

VISIE:

Bergrivier: 'n
vooruitstrewende
gemeenskap waar almal wil
leef, werk, leer en speel op
'n menswaardige manier.

VISION:

Bergrivier: a prosperous
community where all want to
live, work, learn and play in
a dignified manner.



KERN WAARDES / CORE VALUES

We are all part of Bergrivier
Municipality.
We render good services to ensure
dignified living to all.
We are unashamedly pro-poor.
We believe in close innovative
partnerships.
We believe in social and economic
development of our area.
We care about our work and our
colleagues.
We are disciplined.
We believe in ethical behaviour.
We believe in good relationships.
We serve with pride.

**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00
VANAF PIKETBERG**

TEENWOORDIG:

RAADSLEDE

Rdh. R Swarts	[DA]	: Speaker
Rdh. RM van Rooy	[DA]	: Uitvoerende Burgemeester
Rdh. MA Wessels	[DA]	: Uitvoerende Onderburgemeester
Rdh. A de Vries	[DA]	
Rdl. AJ du Plooy	[DA]	
Rdl. A Small (Me.)	[DA]	: (virtueel ingeskakel)
Rdl. JJ Moolman	[DA]	
Rdl. IS Adams	[ANC]	
Rdl. SS Lesch (Me.)	[ANC]	
Rdl. BU Maarman (Me.)	[ANC]	
Rdh. EB Manuel	[GOOD]	
Rdl. RL Laubscher	[PA]	

AMPTENARE

Mnr. JWA Kotzee	:	Direkteur Korporatiewe Dienste (waarnemende Munisipale Bestuurder)
Mev. N Bothma	:	Bestuurder: Uitgawes en VKB (waarnemende Direkteur Finansiële Dienste)
Mnr. D van Turha	:	Direkteur Tegniese Dienste
Mnr. CA Cornelissen	:	Hoof: Verkeersdienste (waarnemende Direkteur Gemeenskapsdienste)
Me. C Ranna	:	Interne Ouditeur
Mev. A van Sittert	:	Bestuurder: Strategiese Dienste
Mnr. W Wagener	:	Bestuurder: Beplanning en Omgewingsbestuur
Mnr. AW Rheeder	:	Bestuurder: Menslike Hulpbrondienste
Mnr. M Sheldon	:	Hoof: Kommunikasie
Mev. A Beukes	:	Klerk: Komitees



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
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AKSIE

RVN001/06/2023

OPENING EN VERWELKOMING

Die Speaker verwelkom almal by die vergadering, waarna hy die vergadering open met gebed.

'n Spesiale woord van verwelkoming word gerig aan die lede van die publiek wat op die "YouTube" platform ingeskakel is.

RVN002/06/2023

AANSOEKE OM VERLOF TOT AFWESIGHEID

3/3/1/4

Raadslid Daniels - afwesig met verskoning
Munisipale Bestuurder - vakansieverlof
Direkteur Gemeenskapsdienste - vakansieverlof

Die Speaker meld dat Raadslid Small virtueel ingeskakel sal wees gedurende die vergadering.

RVN003/06/2023

VERKLARING VAN BELANGE INGEVOLGE SKEDULES 7 & 2 (GEDRAGSKODE VIR RAADSLEDE EN AMPTENARE)

3/3/1/6

Die Raadslede en amptenare verklaar individueel dat hulle geen persoonlike belange met betrekking tot die items op die agenda het nie.

RVN004/06/2023

BEKRAGTIGING VAN DIE NOTULE VAN DIE VORIGE VERGADERING SOOS GEHOU OP DINSDAG 30 MEI 2023

3/3/2/2

BESLUIT

Dat die notule van die vergadering, soos gehou op Dinsdag 30 Mei 2023, bekragtig word, onderhewig aan die volgende regstelling:

**(VK WILLEMS)
KLERK: KOMITEES**

RVN013/05/2023

OPENING EN VERWELKOMING

Raadslid Du Plooy, Wyksraadslid van Wyk 2 Porterville, bedank die Speaker vir die inisiatief om die Raadsvergadering in Porterville te hou, die uitreiking aan die gemeenskap asook vir die publiek se teenwoordigheid.

RVN005/06/2023

IMPLEMENTERINGSVERSLAG VIR RAADSBESLUIT: TERUGVOERING VANAF MUNISIPALE BESTUURDER EN DIREKSIE RAKENDE DIE RAADSBESLUIT GENEEM TYDENS DIE VORIGE RAADSVERGADERING SOOS GEHOU OP DINSDAG 30 MEI 2023

3/3/2/2

(Implementeringsverslag van Dinsdag 30 Mei 2023 word ter tafel gelê soos voorheen elektronies versprei - Bylae A)

Die Voorsitter lei die item in.

