PURPOSE

The purpose of this report is for the Council REVIEW AND ADOPT the delegation register.

BACKGROUND

The purpose of the delegation register is to outline the powers reserved for the council that cannot be delegated to other political structures, office bearers, or employees without council approval. Delegated individuals must report decisions made under their delegated powers to the delegating authority at specified intervals, and the withdrawal or amendment of delegations does not invalidate past decisions made under them. General conditions for delegations include accountability, compliance with existing policies, budget considerations, and the ability to revoke or amend delegations at any time.

DISCUSSION

The delegation register is attached as **Annexure C.08**

RECOMMENDATION TO COUNCIL

THAT the reviewed Delegation Register BE ADOPTED.

**NCA019/05/2024
REPORT DATED 21 MAY 2024 FROM THE MAYOR TO COUNCIL: ADJUSTMENT
BUDGET 2023/2024**

PURPOSE

To submit the special adjustment budget to Council for the 2023/2024 financial year in terms of section 28 (2) (b) of the MFMA for APPROVAL

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BACKGROUND

Special Municipal adjustments budgets

Section 28 2 (b) of the Municipal Finance Management Act, Act No 56 of 2003 (MFMA) allows.

- (1) A municipality to revise an approved annual budget through an adjustments budget.
- (2) An adjustments budget-
 - b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (3) An adjustments budget must be in a prescribed form.
- (4) Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2)(b) to (g) may only be tabled within any prescribed limitations as to timing or frequency.
- (5) When an adjustments budget is tabled, it must be accompanied by—
 - a) an explanation how the adjustments budget affects the annual budget.
 - b) a motivation of any material changes to the annual budget;
 - c) an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and
 - d) any other supporting documentation that may be prescribed.

DISCUSSION

In March 2024 the municipality received additional conditional grants from the department of Cooperative Governance , Office of the Premier and Human Settlements, the allocations are in response of the business plans submissions for grant applications. The allocations are as follows:

Grant allocation	Amount allocated
Municipal Disaster response grant (MDRG)	R11,250,000
Office of the Premier (OTP)	R3,900,000
Human Settlement (UISP, Rectification and new structures)	R62,968,000
Total	R78,118,000

The expenditure for the grants mentioned above is ring fenced based on the projects submitted in respect of the business plans. The projects are listed below per grant funding:

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1. The municipal disaster response grant is for infrastructure damages due to the impact of floods and storm surges that occurred in January 2024. The following projects were approved to be funded by the MDRG:

Project Description	Region	Budget
Roads: Upgrading of Anglers Way Kenton-on-Sea	EC105 Ndlambe:Ward:Ward 4	R3,100,000
Roads: Upgrading of Magongo Street	EC105 Ndlambe:Ward:Ward 8	R1,900,000
Roads: Upgrading of Mbabela Street	EC105 Ndlambe:Ward:Ward 8	R1,400,000
Roads: Upgrading of Ntini Street	EC105 Ndlambe:Ward:Ward 8	R1,100,000
Roads: Upgrading of Sagwityi Street	EC105 Ndlambe:Ward:Ward 8	R1,100,000
Pump Station: Mansfield Raw and Clear Water Pump Station	EC105 Ndlambe:Ward:Ward 7	R1,400,000
Pump Station: Bathurst Lushington Raw Water Pump Station	EC105 Ndlambe:Ward:Ward 5	R600,000
Outfall Sewers: Daniel Scheepers Street Outfall Stormwater Drainage	EC105 Ndlambe:Ward:Ward 3	R650,000
		R11,250,000

2. The office of the Premier allocated a further R3,900,000 in the current financial year for the completion of Thornhill elevated tower. The amount is fully ring fenced as follows

Project Description	Region	Budget
Reservoirs: Construction of Reservoir in Thornhill	EC105 Ndlambe:Ward:Ward 6	R3,900,000

It must be noted that the grants and transfers outlined above in points 1&2 will affect the capital expenditure by increasing it from R186,052,000 as previously adjusted to the new adjusted budget of R201,202,000

3. Furthermore, the municipality is currently an implementing agent for department of Human Settlement projects such Upgrading of Informal Settlement (UISP); construction of new structures and rectification of existing units. The department has further allocated funds of R5,780,000 for rectification of 407 units in Alexandria and construction of new structures in Bathurst. The funds received are ringfenced as follows:

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Project Name	Nature of funding	Allocated budget	Anticipated expenditure for 2023/2024	Remaining funds as at June 2024
Alexandria: Boknes Road 400	UISP	R17,584,496	R6,550,439	R11,034,056.68
Kenton On Sea: Horseplay 212	UISP	R9,390,732	R3,299,262	R6,091,469.69
Kenton On Sea: Ndokwenza 183	UISP	R14,838,807	R3,019,645	R11,818,962.24
Nemato: Potyupayi 20	UISP	R286,036	R279,066	R6,969.68
Bathurst infill Areas 352	UISP	R15,287,983	R6,246,306	R9,041,676.76
Sub Total		R57,187,854	R19,394,718	R37,793,135
Social Housing: Alexandria 402 Units Low-cost Housing	Rectification	R4,715,476	R4,715,476	R0.00
Social Housing: Bathurst 5 Units Housing Projects	New Structures	R1,064,277	R1,064,277	R0.00
Sub Total		R5,779,753	R5,779,753	R0
Overall Total		R62,967,607	R25,174,471	R37,793,135

It must further be noted that on the 29th of February 2024 Dept of Human Settlement signed a service level agreement with the municipality relating to R98,609,000 for the Upgrading of Informal settlement projects (UISP), however as outlined in the table above the first UISP payment of R57,187,854 is already transferred to the municipality and the remaining balance of R37,793,135 will be transferred in the next financial year 2024/2025.

The UISP expenditure is projected to be R19,394,718 for the current financial year. The R37,793,135 will be rolled over to the new financial year 2024/25 to complete the UISP projects as per the SLA.

The table also outlines the amount of R5,779,753 received by the Municipality for rectification and construction of new structures in respect of the SLA between the municipality and Dept of Human Settlement which is anticipated to be fully spent in the current financial year.

The above adjustments will change the SDBIP.

RECOMMENDATIONS TO COUNCIL

1. **THAT** the capital adjusted budget of R184,916,000, (2025 R104,407,000) and (2026 R49,468,000) funded by external funding outlined in Table B5 – Adjusted Budgeted Capital Expenditure by vote, standard classification and funding source and the overall capital expenditure of R201,202,000 be APPROVED.
2. **THAT** the operating adjusted budget for the 2023/2024 financial year as presented in Table B4 – Adjusted Budgeted Financial Performance (revenue and expenditure) reflecting the operating deficit of -R11,124,000, (2025 -R4,503,000) and operating surplus of (2026 R5,081,000) be APPROVED.
3. **THAT** the adjusted financial position for the 2023/2024 financial year as presented in Table B6- Adjusted Budgeted Financial Position reflecting the community

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wealth/equity of R1,515,924,000, (2025 R 1,425,879,000) and (2026 R1,520,354,000) be APPROVED.

4. THAT the adjusted cash flow for the 2023/2024 financial year as presented in Table B7- Adjusted Budgeted Cash Flow reflecting a projected positive cash and cash equivalent at the end of 2023/2024 financial year of R121,554,000, (2025 R19,597,000) and (2026 R41,328,000) be APPROVED.

NCA020/05/2024

REPORT DATED 20 MAY 2024 FROM MUNICIPAL MANAGER TO COUNCIL: REQUEST FOR THE AUTHORISATION OF A 60 MONTH EXTENSION OF THE OVVIO GEOGRAPHICAL INFORMATION AND DATA MANAGEMENT SYSTEM

PURPOSE

For Council to consider, in terms of the MFMA section 116 (3) the amendment of the GIS and data Malmanagement System contract, an evaluation report relating to the Ovvio GIS and data Management system with a view to determining whether or not it would be appropriate to further extend the agreement with this service provider by a period of 60 months

CRITERIA ASSESSMENTS

Compatibility with the needs of Ndlambe Municipality

Comments from the IT Manager:

1. Ovvio meets all Ndlambe's functionality requirements of a GIS (Geographical Information System Spatial and Record Keeping Document Indexing System
2. The Billing System Linkages has been setup.
3. The Deeds Office Data has been integrated.
4. The Valuation module is implemented in full in line with the Municipal Property Rates Act requirements.
5. The Document Archiving system is working well, it assist Ndlambe well in the past audits with payment information archived in Ovvio
6. Ovvio recently also developed whatsapp to interface with the customer service system.
7. The Ovvio customer service module is not fully implemented.
8. Ovvio has more modules that is available to the Municipality under the same software licence fees , which the Municipality is implementing in phases, these modules will be critical in assisting the Municipality to obtain an clean audit.
9. Further the current contract in place through its support system makes provision for future required development.

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Alignment to modern technology and legislative requirements

Comments from the IT Manager:

1. From an IT Infrastructure point of view there is no doubt that the Ovvio System meets the latest requirements of a cloud based system, All the Ndlambe data is saved off premise in the cloud and is backed up on a daily basis.
2. The cloud based system reduces downtime as it is not affected by loadshedding.
3. We had minimal downtime the past few years, Normally downtime are planned due to system maintenance normally outside working hours.

Cost effectiveness

Although it is obviously exceeding difficult to assess this criterion without expending considerable human and financial resources by going into the market to obtain indicative comparable pricing, it is clear that the following factors would, without any reasonable doubt, result in prohibitive acquisition and establishment costs of a new Geographical Information and Data management System:

1. Take on monetary capital investment.
2. Human capital investment relating to training, etc.
3. Converting setup, historical and current data.
4. Running parallel systems for a suitable period to obtain assurance regarding the integrity of the new geographical information and data management system.

COMMENTS SUBMITTED BY THE LOCAL COMMUNITY

In terms of the provisions of Section 116(3)(b) of the Municipal Finance Management Act No.56 of 2003, the local community was invited to submit comments or representations regarding the proposed extension of the agreement with Umhlaba Consulting Group. See the attached notice as **Annexure C.09**

That it further be noted no comments or inputs were received from the public.

CONCLUSION

In view of the above, it is therefore the recommendation of the IT Manager that the Ovvio System be retained and that Council be requested to approve the extension of the current agreement with Umhlaba Consulting Group by a period of 60 months.

RECOMMENDATIONS TO COUNCIL

1. THAT it BE NOTED that no comments were received from the community.
2. THAT it BE APPROVED that the current agreement with Umhlaba Consulting Group (Ovvio GIS Software system, software data, software licence and support system) be extended by a period of 60 months from 1 July 2024 to 30 June 2029.

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NCA021/05/2024

**REPORT DATED 21 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
RATES AND VALUATION COMMITTEE MINUTES: 04 APRIL 2024**

RECOMMENDATION TO COUNCIL

THAT the Rates and Valuation Committee meeting minutes dated 04 April 2024, a copy which appears as Annexure C.10 **BE APPROVED.**

NCA022/05/2024

**REPORT DATED 20 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REMOVAL OF POLITICAL POSTERS**

PURPOSE

The item below is to inform the Ndlambe Council that all political posters displayed within the jurisdiction of Ndlambe municipality must be removed after the IEC election date of 29 May 2024.

BACKGROUND

The National election is scheduled to take place on Wednesday, 29 May 2024.

Since the election date was promulgated political parties that have been allowed to take part in the election have been erecting political posters / banners across South Africa as well as within the jurisdiction of Ndlambe municipality.

These posters / banners have been displaced in and along public places / open spaces and roads throughout Ndlambe.

DISCUSSIONS

In terms of the Outdoor Advertising and Signage Bylaw of Ndlambe municipality, the municipality can determine by when posters displayed must be removed by the relevant political party or its agent.

COMMENTS FROM OTHER DEPARTMENT

Not solicited

RECOMMENDATIONS TO COUNCIL

1. THAT All Political posters / banners **BE REMOVED** with 10 days from all public places, open spaces and roads, therefore no later than 7 July 2024.

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY,
31 MAY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT
ALFRED.**

2. THAT the removal needs to be done in such a manner to **RESTORE** the site, object etc to its original state prior to the posters placed on it.
3. THAT litter generated from the removal must be disposed of at a designate landfill site and / or used for recycling purposes or safekeeping by the political party.
4. THAT Failure to adhere to the abovementioned instructions will result in an Admission of Guilt fine issued against the political organisation.

NCA023/05/2024

**REPORT DATED 23 MAY 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF HUMAN RESOURCE PLAN**

PURPOSE

For Council to review and adopt the Human Resources Plan.

BACKGROUND

It is imperative that the Human Resources Policies should be reviewed to ensure consistency with the current applicable legislations. However, it is worth noting that ever since the last reviews there has been no major shift on legislative change that impacts on Human Resource. Furthermore, the Auditor General of South Africa requires that such policies be tabled before Council.

DISCUSSION

Attached as **Annexure C.011** is the Human Resources Plan.

RECOMMENDATIONS TO COUNCIL

THAT the following Human Resources Policy **BE REVIEWED AND ADOPTED**;

NO.	TITLE	CUSTODIAN(S) RESPONSIBLE PERSON
1.	Human Resources Plan	Corporate Services

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING WILL BE HELD ON FRIDAY,
31 MAY 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT
ALFRED.**

NCA024/05/2024

URGENT REPORT BY MUNICIPAL MANAGER

NCA025/05/2024

CLOSURE

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**DISCLOSURE OF INTEREST BY COUNCILLORS
(SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.01

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY COUNCILLOR

In accordance with Councillor's Code of Conduct Section 5(1)a, A Councillor must disclose to the Municipal Council or to any Committee of which that Councillor is a Member, any direct or indirect personal or private business interest that the Councillor or any Spouse, Partner or Business Associate of that Councillor may have in any matter before the Council or the Committee.

I, Councillor declare that I recuse myself during the discussion of the following items:

.....
.....
.....

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2024

.....
Signature of Councillor

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**DISCLOSURE OF INTEREST BY MUNICIPAL
STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.02

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY STAFF

In accordance with Code of Conduct for Municipal Members under Section 4 Personal Gain (1) a Staff Member of the Municipality may not:
b) take a decision on behalf of the Municipality concerning a matter in which that Staff Member's Spouse, Partner or Business Associate, has a direct or indirect personal or private business interest.

I, Identity Number

Staff Number employed by Ndlambe Council as

Hereby declare that I have an interest on the following items:

.....
.....
.....

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2024

.....
Signature of Staff

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**MINUTES OF PREVIOUS OPEN NDLAMBE
COUNCIL MEETING: 28 MARCH 2024**

ANNEXURE C.03

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

The Notice of Open Meeting of the Ndlambe Council Held On Thursday, 28 March 2024 At 10h00 In The Council Chambers, Campbell Street, Port Alfred **WAS TAKEN AS READ.**

PRESENT

Councillor: A Marasi (In the Chair)

Councillors: KC Ncamiso, (Mayor) A. Bukani, S. T Dyakala, N. E. Haynes, W. Johannes, P. Y Kani, S. Kolosa, P. Khungwayo, T. Mbekela, N. F. Memani, Z. W. Myali, S. Melani, A Nyumka, M. Swell, S. Venene, E. H. K. Walker, S. Zweni.

Officials: Municipal Manager, Directors: Financial Management, Infrastructural Development,

Deputy Directors: Infrastructural Development (Port Alfred), Community/Protection Services, Manager: Human Resources, Manager: Internal Audit Unit.

Secretariat: Committee Administrator.

By Invitation

Mr T Pillay, Chairperson: Audit and Performance Committee.

NCM001/03/2024

OPENING

1. The meeting was officially opened by the Speaker, Councillor A Marasi, followed with a prayer by Council S Dyakala.
2. The Speaker welcomed everyone who was present at the meeting.

NCM002/03/2024

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOVLED

THAT Leave of absence BE GRANTED to Councillor X Runeli for the meeting held on 28 March 2024.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28
MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT
ALFRED.**

NCM003/03/2024

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

The Speaker advised Council that there would be a presentation by Mr S Thandani from Amangwevu Investment.

NCM004/03/2024

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

None.

NCM005/03/2024

**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None.

NCM006/03/2024

**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None.

NCM007/03/2024

REPORTS RECEIVED BY THE SPEAKER

None

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

She wished everyone a Happy Easter Holiday and hoped that everyone would enjoy their holidays with God on their side.

The Mayor stated that, with all the challenges that Ndlambe had confronted, Councillors should be working very closer to each other and be able to assist the people of Ndlambe Municipality.

She expressed sadness toward the issue of Ward 4, particularly the cemetery that is full and stated that Council and Management should engage the community of Ward 4 regarding this matter. The Mayor also informed Council about the meeting which resolved that the Executive Committee members and Administration will visit Ward 4 community members, the following week to discuss the matter further.

NCM012/03/2024

MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 30 JANUARY 2024

3/2/1

COUNCIL RESOLVED

THAT the Minutes of the Full Open Ndlambe Council meeting held on 30 January 2024, Resolutions NCM001/01/2024 to NCM027/01/2024, a copy which appeared as **Annexure C.03** BE CONFIRMED.

NCM013/03/2024

MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE COUNCIL MEETING: 27 FEBRUARY 2024

3/2/1

COUNCIL RESOLVED

THAT the Minutes of the Special Open Ndlambe Council meeting held on 27 February 2024, Resolutions SNCM001/02/2024 to SNCM011/02/2024, a copy which appeared as **Annexure C.04** BE CONFIRMED.

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

**NCM014/03/2024
REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS**

COUNCIL RESOLVED

THAT the implementation of the Council Resolutions, a copy which appeared as **Annexure C.05**, BE CONFIRMED AND UPDATED.

**NCM015/03/2024
REPORT DATED 12 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
LOCAL GOVERNMENT SERVICES CHARTER**

COUNCIL RESOLVED

THAT the Local Government Charter BE ADOPTED.

**NCM016/03/2024
REPORT DATED 18 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF HUMAN RESOURCES POLICIES: ANTI-CORRUPTION AND FRAUD PREVENTION POLICY, WHISTLE BLOWING POLICY**

COUNCIL RESOLVED

THAT the following Human Resources Policy BE REVIEWED AND ADOPTED;

NO.	TITLE	CUSTODIAN(S) RESPONSIBLE PERSON
1.	Anti-Corruption and fraud prevention policy	Corporate Services
2.	Whistle Blowing Policy	Corporate Services

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

NCM017/03/2024

REPORT DATED 22 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: DRINKING WATER QUALITY & WASTEWATER QUALITY MONITORING.

COUNCIL RESOLVED

1. THAT the report on drinking water quality within the jurisdiction of Ndlambe Municipality, for the month of February 2024 and March 2024 **BE NOTED**.
2. THAT it **BE NOTED** that a re-sampling for Port Alfred results in March 2024 had been done, the user department is waiting to receive the new results.

NCM018/03/2024

REPORT DATED 20 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: REPORT BY THE AUDIT AND PERFORMANCE COMMITTEE (APC) OF 21 FEBRUARY 2024

COUNCIL RESOLVED

THAT the report from the Chairperson of the Audit and Performance Committee **BE NOTED**.

NCM019/03/2024

REPORT DATED 18 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: EXCHANGE OF ERF 1149 STATION HILL, PORT ALFRED IN LIEU OF ERF 370 NKWENKWEZI TOWNSHIP: ESTATES SECTION

COUNCIL RESOLVED

- a) THAT it **BE NOTED** that Council does not anticipate that the property shall be required for purposes of providing a basic municipal service as the necessary services already exist in the surrounding area.
- b) THAT Council Resolution NCM032/10/2023 dated 24 October 2023, concerning the Motion submitted by the Democratic Alliance to rescind Council Resolution No. NCM007/05/2021 dated 25th of May 2021 to reserve Erf 370 Nkwenkwezi Township, ownership which vests in the Provincial Government – Eastern Cape to be sold to S

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

S Mjingwana and X Mjingwana as it could lead to probable legal litigation for the Ndlambe Municipality, BE NOTED and APPROVED.

- c) THAT it BE APPROVED that Erf 1149, (714 m²) situated in Hill Street, Station Hill, Port Alfred, zoned residential, and as depicted on Locality Plan No. ERF 1149/PORT ALFRED, ownership which vests in the Ndlambe Municipality vide Title Deed No. T55568/1995 be allocated to Siphon Simon Mjingwana, Identity No. 750225 5441 089 and Xoliswa Mjingwana, Identity No. 800620 0914 082 in exchange for Erf 370 (570 m²), Mswela Street, Nkwenkwezi Township, subject to the following conditions:-
- i) The purchase price is R3 420.00 which has been settled towards Erf 370 Nkwenkwezi.
- ii) The conveyancing costs associated with the transaction is borne by the municipality.
- d) THAT it BE NOTED that no suitable land is available in the township of Nkwenkwezi.
- e) THAT it BE NOTED that a municipal value of R82 000.00 is presently attached to Erf 1149 Station Hill, Port Alfred.
- f) THAT it BE APPROVED that the conveyancing costs relating to Erf 370 Nkwenkwezi be settled by the Municipality.
- g) THAT it BE APPROVED that Erf 370 Nkwenkwezi be only utilized for the purpose of playing soccer and the property be rezoned from Residential Zone 1 to Open Space Zone 1.

NCM020/03/2024

REPORT DATED 26 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL: DEMOLITION NOTICE FOR THE FERRYMAN'S HOTEL

COUNCIL RESOLVED

1. THAT it BE NOTED, the attorneys, Neave and Stotter (Grant Marais), advised that the municipality must write a demolition notice and the lawyers will serve it to the owner(s) of the Ferryman's, namely Mr. Kleyn and other trustees.
2. THAT it BE APPROVED that the Municipality writes a Demolition Notice to the owners of Ferryman's Hotel that will be served by the Lawyers.

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

3. THAT the National Heritage Council of South Africa (NHC) be consulted for comments/views on the abovementioned matter.

**NCM021/03/2024
REPORT DATED 26 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ANNUAL REPORT 2022/2023**

COUNCIL RESOLVED

1. THAT the Annual Report for the 2022/2023 financial year **BE APPROVED**.
2. THAT the Oversight Report which forms part of the Annual Report **BE APPROVED**.
3. THAT it **BE NOTED** that there were no comments from the stakeholders albeit the annual report was published.
4. THAT the Annual Report sent to the relevant government departments and the Auditor General of the Republic of South as stipulated by Section 46 of the Local Government: Municipal Systems Act (No: 32 of 2000) and Chapter 12 of Local Government: Municipal Finance Management Act (No: 56 of 2003).

**NCM022/03/2024
REPORT DATED 25 MARCH 2024 FROM THE MAYOR TO COUNCIL: DRAFT
REVIEWED IDP/ TABLED BUDGET - 2024/2025**

COUNCIL RESOLVED

1. THAT the Draft Reviewed Integrated Development Plan for 2024/2025, **BE NOTED** and be used for public consultations.
2. THAT the draft capital budget of R104,407,000 for 2025, (2026 R49,468,000) and (2027 R56,532,000) funded by external funding as outlined in Table A5 - Budgeted Capital Expenditure by vote, standard classification and funding source be **NOTED**.
3. THAT the draft capital budget of R7,014,000, (2025 R16 285 000) AND (2026 R9 640 000) funded by internal generated funds as outlined in Table A5 - Budgeted Capital Expenditure by vote, standard classification and funding source be **NOTED**.
4. THAT the draft operating budget for the 2024/2025 financial year as presented in

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

Table A4 - Budgeted Financial Performance (revenue and expenditure) reflecting the operating deficit of R31,456,000, (2026 R30,842,000) and (2027 R59,694,000) be NOTED.

5. THAT the operating budget throughout the 2024/25 MTREF to reflect surpluses when the budget is adopted.

6. THAT the draft tariffs be NOTED as follows:

i. The annual and monthly tariff of property rates be NOTED and be commented on:

Category	Cent amount in the Rand rate determined for the relevant property category 2023/2024	Cent amount in the Rand rate determined for the relevant property category 2024/2025	Ratio tariff in relation to residential tariff 2024/2025	Percentage decrease or Increase in tariff from 2023/2024 to 2024/2025
Residential	0.0125	0.0110	1:1	-14%
Vacant Land Vacant Residential	0.0125	0.0119	1:1.08	-5%
Business & Commercial	0.0139	0.0122	1:1.11	-14%
Vacant Land Vacant Business & Commercial	0.0139	0.0131	1:1.19	-6%
Industrial	0.0139	0.0122	1:1.11	-14%
Vacant Land Vacant Industrial	0.0139	0.0131	1:1.19	-6%
Agricultural Properties	0.0031	0.0028	1:0.25	-11%
Mining	0.0139	0.0122	1:1.11	-14%
Public Service Purposes	0.0139	0.0139	1:1.26	0%

ii. The pensioners rebate criteria be noted and commented on:

RETIRED AND DISABLED OWNERS ON RESIDENTIAL PROPERTY WITH RATEABLE VALUE OF LESS THAN R3 000 000		
Category/Description	Proposed rebate	Based on:
Owner with income up to R 9 000 per month	45.0%	Residential rate
Owner with income between R 9 001 and R12 000	35.0%	Residential rate
Owner with income between R12 001 and R15 000	25.0%	Residential rate

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

- III. A 6% increase effected on Water, Waste and Wastewater tariffs that have yielded to an operating deficit be NOTED
- IV. A cost of supply study on Water, Wastewater and Waste management be developed and the outcomes be made available for public participation after they are presented to Council for endorsement.
- V. THAT it be noted Electricity Services tariffs are awaiting NERSA approval :

4. Scale 7: Time of Use LV						4. Scale 7: Time of Use LV						
Applicable to consumers with a demand normally exceeding 50kVA						Applicable to consumers with a demand normally exceeding 50kVA supplied at LV, including municipal supplies.						
Surcharge on all charges		24%	24%	Zero		Surcharge on all charges						
Basic Charge: R/m per point of supply (meter)		R 990.62	R 1 140.21	R 385.09	R 1 239.29	6.7%	Basic Charge: R/m per point of supply (meter)					
				R 116.43	R 44.91	New	Access charge: Highest of notified or actual MD					
Demand Charges KVA (Peak & Standard only)		R145.8132	R167.5984	R 137.41	R 213.33	27.3%	Demand Charges KVA (Peak & Standard only)					
Energy Charge: R/kWh (low season)						Energy Charge: R/kWh (low season)						
Peak		R 1.9823	R 2.2587	R 2.3048	R 3.0497	35.0%	Peak					
Standard		R 1.2105	R 1.3933	R 1.7248	R 1.9981	43.4%	Standard					
Off-Peak		R 0.8822	R 0.9922	R 1.2563	R 1.4338	44.5%	Off-Peak					
Energy Charge: R/kWh (High season - June to August)						Energy Charge: R/kWh (High season - June to August)						
Peak		R 8.8777	R 7.9182	R 6.1487	R 9.9445	25.6%	Peak					
Standard		R 1.8167	R 2.0899	R 2.1721	R 2.8371	35.8%	Standard					
Off-Peak		R 1.4489	R 1.6678	R 1.3827	R 2.1288	27.6%	Off-Peak					
				R 0.2511	R 0.0989	New	Reactive Energy Charge:R/kvarh (>85% PF per hour (Peak & Standard)					

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

5. Scale 7: Time of Use MV						5. Scale 7: Time of Use MV					
Applicable to consumers with a demand normally exceeding 50kVA						Applicable to consumers with a demand normally exceeding 50kVA, supplied at MV, including municipal supplies.					
Surcharge on all charges						Surcharge on all charges					
		12%		12%		Zero		Zero		13.2%	
Basic Charge: R/m per point of supply (meter)		R 990.62		R 1 140.21		R 792.79		R 1 291.00		13.2%	
						R 79.6280		R 30.7152		New	
Demand Charges KVA (Peak & Standard only)		R131.52		R151.38		R98.07		R167.88		10.9%	
Energy Charge: R/kWh (low season)						Energy Charge: R/kWh (low season)					
Peak		R 1.7724		R 2.0401		R 2.2875		R 2.6451		29.7%	
Standard		R 1.0933		R 1.2684		R 1.7076		R 1.7480		38.7%	
Off-Peak		R 0.7787		R 0.8962		R 1.2390		R 1.2523		39.7%	
Energy Charge: R/kWh (High season - June to August)						Energy Charge: R/kWh (High season - June to August)					
Peak		R 6.2121		R 7.1501		R 6.1314		R 8.5431		19.5%	
Standard		R 1.6400		R 1.8878		R 2.1548		R 2.4822		30.4%	
Off-Peak		R 1.3087		R 1.5084		R 1.3654		R 1.8283		21.4%	
						R 0.2511		R 0.0969		New	
6. Scale 8: Time of Use Small: < 50 kVA						6. Scale 8: Time of Use Small: < 50 kVA					
Applicable to consumers with a demand normally exceeding 50kVA						Applicable to consumers with a demand not exceeding 50kVA. Compulsory for SSEG consumers <50 kVA.					
Surcharge on all charges:						Surcharge on all charges					
						Zero					
Basic Charge: R/m per point of supply (meter)						R 397.95		R 460.51		New	
Capacity charge: R/Amp/phase						R 6.31		R 7.30		New	
Energy Charge: R/kWh (low season)						Energy Charge: R/kWh (low season)					
Peak						R 2.3189		R 2.6834		New	
Standard						R 1.7389		R 2.0122		New	
Off-Peak						R 1.2704		R 1.4701		New	
Energy Charge: R/kWh (High season - June to August)						Energy Charge: R/kWh (High season - June to August)					
Peak						R 6.1828		R 7.1318		New	
Standard						R 2.1862		R 2.5288		New	
Off-Peak						R 1.3668		R 1.6183		New	
7. Scale 9: SSEG FEEDIN						7. Scale 9: SSEG FEEDIN					
Applicable to all SSEG consumers consumers irrespective of size.						Applicable to all SSEG consumers consumers irrespective of size.					
Additional Basic Charge: R/m per point of supply (meter)						Additional Basic Charge: R/m per point of supply (meter)					
						R 100.00		R 115.7200		New	
Energy Credits (low season)						Energy Credits (low season)					
Peak						-R 1.9054		-R 1.9054		New	
Standard						-R 1.1414		-R 1.1414		New	
Off-Peak						-R 0.7868		-R 0.7868		New	
Energy Credit (High season - June to August)						Energy Credit (High season - June to August)					
Peak						-R 4.6805		-R 4.6805		New	
Standard						-R 1.4992		-R 1.4992		New	
Off-Peak						-R 0.8677		-R 0.8677		New	
8. Scale 10: Public Lighting						8. Scale 10: Public Lighting					
Applicable to non-domestic consumers with a demand not exceeding 55kVA.						Applicable to non-domestic consumers with a demand not exceeding 55kVA.					
Maintenance charge: R/luminaire/month						Maintenance charge: R/luminaire/month					
						R 218.16		R 252.45		New	
Energy Charge: R/kWh						Energy Charge: R/kWh					
						R 2.9920		R 3.4823		New	
9. Scale 11: Municipal usage						9. Scale 11: Municipal usage					
All municipal supplies < 50 kVA						All municipal supplies < 50 kVA					
Basic Charge: R/m per point of supply (meter)						R 78.15		R 90.43			
Capacity charge: R/Amp/phase/month/month						R 22.63		R 28.08			
Energy Charge: R/kWh						Energy Charge: R/kWh					
						R 2.2482		R 2.5993			
10. Scale 12: Availability						10. Scale 12: Availability					
Applicable to serviced stands that is not connected. This includes SSEG consumers who have gone off the Grid.						Applicable to serviced stands that is not connected. This includes SSEG consumers who have gone off the Grid.					
Fixed charge per month.						R346.9114		R 383.5205		17.6%	
								R 407.8626			

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

7. **THAT** the draft financial position for the 2024/2025 financial year as presented in Table A6- Budgeted Financial Position reflecting the community wealth/equity of R1,447,261,000 for 2024/2025, (2026 R1,473,602,000) and (2027 R1,473,602,000) be NOTED.
8. **THAT** the draft cash flow for the 2024/2025 financial year as presented in Table A7- Budgeted Cash Flow reflecting a positive cash and cash equivalent at the end of 2024/2024 financial year R36,923,000, (2026 R121,997,000) and (2027 R181,124,000) be NOTED.
9. **THAT** budget related policies reviewed with no amendments for 2024/25 MTREF be NOTED.

Policy	Policy Amended			Amendment Date
	Yes	No	New	
Rates Policy	Yes			
Indigent Policy		No		
Budget Policy		No		
Creditors, Staff and Councilors Payment Policy		No		
Credit Control and Debt Collection Policy		No		
Funding and Reserve Policy		No		
Virement Policy		No		
Subsistence and Travel Policy		No		
Policy and Procedures for Irregular and Fruitless Expenditure		No		
Fixed Asset Policy		No		
Supply Chain Management Policy		No		
Write-off of Irrecoverable Debt Policy		No		
Loans Policy		No		
Tariff Policy		No		
Management of Accumulated Surplus and Bad Debt Policy		No		
Loss Control Policy		No		
Fuel Card Policy		No		
Internship Programme Policy		No		
Costs Containment Policy		No		

10. **THAT** the draft procurement plans for 2024/25 budget be NOTED.

11. **THAT** the institutional organogram for 2024/25 which forms the annexure of the IDP be NOTED

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

NCM023/03/2024

REPORT DATED 26 MARCH 2024 FROM THE MUNICIPAL MANAGER TO THE COUNCIL: REQUEST FOR A REDUCTION IN THE PURCHASE PRICE: VACANT RESIDENTIAL PROPERTY ERF 801 MARSELLE: ESTATES SECTION

COUNCIL RESOLVED

- a) THAT it **BE NOTED** that Council does not anticipate that this property shall be required for purposes of providing basic municipal services as the necessary services already exists in the surrounding area.
- b) THAT it **BE NOTED** that the Land Disposal Policy adopted by Council on 26 June 2014 provides inter alia in terms of condition 9.6 for the out-of-hand sale of land and non-competitive process for purposes under exceptional circumstances.
- c) THAT the letter dated 24th of March 2024 from Mr. Ncedile Aja, requesting a reduction in the purchase price as approved by Council vide Council Resolution NCM022/10/2023 dated 27th of October 2023, and the letter dated 28th of November 2023 from his former employer, Sibanye Stilwater, **BE NOTED**.
- d) THAT it **BE APPROVED** that the vacant residential Erf 801 Marselle, measuring 350 m² in extent, ownership which vests in the Ndlambe Municipality vide Deed of Transfer No. T10801/2001, appearing on General Plan No. L48/1988, and as depicted on LOCALITY PLAN NO. ERF 801 MARSELLE, be sold to Mr Aja, Identity No. 671202 5328 083, subject to the following conditions:-
 - i) The initial purchase price of R18 000.00 is reduced to R3 000.00 (VAT included).
 - ii) The conveyancing costs incidental to the transaction is borne by the applicant.
 - iii) The applicant submits a building plan in terms of the National Building Regulations and Building Standards Act 103 of 1977 before building operations are commenced with.
 - iv) The applicant first indicates in writing the acceptance of conditions (i) to (iii) before the transaction is proceeded with.
- e) THAT it **BE NOTED** that the reduction of the purchase price is due to the disability and unemployment status of the applicant.
- f) THAT it **BE NOTED** that the applicant will not require an RDP house from the Municipality as his former employer, Sibanye Still Waters will build a house for him and his family that will cater for his disability.

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

- g) THAT it BE APPROVED that the request be exempted from a Public Participation Process as the applicant is disabled with dependents.

NCM024/03/2024
REPORT DATED 26 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
AUDIT AND PERFORMANCE CHARTER AND INTERNAL AUDIT CHARTER

COUNCIL RESOLVED

- 1 THAT the Audit and Performance Charter BE REVIEWED AND ADOPTED;
- 2 THAT the Internal Audit Charter ADOPTED.

NCM025/03/2024
REPORT DATED 26 MARCH 2024 FROM THE MUNICIPAL MANAGER TO COUNCIL:
BUSHMANS RO PLANT TRANSFER

COUNCIL RESOLVED

1. THAT the update on the transfer of Bushmans RO plant BE NOTED.
2. THAT the Legal opinion from the Department of Water and Sanitation with the recommendations BE NOTED.
3. THAT that the Mayor be mandated to writes a request to the Minister of Water and Sanitation to speed up the transfer process.

