



THE PROVINCE OF MPUMALANGA  
DIE PROVINSIE MPUMALANGA

## Provincial Gazette Provinsiale Koerant

*(Registered as a newspaper) • (As 'n nuusblad geregistreer)*

Vol. 24

NELSPRUIT  
2 JUNE 2017  
2 JUNIE 2017

No. 2817

**We all have the power to prevent AIDS**



**Prevention is the cure**

**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

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ISSN 1682-4518



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**CONTENTS**

*Gazette* *Page*  
*No.* *No.*

**GENERAL NOTICES • ALGEMENE KENNISGEWINGS**

50	Piet Retief Town-planning Scheme, 1980: Piet Retief Amendment Scheme 327 .....	2817	11
50	Piet Retief-stadsbeplanningskema, 1980: Piet Retief-wysigingskema 327 .....	2817	11
51	Emalahleni Spatial Planning and Land Use Management By-law, 2016: Erf 493, Del Judor Extension 1 Township, Registration Division J.S., Province of Mpumalanga.....	2817	12
51	Emalahleni Ruimtelikebeplanning en Grondgebruiksbestuur By-wet, 2016: Erf 493, Del Judor Uitbreiding 1 Dorpsgebied, Registrasie Afdeling J.S., Provinsie van Mpumalanga.....	2817	12

**PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS**

52	National Environmental Management Act (107/1998) (NEMA): Environmental Notification: Environmental Licencing Processes and Opportunity to Participate .....	2817	13
53	Mpumalanga Gambling Act 1995: Application for consent to hold an interest as contemplated in section 36 of the Act .....	2817	14
54	Ehlanzeni District Municipality: Correction Notice: Municipal Health By-laws .....	2817	14
55	Emalahleni Spatial Planning and Land Use Management By-law, 2016: Emalahleni Amendment Schemes 2174, 2102, 2138 & 2179 with Annexure 777 .....	2817	15
55	Emalahleni Ruimtelikebeplanning en Grondgebruiksbestuur By-wet, 2016: Emalahleni-wysigingskemas 2174, 2102, 2138 & 2179 with Annexure 777 .....	2817	16

**LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS**

48	National Environmental Management: Waste Act, 2008: Victor Khanye Local Municipality Waste Management By-Laws .....	2817	17
49	Local Government: Municipal Systems Act, 2000: Nkangala District Municipality Tariff By-law .....	2817	44
50	Constitution of the Republic of South Africa (108/1996): Dr. JS Moroka Local Municipality: Council Standard Rules and Orders By-law .....	2817	54
51	Town-planning and Townships Ordinance (15/1986): Rezoning of Holding 117, Eloff Agricultural Holdings ....	2817	114

# Closing times for **ORDINARY WEEKLY** 2017

## MPUMALANGA PROVINCIAL GAZETTE

*The closing time is **15:00** sharp on the following days:*

- **29 December**, Thursday, for the issue of Friday **06 January 2017**
- **06 January**, Friday, for the issue of Friday **13 January 2017**
- **13 January**, Friday, for the issue of Friday **20 January 2017**
- **20 January**, Friday, for the issue of Friday **27 January 2017**
- **27 January**, Friday, for the issue of Friday **03 February 2017**
- **03 February**, Friday, for the issue of Friday **10 February 2017**
- **10 February**, Friday, for the issue of Friday **17 February 2017**
- **17 February**, Friday, for the issue of Friday **24 February 2017**
- **24 February**, Friday, for the issue of Friday **03 March 2017**
- **03 March**, Friday, for the issue of Friday **10 March 2017**
- **10 March**, Friday, for the issue of Friday **17 March 2017**
- **16 March**, Thursday, for the issue of Friday **24 March 2017**
- **24 March**, Friday, for the issue of Friday **31 March 2017**
- **31 March**, Friday, for the issue of Friday **07 April 2017**
- **07 April**, Friday, for the issue of Friday **14 April 2017**
- **12 April**, Wednesday, for the issue of Friday **21 April 2017**
- **20 April**, Thursday, for the issue of Friday **28 April 2017**
- **26 April**, Wednesday, for the issue of Friday **05 May 2017**
- **05 May**, Friday, for the issue of Friday **12 May 2017**
- **12 May**, Friday, for the issue of Friday **19 May 2017**
- **19 May**, Friday, for the issue of Friday **26 May 2017**
- **26 May**, Friday, for the issue of Friday **02 June 2017**
- **02 June**, Friday, for the issue of Friday **09 June 2017**
- **09 June**, Friday, for the issue of Friday **16 June 2017**
- **15 June**, Thursday, for the issue of Friday **23 June 2017**
- **23 June**, Friday, for the issue of Friday **30 June 2017**
- **30 June**, Friday, for the issue of Friday **07 July 2017**
- **07 July**, Friday, for the issue of Friday **14 July 2017**
- **14 July**, Friday, for the issue of Friday **21 July 2017**
- **21 July**, Friday, for the issue of Friday **28 July 2017**
- **28 July**, Friday, for the issue of Friday **04 August 2017**
- **03 August**, Thursday, for the issue of Friday **11 August 2017**
- **11 August**, Friday, for the issue of Friday **18 August 2017**
- **18 August**, Friday, for the issue of Friday **25 August 2017**
- **25 August**, Friday, for the issue of Friday **01 September 2017**
- **01 September**, Friday, for the issue of Friday **08 September 2017**
- **08 September**, Friday, for the issue of Friday **15 September 2017**
- **15 September**, Friday, for the issue of Friday **22 September 2017**
- **21 September**, Thursday, for the issue of Friday **29 September 2017**
- **29 September**, Friday, for the issue of Friday **06 October 2017**
- **06 October**, Friday, for the issue of Friday **13 October 2017**
- **13 October**, Friday, for the issue of Friday **20 October 2017**
- **20 October**, Friday, for the issue of Friday **27 October 2017**
- **27 October**, Friday, for the issue of Friday **03 November 2017**
- **03 November**, Friday, for the issue of Friday **10 November 2017**
- **10 November**, Friday, for the issue of Friday **17 November 2017**
- **17 November**, Friday, for the issue of Friday **24 November 2017**
- **24 November**, Friday, for the issue of Friday **01 December 2017**
- **01 December**, Friday, for the issue of Friday **08 December 2017**
- **08 December**, Friday, for the issue of Friday **15 December 2017**
- **15 December**, Friday, for the issue of Friday **22 December 2017**
- **20 December**, Wednesday, for the issue of Friday **29 December 2017**

## LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

**COMMENCEMENT: 1 APRIL 2016**

### NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1000 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	250.00
Ordinary National, Provincial	2/4 - Half Page	500.00
Ordinary National, Provincial	3/4 - Three Quarter Page	750.00
Ordinary National, Provincial	4/4 - Full Page	1000.00

### EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3000** per page.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwonline.co.za](http://www.gpwonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 15h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
State of Budget (National Treasury)	Monthly	Any	7 days prior to publication	3 days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

### NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice .  
(Please see *Quotation* section below for further details)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (Please see the *Copy Section* below, for the specifications).
    - 8.1.5. Any additional notice information if applicable.
9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****QUOTATIONS**

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** GPW's annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the eGazette Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

**AMENDMENTS TO NOTICES**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.



**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**CUSTOMER INQUIRIES**

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

**GPW** has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

#### Physical Address:

**Government Printing Works**  
149 Bosman Street  
Pretoria

#### Postal Address:

Private Bag X85  
Pretoria  
0001

#### GPW Banking Details:

**Bank:** ABSA Bosman Street  
**Account No.:** 405 7114 016  
**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)

**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)

**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574

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**GENERAL NOTICES • ALGEMENE KENNISGEWINGS**

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**NOTICE 50 OF 2017****PIET RETIEF AMENDMENT SCHEME 327.**

Notice of application for the amendment of the Piet Retief Town Planning Scheme, 1980, in terms of Section 56(1)(b)(i) of the Town-Planning and Townships Ordinance, 1986, (Ordinance No. 15 of 1986).

I, Pinkie Kühne, being the authorised agent of the registered owner of the property mentioned below, hereby give notice, in terms of the above Ordinance, that I have applied to the Mkhondo Municipality, Piet Retief, for the amendment of the Town Planning Scheme, known as the Piet Retief Town Planning Scheme, 1980, by the rezoning of Remainder of Erf 186, situated at no. 30A Von Brandis Street, Piet Retief, from "Residential 1" to "Special" with Annexure 64.

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Civic Centre, Mark Street, Piet Retief for a period of 28 (twenty eight) days from 26 May 2017.

Objections to this application must, within a period of 28 (twenty eight) days from 26 May 2017, written and in duplicate, be submitted to the Municipal Manager at the above address, or be posted to P. O. Box 23, Piet Retief, 2380.

Agent: Pinkie Kühne, P. O. Box 22072, Newcastle, 2940. E-mail: [pinkiekhune@gmail.com](mailto:pinkiekhune@gmail.com) Cell: 082 952 2946.

26-1

**KENNISGEWING 50 VAN 2017****PIET RETIEF WYSIGINGSKEMA 327.**

Kennisgewing van aansoek om die wysiging van die Piet Retief Stadsbeplanningskema, 1980, ingevolge Artikel 56(1)(b)(i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, (Ordonnansie Nr. 15 van 1986). Ek, Pinkie Kühne, synde die gemagtigde agent van die geregistreerde eienaar van die ondergenoemde eiendom, gee hiermee, ingevolge bogenoemde Artikel, kennis dat ek by die Mkhondo Munisipaliteit, Piet Retief, aansoek gedoen het om die wysiging van die Dorpsbeplanningskema, bekend as die Piet Retief Dorpsbeplanningskema, 1980, deur die hersonering van Restant van Erf 186, geleë te Von Brandisstraat 30A, Piet Retief, vanaf "Residensieël 1" na "Spesiaal" met Bylaag 64.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Munisipale Bestuurder, Burgersentrum, Markstraat, Piet Retief, vir 'n tydperk van 28 (agt en twintig) dae vanaf 26 Mei 2017. Besware of verhoë teen die aansoek moet, binne 'n tydperk van 28 (agt en twintig) dae vanaf 26 Mei 2017, geskrewe en in tweevoud, ingehandig word by die Munisipale Bestuurder by bovermelde adres, of gepos word aan Posbus 23, Piet Retief, 2380.