BESLUIT

Dat kennis geneem word van die Implementeringsverslag van die Raadsvergadering, soos gehou op Dinsdag 30 Mei 2023.



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
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RVN006/06/2023

SAKE VOORTSPRUITEND UIT VORIGE NOTULE

3/3/2/2

Geen

RVN007/06/2023

**VERKLARINGS / MEDEDELINGS DEUR DIE SPEAKER, UITVOERENDE BURGEMEESTER EN
MUNISIPALE BESTUURDER**

3/3/1/6

Die Speaker doen die volgende mededelings:

LIEF

- Dat die Speaker deur SALGA genomineer is om SALGA se National Youth Council Commission te stig;
- Hy wens vir Boland Rugbyunie asook die afrigters en spelers geluk en sterkte toe met die pad vorentoe as kampioene van hul liga;
- Hy wens ook vir Damian Markus, van Piketberg, wat deelneem in die Craven week vir kinders by die junior Springbokkies geluk met sy uitmuntende spel en wens hom sterkte toe met die pad vorentoe;
- Hy wens ook die onderskeie gemeenskapslede wat prestasies behaal het geluk;
- Hy wens ook die onderskeie gemeenskapslede wat lief ondervind het geluk; en
- Hy wens by voorbaat vir Raadslid Adams geluk en sterkte toe met sy vooruitsigte en toekomsplanne.

LEED

- Dat mev. F George (werkzaam in die Tegniëse Dienste Direkoraat in Porterville) se man oorlede is en word sy sterkte toegewens in hierdie tyd; en
- Hy wens ook die onderskeie gemeenskapslede wat leed ervaar het sterkte toe.

Die Uitvoerende Burgemeester doen die volgende mededeling:

- Hy wens vir Boland Rugbyunie asook die afrigters en spelers geluk en sterkte toe met die pad vorentoe as kampioene van hul liga en meld dat 'n skrywe aan Boland Rugbyunie gerig gaan word ter gelukwensing.

Die waarnemende Munisipale Bestuurder doen die volgende mededeling:

- Hy wens die Speaker geluk en sterkte toe met die rol wat hy gaan vervul by SALGA. Voorts meld die Speaker dat daar na die uitdagings gekyk gaan word van die jeug asook om te verseker dat daar voorsiening gemaak word by die onderskeie Munisipale Rade vir jeugdiges, SMME's en na die verteenwoordiging van jeugdiges.

'n Minuut van stilte word gehandhaaf vir die afgestorwenes se families in hierdie moeilike tyd.

KENNIS GENEEM



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
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RVN008/06/2023
ONDERHOUDE MET AFVAARDIGINGS
3/3/1/5

Geen

RVN009/06/2023
MOSIES / VRAE
3/3/1/1; 3/3/1/2

Raadsheer Wessels versoek dat enige noodgevalle tydens die onstuimige weer by mnr. H Benson of by die Rampbestuur so spoedig moontlik aangemeld moet word.

Die Speaker bevestig dat daar 'n kennisgewing uitgestuur is aan die publiek rakende die weersomstandighede en kontakbesonderhede van die bystand- en noodnommers.

KENNIS GENEEM

RVN010/06/2023
EERSTE DRINGENDE SAAK VANAF DIE MUNISIPALE BESTUURDER: TRANSFER OF FUNDING TO MUSEUM FOR MOSAIC PROJECT IN PIKETBERG
12/2/3/14

(Die verslag word ter tafel gelê soos voorheen elektronies versprei – Bylae B)

Die Bestuurder: Strategiese Dienste lei die item breedvoerig in.

Verskeie insette en kommentaar word gelewer deur die Komiteede met spesifieke verwysing dat daar maandeliks gerapporteer word by die Ekonomiese Ontwikkelingskomitee rakende die besteding van die fondse vir die mosaïek projek.

The undermentioned resolution were taken unanimously by Council

RESOLVED

1. That an amount of R 36 000,00 to be transferred to the Piketberg museum as a donation;
2. That the donation must be ringfenced at the museum for the purposes of the mosaic project in Piketberg; and
3. That the donation will be allocated from vote number 011 012 2586 04.

RVN011/06/2023
TWEEDE DRINGENDE SAAK VANAF DIE MUNISIPALE BESTUURDER: ADJUSTMENT OF BUDGET
5/1/2

(Die verslag word ter tafel gelê soos voorheen elektronies versprei – Bylae C)

Die waarnemende Direkteur Finansiële Dienste lei die item breedvoerig in.

Verskeie insette en kommentaar word gelewer deur die Komiteede.