NCM026/03/2024
URGENT REPORT BY MUNICIPAL MANAGER

None.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON THURSDAY, 28
MARCH 2024 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT
ALFRED.**

NCM027/03/2024

CLOSURE

The meeting was officially closed at 12:30

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 30 APRIL 2024**

ANNEXURE C.04

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON, TUESDAY, 30 APRIL 2024 AT 09H00 VIA MS TEAMS**

The Notice of a Special Open Ndlambe Virtual Council Meeting held on Tuesday, 30 April 2024 At 09h00 via Ms Teams **WAS TAKEN AS READ.**

PRESENT

Councillor: A Marasi (In the Chair)

Councillors: A. Bukani, S. T Dyakala, N. E. Haynes,
P. Y Kani, S. Kolosa, P. Khungwayo, N. F. Memani,
Z. W. Myali, S. Melani, A Nyumka, X. Runeli, M. Sweli, S. Venene,
S. Zweni.

Officials: Municipal Manager, Directors: Financial Management, Corporate Services,
Infrastructural Development.

Deputy Director: Financial Management, Manager: Human Resources, Manager:
Supply Chain Management Unit, Manager: Administration

Secretariat: Committee Administrator.

SNCM001/04/2024
OPENING

1. The meeting was officially opened by the Speaker, and he welcomed everyone who was present at the meeting.
2. THAT it BE NOTED that the meeting was held virtually Via Ms Teams.
3. THAT it BE NOTED that the time for the Special Council meeting was changed from 10:00 to 09:00 due to the Mayoral Imbizo that was to be held in Kenton On Sea at 10:00.

SNCM002/04/2024
APPLICATION FOR LEAVE OF ABSENCE
3/2/4

COUNCIL RESOLVED

1. THAT it BE NOTED that Councillor K Ncamiso could not connect to the meeting due to network challenges.

**MINIUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON, TUESDAY, 30 APRIL 2024 AT 09H00 VIA MS TEAMS**

2. THAT it further BE NOTED that the Municipal Manager, Directors: Finance, Infrastructure, Corporate Services and Manager: Supply Chain Management Unit, connected at the Boardroom in the Municipal Manager's Office for the meeting.

SNCM003/04/2024
OFFICIAL ANNOUNCEMENTS BY THE SPEAKER
3/2/1

No announcement was made by the Speaker, However at this stage Councillor X Runeli raised a concern regarding the Special Council meeting called by the Speaker. He stated that, they were not given enough time to prepare for the meeting and the fact that no hard copies were delivered for Councillors, only soft copies were received. He proposed that the Speaker should give Councillors enough time to prepare for the Special Council meeting in order for them to be able to contribute during the virtual meeting.

The Speaker responded to Councillor X Runeli and stated that, Councillors were notified about the Special Council meeting by Friday, 26 April 2024, emails were circulated to Councillors which was enough time to prepare for the meeting.

Councillor S Venene also responded to Councillor X Runeli and stated that, according to the Rules and Orders of Council in Chapter 2, Rule number 5 and 7 on page 14 and 15 of the Rules and Orders of Council, the Speaker can call a Special Council meeting within 48 hours or within 12 hours, which in this case, it was done correctly.

SNCM004/04/2024
COMMUNICATION BY THE MAYOR
3/2/1

Due to the challenges with the connection of the Mayor, Councillor K Ncamiso to the virtual meeting, the Mayor could not present any communication during this meeting.

SNCM005/04/2024
DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)

None

**MINUTES OF A SPECIAL OPEN NDLAMBE VIRTUAL COUNCIL MEETING HELD
ON, TUESDAY, 30 APRIL 2024 AT 09H00 VIA MS TEAMS**

SNCM006/04/2024
DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)

None

SNCM007/04/2024
REPORT DATED 26 APRIL 2024 FROM THE MAYOR TO COUNCIL: SECTION 52
QUARTERLY REPORT FOR THE QUARTER ENDING 31ST MARCH 2024

COUNCIL RESOLVED

THAT the third quarter budget statement performance report **BE NOTED**.

SNCM008/04/2024
URGENT REPORTS BY THE MUNICIPAL MANAGER

None

SNCM009/04/2024
CLOSURE

The meeting was closed at 09:32

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT ON IMPLEMENTATION OF COUNCIL
RESOLUTIONS**

ANNEXURE C.05



REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS – MAY 2024

NO.	ITEM NO.	ITEM (HEADING)	RESPONSIBLE PERSON	REPORT / COMMENTS SUBMITTED BY THE RELEVANT DIRECTOR	TIMEFRAME TO BE INSERTED BY DIR.
12 DECEMBER 2016					
1.	NCM02 8/ 12/2016	<p>Report Dated 5 December 2016 from the Municipal Manager to Council: Non Access to Erven in Cannon Rocks as a Result of Sand on Roadway.</p> <p><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. That the Directorate considers the presentation made by the Department of Environmental Affairs on the Best Practise. 2. THAT it BE NOTED that timeframes to this item must be attached. <p><u>Previous progress</u> During the Ndiambe Management Crusade in November 2023, Management visited the affected sites in Cannon Rocks. It is our view that Councilors be taken to the site, in question so that the issue can be</p>	Community & Protection Services	<p><u>PROGRESS TO DATE:</u></p> <p>We have engage with the Municipal lawyers to write to the owners of the affected Erven informing them that it is not possible for them to build on their properties.</p>	Ongoing

		<p>discussed and brought to conclusion. A site meeting be arranged with Councilors.</p> <p><u>COUNCIL RESOLVED</u></p> <p>THAT a new item be brought to Council with a detailed report including the site visit made by Councilors in December 2023 at Cannon Rocks in order for Council to conclude on the matter.</p>			
<p>30 AUGUST 2022</p>					
<p>2.</p>	<p>NCM030/08/2022</p>	<p>Report dated 18 august 2022 from the municipal manager to council: appointment of ndlambe municipality as an implementing agent for quick wins projects previously implemented by amatola water board</p> <p><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. THAT the intention of the department to hand over the Amatola projects to the Nldambe Municipality BE ACCEPTED. 2. THAT it BE NOTED that an item will be tabled to Council once all above processes have been completed. 3. THAT it BE NOTED that timeframes to this item must be attached. <p><u>PREVIOUS PROGRESS:</u></p> <p>Contract 14 and 15 Contractor has been appointed on</p>	<p>Infrastructural Development</p>	<p><u>PROGRESS TO DATE:</u></p> <p>The Bulk Water Quick Win projects has been handed over to the municipality.</p> <p>The contract 14 & 15 project is currently under construction and is due for completion in October 2024.</p> <p>The Port Alfred Brackish Water Reverse Osmosis Plant is currently at procurement stage and is planned to commence in July 2024 and completed in June 2025.</p>	<p>Ongoing</p>

		<p>the 15th of November 2023.</p> <p>Brackish RO plant will be advertised on the 1st of December 2023.</p> <p><u>COUNCIL RESOLVED</u></p> <ul style="list-style-type: none"> • THAT the Project Steering Committee (PSC) be established for the contract 14 and 15 project. 		
<p>30 MARCH 2023</p>				
<p>3.</p>	<p>NCM016/ 03/2023</p>	<p>Report Dated 15 March 2023 From The Municipal Manager To Council: On-Site Verification Of Municipal Buildings And Land Leased to Various Tenants as Stated On The Current Lease Schedule: Estates Section.</p> <p style="text-align: center;"><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. THAT it <u>BE NOTED</u> that this verification exercise will now be extended to determine whether any other municipal buildings or vacant land is used by any other tenants without the necessary lease agreements being in place. 2. THAT a report on the progress made by the service provider which stipulates what has been done thus far be submitted in the next Council meeting. 	<p>Infrastructure/ Estate</p>	<p><u>PROGRESS TODATE:</u></p> <p>The Estates Section is working the Service Provider appointed by Finance Department to do asset verification for the municipality</p> <p style="text-align: right;">Ongoing</p>

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 20 MAY 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REPORT ON
REVIEW OF RISK MANAGEMENT COMMITTEE
TERMS OF REFERENCE**

ANNEXURE C.06



NDLAMBE MUNICIPAL RISK MANAGEMENT COMMITTEE

COMMITTEE TERMS OF REFERENCE

RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE –

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RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

1. Objective

The primary objective of the Risk Management Committee is to assist the Accounting Officer, the Council and the Audit and Performance Committee in discharging their accountability for Enterprise Risk Management by reviewing and monitoring the effectiveness of the municipality's risk management systems, practices and procedures, and providing recommendations for improvement.

The Ndlambe Municipality has established the Risk Management Committee in terms of the Local Government: Municipal Finance Management Act 56 of 2003, and the Local Government: Municipal Systems Act 32 of 2000. This Policy is intended to guide the Committee when performing its functions; to engender proper corporate governance in terms of the King III & IV Report, the National Treasury Public Sector Risk Management Framework and other best practice guidelines.

2. Authority

This Policy sets out the specific responsibilities delegated by the Accounting Officer and Council to the Committee and provides support for the manner in which the Committee will operate:

- Risk Management Committee will foster a culture within the Municipality that emphasizes and demonstrates the benefits of a risk-based approach to internal control and management of the Ndlambe Municipality; and
- To enhance integrity, ethical behaviour and prevent corruption throughout the Ndlambe Municipality's operations and monitor compliance thereof.

3. Roles and Responsibilities

The duties of the Committee shall be to:

- Review the risk management policy and strategy and recommend for approval by Council;
- Review the risk appetite and tolerance and recommend for approval by the Accounting Officer and/or Council;
- Review the institution's risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register;
- Monitor the management of significant risks to the Municipality, including emerging risks and prospective impacts;
- Evaluate the effectiveness of mitigating strategies to address the material risks of the Institution.
- Report to the Accounting Officer and Audit and Performance Committee any material changes to the risk profile of the Institution.
- Review the fraud prevention policy framework and recommend for approval by Council;
- Evaluate and monitor the effectiveness of the implementation of the fraud prevention policy;

- Review any material findings and recommendations by assurance providers on the system of risk management and monitor that appropriate action is instituted to address the identified weaknesses;
- Consider progress on action plans developed as part of the risk management process by each department;
- Review any findings and recommendations of the external auditors, internal auditors or other parties in relation to enterprise risk management;
- Review legal and regulatory matters that may have a significant impact on risk including any related compliance policies, programmes and reports received from other spheres of government.
- Provide proper and timely reports to the Accounting Officer, Audit and Performance Committee and Council on the state of risk management and Corruption prevention together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.

4. Composition of the Risk Management Committee

The Accounting Officer shall formally appoint permanent members of the Committee. The members, as a collective, shall possess the blend of skills, expertise and knowledge of the Ndlambe Municipality, including familiarity with the concepts, principles and practice of risk management, such that they can contribute meaningfully to the advancement of risk management within the Municipality.

Membership shall comprise as follows:

- Chairperson: Municipal Manager
- Director: Financial Management Services (CFO);
- Director: Corporate & Strategic Services;
- Director: Community Services;
- Director: Infrastructure Services.

Standing invitees to the Committee shall be:

- Departmental Risk Champions
- Internal Audit Executive: Internal Audit Services.

Adhoc invitees to the Committee shall be:

- Chief Fire Officer (Fire, Disaster & Security Risks);
- Manager: Human Resources (Disciplinary Cases & OHS Risks);
- Manager: Information Communication Technology (ICT);
- Any other Line Manager and/or Section Head (if necessary);
- Mayor;

The Committee members may in their absence, delegate their roles and responsibilities to a designated official within their directorates.

The Committee members should submit to the Committee in writing their intention of delegating their powers to the designated official of their choice. The designated official mandated to act on the principal Risk Management Committee member's behalf should abide by the relevant rules and regulations of the Committee.

5. Chairperson

The chairperson of the Risk Management Committee will be the Municipal Manager or an external person, appointed by Council.

The term of appointment shall be for a term of three years, of which an External Chairperson can serve consecutively for six years; and then a cooling off period of two years should be provided for, before appointing the same member to the same Committee.

In absence of an External Chairperson appointed by Council, the Accounting Officer will be the Chairperson and/or should delegate a senior manager as the Chairperson to the Committee.

6. Meetings

6.1 The Committee shall meet at least four times per annum and at such additional times as may be necessary to carry out its responsibilities.

6.2 The Chairperson of the Committee or a majority of the permanent members of the Committee may convene additional meetings as circumstances may dictate.

6.3 The Committee meetings shall be held before the Audit and Performance Committee

6.4 Meeting agendas will be prepared in consultation with the Chair and provided in advance to members, along with appropriate briefing materials.

6.5 Minutes of proceedings and resolutions of Committee meetings will be kept by the secretary and will be signed by the Chairperson.

6.6 Minutes will be distributed to all Committee members, the Chairperson of the Audit Committee, and the Executive Mayor, after the Committee Chairperson has given the preliminary approval.

6.7 The Chairperson is required to call a meeting for the Risk Management Committee if requested to do so by the Mayoral Committee and/or Council.

7. Quorum

50% plus one constitutes a quorum. A permanent member of the Committee may nominate a proxy on his/her behalf. The proviso shall lapse in the event that the permanent member fails to attend 50% or more of the Committee meetings held in that particular financial year.

8. Secretariat Function

The Secretariat function of the Risk Management Committee shall be the responsibility of Corporate Services. The secretary shall forward the notice of each meeting of the Risk Management Committee to all members no later than seven (7) working days prior to the date of the meeting. The notice shall be undersigned by the Chairperson and confirm the venue, time, date, agenda and include the documents for discussion.

The minutes of the meetings shall be completed within seven (7) working days after the Risk Management Committee meeting and will be circulated to the Chairperson for approval to be sent to all relevant officials. The minutes shall be approved at the next Committee meeting.

9. Performance Evaluations

The Risk Management Committee shall annually review its performance and also the work plan of the Enterprise Risk Management.

10. Remuneration

The external member/s serving on the Risk Management Committee shall be remunerated for services rendered. It will be adjusted every year and the travel will be paid in terms of the Department Transport Tariffs.

11. Review and Approval of the Policy

The Risk Management Committee must every three (3) years review this Policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 20 MAY 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF RISK MANAGEMENT
POLICY**

ANNEXURE C.07

NDLAMBE MUNICIPALITY



RISK MANAGEMENT POLICY

RISK MANAGEMENT POLICY

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1. Introduction

The Accounting Officer has committed Ndlambe Municipality to a process of risk management that is aligned to the principles of good corporate governance, as supported by the Municipal Finance Management Act (MFMA) Act no 56 of 2003.

The Ndlambe municipality process of risk management is informed by this Risk Management policy, a Risk Management Strategy (Framework) and a Risk Management Implementation Plan.

2. Risk and risk management

Risk refers to a beneficial or unwanted outcome, actual or potential, to the organisation's service delivery and other performance objectives, caused by the presence of risk factors. Some risk factors also present upside potential, which management must be aware of and be prepared to exploit. Such opportunities are encompassed in this definition of risk.

Risk management is a systematic and formalised process instituted by the organisation to identify, assess, manage and monitor risks.

3. Legal framework and guidance

The Municipality's legal responsibilities and best practices governing risk management include:

3.1 Local Government: Municipality Systems Act, No32 of 2000

- Section 83 states that – measures must be taken around service providers that minimise the possibility of fraud and corruption.
- Section 104 states that – loss control on municipal equipment be minimised thereby reducing the possibility of fraud and corruption and that will be regulated by the MEC.

3.2 Local Government: Municipal Finance Management Act, No 56 of 2003

- Section 62 states that;
- "(1) 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;
(c) the municipality has and maintains effective, efficient and transparent systems-
(i) Of financial and risk management and internal control,'
- Section 166 states that;
(2) An Audit Committee is an independent advisory body which must-
(a) advise the municipal Council, the political office-bearers, the accounting officer and management staff of the municipality on matters relating to risk management.

3.3 Other Legislation

Legislation concerning risk management is contained in various other pieces of legislation the municipality needs to take cognisance of these requirements when addressing the risk exposures of specific Directorates/departments. These would include inter- alia- the Occupational Health and Safety Regulations, Environmental Legislation, Housing Acts, etc.

3.4 The Public Sector Risk Management Framework

The Public Sector Risk Management Framework (PSRMF) by National Treasury provides a generic guide for the implementation of risk management strategies in the public service and suggest that risk management is a formal step-by step process that can be applied at all levels of the department. These principles need to be implemented within the context of each department who should implement this framework in the development of their own risk management strategies.

The municipality's Risk Management Policy adopted the National Treasury: Public Sector Risk Management Framework (RKCO07) to ensure that a service delivery imperative exists to ERM.

3.5 The King IV Code of Governance for South Africa, 2016

The King IV code has nine focus areas and the principles to be applied in each are of equal importance and together forms a holistic approach to governance. The Governance of risk is one of these focus areas and in turn is taken up into governance elements, principles and recommended practices.

4. Benefits of Risk Management

Ndlambe will implement and maintain an effective, efficient and transparent system of risk management and internal control. Risk management will assist the municipality to achieve, among other things, the following outcomes needed to underpin and enhance performance;

- More sustainable and reliable delivery of services;
- Informed decisions underpinned by appropriate rigour and analysis;
- Achievement of strategic goals as set in the Integrated Development Plan;
- Reduced waste;
- Prevention of fraud and corruption;
- Better value for money through more efficient use of resources; and
- Better outputs and outcomes through improved project and program management.

5. Policy Objective

The objective of this policy is to communicate the municipality's risk management philosophy in the context of how risk management is expected to support the municipality in achieving its objectives.

6. Policy Scope and principles

The objective of the policy includes the following;

- To align risk-taking behaviour with municipal integrated development plan strategic objectives.
- To promote a risk management culture.
- To maximise value and net worth by managing risks that impact on the defined financial and performance drivers.
- To assist the municipality in enhancing and exploring opportunities that gives best value for service delivery

The realisation of our strategic plan depends on us being able to take calculated risks in a way that does not jeopardise the direct and indirect interests of council and the general public. Sound management of risk will enable us to anticipate and respond to changes in our service delivery environment, as well as take informed decisions under conditions of uncertainty.

We subscribe to the fundamental principles that all resources will be applied economically to ensure;

- The highest standards of service delivery
- A management system containing the appropriate elements aimed at minimising risks and costs in the interest of council and the general public;
- Education and training of all our staff to ensure continuous improvement in knowledge, skills and capabilities which facilitate consistent conformance to council's expectations; and
- Maintaining an environment which promotes the right attitude and sensitivity towards council and public satisfaction.

An entity -wide approach to risk management is adopted by Ndlambe which means that every key risk in each part of the organisation will be included in a structured and systematic process of risk management. It is expected that the risk management processes will become embedded into the organisation's systems and processes ensuring that responses to risks remain current and dynamic. All risk management efforts will be focused on supporting the organisations' objectives. Equally, they must ensure compliance with relevant legislation, and fulfill the expectations of employees, council, communities and other key role players in terms of corporate governance.

7. Risk Management Processes

7.1 Risk Universe

The risk universe is a collection of risks built on environmental analysis and external benchmarking.

It includes all the legislation (acts and regulations); the strategic intentions as outlined in the IDP, SDBIP and the municipality's Organisational Performance Scorecards, business plans, operations activities of the municipality.

7.2 Risk Management Approach / Methodology

Section 62.(1)(c) of the MFMA states that "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 the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control..."

Section 3.2.1 of the Treasury Regulations states the following: "The accounting officer must ensure that a risk assessment is conducted regularly so as to identify emerging risks of the institution. A risk management strategy, which must include a fraud prevention plan, must be used to direct the Internal audit effort and priority.

King IV Report on Corporate Governance and COSO Framework gives rise to the establishment of the Risk Register.

Risk assessment is the fundamental component of the risk management process. It helps to guide the evaluation of risks by defining the key parameters of the risk and how these may impact on the achievement of the municipal strategic objectives. One of the key outcomes of the risk assessment process is determining levels of risk exposure for the municipality.

The process of risk assessment involves interrogating risks at two levels, namely at the Inherent risk level and the residual risk level, using the following rating criteria.

Inherent Risk Exposure – this entails considering the likelihood and impact of the risk in the absence of any management control interventions. This level of assessment provides a perspective of the consequences of the risk to the municipality in its unmanaged state.

Residual Risk Exposure – it is the level of risk remaining after the mitigating influence of the existing control interventions (Inherent risk x control effectiveness). Residual risk is a critical indicator of whether the existing controls are effective in reducing the risk to an acceptable level.

The following Risk Rating Tables are used to assess the risks

Impact

The following is a rating table utilized to assess the potential impact of risks.

Rating	Assessment	Definition
1	Insignificant	Negative outcomes or missed opportunities that are likely to have a negligible impact on the ability to meet objectives
2	Minor	Negative outcomes or missed opportunities that are likely to have a relatively low impact on the ability to meet objectives
3	Moderate	Negative outcomes or missed opportunities that are likely to have a relatively moderate impact on the ability to meet objectives
4	Major	Negative outcomes or missed opportunities that are likely to have a relatively substantial impact on the ability to meet objectives
5	Critical	Negative outcomes or missed opportunities that are of critical importance to the achievement of the objectives

Likelihood

The following is a rating table utilized to assess the likelihood of risks.

Rating	Assessment	Definition
1	Rare	The risk is conceivable but is only likely to occur in extreme circumstances
2	Unlikely	The risk occurs infrequently and is unlikely to occur within the next 3 years
3	Moderate	There is an above average chance that the risk will occur at least once in the next 3 years
4	Likely	The risk could easily occur, and is likely to occur at least once within the next 12 months
5	Common	The risk is already occurring, or is likely to occur more than once within the next 12 months

Inherent risk exposure (Impact x likelihood)

The following is a rating table utilized to categorize the various levels of inherent risk

Risk rating	Inherent risk magnitude	Response
15- 25	High	Unacceptable level of risk - High level of control intervention required to achieve an acceptable level of residual risk
8 - 14	Medium	Unacceptable level of risk, except under unique circumstances or conditions - Moderate level of control intervention required to achieve an acceptable level of residual risk
1 - 7	Low	Mostly acceptable - Low level of control intervention required, if any

Residual risk exposure (Inherent risk x control effectiveness)

The following is a rating table utilized to categorize the various levels of residual risk.

Risk rating	Residual risk magnitude	Response
15 - 25	High	Unacceptable level of residual risk - Implies that the controls are either fundamentally inadequate (poor design) or ineffective (poor implementation). Controls require substantial redesign, or a greater emphasis on proper implementation.
8 - 14	Medium	Unacceptable level of residual risk - Implies that the controls are either inadequate (poor design) or ineffective (poor implementation). Controls require some redesign, or a more emphasis on proper implementation.
1 - 7	Low	Mostly acceptable level of residual risk - Requires minimal control improvements.

Control Effectiveness

Rating/ Factor	Control Effectiveness	Adequacy and effectiveness of control to alter the inherent risk
100%	Non - existent	Control activities are inadequate and ineffective, risk exposures are spreading widely throughout the institution.
80%	Weak	Control activities are limited in design, adequacy and operating effectiveness to mitigate risk exposures. Some of the risk exposure appears to be controlled, but there are major deficiencies.

60%	Satisfactory	Control activities are improved in design, adequacy and operating effectiveness to mitigate risk exposures. However, there is still room for improvement
40%	Good	Control activities are adequately designed and operating effectively to mitigate the majority of key risks exposures
20%	Very good	Control activities are adequately designed and operating effectively to manage and control all key risk exposures

The Risk register will include;

- Risk type (internal or external)
- Link to the Strategic Objective
- Risk category
- Risk level
- A clear description of the risk
- Root cause of the risk
- Inherent risk rating divided into Likelihood, Impact and Rating
- Existing mitigating measures (Current controls)
- Residual risk rating
- Proposed response strategy/ action plans with additional actions/controls to be implemented
- Risk owner and responsible person; and
- Due date for implementation of additional actions/control

7.3 Risk Appetite

The risk appetite is determined by the municipality based on the amount of risk the organisation is willing to accept, in striving to achieve its strategic objectives. The risk appetite is determined annually during the annual risk assessment processes. Risk appetite is currently determined at 0 for the following risk;

- Fraud
- Non – Compliance

7.3.1 Risk appetite Benefits

- It improves consistency in decision making at all levels through improving risk understanding
- Provides a scope within which risks are taken knowingly with set boundaries.
- Improves the ability of the Audit and Risk committee to challenge recommendations of management by providing a benchmark of what level of risk is defined as acceptable; and
- Derives real appetite qualitatively, with such categories as extreme, high, medium or low or may take a quantitative approach, reflecting and balancing goals for capital expenditure, budgets and risk.

7.3.2 Risk categories

Ndlambe municipality focuses on the following types of risks; internal and External;

No	Risk categories	Appetite
1	Human resources	Medium
2	Knowledge and information management	Medium
3	Information and communication technology	Medium
4	Finance	Low
5	Reputation	Low
6	Disaster recovery/Business continuity	Low
7	Service delivery	Low
8.	Misappropriation of assets	Low
9.	Procurement	Low
10.	Litigation	Low
11.	Health and safety	Low
12	Compliance /Regulatory	Low
13	Fraud and corruption	Low
14	Third party performance/Contract management	Low
15	Security management	Low
	External Risks	
16	Political environment	Medium
17	Economic environment	Medium
18	Social environment	Medium
19	Natural environment	Medium
20	Technological environment	Medium
21	Legislative Environment	Medium

7.3.3 Risk Response

Each inherent risk will be evaluated to determine the risk response

To be effective, risk responses selected must meet a number of important criteria;

- 1) **Appropriate-** the correct level of response based on the size of the risk
- 2) **Affordable –** the response should be cost effective
- 3) **Actionable-** the time within which responses need to be completed in order to address the risk should be defined.
- 4) **Achievable –** responses should be realistically achievable or feasible, either technically or within the scope of the respondent's capability and responsibility.
- 5) **Assessed –** proposed responses must work
- 6) **Agreed-** the consensus and commitment of the stakeholders should be obtained before agreeing responses.
- 7) **Allocated and accepted –** each response should be owned and accepted to ensure a single point of responsibility and accountability for implementing the response.

Each proposed response should be tested against these seven criteria before it is accepted.

The options for responses will include;

- **Avoiding the risk by not starting the activity that creates exposure to the risk. Inappropriate risk aversion any increase other risk areas.**
- **Treating, reducing or mitigating the risk through improvements to the control environment such as development of contingencies and business continuity plans. Risk treatment may include methods, procedures, applications, management systems and the se of appropriate resources that reduce the probability or possible severity of the risk.**

- Transferring the risk exposure, usually to a third party better able to manage the risk, for example, through insurance or outsourcing.
- Tolerating or accepting the risk, where the level of exposure is as low as reasonably practicable or where there are exceptional circumstances.

Depending on the risk response strategy selected, management will consider additional actions/controls to mitigate the risk to an acceptable level.

7.5 Control activities

Control activities are the policies and procedures that help ensure that management's risk responses are carried out. Control activities occur throughout the municipality, at all levels and in all functions. They include a range of activities as diverse as approvals, authorisations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

7.5.1 Types of control activities

Many different descriptions of types of control activities have been put forth. Internal controls can be preventative, detective or corrective by nature.

- Preventative controls are designed to keep errors or irregularities from occurring in the first place.
- Detective controls are designed to detect errors or irregularities that may have occurred.
- Corrective controls are designed to correct errors or irregularities that have been detected.

7.6 Information and communication

Pertinent information is identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities. Effective communication also occurs flowing down, across and up in the municipality. All personnel receive a clear message from top management that risk management responsibilities must be taken seriously. They understand their own role in risk management, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream. There is also effective communication with external parties.

7.7 Monitoring

Monitoring risk management is a process that assesses the presence and functioning of its components over time. This is accomplished through on-going monitoring activities, separate evaluations or combination of the two. On-going monitoring occurs in the normal course of management activities. The scope and frequency of separate evaluations will depend primarily on an assessment of risk and the effectiveness of the on-going monitoring procedures.

Changes within the municipality and the external environment will be identified so that existing risk management protocols and procedures can be modified.

The monitoring and measuring process adopted will determine whether;

- The measures adopted achieved the intended result.
- The procedures adopted were efficient
- Sufficient information was available for the risk assessments;
- Improved knowledge would have helped reach better decisions; and
- Lessons can be learnt for future assessments and controls

Formal reviews of both the risk management system and the risk register will take place quarterly and the Council will assess the effectiveness of the Risk Management policy and Strategy at least annually.

7.8 Training and awareness

Key staff members involved in risk management processes will be trained in risk management methodologies and approaches. A training and awareness programme will be formalised and rolled out for all the key role players in the municipality.

8. Policy review

The content of this policy will be reviewed annually to reflect the current stance on risk management within Ndlambe municipality or earlier if needed.

9. Glossary of terms

Accounting officer refers to the Municipal Manager (MM)

Event means an incident or occurrence from internal or external sources that affects the achievement of the municipality's objectives.

Framework refers to the National Treasury Public Sector Risk Management Framework, 1 April 2010

Impact means a result or effect of an event. The impact of an event can be positive or negative. A negative event is termed "risk".

Inherent refers to the impact that the risk will have on the achievement of objectives if the current controls in place are not considered.

Key risks are risks that are rated high on an inherent level. They are risks that possess a serious threat to the municipality.

Likelihood/Probability means the probability of the event occurring.

Mitigation/Treatment – After comparing the risk score (severity rating = Impact X likelihood) with the risk tolerance, risk with unacceptable levels of risk will require treatment plans (additional action to be taken by management)

Residual means the remaining exposure after the perceived effectiveness of controls/treatment has been taken into consideration. (The remaining risk after management has put in place measures to control the inherent risk.)

Risk appetite means the amount (level) of risk the municipality is willing to accept.

Risk owner means the person responsible for managing a particular risk.

Risk register is a register that outlines the number of risks, type of risk and potential effects of the risk. This outline will allow the municipality to anticipate additional costs or disruptions to operations.

Risk tolerance means the acceptable level of risk that the municipality can tolerate or accept.

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 29 APRIL 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REVIEW OF
THE DELEGATION REGISTER**

ANNEXURE C.08



Ndlambe Municipality

DELEGATION FRAMEWORK & REGISTER

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STATEMENT OF ADMINISTRATIVE INTENT:

The Council, Speaker, Executive Mayor, political office bearers and staff members shall:

- (a) Adhere to the principles of just administrative action as contemplated in Section 33 of the Constitution of the Republic of South Africa and the Promotion of Administrative Justice Act, No. 3 of 2000.
- (b) Observe the code of conduct applicable to both councillors and staff members
- (c) Embrace a system of good governance.

OBJECTIVES:

The objectives of this delegation are

- (a) To maximise administrative and operational efficiency and provide adequate check and balances

To determine the relationships amongst the political structures, political office-bearers and the administration, and the appropriate lines of accountability and reporting for each of them.

PART A: INTERPRETATIONS AND DEFINITIONS

1. DEFINITIONS

1.1 In this document, unless the context otherwise indicates, an expression to which meaning has been assigned in the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000), Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), the Local Government: Municipal Property Rates Act (Act No. 4 of 2004) or any other applicable legislation, shall have the meaning so assigned to it, and-

KEY CONCEPTS	DEFINITIONS
Administration	The Municipal Manager and other employees of the Municipality
Appointment Regulations	The Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 2014
Municipal Manager	A person appointed by Council as the head of Administration and the Accounting Officer of the Municipality in accordance with section 54A of the Systems Act
Constitution	The Constitution of the Republic of South Africa (Act No. 18 Of 1996)
Committee	Any Committee of the Municipality established in terms of Section 79 and 80 of the Local Government Structures Act
Council	The Municipal Council of the municipality
Delegating Authority	The Council in terms of original authority by the Constitution, or a political structure or office bearer, or the Municipal Manager or the staff member to whom power have been delegated, with power to sub-delegate
Delegation	Means the granting of power to take decisions and to perform duties in terms of the decisions as contemplated in s59 of the Local Government: Systems Act or s79 of the Municipal Finance Management Act
Delegated Body	Means political structure or political bearer, committee, employee to whom power has been delegated
Director	A senior manager directly accountable to the Municipal Manager and appointed in terms of s56 of the MSA

Manager	The senior official designated by the Municipal Manager in terms of S77 (1) (d) of the Municipal Finance Management Act
Municipality	Ndlambe Municipality
Performance Regulations	The Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006
Power	Means the authority to perform a function
Political Officer Bearer	Means the Mayor, Speaker elected by the Council to such a position in accordance with the provisions of the Local Government: Structures Act
mSCOA	The MFMA: Municipal Regulations on Standard Chart of Accounts, 2014
Standing Rules and Orders	The By-Law on the Standing Rules and Orders for the meetings of the Municipal Council of the municipality and Committees
Structures Act	Local Government: Structures Act (Act No. 117 of 1998)
Systems Act	Local Government: Systems Act (Act. 32 of 2000)

1.2 Unless the context indicates otherwise, words and expression denoting-

- The singular shall include the plural and vice versa,
- The male sex shall include the female sex and vice versa,
- A reference to a natural person shall include a legal person and vice versa.

1.3 The following abbreviations are used in column 1 of the tables:

Constitution	CON
Municipal Structures Act	MSTA
Municipal Systems Act	MSA

Municipal Finance Management Act	MFMA
Municipal Property Rates Act	MPRA
Municipal Demarcation Act	MDA
Municipal Manager	MM
Executive Committee	EXCO
Accounting Officer	AO
Chief Financial Officer	CFO
Director: Corporate Services	DCS
Director: Infrastructural Development	DID
Director: Community & Protection Services	DC&PS

PART B: DELEGATIONS FRAMEWORK

LEGISLATIVE AND POLICY FRAMEWORK:

THE CONSTITUTION.

Section 160 (1) (a) empowers a municipal council to make decisions concerning the exercise of all powers and the performance of all the functions of the municipality.

Section 160 (2) prohibits a municipal council from delegating the passing of By-Laws, approval of budgets, imposition of rates and taxes, levies and duties, and the raising of loans.

Section 160 (6) empowers a municipal council to make By-Laws which prescribe rules and orders for its internal arrangements, its business and proceedings, and the establishment, composition, procedures, powers and functions of its committees.

DELEGATION AS DETERMINED BY THE MUNICIPAL SYSTEMS ACT: SECTION 59

(1) A municipal council must develop a system of delegation that will maximise administrative and operational efficiency and provide for adequate checks and balances, and in accordance with that system, may

- (a) delegate appropriate powers, excluding a power mentioned in section 160 (2) of the Constitution and the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76 (b) and to approve or amend the municipality's integrated development plan, to any of the municipality's other political structures, political office bearers, councillors, or staff members;
- (b) instruct any such political structure, political office bearer, councillor, or staff member to perform any of the municipality's duties, and
- (c) withdraw any delegation or instruction.

2. A delegation or instruction in terms of subsection (1)-

- (a) must not be in conflict with the Constitution, this Act or the Municipal Structures Act,
- (b) must be in writing
- (c) is subject to any limitations, conditions and directions the municipal council may impose;
- (d) may include the power to sub-delegate a delegated power,
- (e) does not divest the control of the responsibility concerning the exercise of the power or the duty, and
- (f) must be reviewed when a new council is elected, or it is a district council, elected and if it is a district council, elected and appointed.

3. The municipal council-

- (a) in accordance with procedures in its and orders, may, or at the request in writing of at least one

quarter of the councillors, must, review any decision taken by such a political office bearer, councillor or staff member in consequence of a delegation or instruction, and either confirm, vary or revoke the decision subject to any rights that may have accrued by a person, and (b) may require it executive committee or executive mayor to review any decision taken by such a political structure, political office bearer, councillor or staff member in consequence of a delegation or instruction.

4. Any delegation or sub-delegation to a staff member of a power conferred on a municipal manager must be approved by the municipal council in accordance with the systems of delegation referred to in sub-section (1).

REFERRAL OF MATTERS TO DELEGATION AUTHORITIES FOR DECISION. SECTION 61.

A political structure, political office bearer, councillor or staff member of a municipality to whom a delegating authority has sub-delegated a power to dispose of a matter falling within the area of responsibility of that political structure, political office bearer, councillor or staff member may, or must if instructed to do so by the relevant delegating authority, refer a matter before the political structure, political office bearer, councillor or staff member to the relevant delegating authority for decision.