Agent: Pinkie Kühne, Posbus 22072, Newcastle, 2940. E-pos: [pinkiekhune@gmail.com](mailto:pinkiekhune@gmail.com) Sel: 082 952 2946.

26-1

**NOTICE 51 OF 2017**

NOTICE OF APPLICATION FOR AMENDMENT OF THE EMALAHLENI LAND USE MANAGEMENT SCHEME 2010 IN TERMS OF CHAPTER 5 AND 6 OF THE EMALAHLENI SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2016, READ TOGETHER WITH SPLUMA, ACT 16 OF 2013

**EMALAHLENI AMENDMENT SCHEME 2198 WITH ANNEXURE 780**

I, Laurette Swarts Pr. Pln. of the firm Korsman & Associates, being the authorised agent of the owner of, Erf 493 Del Jodor Extension 1 Township Registration Division J.S., Province of Mpumalanga, hereby give notice in terms of Chapter 5 and 6 of the Emalahleni Spatial Planning and Land Use Management By-law, 2016, read together with SPLUMA, 2013, that I have applied to the Emalahleni Local Municipality for the amendment of the town planning scheme known as the Emalahleni Land Use Management Scheme 2010 by the rezoning of the erf described above, situated at 16 Mathew Street, from "Residential 1" to "Tourism" in order to accommodate a guest house with annexure 780 for social hall. Particulars of the application will lay for inspection during normal office hours at the office of the Chief Town Planner, third Floor, Civic Centre, Mandela Avenue, Emalahleni, for a period of 30 days from **26 May 2017**. Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O Box 3, Emalahleni, 1035 within a period of 30 days from **26 May 2017**.

Address of applicant: Korsman & Associates, Private Bag X7294, Suite 295, Witbank, 1035, Phone: 013-650 0408, Fax: 086 663 6326, Email [admin@korsman.co.za](mailto:admin@korsman.co.za)  
Our ref: R17189-advGazette

26-2

**KENNISGEWING 51 VAN 2017**

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DIE EMALAHLENI GRONDGEBRUIKBESTUURSKEMA, 2010 INGEVOLGE HOOFSTUK 5 EN 6 VAN DIE EMALAHLENI RUIMETLIKEBEPLANNING EN GRONDGEBRUIKSBESTUUR BY-WET, 2016, SAAMGELEES MET SPLUMA, WET 16 VAN 2013

**EMALAHLENI WYSIGINGSKEMA 2198 MET BYLAAG 780**

Ek, Laurette Swarts Pr. Pln. van die firma Korsman & Venote, synde die gemagtigde agent van die eienaar van Erf 493 Del Jodor Uitbreiding 1 Dorpsgebied, Registrasie Afdeling J.S., Provinsie van Mpumalanga gee hiermee ingevolge Hoofstuk 5 en 6 van die Emalahleni Ruimtelikebeplanning en Grondgebruiksbestuur By-wet, 2016, saamgelees met SPLUMA, 2013, kennis dat ek by die Emalahleni Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die dorpsbeplanningskema, bekend as die Emalahleni Grondgebruikbestuurskema 2010 deur die hersonering van die eiendom hierbo beskryf, geleë te Mathewstraat 16, van "Residensieel 1" na "Toerisme" ten einde 'n gastehuis te akkommodeer met bylaag 780 vir sosiale saal. Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Hoofstadsbeplanner, Derdevloer, Burgersentrum, Mandelarylaan, Emalahleni, vir 'n tydperk van 30 dae vanaf **26 Mei 2017**. Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 30 dae vanaf **26 Mei 2017** skriftelik tot die munisipale Bestuurder by bovermelde adres of by Posbus 3, Emalahleni, 1035 ingedien of gerig word.

Adres van aplikant: Korsman & Venote, Privaatsak X7294, Suite 295, Witbank, 1035, Tel: 013-650 0408 Faks: 086 663 6326, E-pos [admin@korsman.co.za](mailto:admin@korsman.co.za)  
Ons verwysing: R17189-advGazette

26-2

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**PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS**

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**PROVINCIAL NOTICE 52 OF 2017****ENVIRONMENTAL NOTIFICATION:  
ENVIRONMENTAL LICENCING PROCESSES AND OPPORTUNITY TO PARTICIPATE**

Notice is given in terms of Chapter 6 of the Environmental Impact Assessment (EIA) Regulations, 2014 (GN R. 982) promulgated under the National Environmental Management Act (Act 107 of 1998) (NEMA), of applications for Environmental Authorisation (EA) (i.e.: Scoping and Environmental Impact Report (S&EIR)), Integrated Water Use Licence (IWUL), Waste Management Licence (WML) and amendment applications to existing EA/EMP and IWUL for the proposed new infrastructure, facilities and amendments to existing licences on Manungu Colliery.

**Name of Applicant:** Mbuyelo Coal (Pty) Ltd.

**EIMS Reference Number:** 1177

**Nature of Activity:**

Mbuyelo Coal wishes to establish a coal processing facility at Manungu Colliery in order to complement the existing beneficiation facility (crushing and screening plant). The proposed new processing facility will include a coal wash plant with associated residue discard dump and water management infrastructure. The proposed processing facility and discard dump will be located within the Mining Right boundary and within the current active operational areas.