The undermentioned resolution were taken unanimously by Council

RESOLVED

1. That the current year vote be activated for the 2023/2024 financial year;
2. That the amount of R 1 053 348,70 (estimated) that is not spent yet of the R 1 820 000,00 be made available in the 2023/2024 financial year. The funds have been transferred into the Municipality's bank account in May 2023; and

**BESTUURDER:
STRATEGIESE DIENSTE**

**MANAGER: STRATEGIC
SERVICES**

**MANAGER: STRATEGIC
SERVICES**



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3. That provision be made for the R1 000 000 additional amount that will be transferred from the District Municipality.

RVN012/06/2023

DERDE DRINGENDE SAAK VANAF DIE MUNISIPALE BESTUURDER: VIREMENT POLICY

5/1/1

(Die verslag word ter tafel gelê soos voorheen elektronies versprei – Bylae D)

Die waarnemende Direkteur Finansiële Dienste lei die item breedvoerig in.

Verskeie insette en kommentaar word gelewer deur die Komiteelede.

Op navraag van die Onderburgemeester versoek die waarnemende Munisipale Bestuurder dat die waarnemende Direkteur Finansiële Dienste 'n omsendskrywe aan alle personeellede stuur om hul in kennis te stel van die besluit met spesifieke verwysing na die nie-spandering van besparings op kapitale projekte en dat die nodige aanpassings dienooreenkomstig gedoen word in die "Procurement Plan".

The undermentioned resolution were taken unanimously by Council

RESOLVED

1. That no virements may be done during the first three months and last two months of the financial year 2023/2024. (Capital and Operational);
2. That on completion of a project – saving is not allowed to be viremented or used for another purpose- – only when the adjustment budget is done. (Capital);
3. That not more than 10% of a line item may be viremented on operational and capital;
4. That virements to and from any category of expenditure are not allowed for employee related cost, labour cost charge outs and remuneration of Councillors, only on approval of Council. (Between salary items virements may be done with the approval of the Municipal Manager and Chief Financial Manager);
5. That the virement policy be amended and submitted to Council in August 2023; and
6. That this decision takes effect on 01 July 2023 for the 2023/24 financial year.

RVN013/06/2023

AFSKRYF VAN UITSTAANDE VERKEERSBOETES

17/10/3

(Die excel dokument word ter tafel gelê soos voorheen elektronies versprei – Bylae E)

Die Portefeulje Voorsitter, Raadsheer Wessels, lei die item breedvoerig in.

Verskeie insette en kommentaar word gelewer deur die Komiteelede met spesifieke verwysing dat 'n verslag voorgelê moet word rakende die werklike inkomste wat geïm is na al die uitgawes aan die diensverskaffer en wat die volledige proses is van die invordering.

Die onderstaande besluit word eenparig deur die Raad aanvaar

BESLUIT

1. Dat die afskryf van die uitstaande boetes as swak skuld, goedgekeur word; en
2. Dat die afskrywing nie op Raadslede, Direkteure en alle munisipale amptenare van toepassing is nie.

**DIRECTOR FINANCIAL
SERVICES
(Acting)**

**DIREKTEUR
GEMEENSAPSDIENSTE**



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RVN014/06/2023

VERVREEMDING VAN MUNISIPALE GROND ERF 189 EENDEKUIL

7/2/3/1

Die Portefeulje Voorsitter, Raadslid Moolman, lei die item kortliks in.

Die onderstaande besluit word eenparig deur die Raad aanvaar

BESLUIT

Dat die vervreemding van Erf 189, Eendekuil nie toegestaan word, omdat daar 'n tekort aan Munisipale grond in Eendekuil is en die gedeelte grond vir toekomstige invul behuising deur die Munisipaliteit gebruik kan word.

**BESTUURDER:
BEPLANNING EN
OMGEWINGSBESTUUR**

RVN015/06/2023

VERVREEMDING VAN MUNISIPALE GROND: ONGEREGISTREERDE ERF 488, EENDEKUIL ('N GEDEELTE VAN GEREGETREERDE ERF 290, EENDEKUIL)

7/2/3/1

Die Portefeulje Voorsitter, Raadslid Moolman, lei die item kortliks in.

Die onderstaande besluit word eenparig deur die Raad aanvaar

BESLUIT

1. Dat ongeregistreerde Erf 488, Eendekuil $\pm 185\text{m}^2$ groot ('n gedeelte van geregistreerde Erf 290, Eendekuil) benodig word vir minimum vlak munisipale dienslewering (sig afstand); en
2. Dat die eiendom nie vervreem word nie.

**BESTUURDER:
BEPLANNING EN
OMGEWINGSBESTUUR**

RVN016/06/2023

ALIENATION OF MUNICIPAL LAND IN PIKETBERG FOR INDUSTRIAL DEVELOPMENT

7/2/1; FARM NO 241 PB

Die Portefeulje Voorsitter, Raadslid Moolman, lei die item kortliks in.