APPEALS.

SECTION 62.

1. A person whose rights are affected by a decision taken by a political structure, political office bearer, councillor or staff member of a municipality in terms of a power or duty delegated or sub-delegated by a delegating authority to the political structure, political office bearer, councillor or staff member, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.

2. The Municipal Manager must promptly submit the appeal to the appropriate appeal authority mentioned in sub-section (4).

3. The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.

4. When the appeal is against a decision taken by-

- (a) a staff member other than the Municipal Manager, the Municipal Manager is the Appeal Authority
- (b) the Municipal Manager, the Executive Mayor or Executive Committee is the Appeal Authority, or if the municipality does not have an Executive committee or Executive Mayor, the Council of the municipality is the Appeal Authority.
- (c) a political structure or political office bearer, or councillor -

(i) the municipal council is the Appeal Authority where the council comprises less than 15 councillors, or

(ii) a committee of councillors who were not involved in the decision and appointed by the municipal council for this purpose is the Appeal Authority where the council comprises more than 14 councillors.

5. An Appeal Authority must commence with an appeal within six weeks and decide the appeal within a reasonable period.

**DUTY TO REPORT TO DELEGATING AUTHORITY.
SECTION 63.**

A political structure, political office bearer, councillor or staff member of a municipality to whom a delegating authority has delegated or sub-delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report.

**WITHDRAWAL, AMENDMENT OR LAPSING OF DELEGATION OR SUBDELEGATION.
SECTION 64.**

The withdrawal, amendment or lapsing of a delegation or sub-delegation does not invalidate anything as a consequence of a decision taken in terms of that delegation or sub-delegation.

**REVIEW OF DELEGATIONS.
SECTION 65.**

1. Whenever it becomes necessary in terms of Section 59(2)(f) to review a municipality's delegations, the Municipal Manager must submit to the Council-
 - (a) a report on the existing delegations issued in terms of Section 59 by the Council and other delegation authorities of the municipality, and
 - (b) recommendations on any changes to the existing delegations which the Municipal Manager may consider necessary.
2. If the municipality has an Executive Committee or Executive Mayor, the Municipal Manager must submit the report through the Executive Committee or Executive Mayor.

DELEGATION AS DETERMINED BY THE MFMA:

The relevant provisions of the MFMA regarding the delegation are as follows:

Section 79.

1. The Accounting Officer of a municipality-
 - (a) Must, for a proper application of this Act in the municipality's administration, develop an appropriate system of delegation that will both maximise administrative and operation efficiency and provide adequate checks and balances in the municipality's financial administration,
 - (b) May, in accordance with that system, delegate to a member of the municipality Top Management referred to in Section 77 or any other official of the municipality-
 - (i) Any of the powers or duties assigned to an Accounting Officer in terms of this Act, or
 - (ii) Any powers or duties reasonably necessary to assist the Accounting Officer in complying with a duty which requires the Accounting Officer to take reasonable or appropriate steps to ensure the achievement of the aims of a specific provision of the Act, and

- (c) Must regularly review delegations issued in terms of paragraph (b) and, if necessary, amend or withdraw any of those delegations.
- 2. The Accounting Officer may not delegate to any political structure or political office bearer of the municipality
- 3. A delegation in terms of subsection (1)-
 - (a) Must be in writing
 - (b) Is subject to such limitations and conditions as the Accounting Officer may impose in a specific case,
 - (c) May either be a specific individual or to the holder of a specific post in the municipality,
 - d) May, in the case of a delegation to a member of the municipality's Top Management in terms subsection (1) (b), authorise that member to sub-delegate the delegated power or duty to an official or the holder of a specific post in that member's area of responsibility, and
 - (e) Does not divest the Accounting Officer of the responsibility concerning the exercise of the delegated power or the performance of the delegated duty.
- 4. The Accounting Officer may confirm, vary or revoke and any decision taken in consequence of delegation in terms of this section, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.

GENERAL PRINCIPLES AND CONDITIONS OF DELEGATION.
GENERAL PRINCIPLES:

- (i) Delegation should be aimed at the improvement of good governance and allow for adequate check and balances.
- (ii) Delegation should be aimed at the enhancement of service delivery without sacrificing accountability.
- (iii) All exercising of delegated authority should be with due diligence.
- (iv) A delegated body must always be answerable to the delegating authority who is never divested from accountability following the exercise of powers or performance of duties delegated.
- (v) Authority can only be delegated to the extent that the delegation authority can call a delegated body to account for a decision made in terms of the delegated power.
- (vi) The exercising of any delegated authority must not deviate from an existing policy of Council. Any deviation from such a policy due to an emergency must be sanctioned by the Executive Mayor or Municipal Manager as the case may be and afterwards be submitted to Council for condonation.
- (vii) All delegation must be in writing.
- (viii) Delegated powers can at any stage be withdrawn or amended by the delegating authority
- (ix) Delegated powers do not absolve Council from the responsibility to exercise the power to perform duties
- (x) Delegated powers must always be reviewed when a new Council is elected.

GENERAL CONDITIONS:

All decision-making powers delegated by Council or any other delegating authority are subject to the following:

- (i) Delegated powers are conferred upon the holder of a specific position in the municipality or specific individual,
- (ii) Delegations also apply to the persons acting in positions, unless otherwise stipulated. Persons acting in such positions have the same delegated powers as persons appointed permanently, provided that the competent authority has duly appointed such acting persons with due consideration to authorities delegated to such a person.
- (iii) Any delegation made does not divest Council of accountability concerning the performance of the duty.
- (iv) Existing policies will determine the parameters of any delegation and the delegating authority is bound to comply with.
- (v) In executing authority, no expenditure may be incurred unless the delegated body is satisfied that the Council has budgeted for the expenditure and that the funds are still available on the relevant budget votes.
- (vi) The chain of authority from Council to the Mayor to the Municipal Manager to officials below must not be jeopardised by any delegations,
- (vii) A delegation may set out circumstances in which a delegated body is prohibited from exercising his/her delegated power.
- (viii) All decisions by a delegated authority affecting the rights of others must be in writing and reasons must be recorded for such decisions.
- (ix) Any delegation decision may be revoked, varied or withdrawn at any time in terms of Section 59(3) of the MSA, subject to any right that may have accrued to a person.
- (x) The withdrawal, amendment or lapse of a delegation does not invalidate anything done as a consequence of a decision taken in terms of that delegation or sub-delegation before such withdrawal, amendment or lapse.
- (xi) In terms of Section 59(2) (f) of the MSA, this system of Delegation of Powers must be reviewed when a new Council is elected.

PART C: DELEGATION REGISTER

POWERS RESERVED FOR THE COUNCIL

The powers to execute the functions set out hereunder are reserved for the council either by legislation or by a council resolution and may not be delegated to any of the municipality's other political structures, political office bearers or employees. The council may however take no decision in respect of these matters, unless it has received and considered the report and recommendations of the executive committee submitted by the mayor in this regard. A decision in this regard must be taken by the Council with a supporting vote of a majority of its members.

SECTION IN ACT	FUNCTION	Delegation		CONDITIONS
		From	To	
160 (2) CON	The passing and publication of by-laws	Council	None	
160 (2) CON 16 (1) MFMA	The approval of budgets	Council	None	Section 25 MFMA applies in the event that the budget is not approved.
160 (2) CON 75 (2) MSA 14 (1) MPRA	The imposition of rates and other taxes, levies, and duties	Council	None	
160 (2) CON	The raising of loans	Council	None	

160 (6) CON	Approving the Rules and Orders for meetings of the Council and the Committees	Council	None	
39 (c) MSA	The adoption of the performance management system	Council	None	
54A MSA; 30(5)(c) MSTA	The appointment, suspension, and dismissal of the municipal manager after receiving the report and recommendations of the executive committee submitted by the mayor on the matter	Council	None	
59 (1)(a) MSA 75 MSA	The setting of tariffs	Council	None	
59(1)(a) MSA	The decision to enter into a service delivery agreement in terms of section 76(b) of the Systems Act	Council	None	
59(1)(a) MSA	To approve or amend the Municipality's integrated development plan	Council	None	
18 MSTA	The designation of full-time councillors as determined by the MEC for Local Government	Council	None	
33 MSTA 79(1) & (2) MSTA 80 MSTA	The establishment of Committees, including the determination of the functions and procedures of any such Committee, the appointment and removal of the members of such Committee and the appointment of a chairperson [Note: s31 of the MSTA has been repealed – provision to be made in the Standing Rules]	Council	None	
34 (1) MSTA	Considering the dissolution of the Council	Council	None	
36 MSTA	The election of the Speaker	Council	None	

40 MSTA	Removing the Speaker from office and filling any vacancy in the office of Speaker	Council	None	
45 MSTA	Electing the Executive Committee of the Council	Council	None	
48(1) MSTA	Electing the Mayor	Council	None	
Item 4 Code of Conduct for Councillors	The sanctioning of non-attendance of Council meetings	Council	None	
Item 7 (4) Code Of Conduct for Councillors	Determining the financial interest of Councillors that must be made public	Council	None	
Item 13 Code Of Conduct for Councillors	Consideration of a report of the Speaker on the suspected breach of the code of conduct for Councillors	Council	None	
78 MSA	The decision on the appropriate mechanisms to provide municipal services	Council	None	
85 MSA	Decision on the establishment and termination of internal municipal services districts and multi-jurisdictional municipal service districts	Council	None	
14 (2) MFMA	Deciding to transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset.	Council	None	Council must, in a meeting open to the public, decide that the asset is not needed to provide the minimum level of basic municipal services, and consider the fair market value of the asset and the economic and community value to be received for the asset.

16(1) MFMA	Approval of an annual budget	Council	None	
16(3) MFMA	Deciding whether money for capital expenditure for a period not exceeding three financial years may be appropriated in an annual budget	Council	None	A separate appropriation must be made for each of financial year.
19(1)(b) MFMA	Approving a capital project, including its total cost	Council	None	
19(1)(d) MFMA	Considering the sources of funding of a capital project	Council	None	
19(2) MFMA	Considering, in respect of a capital project, the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications.	Council	None	
19(3) MFMA	Deciding to approve capital projects below the prescribed value individually or as part of a consolidated capital programme	Council	None	
23(1) MFMA	Receiving and considering the views of the communities and organs of state received in connection with the budget	Council	None	
23(2) MFMA	Giving the Mayor an opportunity to respond to any submissions received in connection with the budget from communities and organs of state	Council	None	
28(1) MFMA	Deciding to revise an approved budget by way of an adjustments budget	Council	None	
32(2) MFMA	Deciding to recover unauthorised, irregular, or fruitless and wasteful expenditure from the person liable for that expenditure	Council	None	
	Determining the amount of unauthorised, irregular, or fruitless and wasteful expenditure to be recovered, written off or provided for an adjustment budget	Council	None	

	Appointing a committee to investigate any suspected or reported unauthorised, irregular, or fruitless and wasteful expenditure	Council	None	
32(7) MFMA	Determining whether an alleged irregular expenditure incurred by the Municipal Manager constitutes a criminal offence	Council	None	
	Determining whether the Municipal Manager allegedly committed an act of theft and fraud	Council	None	
	Reporting alleged irregular expenditure incurred by the Municipal Manager that constitutes a criminal offence and alleged theft and fraud perpetrated by the Municipal Manager to the SAPS	Council	None	
10(1) Regulations on Financial Misconduct and Criminal Proceedings, 2014	Report an alleged financial offence by the Municipal Manager to the South African Police Service	Council	None	
33(1) MFMA	Deciding to enter into a contract which will impose financial obligations on the municipality beyond three financial years	Council	None	
34(3)(b) MFMA	Considering a notification of the provincial government of any emerging or impending financial problems in the Municipality	Council	None	
38(2) MFMA	Considering a notice received from the National Treasury of its intention to stop the transfer of funds to the Municipality and submitting written representations, in regard to the proposed stopping of funds, informing the MEC for local government and consulting the Cabinet member responsible for the national department making transfer	Council	None	
39 (3) MFMA	To answer the allegations against it, and to state its	Council	None	

	case before a committee of Parliament before it approves or renews a decision of National Treasury to stop the transfer of funds in terms of section 38 of MFMA			
45(2)(a) MFMA	Approving any short-term debt agreement	Council	None	
46 MFMA	Deciding whether to incur long term debt and approving any long-term debt agreement	Council	None	
48(1) MFMA	Deciding whether to provide for any of the Municipality's debt obligations and contractual obligations of the Municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the Municipality or such other person	Council	None	
48(2) MFMA	Deciding the form/nature of security to be provided for any of the Municipality's debt obligations and contractual obligations of the Municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the Municipality or such other person	Council		
48(3)(a) MFMA	Deciding whether an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services	Council	None	
48(3)(b) MFMA	Deciding, if an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services, the manner in which the availability of the asset or right will be protected	Council	None	
50 MFMA	Deciding to issue a guarantee for any commitment or debt or organ of state or person	Council	None	

116(3) MFMA	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy and deciding whether to consent to the amendment of a contract or agreement	Council	None	Contracts may be amended by the Bid Adjudication Committee and / or the Municipal Manager, whichever is applicable, within the prescribed thresholds determined by National Treasury
120 MFMA	Deciding to enter into a public-private partnership agreement	Council	None	
129 (1) MFMA	Considering the annual report of the municipality and adopting an oversight report containing the council's comments on the annual report	Council	None	
133 (1)(c)(i) MFMA	Deciding whether to request the speaker or another councillor to investigate the reasons for a failure of the municipal manager to submit annual financial statements to the auditor-general or the mayor's failure to table the annual report of the municipality	Council	None	
133(1)(c)(ii) MFMA	Determining the appropriate steps to be taken to ensure that the financial statements are submitted to the auditor-general or that the annual report, including the financial statements and the audit report on those statements, is tabled in the council, as the case may be	Council	None	
133(1)(c)(iii) MFMA	Deciding whether disciplinary steps should be taken against the municipal manager or other persons responsible for the failure of the municipality to submit annual financial statements to the auditor-general or the mayor's failure to table the annual report of the municipality in the council	Council	None	
143 (3)(a) MFMA	Receiving an approved financial recovery plan for the	Council	None	

	Municipality			
145 (1)(a) MFMA	Implementing an approved financial recovery plan for the municipality	Council	None	
148 (1) (b) (i) MFMA	Declaring the Municipality's willingness to fulfil the executive obligation in terms of legislation or the Constitution that gave rise to any discretionary intervention in the municipality	Council	None	
166 (2)(d) MFMA	Requesting the audit committee to investigate the financial affairs of the Municipality	Council	None	
166 (4) & (5) MFMA	Determine the number of members of the audit committee, the nature of the appropriate experience that persons should possess to be considered for appointment as a member of the audit committee and appointing the members and the chairperson of the audit committee of the municipality	Council	None	
168(3) MFMA	Considering any guidelines issued by the Minister of Finance in terms of section 168 (1) of the MFMA	Council	None	
171(4)(a) MFMA	Investigating any allegations of financial misconduct against the municipal manager, the CFO, a director or other official of the municipality and consider whether the investigation warrants the institution of disciplinary proceedings	Council	None	Subject to the provisions of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014

POWERS DELEGATED TO THE EXECUTIVE COMMITTEE IN RESPECT OF LEGISLATED FUNCTIONS

The functions referred to hereunder are allocated to the executive committee in terms of the MSTA and MSA.

SECTION IN ACT	FUNCTION	DELEGATIONS		
		FROM	TO	CONDITIONS
44(1)(b) MSTA	To receive reports from the Committees and to forward these reports together with a recommendation to the Council when the Executive Committee cannot be disposed of a matter in terms of its delegated powers	Council	EXCO	
44(2)(a) MSTA	To identify the needs of the Municipality	Council	EXCO	
44(2)(b) MSTA	To review and evaluate those needs in order of priority	Council	EXCO	
44(2)(c) MSTA	To make recommendations to the Council regarding strategies, programmes, and services to address priority needs to the integrated development plan, and the estimates of revenue and expenditure, taking into account any applicable national and provincial development.	Council	EXCO	
44(2)(d) MSTA	To make recommendations to the Council regarding the best way, including partnership and other approaches, to deliver those strategies, programmes and services to the maximum benefit of the community	Council	EXCO	
44(3)(a) MSTA	To identify and develop criteria in terms of which progress in the implementation of those strategies, programmes and services can be evaluated, including key performance indicators which are specific to the	Council	EXCO	

	Municipality and common to local government in general			
44(3)(b) MSTA	To evaluate progress against the identified and developed key performance indicators	Council	EXCO	
44(3)(d) MSTA	To monitor the management of the administration in accordance with the directions of the council	Council	EXCO	
44(3)(e) MSTA	To oversee the provision of services to communities in the municipality in a sustainable manner	Council	EXCO	
44(3)(g) MSTA	To annually report on the involvement of communities and community organizations in the affairs of the municipality	Council	EXCO	
44(3)(h) MSTA	To ensure that regard is given to public views and report on the effect of consultation on the decisions of the Council	Council	EXCO	
44(4) MSTA	To report to the Council on all decisions taken by it	Council	EXCO	
80(3) MSTA	Appoint a chairperson for each committee established to assist the executive committee and delegate any powers and duties of the executive committee to such committee	Council	EXCO	
80 (4) MSTA	Require that a committee established to assist the executive committee report in accordance with the directives of the executive committee	Council	EXCO	
30(5) (a)-(c) MSTA	Before Council takes a decision on any of the following matters, it must first require its EXCO to submit to it a report and recommendation on the matter: a) Any matter mentioned in Section 160 (2) of the CONS	Council	EXCO	

	<p>b) the approval of an integrated plan for the municipality, and any amendments to that plan, and</p> <p>c) the appointment and conditions of service of the Municipal Manager and a Director</p>			
39 (a) & (b) MSA	The development of a performance management system, the assignment of responsibilities in this regard to the Municipal Manager and the adoption of the performance management system	Council	EXCO	
40 MSA	The monitoring and review of the Municipality's performance management system	Council	EXCO	
60(1)(a) MSA	Decisions to expropriate immovable property or rights in or to immovable property	Council	EXCO	
60(1)(b) MSA	The determination or alteration of the remuneration, benefits or other conditions of service of the municipal manager and directors	Council	EXCO	
66(1) MSA	The approval of a policy framework for the development of a staff establishment for the Municipality subject to any applicable legislation	Council	EXCO	
66(1)(a) MSA	The approval of the staff establishment of the Municipality developed by the Municipal Manager	Council	EXCO	
3 Appointment Regulations	<p>(a) The assessment of the human resources necessary to perform the functions of the Municipality;</p> <p>(b) The assessment of the existing human resources of the Municipality;</p> <p>(c) The planning for the recruitment, retention and development of the Municipality's human resources</p>	Council	EXCO	
135(3)(b) MFMA	Informing the MEC responsible for local government and the MEC responsible for finance of any serious	Council	EXCO	

	financial problem in meeting its financial commitments experienced or anticipated by the Municipality			
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ADDITIONAL POWERS DELEGATED TO THE EXECUTIVE COMMITTEE

SOURCE	FUNCTION	DELEGATIONS		CONDITIONS
		FROM	TO	
	Appoint councillors and municipal officials to attend international meetings, conferences, etc. except where there is a specific invitation extended to a specific councillor or office bearer.	Council	EXCO	
	Nominate Council's representatives in the provincial executive committee of SALGA	Council	EXCO	
	Consider reports of Directorates of the Municipality	Council	EXCO	

	Take any appropriate action with regard to any loss or shortage in funds or property belonging to or controlled by the Council involving alleged fraud, theft, or negligence on the part of all staff members of the Council or any other structure of Council. This action may only be instituted pursuant to relevant recommendations submitted by the Portfolio Committee	Council	EXCO	
	Oversee the provision of services to communities in a sustainable manner	Council	EXCO	
	Consider appeals from a person whose rights are affected by a decision of the Municipal Manager, provided that the decision reached by this committee may not detract from any right that may have vested.	Council	EXCO	
	Make recommendations to the Council in respect of its legislative powers	Council	EXCO	
	Determine strategic approaches, guidelines and growth parameters for a draft budget including tariff structures	Council	EXCO	
	Consider recommendations on the alignment of the integrated development plan and the budget received from the committees	Council	EXCO	

	Ensure that regard is given by the Council to public views and reports emanating from consultation	Council	EXCO		
	Make recommendations to the Council regarding: <ul style="list-style-type: none"> the adoption of estimates of revenue and expenditure, as well as capital budget and the imposition of rates and other taxes, levies, and duties the passing of by-laws the raising of loans the approval of the integrated development plan and any amendments thereto 	Council	EXCO		
	Consider any matter referred to it by the Council and submit a recommendation thereon for consideration by the Council	Council	EXCO		
	Delegate any powers and duties of the Executive Committee to any Section 80 Committee	Council	EXCO		
	Develop strategies, programmes, and services to address priority needs of the Municipality through the integrated development plan as well as national and provincial plans and submit a report and recommendations thereon to the Council	Council	EXCO		

	<p>Review the performance of the Municipality in order to improve:</p> <ul style="list-style-type: none"> the economy, efficiency, and effectiveness of the Municipality the efficiency of credit control and revenue and debt collection services, and the implementation of Municipality's By-laws 	Council	EXCO	
	<p>Monitor the management of the administration in accordance with the policy directions of the Council (output monitoring)</p>	Council	EXCO	
	<p>Annually report on the involvement of communities and community organizations in the affairs of the Municipality</p>	Council	EXCO	
	<p>Grant permission to an employee to pursue a paid work in his / her spare time within the policy framework of the Municipality</p>	Council	EXCO	

POWERS DELEGATED TO THE MAYOR IN RESPECT OF LEGISLATED FUNCTIONS

The functions listed below are allocated to the Mayor in terms of statute and the authority to implement same is accordingly delegated to him/her by the Council. A decision in this regard must be taken by the Mayor in consultation with the Executive Committee except where specifically excluded.

SECTION IN ACT	FUNCTION	DELEGATIONS		CONDITIONS
		FROM	TO	
12(1) MFMA	Deciding to set-up a relief, charitable, trust or other fund of whatever description	Council	Mayor	
16(2) MFMA	Tabling a budget at a Council meeting	Council	Mayor	The draft annual budget must be tabled at least 90 days before 1 July each year.
21(1)(a) MFMA	Coordinating the processes of preparing the annual budget and reviewing the municipality's integrated development plan and budget related policies	Council	Mayor	
21(1)(b) MFMA	Tabling in the Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the integrated development plan and the municipality's budget related policies and any consultative processes forming part of the process	Council	Mayor	At least 10 months before 1 July each year.

21(2)(b) MFMA	Deciding the reasonable steps to be taken to review the municipality's integrated development plan	Council	Mayor	
21(2)(d) MFMA	Determining the manner and timing of consultation of the district municipality and all local municipalities within the area of the district municipality, the provincial treasury, and such other organs of state as may be prescribed with regard to the Municipality's annual budget	Council	Mayor	
21(2)(e) MFMA	Providing information relating to the budget that may be requested by the National Treasury and any other organ of state	Council	Mayor	
25(3) MFMA	Complying with section 55 of the MFMA if the Municipality has not approved an annual budget, including revenue-raising measures necessary to give effect to the budget, by 1 July of any year	Council	Mayor	
27(1) MFMA	Determining the likelihood of the Municipality not being able to comply with the MFMA or other legislation relating to the tabling or approval of an annual budget or compulsory consultation processes	Council	Mayor	
27(1) MFMA	Informing the MEC responsible for finance of any impending non-compliance by the Municipality of any provisions of the MFMA or any other legislation pertaining to the tabling or	Council	Mayor	

	approval of an annual budget or compulsory consultation processes			
27(2) MIFMA	Deciding to and applying to the MEC responsible for finance to extend any time limit or deadline with regard to the preparation and approval of the annual budget	Council	Mayor	
27(3) MIFMA	Informing the Council, the MEC responsible for finance and the National Treasury, in writing, of any actual non-compliance by the Municipality of a provision of Chapter 4 of the MFMA and any remedial or corrective measures the Municipality intends to implement to avoid a recurrence of such non-compliance	Council	Mayor	
28(4) MIFMA	Tabling an adjustment budget in the Council	Council	Mayor	
29(1) MIFMA	Deciding to authorize unforeseeable and unavoidable expenditure for which no provision was made in an approved budget in emergency or other exceptional circumstances	Council	Mayor	
29(2)(c) MIFMA	Reporting to the Council regarding the authorization of unforeseeable and unavoidable expenditure for which no provision was made in an approved budget in emergency or other exceptional circumstances	Council	Mayor	Such report must be made to the Council meeting next ensuing after the authorisation was given.

31(d) MFMA	Giving written approval for exceeding the amount appropriated in respect of a capital programme	Council	Mayor	
37 (1)(a) MFMA	Determining steps the Municipality must take to promote co-operative government with the national and provincial spheres of government and other municipalities in the Municipality's fiscal and financial relations	Council	Mayor	In consultation with the Municipal Manager, the function is also delegated to the Municipal Manager
52(a) MFMA	Deciding the nature, extent of, and manner in which political guidance over the fiscal and financial affairs of the Municipality will be provided	Council	Mayor	
52 (b) MFMA	Deciding the monitoring and oversight mechanisms to be applied to the exercise by the Municipal Manager and the Chief Financial Officer of their powers, functions and duties in terms of MFMA	Council	Mayor	
52 (c) MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality performs its constitutional and statutory functions within the limits of the Municipality's approved budget	Council	Mayor	

52 (d) MFMA	Submitting to the Council, within 30 days of the end of each quarter, a report on the implementation of the budget and the financial state of affairs of the Municipality	Council	Mayor
53 (1) (a) MFMA	Deciding the nature, extent of, and manner in which political guidance is to be given over the budget process and the priorities that must guide the preparation of a budget	Council	Mayor
53 (1) (b) MFMA	Deciding steps to be taken to coordinate the annual revision of the integrated development plan and the preparation of the annual budget Determining how the integrated development plan is to be taken into account or revised for the purposes of the budget	Council	Mayor
53 (1) (c) (i) MFMA	Determining reasonable steps to be taken to ensure that the Municipality approves its annual budget before the start of the budget year	Council	Mayor
53 (1) (c) (ii) MFMA	Determining reasonable steps to be taken to ensure he/she approves the Municipality's service delivery and budget implementation plan	Council	Mayor The Mayor must approve the annual service delivery and budget implementation plan within 28 days after the approval of the budget
53 (1) (c) (iii) MFMA	Determining reasonable steps to be taken to ensure that the annual performance agreements for the Municipal Manager and all senior managers comply with the MFMA, are linked to the measurable performance objectives approved	Council	Mayor In terms of section 57(2)(a) of the Systems Act the annual performance agreements must be concluded on or before 30 July of each year

	with the budget implementation plan and are concluded in accordance with section 57 (2) of the MSA			
53 (2) MFMA	Reporting to the Municipal Council and the MEC responsible for finance any delay in the tabling of an annual budget, the approval of the service delivery and budget implementation plan or the signing of the annual performance agreements	Council	Mayor	
53 (3)(a) MFMA	Ensuring that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, contained in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan	Council	Mayor	
53 (3)(b) MFMA	Ensuring that the performance agreements of the Municipal Manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the Municipality's service delivery and budget implementation plan	Council	Mayor	
	Submission of the annual performance agreements of the Municipal Manager, senior managers and any other categories of officials as may be prescribed, to the Municipal Council and the MEC	Council	Mayor	

	responsible for local government			
54 (1)(a) MFMA	Making arrangements for the receipt of a monthly statement on the state of the Municipality's budget and a mid-year corporate performance assessment report	Council	Mayor	
54 (1)(b) MFMA	Determining procedures, including reports required to check whether the Municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan	Council	Mayor	
54 (1)(c) MFMA	Determining whether it is necessary to make any revisions to the service delivery and budget implementation plan	Council	Mayor	
54 (1)(d) MFMA	Determining instructions to be given to the Municipal Manager to ensure that the budget is implemented in accordance with the service delivery and budget implementation plan and that spending of funds and revenue collection proceed in accordance with the budget	Council	Mayor	
54 (1)(e) MFMA	Considering whether the Municipality faces any financial problems including any emerging or impending financial problems	Council	Mayor	
54(3) MFMA	Making public any revisions of the service delivery and budget implementation plan	Council	Mayor	
54 (1)(a) MFMA	Making arrangements for the receipt	Council	Mayor	

55 MFMA				Council	Mayor		
59(1)(b) MFMA				Council	Mayor		
59(3) MFMA				Council	Mayor		
127(2) MFMA				Council	Mayor		
127(3)(a) MFMA				Council	Mayor		
130(1) MFMA				Council	Mayor		

	any organs of state to address the Council			
131(1) MFMA	Ensure compliance by the municipality in addressing any issues raised by the auditor-general in an audit report	Council	Mayor	
133(1)(a) MFMA	Tabling in the Council a written explanation setting out the reasons for the failure of the Municipal Manager to submit annual financial statements to the Auditor-General or the Mayor's failure to table the annual report of the Municipality in the Municipal Council	Council	Mayor	
135 (3)(b) MFMA	Informing the MEC responsible for local government and the MEC responsible for finance of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Council	Mayor	
136(1)(a) MFMA	Participating in consultations with the MEC for local government regarding a serious financial problem in the Municipality	Council	Mayor	
137(1)(d) MFMA	Participating in consultations with the MEC for local government regarding the Municipality's co-operation in resolving any financial problem, and if applicable, implementing the financial recovery plan	Council	Mayor	
139(1)(b) MFMA	Participating in consultations with the	Council	Mayor	

	MEC for local government regarding the Municipality's co-operation in implementing the recovery plan, including the approval of a budget and legislative measures giving effect to the recovery plan			
139(2) MFMA	Receiving a request made by the provincial executive to the Municipal Financial Recovery Service to determine the reasons for the crisis in the Municipality's financial affairs, to assess the Municipality's financial state and to prepare an appropriate recovery plan for the Municipality	Council	Mayor	
153 (3) (b) to (e) MFMA	Giving notice of an application in the High Court for an order to suspend the Municipality's financial obligations, or any portion of those obligations, until the Municipality can meet those obligations to the MEC for finance, the MEC for local government, the minister of finance the minister responsible for local government	Council	Mayor	
166(2) MFMA	Receiving reports of the audit committee	Council	Mayor	
49 (1) (a) MSTA	Presiding at meetings of the Executive Committee	Council	Mayor	
49 (1) (b) MSTA	Performing duties, including any ceremonial functions	Council	Mayor	
57(1) MSA	The conclusion of the employment	Council	Mayor	

Chapter 2 Performance Regulations	contract of the municipal manager			
57(2) MSA Chapter 3 Performance Regulations	The conclusion of a performance agreement with the municipal manager within 60 days of his / her appointment and annually thereafter within one month after the beginning of the financial year	Council	Mayor	

POWERS DELEGATED TO THE SPEAKER

The functions set out hereunder are allocated to the speaker in terms of legislation, and the authority to implement same is accordingly delegated to the speaker by the council.

SECTION IN ACT	FUNCTION	DELEGATIONS		CONDITIONS
		FROM	TO	
28 MSTA	To ensure that the provisions in respect of privileges and immunities of Councillors are adhered to	Council	Speaker	
29 (1) MSTA	The Speaker decides when and where the Council meets, save if the majority of the Councillors request the speaker in writing to convene a meeting at time set out in the request	Council	Speaker	Subject to section 18 (2) of the Structures Act that requires quarterly meetings
37 MSTA	To preside at the meetings of the Council	Council	Speaker	

	To ensure that the Council meets at least quarterly	Council	Speaker	
	To maintain order during meetings of the Council	Council	Speaker	
	To determine the date and venue of ordinary Council meetings	Council	Speaker	
	To ensure compliance in the Council and the Committees with the Code of Conduct	Council	Speaker	
20 (4) MSA	Take reasonable steps to regulate public access to, and public conduct at meetings of the Council	Council	Speaker	
13(1), (2) & (3) Schedule 1 MSA	If the Speaker, on a reasonable suspicion, is of the opinion that a provision of the code of conduct for the councillors has been breached, the Speaker must: <ol style="list-style-type: none"> 1. Authorise an investigation of the fact and circumstances of the alleged breach; 2. Give the affected Councillor a reasonable opportunity to reply in writing regarding the alleged breach; 3. Report the matter to an open meeting of the council; and 4. Report the outcome of the investigation to the MEC for local government. 	Council	Speaker	
13(4) Schedule 1 MSA	Ensure that each councillor when taking office is given a copy of the code of conduct for councillors and that a copy of the code of conduct for councillors is available in every room or place where the council meets	Council	Speaker	

130(1) MFMA	Determining the reasonable time period to be allowed during a Council meeting at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken for the discussion of any written submissions received from the local community or any organs of state to address the Council	Council	Speaker	
133(1)(b)(i) MFMA	Submitting information received from the auditor-general regarding the failure to submit annual financial statements to the Council	Council	Speaker	

POWERS DELEGATED TO THE MUNICIPAL MANAGER (MM)

The functions and roles and responsibilities listed below are allocated to the Municipal Manager by statute. The Council accordingly delegates the authority to the MM to implement them and the MM in turn sub-delegates the function and authority as indicated.