During the course of these application processes, Mbuyelo Coal wishes to include licencing of two (2) new boreholes for domestic consumption as well as a French drain system to complement the septic tank system. Furthermore, evaporation sprayers are to be considered for the pollution control dam in order to manage excess water volumes. Various amendments to the existing EA/EMP as well as IWUL will also be applied for in order to align the specific conditions with the current status of the mine as well as to clarify certain conditions. Where relevant, Section 102 amendment applications will be undertaken in terms of the Mineral and Petroleum Resources Development Act (Act 28 of 2002).

**Location:**

The existing Manungu Colliery is located approximately 9km south of the town of Delmas and the application area covers all Portions of the farm Weilaagte 271IR and Welgevonden 272IR within the Victor Khanye Local Municipality, Mpumalanga, South Africa.

**Registration and Comment**

As a potential I&AP, you are invited to register and comment on the project. Should you have any comments or concerns regarding the project, or should you require any additional information, please contact EIMS telephonically, or in writing by no later than the 3 July 2017, using the contact details below. Please include the project reference number (1177) in all correspondence. Furthermore, please note that only registered I&APs will be informed of any project information post this registration period.

**Name and contact details of Consultant:****Environmental Impact Management Services (Pty) Ltd (EIMS)**

P.O. Box 2083 Pinetown 2123

Phone: 011 789 7170 / Fax: 011 787 3059

Contact: Cheyenne Muthukarapan

Email: Manungu@eims.co.za

EIMS Reference number: 1177

**PROVINCIAL NOTICE 53 OF 2017****Mpumalanga Gambling Act, 1995****APPLICATION FOR CONSENT TO HOLD AN INTEREST AS CONTEMPLATED IN SECTION 36 OF THE ACT**

Notice is hereby given that RAC Investment Holdings (Pty) Ltd of 6<sup>th</sup> Floor, Claremont Central, 8 Vineyard Road, Claremont, Western Cape, 7735 intends submitting an application to the Mpumalanga Gambling Board for consent to hold an interest as contemplated in Section 36 of the Mpumalanga Gambling Act, 1995, as amended, in Goldrush Group (Pty) Ltd for licenses held in Viva Bingo Middelburg (Pty) Ltd and Goldrush Bingo Ermelo (Pty) Ltd.

The application will be open to public inspection at the offices of the Board from 02 June 2017.

Attention is directed to the provisions of the Mpumalanga Gambling Act 1995 as amended, which makes a provision for the lodging of written representations in respect of the application.

Such representations should be lodged with the Chief Executive Officer, Mpumalanga Gambling Board, 2 Henry Morey Street, White River, Mpumalanga, East London, within one month from 02 June 2017. Any person submitting representations should state in such representation whether or not they wish to make oral representations at the hearing of the application.

**PROVINCIAL NOTICE 54 OF 2017**

**THIS IS A CORRECTION FOR PROVINCIAL GAZETTE NO. 2801,  
NOTICE NO. 33 OF 2017 PUBLISHED ON THE 14<sup>TH</sup> APRIL 2017**

**EHLANZENI DISTRICT MUNICIPALITY:****MUNICIPAL HEALTH BY - LAWS**

APPROVED BY COUNCIL: 30 SEPTEMBER 2015  
Resolution no: A267/2015

PROMULGATED: 14 APRIL 2017

**PROVINCIAL NOTICE 55 OF 2017**

NOTICE OF APPLICATION FOR AMENDMENT OF THE EMALAHLENI LAND USE MANAGEMENT SCHEME 2010 IN TERMS OF CHAPTER 5 AND 6 OF THE EMALAHLENI SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2016, READ TOGETHER WITH SPLUMA, ACT 16 OF 2013

**EMALAHLENI AMENDMENT SCHEME 2174, 2102, 2138 & 2179 WITH ANNEXURE 777**

I, Laurette Swarts Pr. Pln. of the firm Korsman & Associates, being the authorised agent of the registered owners of Erven and Portions described below, hereby give notice in terms of Chapter 5 and 6 of the Emalahleni Spatial Planning and Land Use Management By-law, 2016, read together with SPLUMA, 2013, that I have applied to the Emalahleni Local Municipality for the amendment of the land use management scheme known as the Emalahleni Land Use Management Scheme 2010 by the rezoning of the following properties:

- 1) Amendment Scheme No 2174: Erf 170 Jackaroo Park Township, Registration Division J.S., Province of Mpumalanga situated at 12 Patricia street, from "Residential 1" to "Residential 3" for the purpose of Residential Buildings.
- 2) Amendment Scheme No 2102: Proposed Portions 270 & 271 of the Farm Blesboklaagte 296 Registration Division J.S., Registration Division J.S., Province of Mpumalanga situated north of the CBD along the R544 directly adjacent to the Licensing Office, from "Agricultural" to "Business 3".
- 3) Amendment Scheme No 2138: Erf 37 Pine Ridge Township, Registration Division J.S., Province of Mpumalanga situated at 59 Philox Drive, from "Industrial 1" to "Institutional" to accommodate a Place of Public Worship.
- 4) Amendment Scheme No 2179 with Annexure 777: Erf 1831 Witbank Extension 8 Township, Registration Division J.S., Province of Mpumalanga situated on the corner of Stevenson- & Watermeyer Street, from "Special" to "Industrial 1" for a service industry with annexure 777 for a place of refreshment.