The undermentioned resolutions were taken unanimously by Council

RESOLVED

1. That:

- Remainder Erf 4474 Piketberg (Industrial Zone II)
- Remainder Erf 4489 Piketberg (Industrial Zone II)
- Erf 4490 Piketberg (Industrial Zone II)
- Erf 4491 Piketberg (Industrial Zone II)
- Erf 4546 Piketberg (Industrial Zone II)
- Erf 4547 Piketberg (Industrial Zone II)
- Erf 4548 Piketberg (Industrial Zone II)
- Erf 4549 Piketberg (Industrial Zone II)
- Erf 4550 Piketberg (Industrial Zone II)
- Erf 4551 Piketberg (Industrial Zone II)
- Erf 4552 Piketberg (Industrial Zone II)

as well as road reserve (without road or engineering serves constructed)

- Erf 4473 Piketberg (Transport Zone II – Aloe Street, road reserve)
- Erf 4490 Piketberg (Transport Zone II – Aloe Street, road reserve)

are not required for minimum level municipal service delivery;



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2. That the erven listed at (a) above be disposed of all together as one parcel to a land developer by means of public tender with the reserve price calculated at total valuation price of all the erven together (R 11 092 000) as well as the cost of advertising in 3 newspapers (R 6 500 x 3 = R 19 500) which amounts to a total reserve price of **R 11 111 500 (VAT inclusive)**;
3. The value of the land is regarded as a high value capital asset with a value more than R 10 million, the Municipal Financial Management Act, 2003: Municipal Asset Transfer Regulations Section 35 will have to be complied with;
4. That, depending on the outcome of the process to be followed at (c), the tender be advertised for 30 days;
5. That the purchaser will be responsible for paying the transfer costs;
6. That the cost of municipal services required for the industrial development will be for the account of the successful tenderer (land developer) and should be installed and/or upgraded to the satisfaction of the Municipality's Directorate Technical Services. A design for construction of Aloe Street (road reserve: Erven 4473 and 4490 Piketberg) and civil engineering services can be made available to the successful tenderer; and
7. That Bergrivier Municipality will be responsible for pointing out survey beacons of the erven to the successful tenderer and the replacement of any missing beacons.

**MANAGER: PLANNING
AND ENVIRONMENTAL
MANAGEMENT**

RVN017/06/2023

PROPOSED CHANGES TO THE STAFF ESTABLISHMENT

4/8

(Die verslag word ter tafel gelê soos voorheen elektronies versprei – Bylae F)

Die Portefeulje Voorsitter, Raadslid Moolman, lei die item kortliks in.

Verskeie insette en kommentaar word gelewer deur die Raadslede.

The undermentioned resolutions were taken unanimously by Council

RESOLVED

It is recommended:

1. That job titles be standardised in accordance with TASK guidelines to ensure uniformity across the staff establishment and signed off by the Municipal Manager;
2. That the job titles of the following posts be changed to the proposed job title:

2.1 Directorate Community Services

CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
WORKER/CLEANER: BUILDINGS	T03	GENERAL ASSISTANT: BUILDINGS
GENERAL ASSISTANT: PARKS & CEMETERIES	T03	GENERAL ASSISTANT: PARKS
CARETAKER: HALLS/POOLS	T06	SENIOR WORKER: HALLS/POOLS
CARETAKER: LIBRARIES	T06	HANDYMAN: LIBRARIES

**MANAGER HUMAN
RESOURCE SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**



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SENIOR CLERK: RESORTS	T07	PRINCIPAL CLERK: RESORTS
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2.2 Directorate Corporate Services

CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
CLEANER/BEVERAGE ASSISTANT	T03	GENERAL ASSISTANT: CLEANING
CLEANER/BEVERAGE ASSISTANT/MESSENGER	T03	GENERAL ASSISTANT: CLEANING
ADMIN ASSISTANT: RECORDS	T06	SENIOR CLERK: RECORDS
CLERK: FILING & ARCHIVES	T06	SENIOR CLERK: FILING & ARCHIVES
ADMIN OFFICER: BENEFITS ADMINISTRATION	T09	ADMINISTRATOR: HUMAN RESOURCES
COMPLIANCE OFFICER	T11	ADMIN OFFICER: TOWN PLANNING
LABOUR RELATIONS & EMPLOYEE WELLNESS OFFICER	T12	HUMAN RESOURCE OFFICER: LABOUR RELATIONS & EMPLOYEE WELLNESS
OCCUPATIONAL HEALTH & SAFETY OFFICER	T12	HUMAN RESOURCE OFFICER: OCCUPATIONAL HEALTH & SAFETY