SECTION IN ACT	FUNCTION	DELEGATION		SUB-DELEGATION & CONDITIONS
		FROM	TO	

23 (1) MSA	The undertaking of developmentally-orientated planning to ensure that the municipality achieves the objects of local government in section 152 of the Constitution, gives effect to its developmental duties as required by section 153 of the Constitution and the contribute to the progressive realisation together with other organs of state of the fundamental rights contained in the Constitution	Council	MM	Manager: IDP	
38 & 41 MSA	The establishment of a performance management system	Council	MM		
46 MSA	The preparation of the annual performance reports	Council	MM	Manager: IDP and PMS	
55 (1) MSA	The formation and development of an economical, effective, efficient and accountable administration (a) Operating in accordance with the Municipality's performance management system in accordance with Chapter 6 of Systems Act; and Responsive to the needs of the local community to participate in the affairs of the Municipality	Council	MM	Directors	
	The management of the administration in accordance with the MSA and other legislation applicable to the Municipality	Council	MM	Directors	
	The implementation of the Municipality's integrated development plan, and the monitoring of progress with and suitable and equitable manner	Council	MM	Directors	
	The appointment of staff other than the Municipal Managers and Directors, subject to the provisions of the Employment Equity Act, 1998 (Act 55 of 1998)	Council	MM	DCS	

	The effective management, utilisation, and training of staff	Council	MM	Directors	
	The maintenance of discipline of staff	Council	MM	In terms of the Code of Conduct and the Disciplinary Code and Bargaining Council Agreements. Delegation to Directors limited to processes leading to discipline, sanction remains the Municipal Manager's authority.	
	The promotion of sound labour relations and compliance by the Municipality with applicable labour legislation	Council	MM	Directors and the Local Labour Forum	
	Advising the political structures and political office bearers of the Municipality	Council	MM	Directors in respect of Committees and MM. in respect of EXCO and Council	
	Managing communications between the administration and its political structures and political office bearers	Council	MM		
	Carrying out the decisions of the political structures and political office bearers of the Municipality	Council	MM	Directors	
	The administration and implementation of the Municipality's by-laws and other legislation	Council	MM	Directors	
	Facilitating participation by the local community in the affairs of the Municipality	Council	MM	Directors	
	Developing and maintaining a system whereby community satisfaction with municipal services is assessed	Council	MM	DCS ensures coordination, maintenance and reporting	
	The implementation of national and provincial legislation applicable to the Municipality	Council	MM	Directors	
55(2) MSA	As accounting officer of the Municipality, the Municipal Manager is responsible and	Council	MM		

	accountable for- (a) all income and expenditure of the Municipality; (b) all assets and the discharge of all liabilities of the Municipality; and (c) proper and diligent compliance with applicable municipal finance management legislation					
57(1) MSA Chapter 2 Performance Regulations	The conclusion of the employment contract of a director	Council	MM			
57(2) MSA Chapter 3 Performance Regulations	The conclusion of a performance agreement with a director within 60 days of his / her appointment and annually thereafter within one month after the beginning of the financial year	Council	MM			
59 MSA	Develop a system of delegation that will maximise administrative and operational efficiency and provide for adequate checks and balances	Council	MM			
66(1) MSA	Within a policy framework determined by the Council and subject to any applicable legislation, to: (a) develop a staff establishment for the Municipality and submit the staff establishment to the Council for approval; (b) provide a job description for each post on the staff establishment; (c) attach to those posts the remuneration and other conditions of service for each post on the staff establishment in accordance with	Council	MM		DCS is responsible for all the processes leading to the appointment of staff, the Municipal Manager approves of the appointment of staff	

	applicable labour legislation or any collective agreement; and regularly evaluate the staff establishment and the remuneration and conditions of service					
4 Appointment Regulations	The review of the Municipality's staff establishment as prescribed	Council	MM	DCS		
67 (1) & (2) MSA	Develop and adopt appropriate systems and procedures, in accordance with applicable law and subject to any applicable collective agreement and labour legislation, consistent with any uniform standards prescribed in terms of section 73(1)(c), to ensure fair, efficient, effective, and transparent personnel administration	Council	MM	DCS		
67 (4) MSA	On written request by a staff member, to make a copy of or extract from the staff systems and procedures of the Municipality, including any amendments, available to that staff member	Council	MM	Director: Corporate Services		
67 (4) MSA	To ensure that the purpose, contents, and consequences of the staff systems and procedures of the Municipality and the Code of Conduct for officials are explained to staff members who cannot read	Council	MM	Director: Corporate Services		
96(a) & 9(b) MSA	To collect monies due and payable to it, subject to the MSA and any other legislation and for this purpose, must adopt, maintain, and implement a credit control and debt collection policy, which is consistent with the rates and tariff policies	Council	MM	CFO		

97(g) MSA	The termination or restriction of services when payments are in arrears	Council	MM	CFO	
98 MSA	To differentiate between different categories of ratepayers, users of services, debtors, taxes, services, service standards and any other matters as long as such differentiation does not amount to unfair discrimination	Council	MM	CFO	
103(a) MSA	Credit an account holder for a payment made and issue a receipt as acknowledgement for such payment	Council	MM	CFO	
109(2) MSA	To compromise or compound any legal action, claim or proceedings, and to submit to arbitration any matter other than a matter involving a decision on the status, powers or duties of the Municipality or the validity of its acts or by-laws	Council	MM		
85 (3-4) Housing Act	To approve, subject to certain conditions, if necessary, applications for the demolishing / alterations of houses or buildings used for residential purposes, excluding buildings older than fifty years, historically declared buildings and other questionable cases after consultation with the relevant director	Council	MM	DID advises the MM, who has ultimate authority)	
Reg. 41 (b) & 44 (4) of the Road Traffic Act	The power to comment to the Local Road Transport Council on applications for public road transport permits in consultation with the Manager responsible for this purpose	Council	MM	DCSS	
Removal of Restrictions Act 1967	Comment in respect of the removal of restrictions in terms of the Removal of Restrictions Act	Council	MM	DID	

Occupational Health and Safety Act (sect 16)	Authority and duty to ensure that the Municipality adheres to the stipulations of the Occupational Health and Safety Act, 1993 (Act 35 of 1993)	Council	MM	DCS	
Regulation of Gatherings Act 205/93	To grant approval for the holding of public gatherings and demonstrations	Council	MM	DCPS	After consultation in terms of Section 4 of the Gatherings Act (25 of 1993)
Regulation of Gatherings Act 205/93	To act as responsible officer in terms of the provisions of the Regulation of Gatherings Act, 1993 (Act NO 205 OF 1993)	Council	MM	DCPS	
35 (1) MPRA	Designate officials of the Municipality or persons in private practice as data-collectors to assist the municipal valuer	Council	MM	CFO	
49(1) & (2) MPRA	Within 21 days of receipt, to publish, disseminate and serve copies of a notice that the roll is open for inspection and inviting objections, in the manner prescribed in s49(1)(a), (b) & (c) of the MPRA	Council	MM	CFO	
50 MPRA, 54 MPRA, 61 MPRA, 66 MPRA	To assist with the process of objections to and appeals against the valuation of properties	Council	MM	CFO	
56 of SPLUMA	The powers and authority to enable the Municipal Manager to fulfil the functions allocated to him / her by the provisions of SPLUMA including such functions necessary ancillary to the aforesaid functions	Council	MM	DID	
7(1) MFMA	Deciding to open a bank account for the Municipality	Council	MM		

	Deciding at which bank/banks to open a bank account.	Council	MM	CFO	
	Deciding to close a bank account.	Council	MM	CFO	
7(2) MFMA	Determining into which bank account money collected or received by the Municipality must be deposited	Council	MM	CFO	
8(1) MFMA	Designating a bank account of the Municipality as the Municipality's primary bank account	Council	MM	CFO	
8(5) MFMA	Submission of the Municipality's primary bank account details, and any impending change thereof to National Treasury, Provincial Treasury and the Auditor-General	Council	MM	CFO	
8(3) MFMA	Determining the reasonable steps to be taken to ensure that the prescribed money received is paid into the Municipality's primary bank account	Council	MM	CFO	
9(a) MFMA	Submission of the prescribed details regarding any new bank accounts opened for the Municipality to the Provincial Treasury and the Auditor – General	Council	MM	CFO	
9(b) MFMA	Submission of the details of the Municipality's bank accounts annually before the start of a financial year to the Provincial Treasury and the Auditor-General	Council	MM	CFO	
10(1)(a) MFMA	Administration of the Municipality's bank accounts	Council	MM	CFO	
10(2) MFMA	Enforcing compliance with sections 7, 8 and 11 of the MFMA	Council	MM	CFO	

11(1) MFMA	Written authorisation to the municipal manager, CFO or senior financial official to withdraw or authorise the withdrawal of money from the Municipality's bank account for the purpose outlined in terms of section 11 of the MFMA	Council	MM	CFO	
11(4) MFMA	Prepare and table a quarterly consolidated report of all withdrawals made in terms of section 11 (1) (b) to (j) of the MFMA from the Municipality's bank accounts in the Council and submit a copy to the Provincial Treasury and the Auditor – General	Council	MM	CFO	
12 (2) MFMA	Deciding to open a separate bank account in the name of the Municipality for the purpose of a relief, charitable, trust or other fund	Council	MM		
12(4) MFMA	Issue written authority to withdraw money without appropriation in terms of an approved budget from a bank account opened for the purpose of a relief, charitable, trust or other fund	Council	MM	CFO	In accordance with the Council decision.
13(2) MFMA 60(2) of the MSA	Establishing an appropriate and effective cash management and investment policy for the Municipality	Council	MM	CFO	
14 (4) MFMA	The transfer of ownership or otherwise disposal of a movable capital asset below the value of R1 000 000.00 that is not needed to provide the minimum level of basic municipal services	Council	MM	CFO	
17(3)(b) MFMA	Prepare measurable performance objectives for revenue from each source and for each vote in the budget taking into	Council	MM	CFO	

	account the municipality's integrated development plan					
22 MFMA	Make public the annual budget, invite the local community to submit representations in connection therewith and submit same to the national and provincial treasuries and other municipalities affected by the budget	Council	MM		CFO	
24 (3) MFMA	Submission of the approved annual budget to the National Treasury and Provincial Treasury	Council	MM		CFO	
26 (4) MFMA	Obtain the approval of the MEC responsible for finance to withdraw funds from the Municipality's bank accounts, if a budget has not been approved on or before 1 July of each year	Council	MM			Subject to section 11 of the MFMA
31(c) & (d) MFMA	Issuing the certificate specifying that actual revenue for the financial year concerned is expected to exceed budgeted revenue and that sufficient funds are available for exceeding the amount appropriated for a specific capital programme without incurring further borrowing beyond the annual budget limit and obtain the Mayor's approval for exceeding the amount	Council	MM			
31(e) MFMA	Submitting the certificate in s31(c) & (d) to the provincial treasury and the Auditor-General	Council	MM			
32 (3) MFMA	Inform the Council, Mayor or EXCO that a decision taken by Council, Mayor, the EXCO or any Committee of Council is likely to result, if implemented, in unauthorised, irregular or fruitless and	Council	MM			

32 (4) MFMA	wasteful expenditure. Identify the person responsible, or suspected of being responsible, for unauthorised, irregular, fruitless and wasteful expenditure.	Council	MM		
	Determining the steps to be taken to recover or rectify any unauthorised, irregular, fruitless and wasteful expenditure.	Council	MM		
	Determine the steps to be taken to prevent the recurrence of unauthorised, irregular, fruitless and wasteful expenditure	Council	MM		
	Inform the Mayor, the MEC for local government and the Auditor-General, in writing of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the Municipality, whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful expenditure and the steps that have been taken to recover or rectify such expenditure and to prevent a recurrence of such expenditure	Council	MM		
10(1) Regulations on Financial Misconduct and Criminal Proceedings. 2014	Reporting an alleged financial offence by any person referred to in section 173 of the MFMA, to the SAPS	Council	MM		
10(1) Regulations on Financial Misconduct	Reporting the judgment, where a financial offence is successfully prosecuted, to the National Treasury, together with full details of the convicted person, the name of the	Council	MM		

and Criminal Proceedings, 2014	municipality where the offence was committed and the sanction that was imposed					
32 (6) MFMA	Determine whether an alleged irregular expenditure falls to be reported to the SAPS	Council	MM			
	Determine whether an alleged theft and fraud occurred in the Municipality	Council	MM			
	Report alleged irregular expenditure that constitutes a criminal offence and alleged theft and fraud which occurred in the Municipality to the SAPS	Council	MM			
34 (1) MFMA	Entering into an agreement with the national or provincial government to assist the Municipality to build its capacity for efficient, effective and transparent financial management	Council	MM			
34 (3)(a) MFMA	Considering the results of the provincial government's monitoring of the Municipality	Council	MM			
37 (1)(a) MFMA	Determining steps the Municipality must take to promote co-operative government with the national and provincial spheres of government and other municipalities in the Municipality's fiscal and financial relations	Council	MM		In consultation with the Mayor, the function is also delegated to the Mayor	
37 (2) MFMA	Determine the projected amount of any allocation proposed to be transferred to another Municipality during each of the next three financial years and notifying the receiving Municipality thereof	Council	MM		CFO	
45 (2)(b) MFMA	Signing a debt agreement or other document which creates or acknowledges	Council	MM			

	any short-term debt					
46 (2)(b) MFMA	Signing a debt agreement or other document which creates or acknowledges any long-term debt	Council	MM			
54 (1)(e) MFMA	Identify any financial problems facing the Municipality, including any emerging or impending financial problems	Council	MM			
60 (b)(i) MFMA	Provide guidance and advice on compliance with the MFMA to the political structures, political office-bearers and officials of the Municipality	Council	MM	CFO		
61 (1)(b) MFMA	Disclose to the Council and the Mayor all material facts which are available or reasonably discoverable, and which in any way might influence the decisions or actions of the Council or the Mayor	Council	MM	CFO		
62(1)(a) MFMA	Deciding reasonable steps to be taken to ensure that the resources of the Municipality are used effectively, efficiently and, economically	Council	MM	CFO		
62(1)(c)(i) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains effective, efficient, and transparent systems of financial and risk management and internal control	Council	MM	Directors		
62(1)(c)(ii) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains effective, efficient, and transparent systems of internal audit operating in accordance with any prescribed norms and standards	Council	MM			

62(1)(d) MFMA	Deciding reasonable steps to be taken to ensure that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented	Council	MM	CFO & DCS
62(1)(e) MFMA	Deciding reasonable steps to be taken 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 Chapter 15 of the MFMA	Council	MM	CFO
62(1)(f)(i) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and implements a tariff policy referred to in section 74 of the Municipal Systems Act	Council	MM	CFO
62(1)(f)(ii) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and implements a rates policy as required in terms of section 3 of the MPRA	Council	MM	CFO
62(1)(f)(iii) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and implements a credit control and debt collection policy referred to in section 96(b) of the Systems Act	Council	MM	CFO
62(1)(f)(iv) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA	Council	MM	CFO
63(2)(a) MFMA	Deciding reasonable steps to be taken to	Council	MM	CFO

64(2)(d) MFMA	Deciding reasonable steps to be taken to ensure that all money received is promptly deposited in accordance with the MFMA into the Municipality's primary and other bank accounts	Council	MM	CFO
64(2)(e) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises revenue when it is earned and accounts for debtors and for receipts of revenue	Council	MM	CFO
64(2)(f) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of debtors and revenue	Council	MM	CFO
64(2)(g) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality charges interest on arrears, except where the Council has granted exemptions in accordance with its budget- related policies and within a prescribed framework	Council	MM	CFO
64(2)(h) MFMA	Deciding reasonable steps to be taken to ensure that all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is reconciled at least on a weekly basis	Council	MM	CFO
64(3) MFMA	Informing the National Treasury of any payments due by an organ of state to the Municipality in respect of municipal tax or for municipal services, if such	Council	MM	CFO

64(4)(a) MFMA	Deciding reasonable steps to be taken to ensure that any funds collected by the Municipality on behalf of another organ of state is transferred to that organ of state at least on a weekly basis	Council	MM	CFO					
64(4)(b) MFMA	Deciding reasonable steps to be taken to ensure that funds collected by the Municipality on behalf of another organ of state are not used for purposes of the Municipality	Council	MM	CFO					
65(2)(a) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal, and payment of funds	Council	MM	CFO					
65(2)(b) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises expenditure when it is incurred and that accounts for creditors of, and payments made by, the Municipality	Council	MM	CFO					
65(2)(c) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of creditors and payments	Council	MM	CFO					

65(2)(d) MFMA	Deciding reasonable steps to be taken to ensure that payments by the Municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed and either electronically or by way of non-transferable cheques	Council	MM	CFO	
65(2)(e) MFMA	Deciding reasonable steps to be taken to ensure that all money owing by the Municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure	Council	MM	CFO	
65(2)(f) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments	Council	MM	CFO	
65(2)(g) MFMA	Deciding reasonable steps to be taken to ensure that any dispute concerning payments due by the Municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state	Council	MM	CFO	
65(2)(h) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework	Council	MM	CFO	
65(2)(i) MFMA	Deciding reasonable steps to be taken to ensure that the Municipality's supply chain management policy is	Council	MM	CFO	

	implemented in a way that is fair, equitable, transparent, competitive and cost-effective					
65(2)(ü) MFMA	Deciding reasonable steps to be taken to ensure that all financial accounts of the Municipality are closed at the end of each month and reconciled with its records	Council	MM	CFO		
66 MFMA	Reporting to the Council on all expenditure incurred by the Municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure	Council	MM	CFO		
67 (1) MFMA	Satisfy himself/herself, before entering into an agreement with an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with commercial or other business transaction, that it complies with the criteria in s67(1)	Council	MM			
67 (2) MFMA	Obtaining the approval of the provincial treasury to transfer funds of the Municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction which has not complied with s67(1)	Council	MM			
67 (3) MFMA	Enforce compliance with s67(1) MFMA	Council	MM			

67 (4) MFMA	Determine whether an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction is an organisation or body serving the poor or used by government as an agency to serve the poor	Council	MM		
68 (a) & (b) MFMA	Assist the Mayor and provide administrative support, resources and information required by the Mayor to perform the budgetary steps assigned to the Mayor	Council	MM	CFO	
69 (1)(a) MFMA	Take reasonable steps required to ensure that the spending of funds is in accordance with the budget and is reduced as necessary when revenue is anticipated to be less than projected in the budget or in the service delivery and budget implementation plan	Council	MM	Directors	
69 (1)(b) MFMA	Take reasonable steps required to ensure that revenue and expenditure are properly monitored.	Council	MM	CFO	
69(2) MFMA	Determining whether it is necessary to prepare an adjustments budget	Council	MM	CFO	
	Preparing an adjustments budget and submitting it to the Mayor for consideration and tabling in the Council	Council	MM	CFO	
69(3)(a) MFMA	Preparing and submitting, within 14 days after the approval of the Municipality's	Council	MM	Manager: IDP	

	annual budget, a service delivery and budget implementation plan for the budget year					
69(3)(b) MFMA	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Systems Act for the Municipal Manager and all senior managers	Council	MM	MM	Manager: IDP	
70 (1) MFMA	Reporting in writing to the Municipal Council any impending shortfalls in budgeted revenue and overspending of the Municipality's budget and any steps taken to prevent or rectify such shortfalls or overspending	Council	MM	MM	CFO	
70 (2) MFMA	Inform National Treasury if the Municipality's bank account or, if the Municipality has more than one bank, the consolidated balance in those bank accounts, shows a net overdrawn position for a period exceeding a prescribed period	Council	MM	MM	CFO	
71 (1) MFMA	Submit to the Mayor and provincial treasury, within 10 working days after the end of each month, a statement in the prescribed format on the state of the Municipality's budget	Council	MM	MM	CFO	
	Preparing an adjustments budget and submitting it to the Mayor for consideration and tabling in the Council	Council	MM	MM	CFO	

71 (5) MFMA	Submit to the national or provincial organ of state or Municipality which transferred an allocation during any particular month to the Municipality within 10 working days after the end of the month concerned a statement indicating the amount of any allocations, excluding expenditure on its share of the local government equitable share and allocations exempted by the annual Division of Revenue Act from compliance with this requirement.	Council	MM.	CFO	
72 (1)(a) MFMA	Assess the Municipality's performance during the first financial year	Council	MM	Manager: IDP	
72 (1)(b) MFMA	Submit the mid-year performance assessment report to the Mayor, the National Treasury and the Provincial Treasury	Council	MM	Manager: IDP	
72 (3) MFMA	Determine whether it is necessary to recommend that an adjustments budget be considered and whether revised projections for revenue and expenditure are necessary	Council	MM	CFO	
73 (a) MFMA	Inform the provincial treasury of any failure by the Council to adopt or implement a budget- related policy or a supply chain management policy	Council	MM	CFO	
73 (b) MFMA	Inform the provincial treasury of any non- compliance by a political structure or political office-bearer of the Municipality with a budget-	Council	MM		

	related policy or the supply chain management policy				
74 (1) MFMA	Submit to the National Treasury, the provincial treasury, the department for local government and the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or as may be required	Council	MM	CFO	
74 (2) MFMA	Report the municipal manager's inability to comply with any of the responsibilities in terms of the MFMA, together with reasons, to the Mayor and the provincial treasury	Council	MM		
75 (1) & (2) MFMA	Ensure that the required documents are uploaded to, and available on, the Municipality's website within five days after its tabling in the Council or on the date on which it must be made public, which ever occur first	Council	MM	DCS	
74 (1) MFMA	Submit to the National Treasury, the provincial treasury, the department for local government and the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or as may be required	Council	MM	CFO	
74 (2) MFMA	Report the municipal manager's inability to comply with any of the responsibilities in terms of the MFMA, together with reasons, to the Mayor and the provincial treasury	Council	MM		

75 (1) & (2) MFMA	Ensure that the required documents are uploaded to, and available on, the Municipality's website within five days after its tabling in the Council or on the date on which it must be made public, which ever occur first	Council	MM	DCS	
77 (1) MFMA	Decide to designate any officials other than those listed in section 77(1)(a) to (c) of the MFMA as "top management"	Council	MM		
79 (1)(a) MFMA	Develop an appropriate system of delegation that will maximise administrative and operational efficiency and provide adequate checks and balances in the Municipality's financial administration for the proper application of the MFMA	Council	MM	CFO	
79 (1)(b) MFMA	Delegate to a member of Top Management or any other official of the Municipality any of the powers or duties assigned to an accounting officer in terms of the MFMA any powers or duties reasonably necessary to assist the accounting officer to take reasonable or appropriate steps to ensure achievement of the aims of a specific provision of the MFMA	Council	MM		
79 (1)(c) MFMA	Regularly review delegations issued to a member of the Municipality's Senior Management or any other official of the Municipality and, if necessary, amend or withdraw any of those delegations	Council	MM		

79 (2) MFMA	Review and confirm, vary or revoke any decision taken in consequence of a delegation or a sub delegation in terms of the MFMA	Council	MM		
80 (1)(b) MFMA	Allocate officials of the Municipality to the CFO	Council	MM		
83 (2) MFMA	Provide the resources or opportunities to be made available for the training of the municipal manager, the CFO, directors and other financial officials to meet the prescribed financial management competency levels	Council	MM	DCS	
111 & 115 MFMA	Making and implementing a supply chain management policy for the Municipality	Council	MM	All Directors and Bid Committees	
4 & 5 Municipal Supply Chain Management Regulations, 2005	Such additional powers and duties to enable the municipal manager to: (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of - (i) Chapter 8 or 10 of the MFMA; and (ii) the supply chain management policy of the Municipality; (b) to maximise administrative and operational efficiency in the implementation of the supply chain management policy; (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of the supply chain management policy; and	Council	MM	All Directors and Bid Committees	

	(d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the MFMA.				
113(1) MFMA	Deciding whether to consider an unsolicited bid received outside the Municipality's normal bidding process	Council	MM	Bid Committees	
114 (1) MFMA	Submit a report to the Auditor-General, the provincial treasury and the National Treasury on the reasons why a tender other than the one recommended in the normal course of implementing the supply chain management policy of the Municipality is approved	Council	MM		
115 (1)(b) MFMA	Determining reasonable steps that must be taken to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices	Council	MM	CFO	
116(2)(a) MFMA	Determining reasonable steps that must be taken to ensure that a contract or agreement procured through the supply chain management policy of the Municipality is properly enforced	Council	MM	CFO	
116(2)(b) MFMA	Monitoring the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Council	MM	All Directors, the CFO coordinates the information	

116(2)(c) MFMA	<p>Determining capacity that needs to be established within the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis</p>	Council	MM	Directors	
	<p>Establishing capacity in the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis</p>	Council	MM	CFO	
116(2)(d) MFMA	<p>Regularly report to the Council regarding the management of contracts and/or agreements and the performance of contractors.</p>	Council	MM	CFO & Directors	
	<p>Determining frequency/regularity of reports to be submitted to the Council regarding the management of contracts and/or agreements and the performance of contractors.</p>	Council	MM	CFO	
116(3)(a) MFMA	<p>Tabling reasons for the proposed amendment of a contract or agreement procured through the supply chain management policy of the Municipality in the Council</p>	Council	MM	CFO	

116(3)(b) MIFMA	Giving local community reasonable notice of the intention to amend a contract or agreement procured through the supply chain management policy of the Municipality and inviting the local community to submit representations to the Municipality	Council	MM	CFO	
119(2) MIFMA	Determining resources or opportunities to be made available for the training of officials involved in the implementation of the supply chain management policy of the Municipality to meet the prescribed competency levels	Council	MM	CFO	
32 Municipal Supply Chain Management Regulation, 2005	Deciding to procure goods or services for the municipality under a contract secured by another organ of state in compliance with regulations 32(1)(a) to (d)	Council	MM		
36 (1) (a) Municipal Supply Chain Management Regulations, 2005	Deciding 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 works of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals for zoos; or	Council	MM		

	responsible national department if the proposed public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed and any other national or provincial organ of state as may be prescribed in respect of the proposed public-private partnership at least 60 days prior to the meeting of the Council at which the matter is to be considered				
121(1) MFMA	Preparing an annual report for the Municipality in accordance with chapter 12 of the MFMA	Council	MM	Manager: IDP	
121(3)(e) MFMA	Performing an assessment of any arrears on municipal taxes and service charges for inclusion in the Municipality's annual report	Council	MM	CFO	
121(3)(f) MFMA	Performing an assessment of the Municipality's performance against the measurable performance objectives referred to in section 17(3)(b) of the MFMA for revenue collection from each revenue source and for each vote in the Municipality's approved budget for the relevant financial year for inclusion in the Municipality's annual report	Council	MM	CFO	
122(1) MFMA	Preparing annual financial statements which fairly presents the state of affairs of the Municipality, its performance against its budget, its management of revenue, expenditure, assets and	Council	MM	CFO	

	liabilities, its business activities, its financial results, and its financial position as at the end of the financial year				
126(1)(a) MFMA	Submitting the annual financial statements of the Municipality to the Auditor-General on or before 31 August of each year	Council	MM	CFO	
126 (4) MFMA	Receiving a report outlining the reasons for the delay from the Auditor-General if he she is unable to complete an audit within three months after submission of the Municipality's annual financial statements	Council	MM		
127(5)(a) MFMA	Publishing the annual report and inviting the local community to submit representations in connection with the annual report	Council	MM		Manager: IDP to assist in the coordination.
127(5)(b) MFMA	Submitting the annual report to the Auditor- General, the provincial treasury and the provincial department responsible for local government	Council	MM	Manager: IDP	
129 (1) MFMA	Preparing the oversight report containing council's comments on the annual report in compliance with s129(a) to (c)	Council	MM		
129(2)(a) MFMA	Attend the meetings of the Council and its committees where the annual report is discussed and respond to questions concerning the report	Council	MM		

129(2)(b) MFMA	Submitting copies of the minutes of meetings of the Municipal Council and its committees where the annual report was discussed to the Auditor- General, the provincial treasury and the provincial department responsible for local government	Council	MM	Manager: IDP	
129 (3) MFMA	Publish the oversight report regarding the annual report	Council	MM		Manager: IDP to assist in the coordination.
131(1) MFMA	Ensuring that the Municipality addresses all the issues raised in an audit report	Council	MM		Internal Audit to assist in the compilation of the Audit Action Plan.
131 (2)(a) MFMA	Submit the Municipality's responses to the issues raised in an audit report to the MEC for local government	Council	MM		
132 (2) MFMA	Submit the Municipality's annual report and oversight report to the provincial legislature	Council	MM	Manager: IDP	
135(3) MFMA	Considering whether the Municipality is, or is likely to, encounter a serious financial problems in meeting its financial commitments	Council	MM	CFO	
135(3)(a) MFMA	Determining the manner of seeking solutions to any serious financial problem encountered or anticipated by the municipality in meeting its financial commitments	Council	MM	CFO	
135(3)(a) MFMA	Defining the solutions to be implemented to solve or avoid any serious financial problem encountered or anticipated by	Council	MM	CFO	

	the municipality in meeting its financial commitments				
135 (3)(c) MFMA	Notifying organized local government of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Council	MM		
141 (3)(a) MFMA & 144(2)	Participating in consultations with the person or body appointed to prepare a financial recovery plan or an amendment of such plan for the Municipality	Council	MM	CFO	
141 (3)(c) MFMA & 144 (2) MFMA	Commenting on a draft financial recovery plan or an amendment to such plan for the Municipality	Council	MM	CFO	
145(1)(a) MFMA & 146(1)(a) MFMA	Implementing an approved financial recovery plan for the Municipality	Council	MM	CFO	
146(1)(c) MFMA	Reporting monthly to the MEC responsible for finance on the implementation of a financial recovery plan for the Municipality resulting from a mandatory provincial intervention	Council	MM	CFO	
152 (1) MFMA	Deciding to apply to the High Court for an order to stay all legal proceedings, including the execution of legal process, to persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	Council	MM	CFO	
152 (2) MFMA	Giving notice of an application by the Municipality to the High Court for an order to stay all legal proceedings, including the execution of legal process, to persons	Council	MM	CFO & DCS	

	claiming money from the Municipality if the Municipality is unable to meet its financial commitments				
153 (1)(a) MFMA	Deciding to apply to the High Court for an order to stay, for a period not exceeding 90 days at a time, all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality	Council	MM	CFO & DCS	
153 (1)(b) MFMA	Deciding to apply to the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	Council	MM	CFO & DCS	
153 (1)(c) MFMA	Deciding to apply to the High Court for an order to terminate the Municipality's financial obligations to creditors, and to settle claims in accordance with a distribution scheme referred to in section 155 of the MFMA	Council	MM	CFO & DCS	
153 (3) (a) MFMA	Giving notice of an application in the High Court for an order to suspend the Municipality's financial obligations, or any portion of those obligations, until the Municipality can meet those obligations to creditors and organised labour	Council	MM	CFO & DCS	
165 (1) & (3) MFMA	Deciding whether to establish an internal audit unit or to outsource the internal audit function	Council	MM		
166(1) & (6) MFMA	Deciding to establish an audit committee for the municipality only or Municipality and the local municipalities within the district municipal area	Council	MM		

167 (2)(a) MFMA	Recover any amount paid or given in cash or in kind to a person as a political office-bearer or as a member of political structure of the Municipality otherwise than in accordance with the framework of the Public Office-Bearer Act, 1998 (Act No. 20 of 1998), including any bonus, bursary, loan advance or other benefit	Council	MM	CFO	
171 (4)(a) MFMA	Investigating any allegations of financial misconduct against the Chief Financial Officer, a senior manager or other official of the Municipality	Council	MM		
171 (4)(a) MFMA	Deciding whether an allegation of financial misconduct against the Chief Financial Officer, a senior manager or other official of the Municipality is frivolous, vexatious, speculative or obviously unfounded	Council	MM		
171(4)(b) MFMA	Deciding whether an investigation of an allegation of financial misconduct against the Chief Financial Officer, a senior manager or other official of the Municipality revealed anything that warrants the institution of disciplinary proceedings	Council	MM		
mSCOA	The powers and authority to enable the Municipal Manager to fulfil the functions allocated to him / her by mSCOA including such functions necessary ancillary to the aforesaid functions	Council	MM	All Directors and BTO managers	

<p>Regulations on Financial Misconduct and Criminal Proceedings, 2014</p>	<p>The powers and authority to enable the Municipal Manager to fulfil the functions allocated to him / her by the Regulations on Financial Misconduct and Criminal Proceedings, 2014 including such functions necessary ancillary to the aforesaid functions</p>	<p>Council</p>	<p>MM</p>	<p>Directors</p>	
<p>4 Regulations on Financial Misconduct and Criminal Proceedings, 2014</p>	<p>The establishment of a disciplinary board to investigate allegations of financial misconduct in the Municipality and to monitor the institution of disciplinary proceedings against an alleged transgressor</p>	<p>Council</p>	<p>MM</p>	<p>DCS</p>	
<p>PAIA & POPI</p>	<p>The powers and authority to enable the official to fulfil the functions allocated to him / her by PAIA and POPI including such functions necessary ancillary to the aforesaid functions</p>	<p>Council</p>	<p>MM</p>	<p>DCS</p>	

POWERS DELEGATED TO THE CHIEF FINANCIAL OFFICER:

The functions set out hereunder are allocated to the Chief Financial Officer in terms of the legislation as indicated in column 1 and the Council accordingly delegates the necessary authority to the CFO to enable him/her to implement them

SECTION IN ACT	FUNCTION	DELEGATION		
		FROM	TO	CONDITIONS
81 (1)(b) MFMA	Advise the Municipal Manager on the exercise of powers and duties assigned to her/him in terms of the MFMA	Council	CFO	
81 (1)(c) MFMA	Assist the Municipal Manager in administering the Municipality's bank accounts and, in the preparation, and implementation of the Municipality's budget	Council	CFO	
81 (1)(d) MFMA	Advise Managers and other senior officials in the exercise of powers and duties assigned or delegated to them	Council	CFO	
82(1) MFMA	Deciding to sub-delegate any powers and duties to employees in the Budget and Treasury Office	Council	CFO	

82 (4) MFMA	Review and confirm, vary or revoke any decision taken in consequence of a sub-delegation	Council	CFO	
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POWERS DELEGATED TO THE DIRECTOR CORPORATE SERVICES

SOURCE	FUNCTION	DELEGATION		CONDITIONS
		FROM	TO	
BCEA	Approval of annual leave, sick leave, maternity leave, family responsibility leave and parental leave.	MM	DCS	
Libraries	Approval of Library Grant business plan and other related grant funding	MM	DCS	
Committee Services	Signing of Resolutions of Council, Executive Committee, Local Labour Forum and any ad hoc committee or related committee	MM	DCS	
	Signing of Council, Portfolio, Local Labour Forum any ad hoc committee or related committee	MM	DCS	
Conditions of services (SALGBC)	Approval of housing subsidy and vehicle allowance and essential user scheme	MM	DCS	
	Issue precautionary suspensions for employees covered by the SALGBC and upliftment's of suspensions	MM	DCS	

	Approval of severance pay in respect of operational requirements, three weeks remuneration for each completed year	MM	DCS	
	Sign affidavits in respect of disputes lodged in the SALGBC, Labour Court and Labour Appeal Court, Magistrate and High Court. SCA.	MM	DCS	
	Approval of encashment of leave for Directors and employees upon motivation	MM	DCS	
	To approve the payment of a travelling and subsistence allowance of an applicant for a vacancy when she or he reports for an interview in accordance to Council policy	MM	DCS	
	To authorize medical examinations for persons who claim for damages from Council on account of injuries	MM	DCS	
	In the case of a new appointment, if such an appointee has been obliged to change his place of residence as a result of the appointment, to grant permission in terms of the Council's employment policy for the payment of removal costs in respect of the appointee's movable property: Provided that sufficient proof of such costs that had been incurred, is furnished	MM	DCS	
	To decide about confirming the	MM	DCS	

	appointment of an employee that was appointed on probation, on a permanent basis or to extend the probation, on a permanent basis or to extend the probation period in the light of the performance and competence of the appointee, subject to the provisions of the labour legislation			
	To discharge with proper notice, any temporary employee, whether in a permanent or temporary post, if his services are no longer required, subject to the provisions of the labour legislation	DCS	MM	
	To decide about the acceptance or not of a notice of termination of service received from an employee on a shorter period than the period set in the conditions of service of the employee	DCS	MM	
	To maintain the Municipality's register for lease contracts for immovable property and submit it to Council each year	DCS	MM	
	The authority to allocate municipal buildings that are occupied by the municipality, other organs of state and for commercial purposes	DCS	MM	
	To annually adjust the schedule of uniforms and protective clothing	DCS	MM	
	To keep custody of all records and	DCS	MM	

	documents of the Municipality, except where otherwise provided			
	To decide upon architectonic maintenance, including the provision of funds	MM	DCS	
Skills Development Act	To draft and submit the Skills Development Plan to Training Committee and LGSETA	MM	DCS	
	Draft letter of approval for SDF to be included in the LGSETA electronic System			
Skills Development Act	In consultation with the Division Manager Human Resources and the Manager Financial Services, to ensure that all necessary claims for refunds are submitted to LGSETA	MM	DCS	
	Approval of internal and external bursaries in line with the applicable policy			
Staff Regulation	To sign appointment letters in respect of new employees and approve allowances	MM	DCS	
SALGBC	To sign appointment letters of the presiding officer, appeal presiding officer and prosecutor in line with the Disciplinary Procedure Collective Agreement	MM	DCS	
	To sign termination letters in respect of misconduct	MM	DCS	
IOD	Termination of service in respect of ill health, injury on duty and incapacity	MM	DCS	

	Approve all matter in respect of IOD as directed by COIDA	MM	DCS
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POWERS DELEGATED TO THE DIRECTOR: INFRASTRUCTURAL DEVELOPMENT

SECTION IN ACT	POWER	DELEGATION		CONDITIONS
		FROM	TO	
	Removal and replacement of an electricity meter	MM	DID	
	Temporary closing of roads and other public sites	MM	DID	In respect of roads, after consultation with the Chief Traffic Officer
	Approval of storm water drainage applications	MM	DID	
56 of SPLUMA	The powers and authority to enable the DID to fulfill the functions allocated to him / her by the provisions of SPLUMA including such functions necessary ancillary to the aforesaid functions	MM	DID	Subject to the Framework for delegations in terms of SPLUMA
	Prevention of illegal squatting	MM	DID	
	Prohibition of works on and use of certain land	MM	DID	
	Distribution of occupation certificate	MM	DID	
	Application for installation of radio repeaters, except for those that need permanent	MM	DID	

structures for business			
To consider and approve application for the erection of cellular base stations, high masts and / or structures associated with communication networks as well as access roads leading to these structures, subject to compliance with the Environmental Impact Assessment Regulations according to section 26 of the Environmental Conservation Act, 1989 (Act No3 73 of 1989) and any other appropriate conditions	MM	DID	
To evaluate and approve or reject, conditionally or unconditionally, traffic impact studies submitted by developers for rezoning and development purposes, except for cases where the impact of such developments may have financial implications for Council	MM	DID	