Particulars of the application will lay for inspection during normal office hours at the office of the Chief Town Planner, third Floor, Civic Centre, Mandela Avenue, Emalahleni, for a period of 30 days from **2 June 2017**. Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O Box 3, Emalahleni, 1035 within a period of 30 days from

**2 June 2017.**

Address of applicant: Korsman & Associates, Private Bag X7294, Suite 295, Witbank, 1035, Phone:

013-650 0408, Fax: 086 663 6326, Email [admin@korsman.co.za](mailto:admin@korsman.co.za)

Our ref: R17177\_R16158\_R16169\_R17187-advGazette

2-9



**PROVINSIALE KENNISGEWING 55 VAN 2017**

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DIE EMALAHLENI  
GRONDGEBRUIKBESTUURSKEMA, 2010 INGEVOLGE HOOFSTUK 5 EN 6 VAN DIE EMALAHLENI  
RUIMETLIKEBEPLANNING EN GRONDGEBRUIKSBESTUUR BY-WET, 2016, SAAMGELEES MET SPLUMA,  
WET 16 VAN 2013

**EMALAHLENI WYSIGINGSKEMA 2174, 2102, 2138 & 2179 WITH ANNEXURE 777**

Ek, Laurette Swarts Pr. Pln. van die firma Korsman & Vennote, synde die gemagtigde agent van die geregisreerde eienaars van die erwe en gedeeltes hieronder beskryf, gee hiermee ingevolge Hoofstuk 5 en 6 van die Emalahleni Ruimtelikebeplanning en Grondgebruiksbestuur By-wet, 2016, saamgelees met SPLUMA, 2013, kennis dat ek by die Emalahleni Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die grondgebruiksbestuurskema, bekend as die Emalahleni Grondgebruiksbestuurskema 2010 deur die hersonering van die volgende eiendomme:

- 1) Wysigingskema Nr 2174: Erf 170 Jackaroo Park Dorpsgebied, Registrasie Afdeling J.S., Provinsie van Mpumlanga geleë te Patriciastraat 12, vanaf "Residensiële 1" na "Residensiële 3" ten einde 'n Residensiëlegebou.
- 2) Wysigingskema Nr 2102: Voorgestelde Gedeeltes 270 & 271 van die plaas Blesboklaagte 296, Registrasie Afdeling J.S., Provinsie van Mpumlanga geleë noord van die SSG langs die R544 direk aangrensend tot die Lisensiekantoor, vanaf "Landbou" na "Besigheid 3".
- 3) Wysigingskema Nr 2138: Erf 37 Pine Ridge Dorpsgebied, Registrasie Afdeling J.S., Provinsie van Mpumlanga geleë te Philoxrylaan 59, vanaf "Industrieel" "Institusioneel" om 'n openbare plek van aanbidding te akkomodeer.
- 4) Wysigingskema Nr 2179 met Bylaag 777: Erf 1831 Witbank Uitbreiding 8 Dorpsgebied, Registrasie Afdeling J.S., Provinsie van Mpumlanga geleë op die hoek van Stevenson- en Watermeyerstraat, "Spesiaal" na "Industrieel 1" ten einde 'n bedryfindustrie met bylaag 777 vir die doel van 'n verversingsplek.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Hoofstadsbeplanner, Derdevloer, Burgersentrum, Mandelarylaan, Emalahleni, vir 'n tydperk van 30 dae vanaf **2 Junie 2017**. Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 30 dae vanaf

**2 Junie 2017** skriftelik tot die Munisipale Bestuurder by bovermelde adres of by Posbus 3, Emalahleni, 1035 ingedien of gerig word.

Adres van applikant: Korsman & Vennote, Privaatsak X7294, Suite 295, Witbank, 1035, Tel: 013-650 0408  
Faks: 086 663 6326, E-pos admin@korsman.co.za

Ons verwysing: R17177\_R16158\_R16169\_R17187-advGazette



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**LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS**

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**LOCAL AUTHORITY NOTICE 48 OF 2017**

**VICTOR KHANYE MUNICIPAL BY-LAW**

**FOR**

**WASTE MANAGEMENT**

## VICTOR KHANYE LOCAL MUNICIPALITY WASTE MANAGEMENT BY-LAWS

The Victor Khanye Local Municipality hereby publishes the Waste Management By-law set out below, promulgated by the municipality in terms of section 156(2) of the Constitution of the Republic of South Africa, 1996 and section 9(3)(a)-(d) of the National Environmental Management: Waste Act, 2008.