**MANAGER HUMAN
RESOURCE SERVICES**

2.3 Directorate Financial Services

CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
CLEANER	T03	GENERAL ASSISTANT: CLEANING
METER READER/CLERK	T05	METER READER
CASHIER/SENIOR CLERK	T06	CASHIER/CLERK
CASHIER	T06	CASHIER/CLERK
CLERK GRADE 2: ASSETS & INSURANCE	T06	SENIOR CLERK: ASSETS & INSURANCE
CLERK GRADE 2: CREDITORS	T07	PRINCIPAL CLERK: CREDITORS
CLERK GRADE 2: SCM	T07	PRINCIPAL CLERK: SCM
OPERATOR DATA PROCESSING	T07	PRINCIPAL CLERK: DEBTORS ENQUIRIES
PRINCIPAL CLERK: ENQUIRIES	T07	PRINCIPAL CLERK: DEBTORS ENQUIRIES
PRINCIPAL CLERK	T07	PRINCIPAL CLERK: INCOME
CLERK GRADE 2: VALUATIONS	T08	CHIEF CLERK: VALUATIONS
SENIOR ADMIN OFFICER: FINANCE	T10	PERSONAL ASSISTANT: DIRECTOR FINANCIAL SERVICES

**MANAGER HUMAN
RESOURCE SERVICES**



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2.4 Office of the Municipal Manager

CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
CLERK: IDP	T09	ADMINISTRATOR: IDP

**MANAGER HUMAN
RESOURCE SERVICES**

2.5 Directorate Technical Services

CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
CLEANER: CIVIL SERVICES	T03	GENERAL ASSISTANT: CLEANING
GENERAL WORKER: REFUSE	T03	GENERAL ASSISTANT: REFUSE
GENERAL WORKER: STREET CLEANING	T03	GENERAL ASSISTANT: STREET CLEANING
SENIOR WORKER: MAINTENANCE PLUMBING	T03	GENERAL ASSISTANT: MAINTENANCE PLUMBING
GENERAL ASSISTANT: WATER/SEWAGE	T04	ATTENDANT: WATER/SEWAGE
CURRENT JOB TITLE	INCUMBENT TASK GRADE	PROPOSED JOB TITLE
GENERAL ASSISTANT: ROADS (EK)	T04	ATTENDANT: ALL SERVICES
GENERAL ASSISTANT: SEWAGE (EK)	T04	ATTENDANT: ALL SERVICES
GENERAL WORKER: BRICKLAYING	T04	ATTENDANT: BRICKLAYING
GENERAL WORKER: ROADS	T04	ATTENDANT: ROADS & STORMWATER
GENERAL WORKER: ROADS & STORMWATER	T04	ATTENDANT: ROADS & STORMWATER
MACHINE HANDLER: ROADS	T04	ATTENDANT: ROADS & STORMWATER
WORKER: WATER/SEWAGE	T04	ATTENDANT: WATER/SEWAGE
TRANSFER STATION ATTENDANT	T04	ATTENDANT: TRANSFER STATION
ELECTRICAL WORKER	T05	ASSISTANT: ELECTRICAL
HANDYMAN: BUILDINGS	T05	HANDYMAN: BUILDING MAINTENANCE
SEWERAGE PURIFICATION ASSISTANT	T05	ASSISTANT PROCESS CONTROLLER: WWTW
OPERATOR DIGGER LOADER: ROADS	T07	OPERATOR DIGGER LOADER: ROADS & STORMWATER
OPERATOR DIGGER LOADER	T07	OPERATOR DIGGER LOADER: ROADS & STORMWATER
ADMIN OFFICER: EPWP	T08	CHIEF CLERK: EPWP
MIG OFFICER	T08	CHIEF CLERK: MIG
BUILDING & LAW ENFORCEMENT INSPECTOR	T09	BUILDING & LAW ENFORCEMENT OFFICER
SENIOR SUPERVISOR/DRIVER: REFUSE	T09	SENIOR SUPERVISOR: REFUSE

**MANAGER HUMAN
RESOURCE SERVICES**

3. That the following recommendations made during the two meetings on 7 &



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14 November 2022, the Formal Director's meeting on 15 May 2023 and from the Corporate Services Committee on 7 June 2023 be approved:

3.1 Office of the Municipal Manager

- 3.1.1 That the Head Strategic Services with the following functions not be relocated to the Directorate Community Services and remains with the Department Strategic Services:
- 3.1.1.1 SMME Development
 - 3.1.1.2 Youth Development;
 - 3.1.1.3 Informal Trading; and
 - 3.1.1.4 Other functions to be identified during the job description writing process.
- 3.1.2 That all job descriptions in respect of posts with a remote supervisor, be amended to provide for local oversight, instructions and/or guidance to incumbents in the absence of the immediate superior from the work site;
- 3.1.3 That the Department Strategic Services takes full responsibility of the Tourism function;
- 3.1.4 That the Manager: Strategic Services will be responsible for the total performance management and development system of Bergrivier Municipality, as prescribed in the Municipal Staff Regulations and that Line Management are responsible for individual evaluations of staff in their respective departments and reports the outcome to the various committees; and
- 3.1.5 That a process plan is compiled for the implementation of individual performance management and submitted to the Formal Directors meeting for discussion.