POWERS DELEGATED TO THE DC&PS

SOURCE	FUNCTION	DELEGATION		CONDITIONS
		FROM	TO	
	By-laws relating to the licensing of cafes, restaurants, and eating houses	MM	DC&PS	
	Street Trading By-laws	MM	DC&PS	

	The establishment of crèches and Nursery Schools	MM		DC&PS	
	The maintenance of crèches and Nursery Schools located on municipal property	MM		DC&PS	
	To serve subpoenas	MM		DC&PS	
	Allocates stands to hawkers	MM		DC&PS	In consultation with the DID
	Permission for pauper funerals	MM		DC&PS	
	Allocate parking space for vendors	MM		DC&PS	
	Authority to grant approval for the use of public amenities and facilities	MM		DC&PS	
	To issue all statutory notices for the elimination of nuisances	MM		DC&PS	
	To grant written permission for a caravan to be occupied in a residential area for a period not exceeding 21 days, but in any event not exceeding 4 months	MM		DC&PS	
Business Act, 1991 (Act No. 71 of 1991)	To consider applications for the licensing of businesses	MM		DC&PS	
	To take necessary readings for the measurement of decibel value as contemplated in regulations 6 of the Noise Control Regulations	MM		DC&PS	

	To make decisions in respect of the removal or pruning of trees on the Municipality's property	MM	DC&PS	
	The authority to allocate municipal buildings that are not occupied by the municipality and other organs of state to a prospective lessee in compliance with the prescribed framework	MM	DC&PS	In consultation with the DCS
	To grant permission for the use of loudspeakers in the street to advertise functions and events, which may take place in terms of the Municipality's policy	MM	DC&PS	
	In cases where merits exist, to repay removal and storage costs for impounded vehicles	MM	DC&PS	
	To grant permission for parades, athletic and other events to be conducted in a street within the municipal area, as well as for the temporary closing of a street the temporary closing of a street	MM	DC&PS	
	To approve participation of the fire and rescue division in public demonstrations, public displays and welfare functions	MM	DC&PS	
	To decide on placement of legal, exclusive parking bays	MM	DC&PS	
	To decide on the placement of road markings	MM	DC&PS	

POWERS DELEGATED TO THE SECTION 79 AND 80 COMMITTEES

FINANCE STANDING COMMITTEE

SOURCE	FUNCTION	DELEGATION		
		FROM	TO	CONDITIONS
	To consider the Municipality's financial policies, long term financial planning and budgeting of the Municipality. Advise the EXCO and the Council on financial matters such as charges and fees or tariffs, investment of funds, loan redemption and renewal of funds	EXCO	Standing Committee	
	Consider reports involving expenditure not provided for on the budget of the functional units	EXCO	Standing Committee	
	Consider the financial statements and audit reports of the Municipality	EXCO	Standing Committee	
	Monitor all trust and reserve accounts created for a specific purpose	EXCO	Standing Committee	
	Control all accounting and costing work of all Directorates	EXCO	Standing Committee	
	Control the keeping of accounts of the Municipality	EXCO	Standing Committee	
	Advise the EXCO on overall management and the allocation and control of financial	EXCO	Standing Committee	

	and other assets of the Municipality		
	Advise the EXCO on matters relating to the investment of funds, loans, the consolidated capital development	EXCO	Standing Committee
	Make recommendations on proposed policy to be followed concerning matters falling within this standing committee	EXCO	Standing Committee

COMMUNITY & PROTECTION SERVICES STANDING COMMITTEE

SOURCE	FUNCTION	DELEGATION		CONDITIONS
		FROM	TO	
	To oversee and monitor the performance of the Directorate falling within the jurisdiction of this Committee and advise EXCO accordingly	EXCO	Standing Committee	
	To consider and advise the EXCO and Council on all matters related to the functional area of the Committee	EXCO	Standing Committee	
	To ensure that effect is given to all legislation that deals with matters falling within the jurisdiction of this Committee	EXCO	Standing Committee	

INFRASTRUCTURAL DEVELOPMENT STANDING COMMITTEE

SOURCE	FUNCTION	DELEGATION		
		FROM	TO	CONDITIONS
	To oversee and monitor the performance of the Directorate falling within the jurisdiction of this Committee and advise EXCO accordingly	EXCO	Standing Committee	
	To consider and advise the EXCO and Council on all matters related to the functional area of the Committee	EXCO	Standing Committee	
	To ensure that effect is given to all legislation and policy that deals with matters falling within the jurisdiction of this Committee	EXCO	Standing Committee	

INFRASTRUCTURAL DEVELOPMENT STANDING COMMITTEE

SOURCE	FUNCTION	DELEGATION		
		DELEGATING AUTHORITY	DELEGATED BODY	CONDITIONS
	To oversee and monitor the performance of the Directorate falling within the jurisdiction of this Committee and advise EXCO accordingly	EXCO	Standing Committee	

	To consider and advise the EXCO and Council on all matters related to the functional area of the Committee	EXCO	Standing Committee
	To ensure that effect is given to all legislation and policy that deals with matters falling within the jurisdiction of this Committee	EXCO	Standing Committee

CORPORATE SERVICES STANDING COMMITTEE

SOURCE	FUNCTION	DELEGATION		CONDITIONS
		FROM	TO	
	To oversee and monitor the performance of the Directorate falling within the jurisdiction of this Committee and advise EXCO accordingly	EXCO	Standing Committee	
	To consider and advise the EXCO and Council on all matters related to the functional area of the Committee	EXCO		
	To ensure that effect is given to all legislation and policy that deals with matters falling within the jurisdiction of this Committee	EXCO	Standing Committee	

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

TERMS OF REFERENCE: The Municipal Public Accounts Committee (MPAC) is established in terms of Section 79 of the Municipal Structures Act, 117 of 1998, as amended, and performs an oversight function on behalf of the Council. Through the Municipal Public Account Committee, Council will be able to provide the public with assurance that public money and assets are being managed properly and that value for money is being rendered. In order for the MPAC to fulfil the oversight role, it needs to be provided with the necessary information and documentation to interrogate the actions of the executive.

SOURCE	FUNCTION	DELEGATION		CONDITIONS
		FROM	TO	
	To consider and evaluate the Annual Report as table to Council, and thereafter make recommendations to Council in this regard. The committee must receive the report no more than two weeks after tabling to Council	Council	MPAC	
Section 129 of the MFMA	To compile an Oversight Report and table in Council no later than two months from the date of which the Annual report was tabled, in terms of Section 129 of the MFMA	Council	MPAC	
Sections 127(5), 130, & 132 of the MFMA	To monitor that all submissions and calls have been undertaken as per Sections 127(5), 130, and 130 of the MFMA	Council	MPAC	
Sections 129 of the MFMA	To review whether matters raised in past Annual Reports have been attended to, as well as whether recommendations made in previous Oversight Report in terms of Section 129 of the MFMA have been attended to	Council	MPAC	

<p>Section 29 of the MFMA</p>	<p>Any unforeseen and unavoidable expenditure in terms of Section 29 of the MFMA, must be reported to the MPAC with proof of the necessary appropriation in the adjustment budget. After consideration of the matter, the MPAC must report to Council on the matter</p>	<p>Council</p>	<p>MPAC</p>	
<p>Section 32 of the MFMA</p>	<p>Any unauthorised, irregular, or fruitless expenditure, in terms of Section 32 of the MFMA, incurred by the Council, Executive Mayor, political office bearers or officials, must be reported to the MPAC. The Accounting Officer must report to the MPAC on all steps taken to authorise or certify or recover or write off the expenditure, as well as whether any criminal action was instituted. The MPAC must report to Council on the appropriateness of action taken</p>	<p>Council</p>	<p>MPAC</p>	
	<p>To monitor whether the Executive Mayor has initiated a review of the IDP post-election and annually thereafter. If such review is not done, the MPAC must report to Council</p>	<p>Council</p>	<p>MPAC</p>	
<p>Section 128 and 133 of the MFMA Section 52(d) of the MFMA Section 127 of the MFMA</p>	<p>To consider and comment on the following:</p> <ul style="list-style-type: none"> • Section 72 reports (Mid-year Budget and performance assessment); • The final audit opinion and documents from the Audit Committee related thereto; 	<p>Council</p>	<p>MPAC</p>	

	<ul style="list-style-type: none"> Any information in terms of Section 128 and Section 133 of the MFMA; and Quarterly Report of the Executive Mayor in terms of Section 52(d) of the MZMA (implementation of the Budget and the Financial state of affairs of municipality) The Annual Report (Section 127) 			
	<p>To recommend an investigation in its area of responsibility, after reviewing any investigation report already undertaken by the Municipality or the Audit Committee</p>			
	<p>In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the municipality or municipal entities, the MPAC will have the right to call upon the accounting officer of the municipality or the chairperson of the municipal entity's board or directors to appear before it to provide information or clarity</p>			
<p>Section 130 of the MFMA</p>	<p>The MPAC may, for the purposes of 130 of the MFMA, engage directly with the public and consider public comments</p>			
	<p>To perform any other functions assigned to it through a resolution of council with its area of responsibility</p>			

AUDIT COMMITTEE

An Audit Committee is an independent advisory body established in terms of Section 166 of the MFMA to perform the following functions:

SOURCE	FUNCTION	DELEGATION FROM	TO	CONDITIONS
Section 166 (2)(a)-(e)	<p>(a) advise the municipal council, the political office-bearers, the accounting officer, and the management staff of the municipality, or the board of directors, the accounting officer, and the management staff of the municipal entity on matters relating to-</p> <ul style="list-style-type: none"> (i) internal financial control and internal audits; (ii) risk management; (iii) accounting policies; (iv) the adequacy, reliability and accuracy of financial reporting and (v) performance management; (vi) effective governance; (vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation; (viii) performance evaluation; and (ix) any other issues referred to it by the municipality or municipal entity. <p>(b) review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with an authoritative and credible view of the financial position of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this</p>	Council	Audit Committee	

	<p>Act, the annual Division of Revenue Act and any other applicable legislation; (c) respond to the council on any issues raised by the Auditor-General in the audit report; (d) carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of a municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and (e) perform such other functions as may be prescribed.</p>			
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OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 20 MAY 2024 FROM MUNICIPAL
MANAGER TO COUNCIL: REQUEST FOR THE
AUTHORISATION OF A 60 MONTH EXTENSION
OF THE OVVIO GEOGRAPHICAL INFORMATION
AND DATA MANAGEMENT SYSTEM**

ANNEXURE C.09

NDLAMBE MUNICIPALITY



PROPOSED AMENDMENT TO SERVICE LEVEL AGREEMENTS

Notice is hereby given in terms of Section 116(3)(b) of the Municipal Finance Management Act No.56 of 2003, that Ndlambe Local Municipality is intending to extend the duration of the support and maintenance components of the Service Level Agreement concluded with Umhlaba Consulting Group the service provider of the GIS, Valuations and electronic data system currently in use at the municipality. The proposed contract extension is for a period of five (5) years, commencing on 1 July 2024 to 30 June 2029.

The local community is hereby invited to submit comments or representations to the Municipality in this regard. Such comments or representations, which must be received by the municipality by no later than 12h00 on 25 April 2024, may be submitted to tenders@ndlambe.gov.za or hand delivered to the Financial Services Directorate for the attention of Ms. O Ndiki at 47 Campbell Street.

Enquiries in the regard may be directed to Ms. O Ndiki as per above contact details.

Note that any person who cannot write may come during office hours to a place where a staff member of the municipality named in the invitation will assist that person to transcribe that person's comments or representations.

**NOTICE NUMBER: 56/2022
11 APRIL 2024**

**ADV R DUMEZWENI
MUNICIPAL MANAGER**

NOTICE BOARDS, WEBSITE, TALK OF THE TOWN

OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 21 MAY 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: RATES AND
VALUATION COMMITTEE MINUTES: 04 APRIL
2023**

ANNEXURE C.10

**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL
MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL
2024 AT 10H00**

The NOTICE of the Rates & Valuation Committee Meeting held in the Municipal Manager's Boardroom, Campbell Street, on Thursday, 4 April 2024 at 10:00 **WAS TAKEN AS READ.**

PRESENT

Chairperson	Cllr: Sikhumbuzo Venene
Member	Cllr: Ayanda Bukani
Member	Cllr. Phumlani Khungwayo
Manager: Revenue / Income	Ms. Diane May
Coordinator: Indigent Basic Free Services	Mr. Xolani Kolele
Senior Credit Controller	Ms. Portia Dingaang-Gege
Credit Controller	Mr. Joe Mngaka
Credit Controller	Ms. Ntombekhaya Mbinza
Manager: Administration	Ms. Jackie Nel
Clerk: Committee Support (Secretariate)	Ms. Nancy Mezned

RVM001/04/2024

OPENING AND WELCOME

- 1.1. The meeting was officially opened by the Chairperson, Councillor: S Venene, at 10:26 and he welcomed everybody.
- 1.2. The Manager: Revenue explained that the agenda was delayed due to staff shortages, and extensive work to ensure data accuracy. Ndlambe is the only municipality that deals with debt as they arise. These items include applications from quarters 2 and 3, combined.

* * *

RVM002/04/2024

APPLICATION FOR LEAVE OF ABSENCE

- 2.1. That it BE NOTED, the Credit Controllers, Ms. P. Dingaang-Gege and Mr. J. Mngaka, would join the meeting later to present on the Debtors section.

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**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL
MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL
2024 AT 10H00**

RVM003/04/2024

STATEMENT OF COMMUNICATION BY THE CHAIRPERSON

- 3.1. The Chairperson underlined the municipality's responsibility to support communities.
- 3.2. The Chair commended the Finance Department's tough undertaking, especially with the resignation of Senior Accountant, Ms. Shalane Scott.
- 3.3. Ms. Scott has been a valuable asset to the municipality since its amalgamation. The Chair wishes her the best of luck in her future pursuits.
- 3.4. The Chair acknowledged the arduous efforts of the finance officers and expressed gratitude for their reports.
- 3.5. He wishes all Christians a happy Easter weekend.

* * *

RVM004/04/2024

**CONFIRMATION OF PREVIOUS RATES & VALUATION COMMITTEE MEETING MINUTES:
3 OCTOBER 2023**

THAT the minutes of the meeting of the Rates & Valuation Committee held on 3 October 2023, a copy which appeared as Annexure 1, BE CONFIRMED.

* * *

RVA005/04/2024

**REPORT DATED 03 APRIL 2024 FROM THE FINANCE DIRECTORATE TO THE RATES AND
VALUATION COMMITTEE: 2023 - 2024 RATES REBATE APPLICATIONS**

COMMITTEE RECOMMENDED

- 5.1. THAT **100%** rates rebates for 2023 / 2024 financial year for the BATHURST AGRICULTURAL MUSEUM BE APPROVED.
- 5.2. THAT **100%** rates rebates for 2023 / 2024 financial years for the PORT ALFRED MASONIC LODGE COMPLEX BE APPROVED
- 5.3. THAT **88.4%** rates rebates for 2023 / 2024 financial year for the ROYAL ALFRED GOLF CLUB BE APPROVED.
- 5.4. THAT all "Groups 1, 2 & 3" rates rebate applications as per above periods BE APPROVED.

**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM,
CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL 2024 AT 10H00**

GROUPS	NO	ACCOUNT NO	APPLICANT	REASONS	REBATE PERCENTAGE	2023/2024 RATES	REBATE AMOUNT	BALANCE AS TODAY	RECOMMENDATIONS
GROUP 2	1.	Applied 70080661	BATHURST AGRICULTURAL MUSEUM	Museums, libraries, art galleries & botanical gardens	100%	R 26,701.92	R 26 701,92	R19,573.15	The committee approved 100% rates rebates for 2023/2024 financial year
	2.	Applied 600600	PORT ALFRED MASONIC LODGE COMPLEX	Charitable institution	100%	R13,774.92	R13,774.92	R7,227.89	The committee approved 100% rates rebates for 2023/2024 financial year
GROUP 3	3.	Applied Various Accounts	ROYAL AFRED GOLF CLUB	Sporting bodies	Average % calculations - 88.4% rebate granted	R265,822.50	R234,990,27	R279,632.05	The committee approved 88.4% rates rebates for 2023/2024 financial year

RVM006/04/2024

REPORTED DATED 3 APRIL 2024 FROM THE DIRECTORATE OF FINANCIAL SERVICES TO RATES & VALUATION COMMITTEE: 2023 - 2024 PENSIONERS, INDIGENTS, & OTHER APPLICATIONS

COMMITTEE RECOMMENDED

- 6.1. THAT the installation of prepaid water meters be fast tracked to assist in monitoring the usage of water by indigent households.
- 6.2. THAT the rates rebates and write-offs for the stipulated periods **BE APPROVED** for the following applicants:

**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM,
CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL 2024 AT 10H00**

PENSIONERS:

ACCOUNT NO	ACCOUNT NO	ACCOUNT NO	PROPERTY VALUATION	INCOME	CAPITAL BALANCE	INTEREST BALANCE	TOTAL BALANCE	REASONS	RECOMMENDATIONS
1	JL SOLZ 400730	3 NORTH STREET PA. PORT ALFRED 6170	R1 093 000,00	R 11 025,00	R 2 002,38	R -	R 2 002,38	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is LESS than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income R11025.00 pm, Savings and UIF is R10577 pm : Husband has some investments which are not fixed and he does from time to withdraw amounts from the account when necessary.	The committee APPROVED 25% pensioners rebate for 2023/2024 financial year. That the debtor pay their current account monthly. That the debtor apply yearly.
2	LISHER & MOFFET 5802131	14 BEACHWOOD WAY SEARFIELD 6172	R1,150,000.00	R 9 162,00	R 6 039,53	R 59,87	6 099,40	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is LESS than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income R9,162 pm	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the committee APPROVED writeoff of R6099.40. That the debtor pay their current account monthly. That the debtor apply yearly.
3	R & PA PENROSE 70003191	319 BATHURST 6166	R715,000,00	R13 415,08	R 1 036,94	R -	R 1 045,93	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income is R13415.08	The committee APPROVED 25% pensioners rebate for 2023/2024 financial year. That the debtor pay their current account monthly. That the debtor apply yearly.
4	A. BEYLEVELD 5107151	6 EAST RIVER ROAD SEARFIELD	R1 220 000,00	R 9 256,50	R27 495,67	R 3 896,14	R 31 391,81	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income is R9256.50	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the committee APPROVE writeoff of R 31391.81. That the debtor pay their current account monthly. That the debtor apply yearly.
5	J.OELOFSE 400780737	14 SOUTH STREET EXT 1 BOESMANSRIVER MOND 6190.	R995 000,00	R7 503,22	R 1 337,82	R -	R 1 337,82	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income is R7503.22	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the debtor pay their current account monthly. That the debtor apply yearly.
6	J.SCHAEFER 66830021	446 ALICE ROAD C/ROCKS CANNON ROCKS 6186	R1 350 000,00	R8 529,83	R 4 613,25	R 82,82	R 4 696,07	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income is R8529.83	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the committee APPROVE writeoff of R4,696.07. That the debtor pay their current account monthly. That the debtor apply yearly.

**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM,
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7	F.A. TRENOR	466961	21 MILKWOODS RETIREMENT VI HIGH STREET PORT ALFRED 617	R883 000,00	R6 596	1 785,11	R0,00	1 785,11	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is LESS than the policy criteria of R7400. Income is R6596. She has been approved internal for 25% but the age and cost of living are affecting life of the client	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the committee APPROVE writtoff of R1,785.11. That the debtor pay their current account monthly. That the debtor apply yearly.
8	G.L.JAMES	50096422	3 HALIFAX EXTENSION KENTON-ON-SEA 6191	R625,000,00	R8 966,28	R	R	-	Applying for pensioners rebate for 2023/2024 financial year. The value of the property is less than the policy criteria of R 1,500,000.00, and the income is MORE than the policy criteria of R7400. Income is R8966.28,	The committee APPROVED 35% pensioners rebate for 2023/2024 financial year. That the debtor pay their current account monthly. That the debtor apply yearly.

INDIGENTS:

NO	ACCOUNT HOLDER NAME	ACCOUNT NO	ADDRESS 1	PROPERTY VALUATION	INCOME	CAPITAL BALANCE	INTEREST BALANCE	TOTAL BALANCE	REASONS	RECOMMENDATIONS
1	GARDNER BC	40041700	OCEAN VIEW DRIVE PORT ALFRED	R 960 000,00	R 3 082,83	R 6 259,30	R 192,66	R 6 451,96	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. The applicant earns less than policy criteria. The income is 1 x SASSA plus Sanlam policy. See documentations.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year, and that the debtor apply yearly
2	MAZANA T	4828960	19 MANGCANGAZA STREET MIMOSA PORT ALFRED 6170	R 56 000,00	R	R 16 502,48	R 4 073,92	R 20 576,40	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00. The applicant is not working and He has just started a company that is not yet functional, and used to work for the Municipality, see Document	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year, and that the debtor apply yearly
3	VAN ECK N.V	70001410	141 BATHURST 6166	R 750 000,00	R 4 391,50	R 40 805,73	R 8 441,65	R 49 247,38	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. The applicant earns less than policy criteria. The income is 1 x SASSA, Her husband is deceased. See documentations.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year, and that the debtor apply yearly

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4	YOSE T.M	50255802	2558 HOVI STREET KENTON-ON-SEA 6191	R 145 000,00	R 2 090,00	R 52 217,76	R 9 973,39	R 62 191,15	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00. INCOME is 1X SASSA Pension. She is the Director of MAKHINZA AND GOUT (PTY) LTD. Miss Yose registered a company and she has not yet benefited from this company or get any job. The extra money that we see on her account. She says it is from Mr Warburton who she worked for but now they pay the money to her for her son who is a yardboy. See documentations.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly
5	BARBOUR N.J	60013161	3 JUBILEE STREET ALEXANDRIA 6185	R 683 000,00	R -	R 170 715,07	R 7 277,89	R 177 992,96	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. She does not have any income.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and the debtor apply yearly.
6	MATIELANE Y.C&M.R	70031402	3140 BATHURST 6166	R 730 000,00	R 4 180,00	R 7 992,48	R 274,31	R 8 266,79	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. INCOME is 2X SASSA Pension Plus they get odd cash from their child at times to assist them. See attached documents	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
7	REED J.P	60011482	CHURCH STREET ALEXANDRIA 6185	R 570 000,00	R 4 220,00	R 14 101,85	R 552,53	R 14 654,38	Applying for 100% indigent subsidy, the property value is Over than the indigent policy criteria of R 350,000.00. Income is 2X SASSA pension. Further more to the property is registered under trustee of the David Le Roux Family Trust but Mr J.P Reed is in use this property as an Occupier and He is the Pensioner. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
8	HUTCHINSON V.B	60018417	CANNON STREET ALEXANDRIA 6185	R 358 000,00	R 7 096,35	R 51 955,24	R 6 830,89	R 58 786,13	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. INCOME is 1X SASSA Pension. See attached documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.

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9	LAVERGE J.K	7008822	56 PARK ROAD PORT ALFRED PORT ALFRED 6170	R 681 000,00	R 2 080,00	R 1 045,09	R -	R 1 045,09	R 1 045,09	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Mr J Laverge is unemployed and a pensioner. SEE attached documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 and that the debtor apply yearly.
10	CUNTSWANA N.	4003610	43 MSWELA STREET NIKWENKWEZI 6170	R 420 000,00	R 2 090,00	R 99 132,46	R 39 004,17	R 138 136,63	R 138 136,63	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. INOME is 1x SASSA pension. SEE attached documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
11	LUKUBENI M	4679380	7938 THORNHILL PORT ALFRED 6170	R 62 000,00	R -	R 25 311,25	R 1 831,84	R 27 143,09	R 27 143,09	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00. is stuggling financially. He has a company registered under his name NEMATO AUTHOMOTIVE ENGINEERING to which he is indicating that since covid 19 the company has not been operating. SEE attached documents.	The committee approved 100% indigent status for 2023/2024 financial year and that the debtor apply yearly.
12	HAYWARD KL	70269507	BATHURST	R 1 100 000,00	R 4 200,00	R 1 518,51	R -	R 1 518,51	R 1 518,51	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 2x SASSA Pension. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/25 financial year and that the debtor apply yearly.
13	JACOBS A.E	1701007	7 KIVIDO ROAD PORT ALFRED 6170	R 466 000,00	R 2 080,00	R 47 249,47	R 4 337,15	R 51 586,62	R 51 586,62	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 1x SASSA Pension. The own of the property is not working. Mrs A.E Jacobs is the applicant mother, who reside on this Property. See documents.	The committee approved 100% indigent status for 2023/2024 & 2024/25 financial year and that the debtor apply yearly.
14	BULAN	4680660	8066 THORNHILL PORT ALFRED 6170	R 62 000,00	R 2 080,00	R 24 441,77	R 3 319,69	R 27 761,46	R 27 761,46	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00 but there is a company registered under this property and the Director of the company is Mrs N BULA'S Daughter. is stuggling financially. SEE attached documents.	The committee approved 100% indigent status for 2023/2024 and financial year and that the debtor apply yearly.

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15	TOKWE BOYISI	1300381	2	SEPTEMBER STREET PORT ALFRED 6170	R 592 000,00	R 4 160,00	R 15 086,24	R 754,39	R 15 840,63	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 2x SASSA Pension. Both owners are not working. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
16	DU PREEZ J.N.R	60013355		SENT STREET ALEXANDRIA 6186	R 531 000,00	R 4 460,00	R 13 263,42	R 434,95	R 13 698,37	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 1x SASSA Pension, He explain that an extra 1000 rand was paid to his account because he sold his camera. Owner NOT not working. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
17	SHOBA MMBENI	7009551	5	BEACH CRESCENT P.A. PORT ALFRED 6170	R 1 194 000,00	R 4 180,00	R 14 983,23	R 943,49	R 15 926,72	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 2x SASSA Pension.They've got a company with zero balance and not in use. Both owners are not working. See documents.	The committee approved 100% indigent status for 2023/2024 and financial year and that the debtor apply yearly.
18	GICHAGA S.C	7005785		BROADWAY PORT ALFRED 6170	R 120 000,00	R -	R 7 347,56	R 274,21	R 7 621,77	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00.Debtor is not working. Debtor is the father of property owner who is still a minor and attending School.That the debtor's father apply yearly until the child is old enough to do so. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly.
19	MALGAS A.G	7037800	18	NELSON ROAD PORT ALFRED 6170	R 40 000,00	R 3 090,00	R 9 753,35	R 375,96	R 10 129,31	Applying for 100% indigent subsidy, the property value is LESS than the indigent policy criteria of R 350,000.00.Income is 1x SASSA Pension and HE owner of the Property. He is one of the members of KOWIE FISHING PRIMARY CO-OPERATIVE, which he at list R1000. a month.See documents.	The committee approved 100% indigent status for 2023/2024 and financial year and that the debtor apply yearly.

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20	YOSELT	10018019	28 VROOM ROAD PORT ALFRED 6170	R 475 000,00	R -	R 35 917,67	R 3 779,79	R 39 697,46	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Owner is Deceased and The owner son is not working. The Applicant is still a student and a Minor. To update the municipality when property has a Tenant. Electricity is Blocked. See documents.	The committee approved 100% indigent status for 2023/2024 and 2024/2025 financial year and that the debtor apply yearly see documents.
21	Msiwa HAM	7022610	17 HERON STREET PORT ALFRED 6170	R 752 000,00	R 2 110,00	R 117 177,55	R 29 200,41	R 146 377,96	Applying for 100% indigent subsidy, the property value is MORE than the indigent policy criteria of R 350,000.00. Income is 1x SASSA Pension. The owner is not working he is a pensioner. He promises to pay current amount and he wants to change ownership from his sister to himself. He's been paying this account for the last few months. See documents.	The committee approved 100% indigent status for 2023/2024 financial year and that the debtor must keep on paying this account and apply yearly.

OTHERS

No	Account Number	Account Holder	Address	Property Valuation	Income	Capital Balance	Interest	Total Balance	Reason	Recommendation
1	80293020	SIYAKHOLWA FARMING CC	GLENFILLAN FARM, 293 PORTION 2, BATHURST RD	R 61 900,00	R 2 150,00	20801,43	R	R 20 801,43	Applying for write off of the amount owing, a portion of the farm is leased out to the near by farmer for agricultural purposes (R2150), by the 10 members who are the owners of this farm. This farm is leased out because the owners cannot afford to farm and pay the services, six of these members are working for the lessor and four are pensioners unable to maintain the farm they have also approach the department of agriculture but to no avail. That it be noted 75% of the outstanding debt relates to Agricultural rebate which will be granted as the tenant on the farm has applied for the rebate. The tenant is farming on the farm. Please see attached documents.	The committee APPROVED the write off of the outstanding balance as at February 2024 and that a debit order be in place for full current monthly account payment
2	50005060	CHRIS VAN AARDT	27 BATHURST STREET, P A	R 1 985 000,00	R 19 032,35	116510,90	R 35 364,38	R 151 875,28	Applying for pensioner's rebate the property value is above the threshold, the debtor is requesting arrears to be written off, the applicant is unemployed he has a small business of selling water and is relying from the income for survival and to provide for the business, due to his bad financial state he is unable to pay the amount though he is willing to pay from scratch if we assist him. The debit order form has been signed.	The committee APPROVED writeoff of the outstanding amount as at February 2024 and the debtor to pay his monthly bill. That a debit order be in place for full current monthly account payment

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3	60001532	GARNET P AND FUNIKA Z PAYI	1530 PIET GREYLINGSTREE T, ALEXANDRIA	R 720 000,00	R 13 365,76	14894,01	R 1 151,19	R 16 045,20	Applying for the write off the outstanding balance, moving forward the debtor will pay the current billing on a monthly basis. Mr and Mrs. Payi are both pensioners and they only receive pension from their previous employer they are benefit from the old age grant they also have to take care of their grand child whose parents are deceased. It is even difficult for them to provide for their basic needs. If the debtor by any means fails to honour the current amount the electricity will be blocked.	The committee APPROVED the writeoff of the outstanding amount as at the end of February 2024 and that the debtor pays their account monthly going forward if not the electricity will be blocked. That a debit order be put in place for the current account payment.
4	60011696	JAMA BEATRICE NOKWABO	1169 SCHEEPERS STREET, ALEXANDRIA,61 85	R 391 000,00	R 18 487,89	80908,81	R 18 785,51	R 99 694,32	Applying for arrears to be written off. Mrs. Jama is the only bread winner in the household. Her son and daughter including the grand children depend fully form her retirement earnings, she has also tried to do a catering business but no longer exist. Mrs Jama is currently recovering from a stroke and had to pay for her medication and doctors visits from the same earnings. She is willing to pay the current account, but will never be able to catched up with the arrears. The debtor's electricity meter will be blocked if she forfeit payment.	The committee APPROVED the write off of the outstanding amount as at the end of February 2024. That the debtor pay their current account monthly if not their electricity pre paid box will be blocked. That a debit order be put in place for the current account payment.
5	7061773	JULIET CHIPUMURO	57 FAIRLIE LANE, PORT ALFRED,6170	R 309 000,00	R 50 000,00	36523,28	R 7 298,15	R 43 821,43	Applying for arrears to be written off. The debtor is a widow husband past away 2022-08-29 wife had to arrange for burial in Zimbabwe and facilitate memorial service for him, the husband was a breadwinner to his family and responsible for the rates account. Mrs Chipumuro is left with huge responsibilities as she is also a breadwinner, responsible for paying her daughter's fees and accommodation. The husband passed away when they were busy building on the current property, currently she is renting because the property at Fairlie Lane 57 the build is not completed and she is willing to move in even if not yet done if she is given a permission to move in. Husband was granted 100% Indigent status unfortunately passed on. The debtor is willing to pay but she is unable to bring the account up to date. please see attached documents.	The committee approved the write off of the outstanding amount as at the end of February 2024. That the debtor pay their current account monthly if not their electricity pre paid box will be blocked. Debit order is in place.

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6	400593	VAN STADEN PETER SIMON	18 SEAVIEW TERRACE, EASTBANK, PORT ALFRED, 6170	R 1 327 000,00	R 10 640,00	17186,01	R 1 010,06	R 18 196,07	Applying for outstanding amount to be written off. Mr van Staden is a pensioner and for 5 years he has been diagnosed as permanent profound sensory-neural hearing loss, he is residing with his wife who is also suffering from disability in 2020 June he was attacked while walking his dogs and left to die at the spot. With the medical bills and which placed them under financial stress, there for they could not pay all their debts including the bond. Financially she cannot pay the outstanding arrears. She was forced to cancel their medical aid to ensure extra funding. She will never catch up with the outstanding balance on her municipal account. Mrs Tarentaal has a debit order with the municipality that is going off from last month. See documents.	The committee APPROVED the write off of outstanding amount as at February 2024 and grant the debtor indulgent for the period 2023-2024 to 2024-2025. Please see attached documents.
7	4681711	SAKATA & NGOQO NOSITHENBISO &SANELISO	8171THORNHIL L, PORT ALFRED, 6170	R 62 000,00	R -	11099,69	R 832,68	R 11 932,37	Applying for refund due to an error that occurred when the client purchased electricity of R150 and made payment of his account for R2000.00 and was instead issued with electricity for R2150.00. The electricity of R2150 provided the client with 719,40 units and had the client bought electricity of R150 each month he would have received 934,32 units thereof the client was short changed by 214,92 units which amounts to R384.70. This is due to an error made by the prepaid vendor when processing the sale of electricity in place of a account payment. The prepaid vendor has been trained on this matter to ensure this does not take place again.	The committee approved the writeoff of R384.70 on the clients account to make up for the loss in electricity units.
8	7002850	EARLWOOD TRUST	ERF 285,MULLER DRIVE PORT ALFRED, 6170	R1,248,000.00	R 21 135,24	135513,59	R 87 457,50	R 222 971,09	That is be noted that the debtor is a widowed state pensioner, and the properties 285 and 293 Port Alfred under Earlswood Trust which is not developed due to financial difficulties she is a trustee of Earlswood Trust in which these properties are registered. Both the erven are vacant land and the bulk of the debt is on interest and availabilities which the debtor has not consume any of it. She is willing to pay from her pension savings R100,000.00 towards the arrears of these properties. See documents attached	The committee approved the writeoff of the balance as at February 2024 less a payment of R80 000. That the debtor sign a debit order form for the current account to be paid in full on a monthly basis going forward.
9	7002930	EARLWOOD TRUST	ERF 293, HARD STREET, PORT ALFRED, 6170	R495,000.00	R 21 135,24	47544,30	R 11 972,29	R 59 516,59	That is be noted that the debtor is a widowed state pensioner, and the properties 285 and 293 Port Alfred under Earlswood Trust which is not developed due to financial difficulties she is a trustee of Earlswood Trust in which these properties are registered. Both the erven are vacant land and the bulk of the debt is on interest and availabilities which the debtor has not consume any of it. She is willing to pay from her pension savings R100,000.00 towards the arrears of these properties. See documents attached	The committee approved the writeoff of the account balance as at February 2024 less the payment of R20 000. That the debtor sign a debit order form for the current account to be paid in full on a monthly basis going forward.