### Preamble

**WHEREAS** the “Municipality” has the Constitutional obligation to provide services including refuse removal, collection and disposal;

**AND WHEREAS** poor waste management practices can have adverse impact on the environment in and beyond Municipal boundaries;

**AND WHEREAS** the “Municipality” is committed to ensure that all residents, organisations, institutions, businesses, visitors or tourist and public bodies are able to access services from a legitimate waste service provider;

**AND WHEREAS** the “Municipality” wishes to regulate waste collection, separation, storage, processing, treatment, recycling, reuse and disposal of waste including littering and illegal dumping and the regulation of facilities used for the management of waste, with the ultimate aim of avoiding or minimising the generation and impact of waste;

**AND WHEREAS** the “Municipality” promotes the waste hierarchy approach as outlined in the National Waste Management Strategy

### ARRANGEMENT OF THE BY-LAW

CHAPTER 1:	
1. DEFINITIONS.....	5
CHAPTER 2:	
2. GENERAL DUTY CARE.....	6
CHAPTER 3	
3. SERVICE PROVIDERS	
3.1 SERVICE PROVIDERS/CONTRACTORS.....	7
CHAPTER 4	
4. PROVISION OF WASTE SERVICES	
4.1 STORAGE AND RECEPTACLES FOR GENERAL WASTE.....	9
4.2 REMOVAL OF WASTE.....	10
4.3 NOTICES TO COUNCIL.....	10

4.4 PROVISION OF WASTE BINSS.....	10
4.5 PLACEMENT OF BINS.....	11
4.6 USE AND CARE OF CONTAINERS AND BALCK BAGS.....	11
4.7 COLLECTION AND TRANSPORTATION.....	12
CHAPTER 5	
5. WASTE TRANSFER STATION, BUT-BACK CENTRES, MATERIAL RECOVEARY FACILITIES OR ANY OTHER FACILITIES	
5.1 WASTE DISPOSAL.....	14
5.2 COMPACTION OF WASTE.....	14
5.3 RECYCLING.....	15
CHAPTER 6	
6. GARDEN AND BULKY GARDEN WASTE AND OTHER BULKY WASTE	
6.1 REMOVAL AND DISPOSAL OF GARDEN AND BULKY WASTE.....	16
6.2 THE COUNCIL'S SPECIAL SERVICE.....	16
6.3 GENERATION, STARGE, COLLECTION, RE-USE AND DISPOSAL OF BUILDING WASTE.....	17
CHAPTER 7	
7. HAZARDOUS WASTE	
7.1 SPECIAL INDUSTRIAL, HAZARDOUS AND HEALTHCARE RISK WASTE....	18
7.2 STORING OF SPECIAL INDUSTRIAL WASTE.....	18
7.3 REMOVAL OF SPECIAL INDUSTRIAL WASTE.....	18
CHAPTER 8	
8. DISPOSAL SITES	
8.1 CONDUCT AT DISPOSAL SITES.....	19
8.2 OWNERSHIP OF WASTE.....	19
CHAPTER 9	
9. GENERAL PROVISION	
9.1 DUTY TO PROVIDE FACILITIES FOR LITTER.....	20
9.2 PROHIBITION OF LITTERING.....	20
9.3 PROHIBITION OF NUISANCE.....	21
9.4 BURNING OF WASTE.....	21
9.5 UNAUTHORISED ...DISPOSAL/DUMPING.....	21
9.6 ABANDONED ARTICLES.....	22
9.7 LIABILITY TO PAY APPLICABLE TARRIFS.....	22
9.8 ON-SITE DISPOSAL.....	22
9.9 ACCESS TO PREMISES.....	22
9.10 ACCUMULATION OF WASTE.....	23
CHAPTER 10	
10. INFECTIOUS WASTE	
10.1 STORAGE OF INFECTIOUS WASTE.....	23

10.2	TRANSPORT OF INFECTIOUS WASTE.....	23
10.3	REMOVAL AND DISPOSAL OF INFECTIOUS WASTE.....	24
CHAPTER 11		
11. PROVISION FOR WASTE INFORMATION SYSTEM AND REGISTRATION OF TRANSPORTERS		
11.1	REQUIREMENTS FREGISTRATION.....	24
11.2	LISTED WASTE MANAGEMENT ACTIVITIES.....	24
11.3	WASTE MANAGEMENT OFFICER AND WASTE MANAGEMENT CONTROL OFFICER.....	25
CHAPTER 12		
12. ADMINISTRATIVE MATTERS, COMPLIENCE AND INFORCEMENT		
12.1	EXEMPTIONS.....	25
12.2	APPEALS.....	26
12.3	OFFENCES.....	26
12.4	PENALTIES.....	26
12.5	SHORT TITLE AND COMMENCEMENT.....	26
12.6	REPEAL OF BY-LAWS.....	26

## CHAPTER 1

### 1. DEFINITIONS

In this by-law, any word or expression to which a meaning has been assigned in the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) as amended, and the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000); and associated regulations shall have the meaning so assigned and, unless the context indicates otherwise.

**“animal carcasses ”** means carcasses of dead animals.

**“bin”** means a standard type of waste bin with a capacity of 1 cubic metre, 85 litre or 240 litre wheelie bins as approved by the Council and which can be supplied by the Council. The bin may be constructed of galvanised iron, rubber or polythene;

**“building waste”** includes all waste produced during the construction, alteration, repair or demolition of any structure, and includes building rubble, earth, vegetation and rock displaced during such construction, alteration, repair or demolition;

**“bulky waste”** means business waste or domestic waste which by virtue of its mass, shape, size or quantity is inconvenient to remove in the routine door-to-door council service provided by the council or service provider;

**“bulky garden waste”** such as tree-stumps, branches of trees, hedge-stumps and branches of hedges and any other grade waste of quantities more than 2 cubic metre;

**“business waste”** means waste that emanates from premises that are used wholly or mainly for commercial, retail, wholesale, entertainment or government administration purposes;

**“contaminated sharps”** means discarded sharps (e.g. hypodermic needles, syringes, pasteur pipettes, broken glass, scalpel blades) which have come into contact with infectious agents during use in patient care or in medical, research or industrial laboratories.