3.2 Directorate Corporate Services

- 3.2.1 That the Director Corporate Services conduct an investigation to enhance service delivery at Piketberg Reception;
- 3.2.2 That the function of cleaning services resides in the Directorate Corporate Services and that the post of Cleaner: Buildings (Technical Services) be relocated to the Directorate Corporate Services (**Annexure C**);
- 3.2.3 That the Director Corporate Services re-assign the current cleaners to also provide cleaning services at the offices of the Directorate Community Services in Piketberg;
- 3.2.4 That the position of GIS Administrator (when funded) be relocated to the Department Planning & Environmental Management and the creation of a new position of Systems Administrator in the ICT Section;
- 3.2.5 That the vacancies in Records & Archives Management, i.e., Head: Secretariat & Records and Administrative Officer: Archives & Records be addressed to comply with section 9(5)(a) of the Western Cape Provincial Archives & Records Act, 2005; and
- 3.2.6 The current job designation of Manager and Head be retained for all directorates;

3.3 Directorate Financial Services

- 3.3.1 That Storekeeping, which is currently managed by the Directorate Technical Services, (is an inherent financial functional area - SCM logistics management) be relocated, with the current staff, to the Directorate Financial Services in accordance with the organisation design principle

MUNICIPAL MANAGER

**MANAGER HUMAN
RESOURCE SERVICES**

**MANAGER: STRATEGIC
SERVICES**

**MANAGER: STRATEGIC
SERVICES**

**MANAGER: STRATEGIC
SERVICES**

**DIRECTOR CORPORATE
SERVICES**

**DIRECTOR CORPORATE
SERVICES**

**DIRECTOR CORPORATE
SERVICES**

**DIRECTOR CORPORATE
SERVICES**

**DIRECTOR CORPORATE
SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**

**DIRECTOR FINANCIAL
SERVICES**



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that homogeneous functions should as far as possible be clustered together (**Annexure D**);

3.3.2 That should the posts of Assistant Accountant (Reconciliations & Reporting) and Principal Clerk (Reconciliations & Reporting) remain unfunded, the Sections Budget & Financial Statements and Reconciliations & Reporting must merge to enhance oversight and reporting;

3.3.3 That an investigation be conducted by the Director Financial Services regarding the problems with credit control and a report in this regard be submitted to the Financial Services Committee;

3.3.4 That the process regarding the collection of outstanding debt be improved; and

3.3.5 That the Director Financial Services and Director Technical Services clearly define the internal process from approval of a building plan until municipal fees must be charged.

3.4 Directorate Community Services

3.4.1 That the Mayoral Committee take note that the aspect regarding parks and recreation (sports grounds, parks, swimming pools and cemeteries) has been investigated; however, the relocation of these functional areas is not recommended due to span of control and other operational limitations and from an organisational design perspective considered desirable for such functional areas to be located within a directorate with the primarily goal of meeting the community's social needs, i.e., Community Services.

3.4.2 That separate Cemetery & Parks General Assistant teams, where necessary, be combined into one team to enhance productivity and service delivery;

3.4.3 That the staff component of Sport Fields, Parks and Halls in respect of Redelinghuys, Aurora and Eendekuil be relocated together with the functions to All Services under the Directorate Technical Services (**Annexure E**);

3.4.4 That the Department Strategic Services takes full responsibility for the Tourism function and that Museums remains the responsibility of the Directorate Community Services;

3.4.5 That the Director Community Services and Manager: Community Facilities must conduct an investigation with regards to the working schedule of the Workers / Cleaner: Buildings and if the working schedule allows for additional tasks, within the current job description, these incumbents must be utilised to their full capacity;

3.4.6 That the Director Community Services must conduct an investigation to determine the possibility to change the reporting lines of the following positions to report directly to the the Head: Library Services and not the the Librarian (**Annexure F**):

- Senior Library Assistant (LBW)
- Senior Library Assistant (BJ)

3.4.7 That the organogram be amended to accommodate the following that was part of a settlement agreement in a disciplinary hearing in 2019 (**Annexure G**):

3.4.7.1 The demotion of the Librarian (VD) to a Senior Library Assistant (VD);

**DIRECTOR FINANCIAL
SERVICES**

**DIRECTOR FINANCIAL
SERVICES**

**DIRECTORS FINANCIAL
& TECHNICAL
SERVICES**

**DIRECTOR COMMUNITY
SERVICES**

**DIRECTOR COMMUNITY
SERVICES**

**DIRECTORS
COMMUNITY &
TECHNICAL SERVICES**

**DIRECTOR COMMUNITY
SERVICES**

**DIRECTOR COMMUNITY
SERVICES**

**DIRECTOR COMMUNITY
SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
PIKETBERG**

- 3.4.7.2 The transfer of the Library Assistant: VD to Noordhoek Library; and
- 3.4.7.3 The transfer of the Library Aid (NH) to Velddrif Library.
- 3.4.7.4 Change of the reporting line of the Library Assistant (NH) to the Head: Library Services, as this position previously reported to the Librarian (VD).