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10	4006110	DYNAMIC BODY BUILDERS	ERF 611 MBUNDWINI STREET, PORT ALFRED, 6170	R500 000,00	N/A	28215,74	R 17 448,40	R 45 664,14	Dynamic Body Builders is a body building club that is used by the Nemato community and the property is owned by the municipality they are the occupants, the state of the building was not in a good condition and they have managed to raise funds to renovate it themselves as they received it vandalized. There is no water and electricity in this property and they only used the change room for a short period for body building. No lease was entered into. A letter dated May 2014 is attached to this application as proof that the account should have been closed back in 2014. Therefor this balance relates to amounts billing in error. that it be noted the account has been inactivated and tariffs removed in the month of Feb 2024	The committee approved the writeoff of the balance as at February 2024.
11	7029731	MAJOMBOZI V L	28 SOUTH DOWNS AVENUE, PORT ALFRED,6170	110 000,00	R 17 882,71	15714,67	R 2 109,17	R 17 823,84	The debtor has applied for pensioners rebate but due to his income that is more than the threshold of pensioners rebate, the debtor does not qualify. Through the income is R17882.71 it must be noted that R9300 is deducted monthly by the debt review company as the client is under debt review. Miss Majombozi is a pensioner that is were she receives her income (GPF). She also takes care of grandchild who is still at school.	The committee approved the writeoff of the outstanding amount as at February 2024 and the client pay the current account going forward if the client does not pay the electricity meter be blocked/disconnected. That a debit order be put in place for the current account payment.
12	4828840	MBOYVA FUNDISWA THELMA	ERF 2884 MANGCANGAZ A STREET,PORT ALFRED,6170	63000	R 20 224,50	71948,19	R 27 137,83	R 99 086,02	This debtor is a government employee and due to her financial status is unable to afford for payment of the high outstanding amount on her rates and taxes account she is unable to pay the whole amount however is willing to pay her account monthly if it can be written off.	The committee approved the writeoff of the outstanding amount as at February 2024 and going further debit order is in place for payment.
13	4828541	KONGWANA SINDISWA VERONICA	ERF 2854, 4 NCEDE STREET, PORT ALFRED,6170	233000	R 3 000,00	111464,75	R 48 787,12	R 160 251,87	Mr. Kongwana has confirmed that this plot was allocated to his wife Mrs. S V Kongwana, he has confirmed that the property has 6 flats with a rental of R500 each equaling to R3000,00 a month. The debit order is in place and willing to convert to prepaid water meter, Please see documents attached.	The committee approved the writeoff of the outstanding balance as at February 2024 going forward the debtor will pay her monthly billing through a debit order.
14	4825080	FODINI XOLISILE P	ERF 2508, MOTISOALEDI STREET, P A ,6170	68000	R 23 997,33	47855,34	R 4 719,03	R 52 574,37	This debtor is unemployed and director of XP 444 Trading enterprises (Pty)Ltd which is a taxi business, due to financial difficulties finds it difficult to pay the outstanding amount and bring the account up to date. Please see documents attached.	The committee approved the writeoff of the outstanding balance as at February 2024, moving forward the debtor will pay the current billing through the signed debit order.

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15	66705938	GROENEWALD ADRI	498 AXELSON STREET, BOKNES STRAND, 6189	1050000	R 5 680,00	42397,06	R 11 304,60	R 53 701,66	There was no allocation for property taxes and the debtor was not aware until January 2020 she tried to fix the account but to no avail, tried to pay the reconciled amount that was already amounting to R50000, which is difficult for her to adjust for this high amount outstanding which was not in her knowledge. Please see document.	The committee approved the writtoff of the outstanding balance as at February 2024 and that the debtor pays the current account through debit order.
16	5110088	WALKER D W	20 HILLCREST ROAD, SEAFIELD	14000	N/A	6146,75	R 501,88	R 6 648,63	The debtor was charged huge amount of water R4761.63 plus vat and interest that is from erf 350 seafield same street, Mr Walker pays his account on monthly basis but because of the water charge this ha brought his account overdue this usage was never charged to his account for two and half years, and it is regarded as prescribe since it was never never brought to his attention. Please see attached documents. That the committee approve the writtoff of the water charged from account 5110595 including interest and the debtor will continue paying the account monthly. The client is also requesting a full interest write off since this has been sitting for a long time not being resolved, the billing fault caused them to be in arrears and they are regular rate payers, willing to pay the balance.	The committee approved the writtoff of R1335.77 which is the prescribed portion of the water billing brought over from the account on which it was incorrectly billed. That the client pay the rest of the arrears and current account in full going forward.
17	40073901	NEKU MLUNGISI GOODMAN & PHUMEZA ORIENDA NEKU	887 BOOI STREET, 46 5TH AVENUE, MARSELLE, BUSHMANS RIVER MOUTH, 6190	64000	R 37 125,02	22859,67	R 3 828,44	R 26 688,11	Mr Neku is aware that he is purposely to pay his rates and services account but due to water leak that he had encountered has caused the amount owing to be uncontrollable and now he is unable to pay the outstanding arrear amount and the current billing. The debit order is in place for payments on a monthly basis going forward.	The committee approved the writtoff of the outstanding balance as at February 2024. That current be paid by debit order in full.
18	7026055	NDIMBA XHALISILE MZOLISI & NTOMBOZUKO FLORENCE	12 BROADWAY STREET, PORT ALFRED, 6170	110000	R 4 120,00	17049,11	R 1 071,76	R 18 120,87	Mr. Ndimba use to own a business but the business is no longer under his name it has been closed, does not have personal bank account neither income from business. Mrs. Dimba is the director of KYRASTAR (PTY) LTD the average income is R58965.00 and due to business commitments and expenses they end up having no profits to pay for other expenditures including the municipal account, and the school fees of the children. Please see documents.	The committee approved the writtoff of the outstanding balance as at February 2024 and grant the debtor indigent for 2023-2025

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19	4014780	HOYI NOMBULELO EUGINIA	1478 NTONTELA STREET, NKWENKWEZI, PORT ALFRED	456000	R 25 351,77	48708,51	R 7 233,87	R 55 942,38	Mrs Hoyi runs her own business and the business is not making much profits for the past few years and it is so difficult for her to pay the municipal account as it has increased so high and also have other important responsibilities to handle with the same income that caters for the business. Ones the account is cleared she will be able to pay her current bill monthly. Please see documents	The committee approved the writeoff of the outstanding amount as at February 2024 and going forward the debtor must pay the current bill monthly by way of a debit order.
20	60018417	HUTCHINSON VALDA	27 CANNON STREET, WENTZEL PARK, ALEXANDRIA,61 85	358000	R 8 898,97	51955,24	R 6 830,89	R 58 786,13	Valda Hutchinson is a pensioner - GPF RECEIVING R5853,28 monthly, from her pension money she als needs to take care for her grand children and the household as whole. As a breadwinner it is difficult for her to pay the municipal bill and other responsibilities, please see attached documents.	The committee approved the writeoff of the outstanding balance as at February 2024 and grant the debtor indigent status for 2023-2025
21	60015460	MOMOTHEKA TRADE 1150 CC	1546 GEORGE POTGIETER STREET,ALEXAN DRIA,6185	100000	N/A	28370,53	R 4 744,97	R 33 115,50	Owner suffered a severe stroke in 2018 and has not recovered thereafter he is in and out of arora hospital and is accommodated in a frail care/retirement centre therefore been obliged to sell all his properties with serious financial losses. These properties are vacant stands and 92% of the balance relates to service never utilities. That the committee consider a 50% reduction in the capital balance and the full interest write off	The committee approved the writeoff of 50% of the balance as at February 2024 and that the debtor signs a debit order to pay the monthly account going forward.
22	60011100	MOMOTHEKA TRADE 1150 CC	110 DE VET STREET, ALEXANDRIA,61 85	100000	N/A	29817,25	R 5 309,72	R 35 126,97	Owner suffered a severe stroke in 2018 and has not recovered thereafter he is in and out of arora hospital and is accommodated in a frail care/retirement centre therefore been obliged to sell all his properties with serious financial losses. These properties are vacant stands and 92% of the balance relates to service never utilities. That the committee consider a 50% reduction in the capital balance and the full interest write off	The committee approved the writeoff of 50% of the balance as at February 2024 and that the debtor signs a debit order to pay the monthly account going forward.
23	60011130	MOMOTHEKA TRADE 1150 CC	1113 DE VET STREET, ALEXANDRIA,61 85	100000	N/A	30168,80	R 4 958,79	R 35 127,59	Owner suffered a severe stroke in 2018 and has not recovered thereafter he is in and out of arora hospital and is accommodated in a frail care/retirement centre therefore been obliged to sell all his properties with serious financial losses. These properties are vacant stands and 92% of the balance relates to service never utilities. That the committee consider a 50% reduction in the capital balance and the full interest write off	The committee approved the writeoff of 50% of the balance as at February 2024 and that the debtor signs a debit order to pay the monthly account going forward.

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24	454208	A WALKER RANDALL	UNIT 5 SS KILLARNEY HOTEL, 1-5 ALBANY ROAD, PORT ALFRED,6170	556000	R 10 557,29	64806,44	R 19 696,59	R 84 503,03	The owner passed away in 2020 of which he was responsible for the payment of rates and taxes, now the applicant who is the fiancée of the deceased is unable to carry on with payments due to her extreme financial hardship. She is a single bread winner relying from the average income to take care of her health and pay for other debts that are under debt review, looking at her situation she is unlikely to improve her financial status in the near future. Request that the committee consider writing off her debt 100%.	The committee approved the writeoff of the account balance as at Feb 2024 and the client pay the current account monthly, a debit order be instituted and that the electricity be blocked or disconnected if client does not pay current
25	40020532	RJ LOTTER	ERF 532, 3-4TH AVENUE, BUSHMANS RIVER MOUTH,6190	106000	R 2 080,00	57764,23	R 34 343,63	R 92 107,86	Owner is an unemployed state pensioner he never bought this property it was an inheritance to him and since the date of transfer to his name in 2009 he was unable to pay the municipal bill due to his unemployment conditions. The property is a vacant land and the bulk of the debt is interest and services that were never utilised. Request that the committee consider the reduction of 50% of the account.	The committee approved the writeoff of 50% of the account balance as at February 2024 and the transferring attorneys settle the balance and the account be closed down due to ownership change
26	1200474	FENI	erf 3435, Unit 10 Vernon Place,Harcom Lane,Port Alfred,6170	626000	R 31 259,53	98019,98	R 23 439,76	R 121 459,74	Mr Feni's query started in 2022 December, as a new owner he was not aware of what should be billed in his account, for a period of 5 years he was only billed water excluding all other charges that was to be billed. The client is requesting the municipality to write off the debt caused by negligence of the municipality. The client is will to pay his account monthly if the write off is being considered, please see attached communicated documents. The client also took the matter to the public protector whom has been in communication with the municipality in this regard. The property ownership transfer was not done after transfer and therefore the rates was billed to the old owner when transferred to Mr Feni the amount was so huge that Mr Feni is unable to pay the arrears.	The committee approved the writeoff of the balance as at February 2024 and that the clients signs a debit order to pay the full current account going forward failing which the electricity meter be blocked.
27	10018515	TESSA COCKCROFT	36 MILES STREET, PORT ALFRED,6170	1310000	R	124724,26	R 12 839,00	R 137 563,26	The owner (Tessa Cockcroft) in May 2021 assisted Mr. and Mrs Loupos a place to stay at her property, helping them while they were facing financial problems. The agreement was that the couple must maintain the municipal bill and not pay any rent to the owner but the situation become worse Mr Loupos lost his job due to COVID 19 and he was the breadwinner the wife is unemployed and currently they are relying on odd jobs when available to survive. Please see documents	The committee approved writing off the outstanding debt as at February 2024 and grant the tenants indigent status for the 2023/2024 and 2024/2025 financial years.

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28	1400566	J C HANDLEY	ERF 1661 80 WEST BEACH DRIVE (16 CURLIEW CRESCENT) 130	4 130 000,00	R 130 779,00	73313,09	R 3 194,25	R 76 507,34	The property is operating as a guest house and because of COVID 19 lockdown the business has not been operating very well, the owner is staying permanently in the property with his 92 years old mother who is depending fully to him with the little income received from the guest house which faces lot of financial difficulties due to covid 19. Ther is a debit order in place but does not cover the total outstanding. See documents	The committee approved the write off of R54 914,97 which amounts to the billing for the covid period and the debtor continues with the payment of the monthly billing and arrangement towards outstanding balance. That the debtor signed a debit order for payment of the arrangement and the full current account. Should the debtor default on the arrangement the electricity be blocked
29	70030191	SHANE STEENKAMP	3019 CROSS ROAD, BATHURST,6166	610000	R 854,00	23459,18	R 3 146,03	R 26 605,21	The debtor is applying for debt writeoff and indigent status. The property value is above the indigent criteria but the income is in line with the indigent policy criteria. The owner is unemployed and living on odd jobs to survive he even sold his personal belongings to support himself and paying for his expenditure, he has fall behind to pay the municipal ,eskorn and Vodacom bills wich accumulates to plus minus R50000,00 and it increases on monthly basis which he will never be able to cover for his debt. Please see documents	The committee approved the writeoff of the outstanding amount as at February 2024 and grant the debtor the indigent status for the period 2023/2024 & 2024/2025.
30	7048091	ANDREW WELCOME	21 HALLOWAY AVENUE, STATION HILLPORT ALFRED,6170	32000	R 26 564,90	65035,12	R 7 052,10	R 72 087,22	Mr Welcome applied while he was unemployed in 2014 and his application was denied due to the business attached to his property which was not operating and then applied for write off of his debt in 2021, that is were his application was los in our offices. he is the bread winner and due to financial affordability he is able to pay for the outstanding balance, the debit order is in place for paying the current billing. See documents.	The committee approved the write off for the outstanding balance as at February 2024 and the debtor continue with current billing payment by way of a debit order.
31	60010845	IF SALAAD ABDI	14 CON AVENUE, AL	430000	R 3 700,00	179499,08	R 48 404,55	R 227 903,63	The debtor is applying for the assistance of write off on his debt which he is unable to pay due to loss of his business and was worse during COVID period, he tried to arrange for payment but coul not committ because of lack of income, the business is being closed for more than 10 years and the property is vandalized, water meter is stolen and water is running frequently and it contributes to the high bill. The client is dependent on his brother who supports him. the pictures of the building are attached and he no longer residing in the property.	The committee approved the write off of the outstanding balance as at February 2024 and the client must pay the current amount or consider to sell the property. That a debit order be put in place for the current account payment

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32	60016069	CENGANI BONILE ERNEST	ERF 1367, 5 VAN ROOYEN STREET/ALEXAN DRUA,6185	392000	R 20 000,00	53053,86	R 11 024,32	R 64 078,18	Mr Cengani is unable to continue paying the outstanding amount due to not having financial means, he is no longer working and request the municipality to write off his debt as he will sees no way to be able to ever settle the amount owing.	The committee approved the write off of the outstanding amount as at February 2024. That a debit order be put in place for the current account payment. If default on payment of monthly account electricity be blocked/disconnected
33	466901	RI KASCHULA	Milwoods retirement V1 32	875000	R 3 110,00	16077,85	R 464,07	R 16 541,92	Mrs. Kaschula is applying for indigent relief since it was already granted to her late husband, and would appreciate it if the outstanding debt due to her could be written off. The property value is above the indigent criteria but the income is in line with the Indigent policy criteria, she living on her old age pension and monthly assistance of R1000.00 from her brother in-law and occasionally receives some money from her son in other to move on. Due to her financial situation she had to sell her car and cancel her insurance, recently she had to replace her geyser and install a prepaid electricity meter. Luckily she received an amount of about R38000.00 from Neave and Stotter associates which was from her husband's estate which she was stalling to use for her personal uses. Mrs. Kaschula has made a payment of R5000.00 from these funds. All required documents are attached	The committee approved the writeoff of the outstanding amount as at February 2024 and grant the debtor the indigent status for the period 2023/2024 & 2024/2025.

INDIGENT ACCOUNT WRITE-OFF'S

No	Account Number	ERF details	Account Holder	Indigent Account Holder	Address	Property Value/Income	Interest	Total Balance	Reason	RECOMMENDATIONS APPROVED
1	60012071	630-000001765-000000-0000	JANUARY MADODA WILTON	ACHUMILE FONDINI	LUTHUJI STREET ALEX 0	65 000,00	R 73 250,05	R 197 044,86	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 187644.86 as this debtor is an indigent debtor
2	4630070	007-000002007-000000-0000	VULINDLU LIUWE	IRIRAN VULINDLU	MTHATH STREET S3 LOZAKALE STREET	41 000,00	R 36 341,80	R 160 025,37	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 160025.37 as this debtor is an indigent debtor
3	50224900	510-000002249-000000-0000	NAKANI MICHAEL	NONCEBA NORIKI	2848 ZAMA ZAMA STREET 27	190 000,00	R 34 914,53	R 137 064,73	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 137064.73 as this debtor is an indigent debtor
4	4630470	007-000003647-000000-0000	TATINA	TEMBELA PORTIA	GHAMA STREET 130	42 000,00	R 36 788,58	R 101 031,27	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 101061.27 as this debtor is an indigent debtor
5	40000300	005-000000603-000000-0000	JOHN	MOYIKWA LINDILE	33 7TH AVENUE MARSELLE 0	114 000,00	R 16 115,76	R 88 112,13	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 88112.13 as this debtor is an indigent debtor
6	40074950	430-000000691-000000-0000	JOHN	MABELE ZAMILE	EAGLE CRESCENT 3870	77 000,00	R 11 032,41	R 70 660,53	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 70660.53 as this debtor is an indigent debtor
7	6100403670	620-000000670-000000-0000	SOULV	SOUL SESETHU		81 000,00	R 9 206,18	R 64 246,56	Debtor with active indigent status therefore debt to be written off	The committee approved the writeoff of 64246.66 as this debtor is an indigent debtor

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32	40077029	430-000000962-000000-0000	MANGE B.	MANGE BONNY	28TH AVENUE M O TOLE TYUKA STREET 4030	48 000,00	R 23 692,90	R 3 145,89	R 28 838,79	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 28838,79 as this debtor is an Indigent debtor
33	40077030	007-000004030-000000-0000	MAGAGUT MEVE & MRS NN MEVE Z W BOBO	TALINU MAGAGU	TOLE TYUKA STREET 4030	39 000,00	R 21 435,61	R 1 328,67	R 22 764,28	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 22764,28 as this debtor is an Indigent debtor
34	1200573	001-000002148-000000-0000	NOSIKHUMBUZO MAVIS	LUBABALO MEVE	GEORGE STREET 87	1 001 000,00	R 22 028,44	R -	R 22 028,44	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 22628,44 as this debtor is an Indigent debtor
35	4012690	005-000001269-000000-0000	NOSIKHUMBUZO MAVIS	NOSIKHUMBUZO MAVIS BOBO	MILZA STREET 1268	38 000,00	R 21 392,95	R 971,79	R 22 304,74	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 22304,74 as this debtor is an Indigent debtor
37	4020730	007-000002873-000000-0000	MR Z C PUWE & MRS N PUWE MAKEPE	ZWELI NCWILE CLIFFORD	MANGCANGAZA STREET 28	38 000,00	R 18 364,60	R 532,74	R 18 917,54	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 18917,54 as this debtor is an Indigent debtor
38	4013280	007-000003276-000000-0000	MZWANIDILE & NC MAKEPE	NONTHULE CYNTHIA MAKEPE	NKOBI STREET 8	42 000,00	R 17 648,08	R 514,28	R 18 196,36	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 18196,36 as this debtor is an Indigent debtor
39	40076510	430-000000940-000000-0000	MALI DELISWA D	MALI DELISWA DEBORAH	28 6TH AVENUE M 28 WENTZEL STREET 4114	60 000,00	R 8 818,22	R -	R 8 818,22	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 8818,22 as this debtor is an Indigent debtor
40	60041140	620-000004114-000000-0000	HENLEY L.V.	CHEVANDRA CHENICE HENLEY	NGKOKOLO STREET 137	78 000,00	R 16 975,15	R 167,83	R 17 142,98	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 17142,98 as this debtor is an Indigent debtor
41	4013261	005-000001388-000000-0000	GIDWA-SINGANZA	FOTI SINDISWA KALALA	NGKOKOLO STREET 137	137 000,00	R 14 840,52	R 1 389,47	R 16 229,99	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 16229,99 as this debtor is an Indigent debtor
42	60003918	620-000003917-000000-0000	MULLER D M	MULLER DENTZEL MICHAEL	WOO-DPECKER CRUES 3817	11 000,00	R 14 977,78	R 1 182,11	R 16 169,87	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 16169,87 as this debtor is an Indigent debtor
43	40062100	430-000002690-000000-0000	KLAAS VUYELWA N BOWEN L & JACKMONTI K	KLAAS VUYELWA NOWMI	18 25TH AVENUE M O GKOWA STREET 2045	81 000,00	R 14 868,49	R 1 245,58	R 16 114,07	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 16114,07 as this debtor is an Indigent debtor
44	50204500	610-000002045-000000-0000	JACKMONTI K	KHULULEKA	GKOWA STREET 2045	8 000,00	R 14 873,30	R 975,26	R 15 848,56	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 15848,56 as this debtor is an Indigent debtor
45	60051900	630-000001990-000000-0000	YOZO A	YOZO A	UNIKNOWN STREET	#N/A	R 15 280,04	R -	R 15 280,04	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 15280,04 as this debtor is an Indigent debtor
46	4016640	005-000000864-000000-0000	ATINI EVELYN	GLADMAN SONTSONGA	MBA STREET 14	39 000,00	R 14 607,90	R 606,40	R 15 214,30	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 15214,3 as this debtor is an Indigent debtor
47	40060150	430-000000434-000000-0000	TYABAZAYO ZAMANI	TYABAZAYO AMDISWA	24 17TH AVENUE M 434	61 000,00	R 12 839,03	R 868,73	R 13 707,76	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 13707,76 as this debtor is an Indigent debtor
49	40076800	430-000000846-000000-0000	NYANGENI B.	NOMBULELO MONICA	18 6TH AVENUE M O DAN TLOAME STREET 31	61 000,00	R 12 760,30	R 693,54	R 13 449,43	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 13449,69 as this debtor is an Indigent debtor
48	40052340	007-000002524-000000-0000	TYUKA	THANDI ENNA TYUKA	DAN TLOAME STREET 31	37 000,00	R 12 513,35	R 382,25	R 12 875,60	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 12875,6 as this debtor is an Indigent debtor
51	4011890	005-000001189-000000-0000	MAVIKELA HUBERT	BADI NOKUZOLA	NTENTE STREET 21	121 000,00	R 11 479,77	R 1 145,17	R 12 624,94	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 12624,94 as this debtor is an Indigent debtor
52	40077700	480-000000398-000000-0000	KITISE M.W.	JIM SZIWE	38 LEGAL SQUATTERS 0	52 000,00	R 11 034,77	R 776,54	R 11 810,31	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 11810,31 as this debtor is an Indigent debtor
53	7084640	001-000000364-000000-0000	TIERNY R.D.	RUTH DESIRE TIERNY	CLUB LANE 10	485 000,00	R 11 692,79	R 62,10	R 11 714,99	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 11714,99 as this debtor is an Indigent debtor
54	60070010	640-00000107-000000-0000	MEISSENHEIMER R	MEISSENHEIMER PHILLISA BEAUTY SNEEL	DANIEL SCHEEPERS STREET 107	720 000,00	R 10 309,47	R 787,18	R 11 096,65	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 11096,65 as this debtor is an Indigent debtor
55	4002810	005-000001281-000000-0000	SNEEL MELVIN	PHILLISA BEAUTY SNEEL	NGOGELA STREET 69	113 000,00	R 11 147,82	R 366,92	R 11 514,74	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 11514,74 as this debtor is an Indigent debtor
56	40000000	005-000000237-000000-0000	VETO BUYELWA	BUYELWA VETO	MIBEXA STREET 59	66 000,00	R 10 348,97	R 1 148,61	R 11 497,58	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 11497,58 as this debtor is an Indigent debtor

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57	40091000	005-000000883-000000-0000	FANI NOKWANYIYO	NOMKIJHIEZLO MILDRED FANI ELIZABETH	MBUNDWINI STREET 15	98 000,00	R 11 148,67	R 279,88	R 11 428,65	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 11428.65 as this debtor is an Indigent debtor
58	66773066	640-000000185-000000-0000	DU PLESSIS E S	SUSSANINA DU PLESSIS	SIXTH AVENUE BOKNES 165	885 000,00	R 10 236,82	R 477,98	R 10 772,88	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 10772.88 as this debtor is an Indigent debtor
59	75168000	710-000000680-000000-0000	NOBEBE	NOBEBE ZOLEKA NY	FREE STONE 1680	55 000,00	R 9 510,78	R 839,62	R 10 750,41	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 10750.41 as this debtor is an Indigent debtor
60	1300313	002-000002337-000000-0000	HILPERT CA	HILPERT	FREEMAN CRESCENT 24	425 000,00	R 9 808,22	R 311,05	R 10 120,27	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 10120.27 as this debtor is an Indigent debtor
61	4678820	003-000007882-000000-0000	MAZANA NODALI	MAZANA AVADUNA	THORNHILL 7882	62 000,00	R 9 077,86	R 408,46	R 9 538,32	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 9538.32 as this debtor is an Indigent debtor
62	4017110	005-000000711-000000-0000	MARONA GLADYS	NONTOMBI	GONWE STREET 18	188 000,00	R 8 917,81	R 512,92	R 9 487,16	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 9487.16 as this debtor is an Indigent debtor
63	60040220	620-000000813-000000-0000	JACOBS P	ASHAMINDRE	BUITE STREET 3813	60 000,00	R 8 556,90	R 418,74	R 9 403,64	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 9403.64 as this debtor is an Indigent debtor
64	4011520	005-000001152-000000-0000	GWEBILEWILLVAN W	THEBELA COLLEEN	RUNEL DRIVE 315	18 000,00	R 8 917,81	R 36,02	R 8 953,83	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8953.83 as this debtor is an Indigent debtor
65	4830170	007-000000907-000000-0000	LEONARD	LEONARD	SHICEKA STREET 1	42 000,00	R 8 468,82	R 204,64	R 8 671,46	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8671.46 as this debtor is an Indigent debtor
66	4821261	007-000002229-000000-0000	FUDWANA GLADYS	FUDWANA GLADYS	MUNASHU STREET 19	88 000,00	R 8 502,09	R 77,86	R 8 580,05	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8580.05 as this debtor is an Indigent debtor
67	5012560	510-000002988-000000-0000	ZIYULA M	KITCHEN NTONBINTOMBI	NAZO STREET 2988	50 000,00	R 8 052,10	R 423,57	R 8 475,67	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8475.67 as this debtor is an Indigent debtor
68	4683761	003-000008711-000000-0000	LORNA	TYEBANA	THORNHILL 6376	50 000,00	R 7 865,57	R 394,61	R 8 282,18	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8282.18 as this debtor is an Indigent debtor
69	4853360	007-000003635-000000-0000	LEVI INOKO	NSOPHIMO	MENDI STREET 19	78 000,00	R 8 231,75	R -	R 8 231,75	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8231.75 as this debtor is an Indigent debtor
70	4830470	007-000003947-000000-0000	N	KONDILENCEDISILE N	MOEDE STREET 3	40 000,00	R 8 220,49	R -	R 8 220,49	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8220.49 as this debtor is an Indigent debtor
71	5001911	510-000008981-000000-0000	FABAN J	FABAN J	EKUPHUMLENI 3881	#N/A	R 8 204,46	R -	R 8 204,46	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8204.46 as this debtor is an Indigent debtor
72	4821020	003-000006202-000000-0000	A JULIUS	MPURWANA-BAYAND	THORNHILL 6202	62 000,00	R 8 197,22	R -	R 8 197,22	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8197.22 as this debtor is an Indigent debtor
73	4010900	005-000000880-000000-0000	SAM G L	SAM G L	GANGCA STREET 10	89 000,00	R 8 182,67	R -	R 8 182,67	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8182.67 as this debtor is an Indigent debtor
74	60003765	620-000003762-000000-0000	COLLEEN	CANNON FREEMANN	ROSE ROAD 3762	60 000,00	R 8 182,67	R -	R 8 182,67	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8182.67 as this debtor is an Indigent debtor
75	40167500	430-000000635-000000-0000	PEPSE VIOLET	PEPSE VIOLET	7 10TH AVENUE M 7	181 000,00	R 8 161,01	R -	R 8 161,01	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8161.01 as this debtor is an Indigent debtor
76	48419661	007-000004088-000000-0000	STLVIA	MAVIKELA ANESI PHO	MKRANKA STREET 4088	42 000,00	R 8 142,33	R -	R 8 142,33	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8142.33 as this debtor is an Indigent debtor
77	4830540	007-000008454-000000-0000	IMBA LINGILE ERIC	TIMBA LINGILE ERIC	CHRIS HANI STREET 3454	67 000,00	R 8 101,03	R -	R 8 101,03	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8101.03 as this debtor is an Indigent debtor
78	60003718	620-000003749-000000-0000	KITSANA N	KITSANA N	GLADVOLA ROAD 3749	60 000,00	R 8 100,46	R -	R 8 100,46	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8100.46 as this debtor is an Indigent debtor
79	18741754	510-000003881-000000-0000	HINA Z	HINA ZOLISWA	EKUPHUMLENI 3881	#N/A	R 8 038,77	R -	R 8 038,77	Debtor with active Indigent status therefore debt to be written off	The committee approved the writtoff of 8038.77 as this debtor is an Indigent debtor

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82	600320050	630-000002288-000000-0000	NHASE KHAYALETHU	NHASE KHAYALETHU	DERICK MBELE STREET 2383	45 000,00	R 8 024,91	R -	R 8 024,91	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 8004,91 as this debtor is an Indigent debtor
83	4002460	005-000000246-000000-0000	HANI YAZIWE BETTY MBELE/MEUKHAYA THEOPHILUS MT	HANI YAZIWE BETTY MBELE/MEUKHAYA THEOPHILUS MT	MBEKA STREET 77 CANINA CRESCENT 4081	68 000,00	R 7 987,26	R -	R 7 987,26	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7987,26 as this debtor is an Indigent debtor
84	61040910	620-000004061-000000-0000	SNELI Y I	SNELI OSINDISO	THORN HILL 8198	62 000,00	R 7 905,27	R -	R 7 905,27	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7905,27 as this debtor is an Indigent debtor
85	40071960	005-000000166-000000-0000	TOKOTA RICHARD	TOKOTA RICHARD	GWALA STREET 23	40 000,00	R 7 880,44	R -	R 7 880,44	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7880,44 as this debtor is an Indigent debtor
87	50002960	630-000000595-000000-0000	SCHOEMAN N	SCHOEMAN N	KIMBERLEY STREET 0	43 000,00	R 7 848,04	R -	R 7 848,04	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7848,04 as this debtor is an Indigent debtor
88	18031300	002-0000006135-000000-0000	SAMUEL G B	SAMUEL GERALDINE BERNADETTE	DICKERSON DRIVE 78	465 000,00	R 7 787,88	R 88,23	R 7 787,88	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7787,88 as this debtor is an Indigent debtor
89	50035110	630-000000075-000000-0000	PETER T S	PETER T S	TEINA STREET 76	39 000,00	R 7 784,31	R -	R 7 784,31	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7784,31 as this debtor is an Indigent debtor
90	4828640	007-000002684-000000-0000	LATSIMI/FANISILE	NOLUMBINI SAMAMBELE	CHRIS HANI STREET 41	41 000,00	R 7 788,30	R -	R 7 788,30	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7788,3 as this debtor is an Indigent debtor
91	60022100	630-000002368-000000-0000	MICHAEL	MALOLO BONILE MICHAEL	TTTI STREET 2368	32 000,00	R 7 778,81	R -	R 7 778,81	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7778,81 as this debtor is an Indigent debtor
92	4630700	007-0000003079-000000-0000	FANDESO D	FANDESO D	ZIHLANGU STREET 14 44TH AVENUE	39 000,00	R 7 760,42	R -	R 7 760,42	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7760,42 as this debtor is an Indigent debtor
93	40070000	630-00000722-000000-0000	KLAAS T J	KLAAS T J	MARSELLE 0	60 000,00	R 7 760,28	R -	R 7 760,28	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7760,28 as this debtor is an Indigent debtor
94	4838800	007-000003880-000000-0000	NOTOTOTO	FOINDINI YALIME NOTOTOTO	SIBANYE STREET 8	41 000,00	R 7 650,84	R -	R 7 650,84	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7650,84 as this debtor is an Indigent debtor
95	60018000	620-000001674-000000-0000	HENLEY J A	HENLEY J A	JACARANDA STREET 0	288 000,00	R 7 638,91	R -	R 7 638,91	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7638,91 as this debtor is an Indigent debtor
96	60035570	630-000002386-000000-0000	SPEELMAN N N	SPEELMAN N N	CENGANI STREET 2886	#N/A	R 7 629,55	R -	R 7 629,55	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7629,55 as this debtor is an Indigent debtor
97	4000661	007-000002888-000000-0000	MANTLAT	MANTLAT	DAN TLOAME STREET 32	37 000,00	R 7 615,78	R -	R 7 615,78	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7615,78 as this debtor is an Indigent debtor
98	4014230	005-000000462-000000-0000	NOZAKHE CYNTHIA	NOZAKHE CYNTHIA	RUNELI DRIVE 38	38 000,00	R 7 612,26	R -	R 7 612,26	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7612,26 as this debtor is an Indigent debtor
99	4003050	005-000000828-000000-0000	MAFLEM	MAFELE LULEKWA	NGOKOLO STREET 124	88 000,00	R 7 601,75	R -	R 7 601,75	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7601,75 as this debtor is an Indigent debtor
100	4834800	007-000005480-000000-0000	QENQQANI	XANTI VIOLETT NONDZIMA VNI QENQQANI	INDWE STREET 9	40 000,00	R 7 577,28	R -	R 7 577,28	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7577,28 as this debtor is an Indigent debtor
101	40076411	005-000000741-000000-0000	ELUGNIA	NOMYUMISO ELUGNIA	FANI STREET 2	38 000,00	R 7 489,22	R -	R 7 489,22	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7489,22 as this debtor is an Indigent debtor
102	4803570	007-000002357-000000-0000	VUBINDLU VUBHLE	FEZYME MAVIS MAMENI	SIPHINGO STREET 27	40 000,00	R 7 487,29	R 346,73	R 7 487,29	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7487,29 as this debtor is an Indigent debtor
103	48028800	007-000002888-000000-0000	NTAMO SIZAKELE	NTAMO SIZAKELE	RAYMOND MHLABA STREET 8	10 000,00	R 7 483,37	R -	R 7 483,37	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7483,37 as this debtor is an Indigent debtor
104	4834411	007-000003441-000000-0000	SIDWELL	MANDARA LANDISILE MANDARA	HODEE STREET 72	37 000,00	R 7 465,92	R -	R 7 465,92	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7465,92 as this debtor is an Indigent debtor
105	4881170	003-0000006117-000000-0000	MANDAPARA-KHOLWE	MANDAPARA-KHOLWE	THORN HILL 8117	62 000,00	R 7 463,23	R -	R 7 463,23	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 7463,23 as this debtor is an Indigent debtor