**“charges”** means a tariff, which is an amount levied for the removal of any waste in terms of these regulations and of which the amount is determined by Council in each financial year.

**“domestic waste”** means waste normally generated from a premises used as a residence or private dwelling-house, including flats, hospitals, schools, hostels, compounds, benevolent societies, churches and halls situated on private property and which can be easily removed without damaging the refuse bags;

**“dry industrial waste”** means dry waste generated as a result of manufacturing, maintenance, fabricating and dismantling activities and the activities of railway marshalling yards, but shall not include builders waste, special industrial waste or domestic waste;

**“garden waste”** means organic waste which emanates from gardening or landscaping activities at residential, business or industrial premises including but not limited to grass cuttings, leaves, branches, and includes any biodegradable material and excludes waste products of animal origin and bulky waste;

**“health care risk waste”** means waste capable of producing any disease and includes, but is not limited to the following:

- (a) laboratory waste;
- (b) pathological waste;
- (c) isolation waste;
- (d) genotoxic waste;
- (e) infectious liquids and infectious waste;
- (f) sharps waste;
- (g) chemical waste; and
- (h) pharmaceutical waste;

**“human blood and blood products”** means waste such as serum, plasma and other blood components;

**“industrial waste”** means waste generated as a result of manufacturing, maintenance, fabricating, processing or dismantling activities, but does not include building waste, business waste, special industrial waste, hazardous waste, health care risk waste or domestic waste;

**“Infectious waste”** means waste capable of producing an infectious disease because it contains pathogens of sufficient virulence and quantity so that exposure to the waste by a susceptible human host could result in an infectious disease;

**“Isolation wastes”**. Wastes generated by patients who have communicable diseases which are capable of being transmitted to others via those wastes;

**“litter”** means waste, excluding hazardous waste, arising from activities in public areas that has not been deposited of in a public litter container;

**“Nuisance”** means any injury, harm, damage, inconvenience or annoyance to any person which is caused in any way whatsoever by the improper handling or management of waste, including but not limited to, the storage, placement, collection, transport or disposal of waste or by littering as we;; as nuisance caused by overgrown stands;

**“Miscellaneous contaminated waste”** means waste from surgery and autopsy (e.g. soiled dressing, sponges, drapes, lavage tubes, drainage sets, under pads and gloves), contaminated laboratory waste (e.g. specimen containers, slides and cover slips, disposal gloves, laboratory coats and aprons), dialysis unit waste (e.g. tubing filters, disposable sheets, towels, gloves, aprons and laboratory coats), and contaminated equipment (e.g. equipment used in patient care, medical and industrial laboratories, research and in the production and testing of certain pharmaceuticals);

**“occupier(s)”** in relation to any premises, means any person who is in actual occupation of such premises and if no person is in actual occupation thereof, any person who, whether as owner, lessee, licensee or otherwise has, for the time being, control of such premises and shall include a street trader who occupies a site for the purposes of such street trader's business;

**“owner”** means the registered owner, lessee or occupier of premises, or the person in charge or control of any premises or part thereof, who is over 18 years of age, and any person who obtains a benefit from the premises or is entitled thereto;

**“pathological waste”** means waste consisting of tissues, organs, body parts and body fluids that are removed during surgery and autopsy;

**“provincial environmental department”** means the provincial department responsible for environmental matters;

**“public place”** means any square, park, recreation ground, sport ground, sanitary lane or open space whether or not it is shown on a general plan, plan of subdivision or diagram;

**“receptacle”** means an approved container having a capacity for temporary storage of waste in terms of these by-laws;

**“refuse bag”** means a plastic bag approved by the Council of of a density minimum 40 microns;

**“service provider/contractor”** means the provider of the collection domestic waste collection service, be it the Municipality, external entity or community that is contracted by the Municipality to render a Municipal service;

**“South African waste information system”** means a national waste information system established in terms of section 60 of the National Environmental Management: Waste Act

**“special industrial waste”** means waste consisting of a liquid, sludge or solid substance, resulting from a manufacturing process, industrial treatment or the pre-treatment for disposal purposes of any industrial or mining liquid waste;

**“tariff”** means the prescribed charge determined by the Municipality in terms of any applicable legislation for any service rendered by the Municipality in terms of these by-laws;

**“waste”** means any substance, whether or not such substance, material or object can be reduced, re-used, recycled or recovered and that needs to be disposed of safely-

(a) that is identified as waste by the Minister by notice in the Gazette and includes waste generated by mining, medical or other sector, but –

- (i) A by-product is not considered waste; and
- (ii) Any portion of waste, once re-used, recycled and recovered, ceases to be waste;

**“waste disposal facility”** means any site or premise used for the accumulation of waste with the purpose of disposing of that waste at that site or on that premise;