- 3.4.8 That should the large-scale expansion of firefighting services be considered by the Council, it be the subject of a separate investigation by firefighting experts and in this regard the Municipality should liaise with the Department of Local Government, Western Cape Province, for support.

3.5 Directorate Technical Services

- 3.5.1 That the Mayoral Committee take note that consideration was given to centralise certain engineering services but having regard to factors such as the resultant reduced working hours due to travel time between towns/depots and the impact of high fuel cost, the current decentralised service delivery model with Piketberg, Porterville and Velddrif being the centres, is deemed the best option;
- 3.5.2 That the Sub-Section All Services takes full responsibility for all maintenance services, including those in respect of parks, sport grounds and community buildings on Redelinghuys, Aurora and Eendekuil, excluding the resorts which will remain the responsibility of the Directorate Community Services;
- 3.5.3 That the staff component of Sport Fields, Parks and Halls in respect of Redelinghuys, Aurora and Eendekuil be relocated to All Services under the Directorate Technical Services (**Annexure H**);
- 3.5.4 That the function of maintenance of municipal buildings remain with the Directorate Technical Services;
- 3.5.5 That the reporting lines of the roads and storm water operators/drivers, where necessary, be realigned to enhance direct supervision and service delivery;
- 3.5.6 That the problems with service delivery in Velddrif be identified and how it will be addressed;
- 3.5.7 That the operational capacity at the various Water and Waste Water Treatment Works must be aligned to the compliance requirements as contemplated by Regulation No. 2834 of 27 December 1985 in terms of the Water Act, 1956;
- 3.5.8 That the following three (3) posts in the Directorate Technical Services be relocated to the Directorate Financial Services under the Department Expenditure & SCM (**Annexure I**):
- 3.5.8.1 Senior Worker: Stores (PB)
- 3.5.8.2 Senior Worker: Stores (PV)
- 3.5.8.3 Senior Worker: Stores (VD)
- 3.5.9 That the reporting lines of the Civil Services sections in Aurora and Redelinghuys be changed as follows to enhance service delivery (**Annexure J**):
- 3.5.9.1 Civil Services (AU) that previously reported to the Senior Superintendent: Civil Services (VD) now reports to the Senior Superintendent: Civil Services (PB); and

**DIRECTOR COMMUNITY
SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**DIRECTOR TECHNICAL
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**MANAGER HUMAN
RESOURCE SERVICES**

**DIRECTOR TECHNICAL
SERVICES**

**MANAGER HUMAN
RESOURCE SERVICES**



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- 3.5.9.2 Civil Services (RH) previously reported to the Senior Superintendent: Civil Services (PB) and now reports to the Senior Superintendent: Civil Services (PV) (including Civil Services (EK)).

3.6 General

- 3.6.1 That the Municipal Manager and Directors must make attempts to identify posts that have additional capacity in order to add duties or to combine posts to reduce the demand for new posts;
- 3.6.2 That the Municipal Manager and Directors must make attempts to identify new sources of income and to optimise current sources of income;
- 3.6.3 That every Director must make an attempt to minimise overtime;
- 3.6.4 That the functional division as set out in **Annexure K** be confirmed; and
- 3.6.5 That the revised organisational structure be adopted by Council.

**MUNICIPAL MANAGER
& DIRECTORS**

**MUNICIPAL MANAGER
& DIRECTORS**

DIRECTORS

**MUNICIPAL MANAGER
& DIRECTORS**

RVN018/06/2023

**INSTELLING VAN 'N ARTIKEL 79 KOMITEE AS "MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)" VAN BERGRIVIER MUNISIPALITEIT IN TERME VAN DIE PLAASLIKE REGERING: MUNISIPALE STRUKTURE WET, 1998 (WET 117 VAN 1998) SOOS GEWYSIG
12/2/3/68**

Die waarnemende Munisipale Bestuurder lei die item kortliks in.

Verskeie insette en kommentaar word gelewer deur die Raadslede.

Die onderstaande besluit word eenparig deur die Raad aanvaar

BESLUIT

1. Dat die Raad kennis neem van die voorgestelde instellingskennisgewing deur die LUR vir Plaaslike Regering in die Wes Kaap;
2. Dat die Raad die Voorsitterskap van MPAC Voorsitter vanaf 'n Deeltydse Voorsitter na 'n Voltydse Voorsitter ondersteun; en
3. Dat die Raad volstaan by die Raadsbesluit RVN012/01/2023, soos geneem op 24 Januarie 2023.