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106	61001005	620-000003838-000000-0000	THELIPPETTER C.J.	METELKAMP CHARLIN BERNADETTE	EAGLE CRESCENT 3838	80 000,00	R 7 159,72	R 294,65	R 7 453,57	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7453,57 as this debtor is an Indigent debtor
107	4830940	007-000003064-000000-0000	THELIPSWARTZSINI	XHAKA BONGME	NKOBI STREET 37	39 000,00	R 7 426,28	R -	R 7 426,28	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7426,28 as this debtor is an Indigent debtor
108	4831200	008-000006128-000000-0000	MABONA; VALEZWA	MABONA; VALEZWA	THORN HILL 6128	62 000,00	R 7 423,90	R -	R 7 423,90	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7423,9 as this debtor is an Indigent debtor
109	4832810	007-000002681-000000-0000	WILLIE NOCWA	WILLIE NOCWA	MANGCANGAZA STREET 68	42 000,00	R 7 342,20	R -	R 7 342,20	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7342,2 as this debtor is an Indigent debtor
110	60011200	630-000001891-000000-0000	CIPHA RD	CIPHA RD	P N FINA STREET 0	45 000,00	R 7 308,44	R -	R 7 308,44	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7308,44 as this debtor is an Indigent debtor
111	4010240	005-00000424-000000-0000	PIKOLI N.J	PIKOLI N.J	JAUKA STREET 19	104 000,00	R 7 303,23	R -	R 7 303,23	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7303,23 as this debtor is an Indigent debtor
112	600411200	620-000003882-000000-0000	OOSTHUIZEN B.M. SWARTZ & MRS NT SWARTZ E.J	OOSTHUIZEN B.M. SWARTZ & MRS NT SWARTZ E.J	KING FISHER ROAD 3882	65 000,00	R 7 294,76	R -	R 7 294,76	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7294,76 as this debtor is an Indigent debtor
113	7055230	002-000002628-000000-0000	MANASE M	MANASE M	MUSHOGEI ROAD 76	69 000,00	R 7 241,44	R -	R 7 241,44	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7241,44 as this debtor is an Indigent debtor
114	60011620	630-000001799-000000-0000	HILPERT LENNIE	HILPERT LENNIE	SOL PLAATJES STREET 1799	43 000,00	R 7 200,02	R -	R 7 200,02	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7200,02 as this debtor is an Indigent debtor
116	1700004	002-000003739-000000-0000	HILPERT L.V	VALERIE	MALGAS ROAD 4	65 000,00	R 7 190,73	R -	R 7 190,73	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7190,73 as this debtor is an Indigent debtor
117	4002101	005-000000210-000000-0000	TEMBANI A	TEMBANI A	MBEKA STREET 37	11 000,00	R 7 128,61	R -	R 7 128,61	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7128,61 as this debtor is an Indigent debtor
118	5003827	510-000003827-000000-0000	MFANYANA S	MFANYANA S	EKUPHUMLENI 3827	#N/A	R 7 120,76	R -	R 7 120,76	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7120,76 as this debtor is an Indigent debtor
119	4001170	005-000000172-000000-0000	NOSILELA THEMBEKA *****	NOSILELA THEMBEKA *****	GWALA STREET 11	11 000,00	R 7 108,75	R -	R 7 108,75	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7108,75 as this debtor is an Indigent debtor
120	4005410	005-000002641-000000-0000	FOLLO N.D.	FOLLO N.D.	MBEKA STREET 67	41 000,00	R 7 102,36	R -	R 7 102,36	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7102,36 as this debtor is an Indigent debtor
121	60011750	630-000001891-000000-0000	SAMANA J	SAMANA J	JOE SLOVO STREET 1891	45 000,00	R 7 089,89	R -	R 7 089,89	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7089,89 as this debtor is an Indigent debtor
122	4010140	005-000001024-000000-0000	MAGGIE	MAGGIE	MSWELA STREET 51	38 000,00	R 7 068,76	R -	R 7 068,76	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7068,76 as this debtor is an Indigent debtor
123	4682730	003-000008278-000000-0000	SAKI NTSIKELELO	SAKI NTSIKELELO	THORN HILL 8278	62 000,00	R 7 079,42	R -	R 7 079,42	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7079,42 as this debtor is an Indigent debtor
124	52207400	510-000002074-000000-0000	MTEKI NE	MTEKI NE	DINGANI STREET 2074	100 000,00	R 7 025,06	R -	R 7 025,06	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7025,06 as this debtor is an Indigent debtor
125	4020001	007-000002550-000000-0000	DYALOMI MOSES	DYALOMI MOSES	JOE SLOVO STREET 25	37 000,00	R 7 002,51	R -	R 7 002,51	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 7002,51 as this debtor is an Indigent debtor
126	4005420	005-000000842-000000-0000	KAMENI M.N.	KAMENI	MAGONGO STREET 20	37 000,00	R 6 992,88	R -	R 6 992,88	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 6992,88 as this debtor is an Indigent debtor
127	60002570	630-000000594-000000-0000	ANTONI F	ANTONI F	KIMBERLEY STREET 594	45 000,00	R 6 978,06	R -	R 6 978,06	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 6978,06 as this debtor is an Indigent debtor
128	60003854	620-000003854-000000-0000	JIM T	JIM T	INKA CRESCENT 3854	57 000,00	R 6 837,41	R -	R 6 837,41	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 6837,41 as this debtor is an Indigent debtor
129	4835760	007-000003576-000000-0000	WELLINGTON	KONZA-MKULILEKO WELLINGTON	FERGUSON STREET 5	37 000,00	R 6 811,15	R -	R 6 811,15	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 6811,15 as this debtor is an Indigent debtor
130	4014650	005-000001465-000000-0000	EVELYN	EVELYN	RUNELI DRIVE 24	37 000,00	R 6 807,79	R -	R 6 807,79	Debtor with active Indigent status therefore debt to be written off	The committee approved the writeoff of 6807,79 as this debtor is an Indigent debtor

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131	4620210	007-000002821-000000-0000	DIKO BLIZWE ANNE MFANYAMA CIKIZWA MARGARET	BLIZWE ANNE DIKO MFANYAMA CIKIZWA MARGARET	MOWASHU STREET 3	41 000,00	2 000,00	R 6 600,10	R 275,08	R 6 875,18	R 6 875,18	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6875.18 as this debtor is an Indigent debtor
132	4679940	003-000007894-000000-0000	THE RHILL 7894 CENGWANI STREET 3053	MARGARET KEYEF	THE RHILL 7894 CENGWANI STREET 3053	62 000,00	#N/A	R 6 963,07	R -	R 6 963,07	R 6 963,07	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6863.07 as this debtor is an Indigent debtor
133	60037146	630-000003053-000000-0000	SPEELMAN S. BAKADA M	SPEELMAN S. BAKADA M	8 16TH AVENUE M 0 MTHATHI STREET 108	68 000,00	41 000,00	R 6 834,44	R -	R 6 834,44	R 6 834,44	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6834.44 as this debtor is an Indigent debtor
134	40040350	430-00000439-000000-0000	TSHUKULANA A R	SPEELMAN S. BAKADA M	8 16TH AVENUE M 0 MTHATHI STREET 108	68 000,00	41 000,00	R 6 832,24	R -	R 6 832,24	R 6 832,24	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6832.24 as this debtor is an Indigent debtor
135	4620210	007-000002851-000000-0000	TSHUKULANA A R	SPEELMAN S. BAKADA M	8 16TH AVENUE M 0 MTHATHI STREET 108	41 000,00	#N/A	R 6 834,44	R -	R 6 834,44	R 6 834,44	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6834.44 as this debtor is an Indigent debtor
137	5014073	510-000004075-000000-0000	TSHUKULANA A R	SPEELMAN S. BAKADA M	8 16TH AVENUE M 0 MTHATHI STREET 108	#N/A	#N/A	R 6 812,76	R -	R 6 812,76	R 6 812,76	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6812.76 as this debtor is an Indigent debtor
138	60062446	630-00000104-000000-0000	ZOKOZA B C	CHRISTOPHER ZOKOZA	TENA STREET 104 MZIMKHLULU STREET 1894	550 000,00	1 900,00	R 6 796,50	R -	R 6 796,50	R 6 796,50	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6796.50 as this debtor is an Indigent debtor
139	60013413	630-000002694-000000-0000	THATHA L LALOTI	THATHA & MRS PX THATHA L LALOTI	MZIMKHLULU STREET 1894	46 000,00		R 6 793,06	R -	R 6 793,06	R 6 793,06	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6793.06 as this debtor is an Indigent debtor
140	61040341	620-000004054-000000-0000	THEBINKOSI RICHARD	THEBINKOSI RICHARD	CANNA CRESCENT 4054	58 000,00		R 6 775,73	R -	R 6 775,73	R 6 775,73	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6775.73 as this debtor is an Indigent debtor
141	1200156	001-00000444-000000-0000	WALLER T D	WALLER T D T D	ATHERSTONE ROAD 42	562 000,00		R 6 694,36	R 77,66	R 6 772,02	R 6 772,02	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6772.02 as this debtor is an Indigent debtor
142	61140291	620-000003857-000000-0000	HENLEY F.P.	HENLEY F.P.	EAGLE CRESCENT 3857	60 000,00		R 6 766,75	R -	R 6 766,75	R 6 766,75	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6766.75 as this debtor is an Indigent debtor
143	1100211	002-00000111-000000-0000	PRINCE & MRS CX PRINCE V H	PRINCE & MRS CX PRINCE V H	MUISVOGEL ROAD 6	300 000,00	1 760,00	R 6 744,00	R -	R 6 744,00	R 6 744,00	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6744 as this debtor is an Indigent debtor
144	4620211	007-000003062-000000-0000	PERITHANDISWA FYUTYANI Z.	PERITHANDISWA FYUTYANI Z.	NIKONI STREET 38	38 000,00		R 6 727,62	R -	R 6 727,62	R 6 727,62	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6727.62 as this debtor is an Indigent debtor
145	40055960	005-000000658-000000-0000	TYUTYANI Z.	MATINA V. PETER THEBEKA REGINA	MBABELA STREET 24	58 000,00		R 6 294,13	R 423,55	R 6 707,68	R 6 707,68	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6707.68 as this debtor is an Indigent debtor
146	40055960	005-000000286-000000-0000	TYUTYANI Z.	MATINA V. PETER THEBEKA REGINA	MBABELA STREET 24	58 000,00		R 6 492,35	R -	R 6 492,35	R 6 492,35	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6492.35 as this debtor is an Indigent debtor
147	4629160	007-000003949-000000-0000	CANNON; MERVYN NEALE WILLIAM	MATINA V. PETER THEBEKA REGINA	LINDANI STREET 8 TOLE TYUKA STREET 5	8 000,00		R 6 655,20	R -	R 6 655,20	R 6 655,20	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6655.2 as this debtor is an Indigent debtor
148	61041630	620-000004163-000000-0000	NEALE WILLIAM	OLIVIER & MEV L OLIVIER A.H.	WENZEL STREET 4163	58 000,00		R 6 615,90	R -	R 6 615,90	R 6 615,90	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6615.9 as this debtor is an Indigent debtor
149	45201204	450-000002062-000000-0000	OLIVIER A.H.	OLIVIER & MEV L OLIVIER A.H.	HARMONY PARK 294	44 000,00		R 6 596,72	R -	R 6 596,72	R 6 596,72	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6596.72 as this debtor is an Indigent debtor
150	4620210	007-000002824-000000-0000	HAFE NOLUTHANDO SAJAZE	HAFE NOLUTHANDO SAJAZE	SHICEKA STREET 20	41 000,00		R 6 510,96	R -	R 6 510,96	R 6 510,96	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6510.96 as this debtor is an Indigent debtor
151	4017651	006-000001765-000000-0000	NTOMBIKHILE	NTOMBIKHILE	RUNELI DRIVE 158 SOLOMON	42 000,00		R 6 458,09	R -	R 6 458,09	R 6 458,09	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6458.09 as this debtor is an Indigent debtor
152	4011620	005-000001626-000000-0000	MPANDE SIBONELWE S	MPANDE SIBONELWE S	SOLOMON MAHLANGU STREET 43	37 000,00		R 6 425,75	R -	R 6 425,75	R 6 425,75	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6425.75 as this debtor is an Indigent debtor
153	60007615	630-000001905-000000-0000	NDESI THERHELA XIMINYA VUYELWA	NDESI THERHELA XIMINYA VUYELWA	MZIMKHLULU STREET 1895	45 000,00		R 6 417,63	R -	R 6 417,63	R 6 417,63	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6417.63 as this debtor is an Indigent debtor
154	4631000	007-000003066-000000-0000	NONTSI	NONTSI	TAMBO STREET 3	40 000,00		R 6 399,16	R -	R 6 399,16	R 6 399,16	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6399.16 as this debtor is an Indigent debtor
155	60140191	620-000003767-000000-0000	CANNON F.M.	CANNON F.M.	GLADIOLA ROAD 1757	65 000,00		R 6 385,89	R -	R 6 385,89	R 6 385,89	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6385.89 as this debtor is an Indigent debtor

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156	75195-401	710-00001954-000000-0000	MEKE PRIMROSE NTOMBIKATSE	MEKE PRIMROSE NTOMBIKATSE	FREE STONIE 1954	70 000,00	R 6 378,36	R -	R 6 378,36	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6378,36 as this debtor is an indigent debtor
157	701195600	720-00001195-000000-0000	DANISWA XELINIKOMO	MILINGWANI K.J.	NOLUKHANTYO 1195	85 000,00	R 6 020,64	R 350,84	R 6 371,48	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6371,48 as this debtor is an indigent debtor
158	4007730	005-000000773-000000-0000	BOCHI LESSON XHOBILEYO	BOCHI LESSON XHOBILEYO	MSWELA STREET 30	158 000,00	R 6 365,66	R -	R 6 365,66	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6365,66 as this debtor is an indigent debtor
159	4822161	007-00002161-000000-0000	DICKSON ZWILET-EMBA	DICKSON N	MSMIBITHI STREET 17	40 000,00	R 6 368,49	R -	R 6 368,49	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6368,49 as this debtor is an indigent debtor
160	6003646	620-00003646-000000-0000	MAZONDO N.V.	MAZONDO N.V.	EAGLE CRESCENT 3846	60 000,00	R 6 345,99	R -	R 6 345,99	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6345,99 as this debtor is an indigent debtor
161	4829130	007-00002912-000000-0000	NKAWUJITHENUWE GLADYS	NKAWUJITHENUWE GLADYS	JOE SLOVO STREET 8	117 000,00	R 5 995,05	R 325,01	R 6 320,06	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6320,06 as this debtor is an indigent debtor
162	4823310	007-00002331-000000-0000	MBOEMBEA NKOLISI	MBOEMBEA NKOLISI	MSMIBITHI STREET 46	41 000,00	R 6 310,43	R -	R 6 310,43	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6310,43 as this debtor is an indigent debtor
163	4010460	005-00001045-000000-0000	SEVENTH DAY ADVENTIST CHURCH	ADVENTIST CHURCH	TYALI STREET 48	942 000,00	R 6 308,23	R -	R 6 308,23	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6308,23 as this debtor is an indigent debtor
164	4029440	007-00002944-000000-0000	XAWUKA M R	XAWUKA M R	JOE SLOVO STREET 2844	88 000,00	R 6 307,41	R -	R 6 307,41	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6307,41 as this debtor is an indigent debtor
165	4011060	005-00001096-000000-0000	THI SANI;NONIMPUMBE, ELO PATRICIA	TISANI MERCY NONCEBA	GWALA STREET 43	42 000,00	R 6 267,30	R -	R 6 267,30	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6267,30 as this debtor is an indigent debtor
166	4833882	007-00003388-000000-0000	NGALO S B	NGALO S B	MCELU STREET 9	37 000,00	R 6 248,95	R -	R 6 248,95	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6248,95 as this debtor is an indigent debtor
167	75196000	710-000011903-000000-0000	NONKONYAMA T.	NONKONYAMA T.	FREE STONIE 1903	41 000,00	R 6 207,30	R -	R 6 207,30	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6207,30 as this debtor is an indigent debtor
168	40065460	430-00000539-000000-0000	TO KWAME N.P.	TO KWAME N.P.	9 JUTH AVENUE M O Unit12 SS	61 000,00	R 6 192,52	R -	R 6 192,52	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6192,52 as this debtor is an indigent debtor
169	4009036	002-000005115-000000-0012	BAKER M.E	MERLEMYN BAKER	VillageGreen 4-6 NORTH STREE	684 000,00	R 6 161,48	R -	R 6 161,48	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6161,48 as this debtor is an indigent debtor
170	4839070	007-00003907-000000-0000	SIMAYILE THANDEKA	SIMAYILE THANDEKA	LUNDINI STREET 19	12 000,00	R 6 137,44	R -	R 6 137,44	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6137,44 as this debtor is an indigent debtor
171	4822681	007-00002268-000000-0000	NTOZINI SIMILO	NTOZINI SIMILO	OKSA STREET 5	56 000,00	R 6 121,79	R -	R 6 121,79	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6121,79 as this debtor is an indigent debtor
172	7049161	002-00004618-000000-0000	WATERS EDWARDS JAMES FRED	WATERS EDWARDS JAMES FRED	THORNHILL 8225	62 000,00	R 6 100,47	R -	R 6 100,47	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6100,47 as this debtor is an indigent debtor
173	4822250	003-00008225-000000-0000	BUTANA; THEBENINKOSI MATTHEWS	BUTANA; THEBENINKOSI MATTHEWS	KHONZA STREET 32	41 000,00	R 6 092,56	R -	R 6 092,56	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6092,56 as this debtor is an indigent debtor
174	60004541	630-00000032-000000-0000	SONVANZI Z	SONVANZI Z	NOLUKHANTYO 2689	51 000,00	R 6 092,40	R -	R 6 092,40	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6092,40 as this debtor is an indigent debtor
175	70108140	720-00000814-000000-0000	NGESI N.V.	NGESI N.V.	NOLUKHANTYO 814	41 000,00	R 6 080,10	R -	R 6 080,10	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6080,10 as this debtor is an indigent debtor
176	70266000	720-00002660-000000-0000	DABENI;NONAKULA FLORA	DABENI;NONAKULA FLORA	THORNHILL 8240	62 000,00	R 6 055,91	R -	R 6 055,91	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6055,91 as this debtor is an indigent debtor
177	4818100	003-00008100-000000-0000	MTINTWA; SEE LAND & MRS Y I	MTINTWA BUSISWE XOLELWA	NOLUKHANTYO 2689	46 000,00	R 6 044,15	R -	R 6 044,15	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6044,15 as this debtor is an indigent debtor
178	60032200	630-00002200-000000-0000	SEE LAND & MRS Y I	SEE LAND BUYISWA	SKERU STREET 2886	70 000,00	R 6 036,05	R -	R 6 036,05	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6036,05 as this debtor is an indigent debtor
179	51211400	610-00002114-000000-0000	THOLE JONGWE	MALDACA STOWELL	DINGANI STREET 2114	46 000,00	R 6 036,05	R -	R 6 036,05	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6036,05 as this debtor is an indigent debtor
180	60033270	630-00003270-000000-0000	FINA G	FINA SPOKAZI	PANDILE STREET 2469	46 000,00	R 6 036,05	R -	R 6 036,05	Debtor with active indigent status therefore debt to be written off	The committee approved the writtoff of 6036,05 as this debtor is an indigent debtor

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206	40056560	630-000000357-000000-0000	BUDAZA & G BUDAZA S.	GLADYS BUDAZA	15 20TH AVENUE M O	280 000,00	1 800,00	R	5 683,82	R	-	R	5 683,82	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 6693,82 as this debtor is an Indigent debtor
207	4028161	005-0000003816-000000-0000	ZONO SINETHEMBA CAROL	ZONO SINETHEMBA CAROL	MBA STREET 4	42 000,00		R	5 642,98	R	-	R	5 642,98	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5642,98 as this debtor is an Indigent debtor
208	4821671	007-0000002167-000000-0000	BHEJA TLUZANA	BHEJA TLUZANA	MSIMBITH STREET 41	37 000,00		R	5 688,25	R	261,80	R	5 688,25	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5688,25 as this debtor is an Indigent debtor
209	4094420	005-000000442-000000-0000	GAMASHINI HANUIME VIOLET	GAMASHINI BONANI CASLEY	JALUKA STREET 42	37 000,00		R	5 687,80	R	-	R	5 687,80	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5687,8 as this debtor is an Indigent debtor
210	4823000	007-0000002300-000000-0000	HLEBANI STEPHISO	MAGADAZA MUYELWA	MTHATH STREET 28	41 000,00		R	5 625,30	R	-	R	5 625,30	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5625,3 as this debtor is an Indigent debtor
211	4012960	005-000001258-000000-0000	SNELI MTHULI ALZELI JOHNSON	ZOLIPA CINTHA NTANJANA	MILZA STREET 1288	42 000,00		R	5 307,84	R	305,52	R	5 307,84	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5307,16 as this debtor is an Indigent debtor
212	5004038	510-000004038-000000-0000	BINGI S	BINGI S	EKUPHULENI	R/N/A		R	5 609,84	R	-	R	5 609,84	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5609,84 as this debtor is an Indigent debtor
213	1766027	002-0000003785-000000-0000	MRA SWARTZ & MRS F SWARTZ	MRA SWARTZ & MRS F SWARTZ	NELSON ROAD 27	40 000,00		R	5 580,37	R	-	R	5 580,37	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5580,37 as this debtor is an Indigent debtor
214	40061300	430-000000461-000000-0000	TSHAPU N.O.	TSHAPU N.O.	7 17TH AVENUE M O	60 000,00		R	5 559,20	R	-	R	5 559,20	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5559,2 as this debtor is an Indigent debtor
215	600264400	630-000001916-000000-0000	MANZANA N	MANZANA N	JOE SLOWO STREET 0	45 000,00		R	5 552,45	R	-	R	5 552,45	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5552,45 as this debtor is an Indigent debtor
216	4013080	005-000002844-000000-0000	TAKUTA N	TAKUTA N	A STREET 0	24 000,00		R	5 541,72	R	-	R	5 541,72	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5541,72 as this debtor is an Indigent debtor
217	4013080	005-000001308-000000-0000	TINGA KHERI DAVID	TINGA KHERI DAVID	NGOGEA STREET 17	43 000,00		R	5 527,55	R	-	R	5 527,55	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5527,55 as this debtor is an Indigent debtor
218	4014880	005-000001488-000000-0000	FAKU MKUMHEZELI	ZOZI BONISILE FELIX	MIBESA STREET 1488	37 000,00		R	5 505,54	R	-	R	5 505,54	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5505,54 as this debtor is an Indigent debtor
219	7508700	710-000002827-000000-0000	GINISE	GINISE	FREESTONE 2827	51 000,00		R	5 505,40	R	-	R	5 505,40	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5505,4 as this debtor is an Indigent debtor
220	4019100	005-000001910-000000-0000	MADLEBE FOLTI	MADLEBE NOSIPHO I SOLANGE PHINDLE JOHNSON	NGOGEA STREET 1	108 000,00		R	5 479,67	R	-	R	5 479,67	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5479,67 as this debtor is an Indigent debtor
221	4017731	005-000001773-000000-0000	SNELI XOLANI	SNELI XOLANI	MIDODA STREET 5	42 000,00		R	5 479,48	R	-	R	5 479,48	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5479,48 as this debtor is an Indigent debtor
222	4011930	005-000001190-000000-0000	DYASI NYANGWE (EST)	NYALOTI EVELYNA NYANGWE	NTENTE STREET 17 67 MAHNS STREET MARSELLE 67	110 000,00		R	5 204,40	R	274,50	R	5 478,90	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5478,9 as this debtor is an Indigent debtor
223	40059100	433-000000413-000000-0000	JACOBS V	JACOBS ANIN KATHLEEN	BLUTE STREET	65 000,00		R	5 478,24	R	-	R	5 478,24	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5478,24 as this debtor is an Indigent debtor
224	60019224	620-000001577-000000-0000	PAKANA N	PAKANA N	P N FINA STREET 0	45 000,00		R	5 419,67	R	-	R	5 419,67	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5419,67 as this debtor is an Indigent debtor
225	40413671	630-000001913-000000-0000	SWARTLAND B J	NCIPA MBULELO	KI-NONZA STREET 0	39 000,00		R	5 404,32	R	-	R	5 404,32	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5404,32 as this debtor is an Indigent debtor
226	4810470	005-000008047-000000-0000	NOMLUKAZANA MOODY	NOMLUKAZANA MOODY	THORNHILL 8047	62 000,00		R	5 401,92	R	-	R	5 401,92	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5401,92 as this debtor is an Indigent debtor
228	4837171	007-0000083717-000000-0000	EMMANUEL	SIPHO WILLIAM MAHOBE	MINGA STREET 3	41 000,00	1 900,00	R	5 388,78	R	-	R	5 388,78	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5388,78 as this debtor is an Indigent debtor
229	19743371	510-000003708-000000-0000	NGELE N.	NGELE N.	EKUPHULENI 3708	75 000,00		R	5 370,98	R	-	R	5 370,98	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5370,98 as this debtor is an Indigent debtor
230	4883800	003-000008715-000000-0000	NONACHULE	THORNHILL ALFRED	THORNHILL 8380	50 000,00		R	5 351,60	R	-	R	5 351,60	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5353,6 as this debtor is an Indigent debtor

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231	4830990	007-000003089-000000-0000	NHLANGANA M	HLANGANA THEMBINKOSI G	NIKOBI STREET 7	155 000,00	R 5 278,76	R -	R 5 278,76	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5278,76 as this debtor is an Indigent debtor
232	4007350	005-00000738-000000-0000	JAMA WELIKAZI JANE	SOLEKA EVELYN JAMA	LUNDA STREET 28	68 000,00	R 5 293,12	R 20,40	R 5 273,52	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5273,52 as this debtor is an Indigent debtor
233	6003855	630-000000318-000000-0000	MALAWANA Z.M.	MALAWANA Z.M.	UNKNOWN STREET 0	45 000,00	R 5 271,79	R -	R 5 271,79	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5271,79 as this debtor is an Indigent debtor
234	4920700	007-000012870-000000-0000	JACK GANI	JACK GANI	THULWANE STREET 2070	74 000,00	R 5 241,70	R -	R 5 241,70	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5243,7 as this debtor is an Indigent debtor
235	8002431	630-000012778-000000-0000	MBULELO	MBULELO TSHINTSHITIKI	SOLOMON MAHLANOU	#N/A	R 5 235,55	R -	R 5 235,55	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5235,55 as this debtor is an Indigent debtor
236	4870950	003-000007854-000000-0000	JOYCE	NGOQOQWANE JOYCE	THORN HILL 7954	295 000,00	R 5 219,55	R -	R 5 219,55	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5219,55 as this debtor is an Indigent debtor
237	4829280	007-000022808-000000-0000	YALI NCMAMILE	YALI NCMAMILE	AVENUE C 4	8 000,00	R 5 174,65	R -	R 5 174,65	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5174,65 as this debtor is an Indigent debtor
238	61441350	620-000004135-000000-0000	SEPTIMBER HAZEL	SEPTIMBER HAZEL	ROSE ROAD 4135	133 000,00	R 5 162,04	R -	R 5 162,04	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5162,04 as this debtor is an Indigent debtor
239	4830580	007-000013054-000000-0000	BAKISO NIKOSINATHI	NHANHANHA NOMAZMI	NCEDGE STREET 17	37 000,00	R 5 133,12	R -	R 5 133,12	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5133,12 as this debtor is an Indigent debtor
240	45000117	450-000011615-000000-0000	NAHAKOE E	NAHAKOE E	HARMONY PARK 117	44 000,00	R 5 098,05	R -	R 5 098,05	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5098,05 as this debtor is an Indigent debtor
241	49071700	005-00000710-000000-0000	NHESI SEBENZILE	NHESI SEBENZILE JACK	MBOUNDINI STREET 54	110 000,00	R 5 090,74	R -	R 5 090,74	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5090,74 as this debtor is an Indigent debtor
242	90225600	510-000002295-000000-0000	KLAAS LINDA	KLAAS LINDA	COTTO STREET 2295	60 000,00	R 5 094,15	R -	R 5 094,15	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5094,15 as this debtor is an Indigent debtor
243	60031770	630-000022615-000000-0000	MANKATI M	FANI NONTUTUZELO	MAYINJE STREET 2915	#N/A	R 5 035,70	R -	R 5 035,70	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5035,7 as this debtor is an Indigent debtor
244	4951970	003-000008097-000000-0000	IVY	TYALA NOZAMTINI IVY	THORN HILL 8097	62 000,00	R 5 015,34	R -	R 5 015,34	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5015,34 as this debtor is an Indigent debtor
245	4011390	005-00000138-000000-0000	DAVID	MAYEKISO WANDA ERIC	NTENTE STREET 68	80 000,00	R 5 006,73	R -	R 5 006,73	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 5006,73 as this debtor is an Indigent debtor
246	60009770	630-00001244-000000-0000	DAVID	JACK N M	MAITSHI STREET 0	45 000,00	R 4 997,65	R -	R 4 997,65	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4997,65 as this debtor is an Indigent debtor
247	4651615	003-000008161-000000-0000	DAVID	MCETYWA WUNSILE ERIC	THORN HILL 6161	62 000,00	R 4 977,75	R -	R 4 977,75	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4977,75 as this debtor is an Indigent debtor
248	4011090	005-00001198-000000-0000	ISAAC	SODADIA PHATHUKOLO LOYERBOY	MABINDISA STREET 34	113 000,00	R 4 912,29	R -	R 4 912,29	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4912,29 as this debtor is an Indigent debtor
249	4005400	005-000000940-000000-0000	ETHEL	MAKASI NTOMBONZI ETHEL	CHANA STREET 1	49 000,00	R 4 907,77	R -	R 4 907,77	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4907,77 as this debtor is an Indigent debtor
250	60004700	630-000000045-000000-0000	MARINA	SKADE CKIZWA SHAZAD	UNKNOWN STREET 0	39 000,00	R 4 901,48	R -	R 4 901,48	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4901,48 as this debtor is an Indigent debtor
251	49001250	490-00002040-000000-0000	P.V.	EMHERENTIA	HARMONY PARK 250	54 000,00	R 4 857,47	R -	R 4 857,47	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4857,47 as this debtor is an Indigent debtor
252	4825620	007-000002562-000000-0000	HOMBLE H	FUNDEHOMBLE H	OE SLOYO STREET 47	37 000,00	R 4 847,55	R -	R 4 847,55	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4847,55 as this debtor is an Indigent debtor
253	60215660	510-000002255-000000-0000	MELEKO	DIU NOMFAMELEKO	ZABA SQUARE 2655	50 000,00	R 4 835,98	R -	R 4 835,98	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4835,98 as this debtor is an Indigent debtor
254	5001580	510-000003866-000000-0000	DE E	NQIKELA DINEKA EDITH	EKLUPHLENI 3866	#N/A	R 4 833,00	R -	R 4 833,00	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4833 as this debtor is an Indigent debtor
255	4931700	003-00000660-000000-0000	GANGI	ZWA BONGANI PATRICK	THORN HILL 6625	50 000,00	R 4 826,31	R -	R 4 826,31	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4826,31 as this debtor is an Indigent debtor
256	60040000	630-000003864-000000-0000	G.C.T.	SALTER ROSELEN VPHINISA SURRHE	WOODPECKER CHES 3864	60 000,00	R 4 802,14	R -	R 4 802,14	Debtor with active Indigent status therefor debt to be written off	The committee approved the writtoff of 4802,14 as this debtor is an Indigent debtor

MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL 2024 AT 10H00

267	60400000	620-000003730-000000-0000	COLTMAN & MRS IME COLTMAN J E	COLTMAN & MRS IME COLTMAN J E	ORCHARD ROAD 3730	74 000,00	R	4 757,50	R	-	R	4 757,50	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4757,5 as this debtor is an Indigent debtor
268	75204501	710-000002045-000000-0000	SZAMBELE EDUCARE CENTRE	SZAMBELE EDUCARE CENTRE	FREE STONE 2045 20 Zama Zama Street Mimosa 0	411 000,00	R	4 742,91	R	-	R	4 742,91	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4742,91 as this debtor is an Indigent debtor
269	48387700	007-000000877-000000-0000	TOKOTA NOMA REGINA	TOKOTA NOMA REGINA	RUNELI DRIVE 72	10 000,00	R	4 721,43	R	-	R	4 721,43	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4721,43 as this debtor is an Indigent debtor
260	40121000	005-000001210-000000-0000	MAFELEBNOCK MONGEZI TB PETER	PETER THOBOKA BEAUTY	RUNELI DRIVE 72	79 000,00	R	4 693,97	R	-	R	4 693,97	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4693,97 as this debtor is an Indigent debtor
261	40060752	430-000000446-000000-0000	NKAYI B.	NKAYI B.	22 16TH AVENUE M 0	60 000,00	R	4 658,89	R	-	R	4 658,89	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4658,89 as this debtor is an Indigent debtor
262	60036138	630-000002951-000000-0000	KOSOPU V	KOSOPU V	PANDLE STREET 2951	#N/A	R	4 621,46	R	-	R	4 621,46	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4621,46 as this debtor is an Indigent debtor
263	48269660	007-000002965-000000-0000	MAKELINI ZAMBEKA THEM BISA	MAKELINI ZAMBEKA THEM BISA	RAVI STREET 44	42 000,00	R	4 611,79	R	-	R	4 611,79	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4611,79 as this debtor is an Indigent debtor
264	40053950	430-000000509-000000-0000	SOMKA S W	ZIYALU NANDIPHA	69 16TH AVENUE M 0	107 000,00	R	4 594,92	R	-	R	4 594,92	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4594,92 as this debtor is an Indigent debtor
265	60000000	510-000004090-000000-0000	API F	API F	EKUPHUMLENI	#N/A	R	4 593,92	R	-	R	4 593,92	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4593,92 as this debtor is an Indigent debtor
266	60035220	630-000000964-000000-0000	MAYINI EL	MAYINI LUNGBILE MOWIE	TENA STREET 84 CENGANI STREET 3049	139 000,00	R	4 591,06	R	-	R	4 591,06	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4591,06 as this debtor is an Indigent debtor
267	60037700	630-0000003049-000000-0000	QHCHIFONI M	QHCHIFONI M		#N/A	R	4 576,10	R	-	R	4 576,10	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4576,1 as this debtor is an Indigent debtor
268	4822231	007-000002238-000000-0000	NYOKA BOYISAKALE	NYOKA BOYISAKALE		41 000,00	R	4 562,61	R	-	R	4 562,61	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4562,61 as this debtor is an Indigent debtor
269	50234700	510-000002247-000000-0000	KOM PL	KOM PL	GKOWA STREET 2247	50 000,00	R	4 559,91	R	-	R	4 559,91	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4559,91 as this debtor is an Indigent debtor
270	40015700	430-000000575-000000-0000	MGOGOSHE NOMANIEN	MGOGOSHE NOMANIEN	3 21TH AVENUE M 0	47 000,00	R	4 557,25	R	-	R	4 557,25	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4557,25 as this debtor is an Indigent debtor
271	40115391	005-000001319-000000-0000	ALFRED	PETER VUMILE ALFRED	NGOGELA STREET 39	38 000,00	R	4 554,71	R	-	R	4 554,71	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4554,71 as this debtor is an Indigent debtor
272	48380011	007-0000003901-000000-0000	MZIMBA-PHUMLA LILIJAN	MZIMBA-PHUMLA LILIJAN	ZAMA ZAMA STREET 6	69 000,00	R	4 525,93	R	-	R	4 525,93	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4525,93 as this debtor is an Indigent debtor
273	40293500	007-000002938-000000-0000	MBAMBATO MTUTUZELI	MBAMBATO MTUTUZELI	KUHLANE STREET 79	111 000,00	R	4 494,17	R	-	R	4 494,17	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4494,17 as this debtor is an Indigent debtor
274	48100050	003-000007985-000000-0000	SITENGILE YAZWE LEPILE	SITENGILE YAZWE LEPILE	THORNHILL 7985	62 000,00	R	4 484,50	R	-	R	4 484,50	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4484,5 as this debtor is an Indigent debtor
275	40000010	005-000000681-000000-0000	NOMBUMBELO JAMES ZWELIBANZI ALBERT	LEPILE LILAMILE JAMES ZWELIBANZI ALBERT	RUNELI DRIVE 249	38 000,00	R	4 443,37	R	19,05	R	4 443,37	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4443,37 as this debtor is an Indigent debtor
276	40019100	005-000000191-000000-0000	ALBERT	ALBERT	TYALI STREET 9	41 000,00	R	4 437,38	R	-	R	4 437,38	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4437,38 as this debtor is an Indigent debtor
277	40070050	430-000000941-000000-0000	BUDAZA Z J	BUDAZA SIPHO	28 6TH AVENUE M 0	55 000,00	R	4 393,67	R	99,87	R	4 493,54	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4493,54 as this debtor is an Indigent debtor
278	60001427	630-000001293-000000-0000	MBELE V J	KHANYISA MBELE	UNKNOWN STREET 0	55 000,00	R	4 404,26	R	-	R	4 404,26	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4404,26 as this debtor is an Indigent debtor
280	40070021	005-000000782-000000-0000	PLAATJIES S. THELMA MAUREEN	PLAATJIES S. THELMA MAUREEN	MDOOA STREET 7	42 000,00	R	4 199,92	R	201,80	R	4 401,72	Debtor with active Indigent status therefore debt to be written off	The committee approved the writioff of 4401,72 as this debtor is an Indigent debtor

MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL 2024 AT 10H00

281	45003244	450-00002034-000000-0000	JACOBS & MEY MH JACOBS R.D.	JACOBS & MEY MH JACOBS R.D.	HARMONY PARK 244	69 000,00	R 4 397,48	R -	R 4 397,48	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4397.48 as this debtor is an indigent debtor
282	45003006	620-00000387-000000-0000	SOMTLINZI N D	SOMTLINZI DORREN	INKA CRESCENT 3887 19 MAIN STREET	55 000,00	R 4 397,24	R -	R 4 397,24	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4392.24 as this debtor is an indigent debtor
283	40004840	430-00000693-000000-0000	JOHANNES F J	JOHANNES F J	97TH AVENUE MARSELLE 0	80 000,00	R 4 391,70	R -	R 4 391,70	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4391.78 as this debtor is an indigent debtor
284	40074650	430-00000803-000000-0000	NGWENDA MSEBENZI SIMON	NGWENDA MSEBENZI SIMON	97TH AVENUE MARSELLE 0	58 000,00	R 4 376,21	R -	R 4 376,21	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4378.21 as this debtor is an indigent debtor
285	40196800	005-00000169-000000-0000	MAINTLA DANISHA VENUS	MAINTLA DANISHA VENUS	MAGONGO STREET 1889	41 000,00	R 4 371,79	R -	R 4 371,79	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4371.79 as this debtor is an indigent debtor
286	40083151	430-00000494-000000-0000	MTAKWENDE B.E.	MTAKWENDE B.E.	56 18TH AVENUE H 56	63 000,00	R 4 352,19	R 14,66	R 4 346,65	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4346.65 as this debtor is an indigent debtor
287	60001806	630-00000489-000000-0000	MARETZ N	MARETZ N	CWASHU STREET 0	45 000,00	R 4 316,72	R -	R 4 316,72	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4316.72 as this debtor is an indigent debtor
288	1800475	002-00000487-000000-0000	VAN RENSBURG *****S***** A.H.	VAN RENSBURG *****S***** A.	FERN STREET 10	69 000,00	R 4 288,15	R -	R 4 288,15	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4288.15 as this debtor is an indigent debtor
289	60010075	620-00000389-000000-0000	MEYERS J.A.	MEYERS J.A.	EAGLE CRESCENT 3888	60 000,00	R 4 279,07	R -	R 4 279,07	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4279.07 as this debtor is an indigent debtor
290	60010063	620-00000387-000000-0000	KOERIES M.E.	KOERIES M.E.	KING FISHER ROAD 3877	60 000,00	R 4 276,80	R -	R 4 276,80	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4276.80 as this debtor is an indigent debtor
291	60010259	620-00000384-000000-0000	THEODORE A.J.	THEODORE A.J.	WOODPECKER CRES 3945	60 000,00	R 4 274,98	R -	R 4 274,98	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4274.98 as this debtor is an indigent debtor
292	4622790	007-00000279-000000-0000	BLUWAJA GALPIN G	BLUWAJA GALPIN G	MINKUNA STREET 3	76 000,00	R 4 273,84	R -	R 4 273,84	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4273.84 as this debtor is an indigent debtor
293	70110401	720-00000194-000000-0000	NOQULE N.	NOQULE N.	NOLUKHANYO 3884	66 000,00	R 4 271,74	R -	R 4 271,74	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4271.74 as this debtor is an indigent debtor
294	48129130	007-00000293-000000-0000	THEMBILE	Unathi Nquleni	JOE SLOWO STREET 10	41 000,00	R 4 265,99	R -	R 4 265,99	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4265.99 as this debtor is an indigent debtor
295	60004180	620-00000378-000000-0000	FAXI D	FAXI D	ORCHARD ROAD 1706	60 000,00	R 4 260,15	R -	R 4 260,15	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4260.15 as this debtor is an indigent debtor
296	48129170	007-00000287-000000-0000	MATYAMA KHATHAZI EWINKY	WILLIE NOCOWA	MOTIAS 10 STREET 15	40 000,00	R 4 249,41	R -	R 4 249,41	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4249.41 as this debtor is an indigent debtor
297	41006070	006-00000082-000000-0000	ANGELINA	ANGELINA	GANGCA STREET 34	41 000,00	R 4 244,41	R -	R 4 244,41	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4244.41 as this debtor is an indigent debtor
298	45000197	450-00000196-000000-0000	VAN RENSBURG & MEY MW VAN RENIS	VAN RENSBURG & MEY MW VAN RENIS	HARMONY PARK 197	44 000,00	R 4 243,98	R -	R 4 243,98	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4243.98 as this debtor is an indigent debtor
299	4831910	007-00000191-000000-0000	HAZEL	HAZEL	LAMBO STREET 3191	42 000,00	R 4 234,29	R -	R 4 234,29	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4234.29 as this debtor is an indigent debtor
300	60037365	630-00000841-000000-0000	KWANONQUBELA CRECHE FUNDISA	KWANONQUBELA CRECHE FUNDISA	NILAMBE STREET 0	563 000,00	R 4 223,73	R -	R 4 223,73	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4223.73 as this debtor is an indigent debtor
301	40030310	006-00000308-000000-0000	NOKUZOLA GUMENGE	TOKOTA PERMA NOKUZOLA	GWALA STREET 24	49 000,00	R 4 199,65	R -	R 4 199,65	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4199.65 as this debtor is an indigent debtor
302	41009101	005-00000810-000000-0000	NOMATHANSANQA PATRICIA	NOMATHANSANQA PATRICIA	GWALA STREET 54	43 000,00	R 3 073,77	R 304,50	R 4 160,37	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4160.27 as this debtor is an indigent debtor
303	60041320	620-00000419-000000-0000	NIJNI NB PAVI NONCEBA	NIJNI NB PAVI NONCEBA	ORCHARD ROAD 4132	66 000,00	R 4 133,95	R 38,49	R 4 172,95	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4172.95 as this debtor is an indigent debtor
304	48339500	007-00000389-000000-0000	ETHEL	ETHEL	MOJLU STREET 11	41 000,00	R 4 169,68	R -	R 4 169,68	Debtor with active indigent status therefor debt to be written off	The committee approved the writtoff of 4169.68 as this debtor is an indigent debtor

MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL 2024 AT 10H00

305	40100363	005-000001038-000000-0000	VETO BONANI RONELD	VETO BONANI RONELD	GMWALA STREET 38	37 000,00		R 4 141,39	R -	R 4 141,39	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4141.39 as this debtor is an indigent debtor
306	50273100	510-000002731-000000-0000	MATIWANA ANDISWE	MTOZINI K	HOVI STREET 2782	80 000,00		R 4 110,13	R -	R 4 110,13	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4135.13 as this debtor is an indigent debtor
307	50040108	620-000003822-000000-0000	DU PLESSIS S.E.	DU PLESSIS S.E.	INKA CRESSCENT 3822	60 000,00		R 4 128,46	R -	R 4 128,46	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4128.46 as this debtor is an indigent debtor
308	4841220	007-000004122-000000-0000	TOKWE NOMVULA MAVIS	TOKWE NOMVULA MAVIS	KOMANISI STREET 4122	#N/A		R 4 110,78	R -	R 4 110,78	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4110.78 as this debtor is an indigent debtor
309	4835250	007-000002525-000000-0000	PHILISANI;NANTITH JEANETTE	PHILISANI;NANTITH JEANETTE	DAM TLOAME STREET 29	128 000,00		R 4 103,77	R -	R 4 103,77	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4103.77 as this debtor is an indigent debtor
310	49057251	430-000000575-000000-0000	MABUTSANA NTOMBEKHAYA	MABUTSANA N	11 NDIIMANDE STREET MARSELLE	49 000,00		R 4 100,25	R -	R 4 100,25	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4100.25 as this debtor is an indigent debtor
311	7061221	002-000006122-000000-0000	DYAKALA N MRS HILPERT CA & D A D	DYAKALA N MRS HILPERT CA & D A D	AYLESBURY ROAD 19	500 000,00		R 4 084,31	R -	R 4 084,31	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4084.31 as this debtor is an indigent debtor
312	7030230	002-000003828-000000-0000	RAQOWA;KHOLISWA EUNICE	RAQOWA;KHOLISWA EUNICE	FORD STREET 8 FONDINI STREET 2472	52 000,00		R 4 086,47	R -	R 4 086,47	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4086.47 as this debtor is an indigent debtor
313	60039001	630-000002472-000000-0000	DIDODI B	DIDODI B	GLADWOLA ROAD 1778	78 000,00		R 4 070,42	R -	R 4 070,42	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4070.42 as this debtor is an indigent debtor
314	40046801	430-000000587-000000-0000	NKOSA M.J	NKOSA M.J	7 12TH AVENUE M 0	69 000,00		R 4 063,85	R -	R 4 063,85	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4063.85 as this debtor is an indigent debtor
315	17030115	002-000003778-000000-0000	HUTCHINSON A J	HUTCHINSON S R J.A.	NELSON ROAD 16	118 000,00		R 4 043,24	R -	R 4 043,24	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4043.24 as this debtor is an indigent debtor
316	50004541	630-000000338-000000-0000	DIKO R PETER PHINDILE JOCK	STEMELE PETER PHINDILE JOCK	UNKNOWN STREET 0	55 000,00		R 4 040,85	R -	R 4 040,85	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4040.85 as this debtor is an indigent debtor
317	40010301	005-000000105-000000-0000	FAX NTOMBEZODWA MATINYANE L	FAX NTOMBEZODWA MATINYANE L	MABINDISI STREET 4 TOLE TYUKA STREET 35	183 000,00		R 4 036,07	R -	R 4 036,07	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4036.07 as this debtor is an indigent debtor
318	4830710	007-000003821-000000-0000	MR MABOYI MSI	MR MABOYI MSI	TAMBO STREET 24	127 000,00		R 4 005,20	R -	R 4 005,20	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4005.2 as this debtor is an indigent debtor
319	45000251	450-000002043-000000-0000	MEV ACVAN RENS A.E	VAN RENSBURG & MEV ACVAN RENS A.E	HARMONY PARK 253 KOMANISI STREET 3805	44 000,00		R 4 004,78	R -	R 4 004,78	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4004.78 as this debtor is an indigent debtor
320	4838162A	007-000003805-000000-0000	AMOS & EVELYN	AMOS & EVELYN		66 000,00		R 4 004,54	R -	R 4 004,54	Debtor with active indigent status therefor debt to be written off	The committee approved the writsoff of 4004.54 as this debtor is an indigent debtor

**MINUTES OF THE RATES & VALUATION COMMITTEE MEETING HELD IN THE MUNICIPAL
MANAGER'S BOARDROOM, CAMPBELL STREET, PORT ALFRED ON THURSDAY, 4 APRIL
2024 AT 10H00**

RVM007/04/2024

DATE OF NEXT MEETING

- 7.1. The date of the next meeting is to be a Special committee meeting before the next Council to address any outstanding items.

* * *

RVM008/04/2024

CLOSING

- 8.1. The Chair thanked everyone for their time to deal with debt management and assistance for individuals who are struggling financially.
- 8.2. The committee seems to have a comprehensive approach, involving interviews with applicants and efforts to assist those in need, even if they may never fully repay their debts.
- 8.3. Ward Councillors are urged to send in applicants with all their documentation.
- 8.4. The mention of a backlog suggests that there is a high demand for assistance, and the municipality is working to address it.
- 8.5. The Chairperson thanked participants and commended finance and administration for their efforts in overcoming challenges.
- 8.6. The meeting was adjourned at 13:47.

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OPEN NDLAMBE COUNCIL MEETING

HELD ON FRIDAY, 31 MAY 2024

**REPORT DATED 23 MAY 2024 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REPORT ON
REVIEW OF HUMAN RESOURCE PLAN**

ANNEXURE C.11

NDLAMBE LOCAL MUNICIPALITY



HUMAN RESOURCES

PLAN

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1. EXECUTIVE SUMMARY

Our municipality's mandate is derived from the Municipal Systems Act no 32 of 2000 and is further entrenched in the legislative framework which makes it obligatory for the municipality to provide sustainable development and service delivery to the local communities.

The municipality has been facing development challenges in the year when our IDP components experienced an increasing number of development applications.

Human Resource planning is the process of ensuring that an organisation has the right number of people, the right kind of people, in the right places, at the right time doing things that are economically most useful for such an organisation. Hence Ndlambe Municipality is trying to achieve that by analysing the current gap of demand and supply of skills. It is hoped that the HR Plan will contribute to accelerating the implementation of the municipal IDP and the Turnaround Strategy. This can be accomplished by identifying the gaps in Human Resources in terms of the current number of employees, their skills, and knowledge of the government's intentions and future needs.

The above information will inform the municipality of the type of organisational structure needed to be put in place. Presently, the Municipality employs a variety of skills to be able to fulfil its mandate and those skills reside in the following departments that make up the administration of the municipality:

- ◆ Office of the Municipal Manager
- ◆ Community and Protection Services Directorate
- ◆ Financial Services Directorate
- ◆ Corporate Services Directorate
- ◆ Infrastructure Development Directorate

The HR Plan needs to also deal with the demands such as those that are posed by the Skills Development Act, and other labour legislations including programmes and policies relating to Employment.

1.1 LEGISLATIVE FRAMEWORK

Legislative and regulatory framework guiding the formulation of Human Resource Planning:

- **The Constitution of the Republic of South Africa, 108 of 1996.**
- **The White Paper on Human Resource Management 1997**
- **Employment Equity Act, 55 of 1999**
- **Municipal System Act and its Staff Regulations Act 32 of 2000**
- **Labour Relations Act, 66 of 1995 (section 189)**
- **Local Government Sector Scarce Critical Skills Guideline 2018 -2019.**
- **Basic Conditions of Employment Act, 75 of 1997**
- **Skills Development Levies (Act, 9 of 1999**
- **Skills Development Act, 1998**

CHAPTER 1

1.2 INTRODUCTION AND BACKGROUND

According to Department of Public Services and Administration Human Resources Planning Strategic Framework, "Human Resources Planning can be defined as an inclusive and dynamic process that involves the identification of both current and future human resource needs as well as potential challenges for the department to consistently achieve its organisational objectives. It is also the two-way operational link between high-level strategy and action-orientated implementation that can be regularly monitored and evaluated. Therefore, Human Resources Planning aims to ensure that an organisation has the right people at the right places at the right time, all the time".

Human resource planning may provide information to help estimate future labour supply and demand by analysing current staffing levels and skill mixes, turnover, promotions and other employee movements like transfers and demotions. Ndlambe Municipality will for the first time conduct a feasibility and desirable organisational strategic intervention that can be considered to convert the plans (Integrated Development Plan) projects and private development) to a projected future labour need (in terms of quality and quantity).

The above-mentioned strategic intervention can either indicate an employee surplus or a deficit. The information obtained can then be used to develop human resources programmes to balance labour supply and demand. For example, extensive training and development through learnerships and heightened recruiting efforts could be used to increase the labour supply.

The White Paper on Human Resource Management in the Public Service published on 3 December 1997 strongly promotes the development and implementation of the Human Resources Plan by the National and Provincial Departments. The White Paper ensured that human resource management should result in a diverse, competent, and well-managed workforce, capable of and committed to delivering high-quality service to the people of South Africa. That view is to be extended to the Local Government sphere of government to which Ndlambe Municipality belongs. The Ndlambe Municipality is endeavouring to deliver efficient and

effective service to its community and having such a plan will assist in realizing this objective. Chapter 4, Section 4.2 of the White Paper on Human Resource Management in Public Service makes specific reference to Human Resource Planning in terms of what it should accomplish, the steps involved, human resources requirements and capacity, succession planning and human resource strategy.

Furthermore, the Human Resources Plan will also touch on the issue of office space once it has managed to determine the possible future number of staff required by the organogram.

The HR plan budget is approved by executive management, who are responsible for recognizing the need for human resource planning, providing strategic direction, and allocating resources for its implementation. Line managers assess budget implications and work with HR to analyse data and develop action plans aligned with HR strategies. HR practitioners participate in data analysis, engage in HR strategy discussions, and assist in developing action plans. The Head of HR leads the planning process, while the HR Project Team ensures alignment with the department's strategic plan and monitors the plan's effectiveness and implementation.

CHAPTER 2

2. NDLAMBE MUNICIPALITY'S VISION

NDLAMBE MUNICIPALITY strives to be a premier place to work, play, and stay, on the eastern coast of South Africa. It strives to be the destination of choice for people who love natural and cultural heritage, adventure water sports, and laid-back living for families. We promise to build a state-of-the-art physical infrastructure which will be laid out aesthetically in our beautiful natural environment. Our prosperous community supports a safe and healthy lifestyle which is supported by affordable natural living and a vibrant tourism and agriculturally based economy!

We promote good governance by providing sustainable, efficient, cost-effective, adequate and affordable services to all our citizens.

2.1 NDLAMBE MUNICIPALITY'S MISSION

To achieve our vision by enabling optimal performance within each of the five Key Performance Areas of Local Government within the context of available resources.

2.2 VALUES

- Commitment;
- Transparency;
- Honesty;
- Trustworthiness; and
- Care

CHAPTER 3

3.1 HUMAN RESOURCES OBJECTIVES

The Human Resource Plan therefore aims to ensure that the municipality: -

- ◆ Has the human resource capability to deliver on its mandate.
- ◆ That the workforce has the necessary skills and competencies to deliver the strategic goals and objectives as outlined in the strategic plan.
- ◆ Recruits and retains the quality and quantity of staff that it requires.
- ◆ Promotes employment equity.
- ◆ Optimally utilizes its human resources.
- ◆ Anticipates and manages shortages and surplus of staff.
- ◆ Progressively and continuously develops staff towards the developmental approach to meet the increasing and changing needs of clients and communities.
- ◆ Develops leadership and creates a learning organization that values the importance of service delivery and hence puts people first.
- ◆ Retain critical skills.

An assessment of the human resources required to deliver on the municipality's strategic objectives is presented, followed by a gap analysis indicating the current human resource needs. The plan includes the challenges and strategies aimed at resolving these. The financial implications are then set out. The plan concludes with an explanation of the monitoring and communication strategies currently in place within the municipality.

3.2 PURPOSE OF HR PLANNING FOR NDLAMBE MUNICIPALITY

The Ndlambe Local Municipality has thus developed a human resource plan by mandated service delivery imperatives and legislative requirements. The information contained herein is drawn from several documents, notably, the IDP and Municipal Turnaround Strategy.

This plan will be utilized:

- To guide the municipality in the management of its Human Resources;
- To assist with the planning for future human resources that will accelerate the implementation of service delivery;
- To look at the size of the organogram in relation to the current office space;
- To analyse the gap between the demand and the supply and suggest strategies to close the gap.

3.3 PUBLIC SERVICE HUMAN RESOURCES CONCEPTUAL FRAMEWORK

The decisions on the level and deployment of staff are often made in response to short-term financial pressures as opposed to evidence of the effect of municipal staff on service delivery outcomes.

There are general two approaches to determining staff levels and mix:

- **Use-based** (how many municipal staff are required to maintain current service levels?)
- **Effective demand-based** (how many municipal staff are required to meet society's commitment to service delivery?)

It is crucial that for human resources planning to be considered to be effective, morally justifiable and politically defensible, it must be matched as closely as possible with citizen's service delivery needs in this instance Ndlambe Municipality Integrated Development Plan. Unless the needs of the population of Ndlambe are understood, it will be difficult to plan for a workforce and build conducive and accessible accommodations or offices and systems to meet those needs. Below is the simplified model for human resource planning:

Fig 1



In the Municipal context, Figure 1 will indicate citizen's service delivery needs as a result of the IDP process. It is followed by the review of the organogram using the principle of functions following people. In other words, positions will be created and others deleted. If necessary, the process of human resources deployment will be initiated through the placement process and eventually have the outcome. The outcome refers to the effectiveness and efficiency of human resources to deliver on the service delivery needs or priorities of IDP.

CHAPTER 4

4.1 SITUATIONAL ANALYSIS AND HR CHALLENGES

Human Resources Demand

A pre-requisite for achieving the sustainability of service delivery is the adequate staff provisioning of the municipality. Critical posts that need to be filled as a matter of priority were identified.

It is necessary that the Municipality first determines the future supply and demand for human resources. The labour supply may come from existing employees (the internal labour market) or from outside the municipality (the external labour market).

The estimate of the total number of employees needed as well as the skills required is known as the demand forecast.

Table 1: Status quo of positions according to Departments

Name of Department	Total No. of Approved Positions	Total No. of Vacancies	Interns
Municipal Manager's Office	30	9	0
Directorate of Corporate Services	59	8	2
Directorate of Finance Services	79	5	3 National Treasury (NT) 2 Vacant (NT) 2 BANKSETA
Directorate of Infrastructural Development	249	20	0
Directorate of Community/ Protection Services	198	11	0
Total	615	53	5

Table 1.1: Management of current and envisaged posts

DIRECTORATE	CURRENT Y1			
	POST DEMAND (WHAT YOU NEED)			
	Y23/24 Proposed Positions	Y23/24 Approved Positions	Y23/24 Vacant Positions	Y23/24 Unfunded Postltons
Municipal Manager's Office	5	11	9	2
Directorate of Corporate Services	1	14	8	6
Directorate of Finance Services	3	12	5	7
Directorate of Infrastructural Development Services	86	34	20	14
Directorate of Community/ Protection Services	56	32	11	21
Total	151	103	53	50

The organogram indicated several proposed positions which were approved by the Council; however, a balance must be taken into consideration that the National Treasury norm must be observed at all material times. This means prioritization of critical positions must be filled as opposed to the so-called nice-to-have position.

Human Resources Supply

The Human Resource Plan is prepared in such a way that it links with the strategic plan and turnaround strategy of the municipality. It informs the municipality of how many Human Resources are needed, what kind of Human Resource Units are needed, where they are needed and what they are needed for.

For the Municipality to implement its Strategic Plan and Turn Around strategy, it must look at its structure and whether it is capable of delivering. The understanding can be drawn from the Supply Chain Management Unit which was considered and beefed up to meet the challenges demanded by the Municipal Turn Around Strategy to centralize the Unit. The supply of qualified human resources be obtained internally through a succession plan or externally, meaning from the community of Ndlambe, Eastern Cape Province or South Africa at large.

Table 2: Scarce skills

Scarce skills	Current supply								Future supply								Risk		Risk assessment		
	Internal availability				External availability				Internal availability				External availability				Yes	No	H	M	L
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D					
Infrastructural Development				x			x				x			x			x		x		
Finance		x					x				x				x		x				x
CPS		x					x				x				x		x				x
Management		x					x				x				x		x				x

A=Oversupply, B=Full available, C=Available, no reserves, D=Not enough, Limited available High risk=Severe and Immediate Impact on service delivery, Medium risk=Some impact on service delivery, Low risk=Minimal impact on service delivery

Table 2 was developed after having considered the Local Government Sector Scarce Critical Skills Guideline 2018 -2019. While the Municipality has managed to fill some of these critical skills positions, however, it may pose a challenge in attracting them in future in case some of them become vacant as a result of Market competition. It is clear that without having these positions filled it may jeopardize service delivery in terms of the risk associated with the positions.

Table 3: Senior Management qualifications (Municipal Manager, Directors, Deputy Director and Managers)

Higher Education Qualifications	Total number	No. Verified	% verified
Diploma (NQF 6)	5	Yes	100
Degree (NQF 7)	14	Yes	100
National certificate CPMD (NQF 7)	10	Yes	100
Post – Grad Diploma or Honours	3	Yes	100
Masters	2	Yes	100
PhD	1	Yes	100
National Senior Certificate	196	Yes	100

Table (3) shows us that, considering the demand presented by the IDP and the possible growth of the Municipality, there is a lot that is desired in terms of upgrading the skills of the employees. The Municipality needs to increase the number of employees with Diplomas or degrees which are mostly the requirement to qualify for senior positions. The Municipality has excelled in creating internal capacity through Higher Learning and Further Education and Training. As result all senior managers have been appointed form internal capacity through a Ndlambe concept called (grow your own timber). Capacity building in HR planning involves identifying gaps between future demand and supply, developing staffing scenarios based on available funding, and prioritizing short-term and long-term staffing needs. Departments must analyze weaknesses in the current structure to guide decision-making processes. Tools like competency reviews for scarce skills and HR planning tools assist in determining critical positions and interventions for organizational change management. Assessing functional area gaps, planned improvements, and HR utilization are essential for identifying areas for improvement and development within the organization. Overall, capacity building in HR planning focuses on strategic alignment, organizational analysis, and decision-making to ensure effective service delivery within budget constraints.

Table 4: Human Resource profile by age in Ndlambe Municipality

AGE	21 - 29	30 - 39	40 - 49	50- 59	60 - 65
TOTAL	17	108	194	158	29

RETIREMENT PROJECTIONS OF 65 COMMENCING 2024				
2024	2025	2026	2027	2028
6	6	4	5	8

Table 5: Staff movement and Succession plan

DEPARTMENT	PREVIOUS POSITION	NEW POSITION	DATE OF APPOINTMENT
MUNICIPAL MANAGERS OFFICE			
	INTERNAL	MUNICIPAL MANAGER	01 December 2022
	EXTERNAL	MANAGER IDP	01 April 2024
	SPU OFFICER	MANAGER SPECIAL PROGRAMMES UNIT	01 April 2024
FINANCIAL SERVICES	INTERNAL	DIRECTOR FINANCIAL SERVICES	01 September 2022
	CASHIER	PRINCIPAL CLERK VALUATIONS	01 May 2023
	ACQUISITION OFFICER	SENIOR BUYER (SCM)	01 May 2023
	CONTRACT WORKER	PAYROLL CLERK	01 May 2023
	CONTRACT WORKER	CONTRACTS MANAGEMENT OFFICER	01 May 2023

	INTERNSHIP	CONTRACTS CLERK	0 May 2023
	CONTRACT WORKER	LOGISTICS CLERK	01 May 2023
	FINACIAL CONTROL CLERK	SENIOR ACCOUNTANT REPORTING	01 June 2023
	EXTERNAL	MANAGER SUPPLY CHAIN MANAGEMENT	01 August 2023
	INTERNNAL	DEPUTY DIRECTOR FINANCE	01 May 2024
	CONTRACT WORKER	EXECUTIVE SECRETARY TO THE DIRECTOR FINANCE	01 June 2024
	CONTRACT WORKER	ACCOUNTING CLERK CREDIC CONTROL	01 June 2024
	CONTRACT WORKER	EXPENDITURE FILING/ADMIN CLERK	01 June 2024
	CONTRACT WORKER	CASHIER – CLERK	01 June 2024
CORPORATE SERVICES	INTERNAL	DIRECTOR CORPORATE SERVICES	01 September 2022
	EXTERNAL	2 X GENERAL ASSISTANTS	01 November 2022
	CONTRACT WORKER	EXECUTIVE SECRETARY TO THE SPEAKER	01 December 2022
	CONTRACT WORKER	DRIVER COMMUNITY INTERPHASE	01 August 2023
	CLEANER	DRIVER/MESSENGER	01 August 2023
	EXTERNAL	ICT TECHNICIAN (LIBRARIES)	01 November 2023
	GENERAL WORKERS	CARETAKER/HANDYMAN	01 November 2023
COMMUNITY/PROTECTION SERVICES	RETAINER FIRE FIGHTERS	2 X CONTROL ROOM OPERATORS	02 August 2022
	RETAINER FIRE FIGHTERS	6 X FIRE FIGHTERS	01 September 2022
	EXTERNAL	12 X GENERAL WORKERS	
INFRASTRUCTURE	EXTERNAL	22 X GENERAL WORKERS	01 November 2022
	EXTERNAL	SUPERINTENDENT ROAD AND GENERAL WORKS	01 December 2022
	INTERNSHIP	MIG FINANCIAL OFFICER	01 June 2023
	ASSISTANT TOWN PLANNER	MANAGER TOWN PLANNING	01 June 2023
	CONTRACT WORKER	SENIOR CLERK TOWN PLANNING	01 June 2023
	EXTERNAL	MPT TECHNICIAN AND TRIBUNAL ADMINISTRATOR	01 July 2023

	EXTERNAL	MANAGER WATER SERVICES AUTHORITY	01 August 2023
	GENERAL WORKERS	2 X SANITATION TANKER DRIVERS	01 August 2023
	GENERAL WORKER	TRUCK DRIVER	01 August 2023
	CONTRACT WORKER	EPWP PUBLIC PROGRAMME COORDINATOR	01 November 2023
	EXTERNAL	ASSISTANT TOWN PLANNER	02 January 2024
	CONTRACT WORKERS	2 X SENIOR BUILDING CLERKS	02 January 2024
	EXTERNAL	SUPERINTENDENT ROADS AND GENERAL WORKS	02 May 2024

The HR Planning Guideline 2021 includes an analysis of the Human resources age profile per programme, age distribution, anticipated retirements, and average age of employees. It also delves into the categorization of age groups and average age across the Department, along with discussions on retirements and risks associated with potential retirements in key occupations. The document aims to understand the age demographics within the workforce, anticipate retirements, and assess the impact of age on HR planning strategies and workforce management.

The Municipality has about 29 employees within the bracket of age of 60-65 who are at liberty to retire since employees may retire commencing from age 55 to 65. Some employees may be working in crucial positions in their Departments or the Municipality and Infrastructural Development, Finance and Corporate Services Departments has respectively have the majority of these employees. The Municipality must prepare itself to fill these positions as soon as they become vacant to avoid service delivery being hampered. One of the interventions could be through internships, and training of the junior staff to be ready to contest once the senior positions are available.

The need for having a pipeline of talent in place, and the practical desire for workforce and succession planning, regardless of the size of the Ndlambe Municipality, are critical to sustained and uninterrupted service levels in the Municipality. Succession and workforce

planning present an opportunity to proactively identify and plan for staffing, training, and knowledge needs. Doing so allows Ndlambe Municipality to predict where critical needs are in the organization, providing the necessary time to adjust programs, training, and recruitment to meet these needs. This creates the nimble and flexible organization that is predicted to be critical to any organizations sustainability. An alignment of resources in an era of shrinking revenue levels ensures that the Ndlambe Municipality is operating as efficiently and effectively as possible.

EMPLOYEE HEALTH AND WELLNESS

Employee wellness issues	Describe the potential impact on the department, HR and line, clients/partners	Status (priority, issue) Yes/No	Action steps required
Personal Financial Management issues (salary)	High staff absenteeism	Yes	More awareness sessions on how to manage a personal budget
Illness of employees	High staff absenteeism	Yes	More health awareness sessions. More HIV awareness programmes and other diseases
Insufficient Information	Lack of productivity	Yes	Communication channels should be clarified by the Supervisor, Council, EXCO and LLF – decisions should be cascaded on time and correctly

Employee wellness is a key aspect of HR planning, focusing on health and wellness programs to enhance employee access to services and productivity. The HR Planning Guideline 2021 emphasizes the importance of wellness management policies and safety measures for employee health. It includes objectives, targets, indicators, outcomes, costs, and resources needed for implementing wellness programs. The document also mentions supporting tools like childcare facilities, HIV & AIDS management, and monitoring tools to aid in employee wellness initiatives. Overall, employee wellness is a significant consideration in HR planning to ensure a healthy and productive workforce.

The management of personal budget, employee's illnesses and lack of motivation have been dominant in the employee wellness programmes. Intervention to these issues is currently being undertaken, however, more effort needs to be put into educating employees about their responsibilities. Efforts have already been made to assist in debt management, however, more programs will be used to the issue of indebted employees. Ndlambe has patterned with Local banks to provide financial education. Ndlambe has appointed a Performance Management Coordinator in anticipation that the Performance Management System should be cascaded to lower levels of the structure of the Municipality to address accountability and recognition of high performers by management.

CHAPTER 5

5.1 HUMAN RESOURCES GAP ANALYSIS

Qualitative data Table

6. Qualitative data

Gap	Potential Impact	Action steps required
Critical positions that need to be filled	Satisfactory Organisational performance	Strategy to fill critical positions such as Manager Income/Revenue as a result of internal promotion and other critical positions.
Skills required versus qualifications	Lack of innovative thinking	Encouragement employees to apply for Study Assistance in order to pursue relevant higher education studies and be ready to contest senior positions
Succession Plan for Possible Resigning Employees	Recruit externally and have subsequent unhappiness from the current employees	Capacitate and expose employees to the new work routines for they to gain experience.
Employee Wellness	Unhappy staff contributing to poor performance	Financial awareness sessions, encourage supervisors and managers to motivate their staff by recognising their work contribution. HIV Aids awareness programmes and other diseases should be implemented consistently throughout the year e.g., sports games that are currently happening and inviting health experts to come, and address employees.

The development of several strategies and processes are underway which will address the gap between the demand and supply: -

- Implementation of a municipal retention and recruitment policy.
- The Development of programmes or Learnership on specific identified areas of competencies, which are currently in short supply within the municipality, to complement the current skills repertoire.
- Implementation of an internship policy, internship will be implemented in line with the vision to improve youth employment.
- A second area which requires intervention refers to more improved championing of internal staff needs in the form of the strengthening of an employee wellness programme with immediate effect to address staff.
- Mental and physical health problems.
- A systematic and well-managed human resources programme will result in the following important benefits.
 - ✓ higher productivity,
 - ✓ higher quality of services
 - ✓ better economy,
 - ✓ Job satisfaction.

2 PRIORITY HUMAN RESOURCE PLANNING ISSUES

Table 7: Interventions in closing the gap / Human Resource Action Plan

HR Planning Priorities	Outcome	Approach to mitigate risk and achieve outcome	Time frame	Responsibility
Programmes to fill up the critical positions	Filling of critical positions Manager Income/Revenue 2024.	Have the approved programme by the Municipal Manger/ or delegated official to fill these positions	The SCM Manager (filled) Dept Director Finance (filled) Manager Income/Revenue (July 2024)	Director: Corporate Services
Human Resource Development Training	Increasing the number of NQF level 5 employees	Constant reporting to the HRD Training Committee and setting a target	Ongoing 2025	Manager: Human Resource
Implementation of the Retention Policy	The policy implemented and functional	The policy has been adopted and will be annually reviewed.	Ongoing	Director: Corporate Services
Employee Wellness	Implementation of approved Employee Wellness	Policy and training are constant	Ongoing	Manager: Human Resources

5.3 HUMAN RESOURCE BUDGET

The Municipality will be able to utilize the existing approved budget in implementing the programmes identified by the Human Resources Plan. The Municipality will also rely on grant funding for the implementation of certain projects and targets. The Human Resources budget is an essential component of HR planning, requiring the identification of gaps in demand and supply based on available funding. HR Planning Guidelines outline the need for a required budget to reflect interventions and improvements in the HR planning process. Departments must develop HR plans addressing workforce challenges over a three to five-year period within the MTEF cycle, with annual reviews and continuous monitoring of outcomes. Measurement of outcomes from HR plans is crucial, including aspects like human resource development, performance management, and training costs per employee. Additionally, monitoring tools, ethics, values, and labour relations policies are integral components of HR planning.

5.4 COMMUNICATION OF THE PLAN

The review of the HR Plan will be presented to the Local Labour Forum for their contribution and buy-in. Thereafter, submitted to the Council for adoption. Communication methods in HR planning involve oral presentations, briefings, and meetings to convey information effectively. These methods are used to describe gaps, share technical issues with high-level managers, and assess human resource availability for departmental goals. Utilizing tools like self-assessment feedback reports, HR data systems, and operational plans is crucial for planning, development, and response to skills requirements. Effective communication methods are essential for sharing information, identifying gaps, and aligning departmental goals with HR strategies.

CHAPTER 6

6.1 IMPLEMENTATION, MONITOR AND EVALUATION OF THE PLAN

The Corporate Services Department will lead the Municipality in ascertaining the implementation, monitoring and evaluation of this Plan. It will also be necessary that the Plan be reviewed annually to be aligned with strategic or IDP objectives.

Monitoring and evaluation are essential components of HR planning, involving tracking strategies and assessing achievements. It is crucial to adapt plans based on internal and external factors, with ongoing monitoring providing feedback for improvements. Establishing a monitoring and evaluation framework involves deciding on time frames, stakeholders' roles, and methods for gathering information. The process of monitoring, evaluating, and reviewing HR planning is integral from the start, providing insights into progress, challenges, successes, and lessons learned. Evaluation of HR plans should assess effectiveness, impact, strategy appropriateness, and the achievement of desired outcomes.

6.2 REFERENCES

Ndlambe Municipality Integrated Development Plan (Review) 2020-2021 HR Planning Strategy for the Public Service, DPSA strategic framework. Vision 2018/19 Local Government Sector Scarce and Critical Skills Guideline 2009-2010 Ndlambe Municipality Workplace Skills Plan 2020-2021. Human Resources Planning Guideline 2021.