**MUNISIPALE
BESTUURDER
(Waarnemend)**

RVN019/06/2023

**REVIEW OF PERFORMANCE, RISK AND AUDIT COMMITTEE CHARTER FOR THE 2023/2024 FINANCIAL YEAR
12/2/2/21**

Die Interne Ouditeur lei die item kortliks in.

The undermentioned resolutions were taken unanimously by Council

RESOLVED

That Council approves the Performance, Risk and Audit Committee Charter for the 2023/2024 financial year.

INTERNAL AUDITOR

RVN020/06/2023

**RISK MANAGEMENT POLICIES REVIEW FOR THE 2023/2024 FINANCIAL YEAR
12/2/2/21**

Die Interne Ouditeur lei die item kortliks in.



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
PIKETBERG**

**The undermentioned resolutions were taken unanimously by Council
RESOLVED**

That Council approves the Risk Management Policies Review for the 2023/2024 financial year.

RVN021/06/2023
REVIEW OF ANTI- FRAUD AND CORRUPTION POLICY
12/2/21

Die Interne Ouditeur lei die item kortliks in.

**The undermentioned resolutions were taken unanimously by Council
RESOLVED**

That Council approves the Anti-Fraud and Corruption Policy (which includes the Fraud Prevention Strategy and the Fraud and Corruption Management Implementation Plan).

RVN022/06/2023
MONTHLY BUDGET STATEMENTS: APRIL 2023
5/1/B; 5/1/1

**The undermentioned resolution were taken unanimously by Council
RESOLVED**

That Council note the monthly budget statement and supporting documentation for April 2023.

RVN023/06/2023
MONTHLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORTS: APRIL 2023
5/1/B, 5/1/1

**The undermentioned resolution were taken unanimously by Council
RESOLVED**

That Council take note of the April 2023 Supply Chain Management Implementation report and that it be made public in accordance with Section 21A of the Local Government: Municipal Systems Act (Act no 32 of 2000).

RVN024/06/2023
NOTULE VAN DIE RISIKOKOMITEE VIR KENNISNAME: DONDERDAG 03 MAART 2023
3/3/2/2

Die onderstaande besluit word eenparig deur die Raad aanvaar

BESLUIT

Dat die Raad kennis neem van die Risikokomiteevergadering se notule soos gehou op Donderdag 03 Maart 2023.

RVN025/06/2023
NOTULE VAN DIE PRESTASIE, RISIKO EN OUDITKOMITEE VIR KENNISNAME: VRYDAG 17 MAART 2023
3/3/2/2

Die onderstaande besluit word eenparig deur die Raad aanvaar

INTERNAL AUDITOR

INTERNAL AUDITOR



**NOTULE VAN DIE RAADSVERGADERING GEHOU OP DINSDAG 27 JUNIE 2023 OM 14:00 VANAF
PIKETBERG**

BESLUIT

Dat die Raad kennis neem van die Prestasie, Risiko en Ouditkomiteevergadering se notule soos gehou op Vrydag 17 Maart 2023.

RVN026/06/2023

**BESLUIT VIR KENNISNAME INGEVOLGE GEDELEGEERDE BEVOEGDHEID VAN UITVOERENDE
BURGEMEESTERSKOMITEE SE VERGADERINGS**

3/2/1/3

Geen

RVN027/06/2023

**BESLUIT VIR KENNISNAME INGEVOLGE GEDELEGEERDE BEVOEGDHEID VAN UITVOERENDE
BURGEMEESTERSKOMITEE SE VERGADERINGS**

3/2/1/3

Geen

RVN028/06/2023

WYKSKOMITEES: KENNISNAME / BESPREKING VAN VERSLAE EN NOTULES

3/2/1/3

Op versoek van Raadsheer Manuel rakende die datums van die Wykskomitee vergaderings wat gekommunikeer moet word vir bywoning deur die Raadslede meld die Speaker dat die finale datums in die jaarprogram vervat gaan word wat einde Julie 2023 voorgelê word aan die Uitvoerende Burgemeesterskomitee en Raad vir oorweging en goedkeuring.

Die amptenare verlaat die vergadering om 15:00, waarna die volle Raad, waarnemende Munisipale Bestuurder en waarnemende Direkteur Finansiële Dienste die vergadering In-Komitee voortsit.

DIE VERGADERING VERDAAG OM 15:30



**HIERMEE BEVESTIG EK DIE ONDERGETEKENDE DAT HIERDIE
NOTULE SOOS BEKRAGTIG 'N WARE WEERGAWE IS VAN DIE VERRIGTINGE**

VOORSITTER

DATUM