**“waste management activity”** means any activity listed in Schedule 1 published by notice in the Gazette under section 19, and includes –

- (i) the generation of waste, including the undertaking of any activity or process that is likely to result in the generation of waste;
- (ii) the accumulation and storage of waste;
- (iii) the collection and handling of waste;
- (iv) the reduction, re-use, recycling and recovery of waste;
- (v) the trading in waste;
- (vi) the transportation of waste;
- (vii) the transfer of waste
- (viii) the treatment of waste; and
- (ix) the disposal of waste;

**“waste management officer”** means a waste management officer designated in terms of section 10 of the Waste Act;

**“waste management hierarchy”** means waste management systems and options starting from generation, storage, recycling, recovery, treatment and final disposal of all type of waste

## CHAPTER 2

### 2. GENERAL DUTY OF CARE

- (1) Every person has a duty to manage any waste generated by his or her activities or the activities of those persons working under his or her direction in such a manner that the waste does not cause harm to human health or damage to the environment. In particular, the person must ensure that:
  - (a) waste generation is avoided and where such waste cannot be avoided minimise the toxicity and amounts of waste;
  - (b) waste is reduced, reused, recycled or recovered;
  - (c) where waste must be disposed of, the waste is treated and disposed in an environmentally sound manner;
  - (d) the waste is managed in such a manner that it does not endanger health or the environment or cause a nuisance through noise, dust, odour or visual impacts.
- (2) Any person subject to the duty imposed in subsection (1) may be required by the Municipality or an authorised official to take measures to ensure compliance with the duty.
- (3) The measures referred to in subsection (2), that a person may be required to undertake include—
  - (a) investigation, assessment and evaluation of the impact that their activities, the process or a situation have on the environment;
  - (b) informing and educating employees about the environmental risks of their work and the manner in which their tasks must be performed in order to avoid causing damage to the environment;
  - (c) ceasing, modifying or controlling any act, process, situation or activity which causes damage to the environment;
  - (d) containing or preventing the movement of pollutants or other causes of damage to the environment;
  - (e) eliminating or mitigating any source of damage to the environment; or
  - (f) Rehabilitating the effects of the damage to the environment

## CHAPTER 3

### 3. SERVICE PROVIDERS

#### 3.1 Service providers/Contractors



- (1) The Municipality may discharge any of its obligations by entering into a service delivery agreement with a service provider or service providers in terms of the Municipal Systems Act, 2000.
- (2) Subject to the provisions of the Municipal Systems Act or any other legislation, the Municipality may assign to a service provider any power enjoyed by the Municipality under these by-laws: provided that the assignment is required for the service provider to discharge an obligation under its service delivery agreement, but the accountability shall remain with the Municipality.
- (3) Any reference in these by-laws to "Municipality or service provider" should be read as the "Municipality" if the Municipality has not entered into a service delivery agreement, and should be read as "service provider" if the Municipality has entered into a service delivery agreement.
- (4) Service providers must provide services in accordance with a customer charter which must be drawn up in consultation with the Municipality and which must-
  - (a) accord with the provisions of these by-laws;
  - (b) be accessible to the public;
  - (c) establish the conditions of the service including collection times; and
  - (d) provide for the circumstances in which Municipal services may be limited.

## **CHAPTER 4**

### **4. PROVISION OF WASTE SERVICES**

#### **4.1 Storage and receptacles for general waste**

- (1) Any person or owner of premises where general waste is generated must ensure that such waste is stored in a receptacle provided or approved by the Municipality.
- (2) Any person or owner of premises contemplated in subsection (1) must ensure that-
  - (a) the receptacle is stored inside the yard where applicable, away from the public area when still waiting for collection;
  - (b) on agreed collection date, it should be placed outside the premises in an area accessible to the municipal officials or service providers;
  - (c) pollution and harm to the environment is prevented;
  - (d) waste cannot be blown away and that the receptacle is covered or closed;
  - (e) measures are in place to prevent tampering by animals;
  - (f) nuisance such as odour, visual impacts and breeding of vectors do not arise;
  - (g) suitable measures are in place to prevent accidental spillage or leakage;
  - (h) the receptacle is intact and not corroded or in any other way rendered unfit for the safe storage or transportation of the waste;

- (i) that a receptacle(s) provided by the Municipality is not used for any other purpose other than storage of waste;
- (j) waste is only collected by the Municipality or authorised service provider; and
- (k) in cases where an owner or occupier is not available on the day of collection, make necessary arrangements to ensure removal of waste

#### **4.2. Removal of waste**

- (1) The Council shall provide a service for the collection and removal of business and house waste from premises at the tariff charge.
- (2) The occupier of the premises on which business or domestic waste is generated, shall avail himself of the Council's service for the collection and removal of such waste, except where special exemption is granted.
- (3) The owner of the premises in which the business or domestic waste is generated, shall be liable to the Council for all charges in respect of the collection and removal of waste from such premises.

#### **4.3. Notices to Council**

- (1) The occupier of the premises, or in the case of premises being occupied by more than one person, the owner of such premises, on which business waste or domestic waste is generated, shall within seven days after the commencement of the generation of such waste notify the Council –
  - (a) that the premises are being occupied;
  - (b) whether business waste or domestic waste is being generated on the premises.

#### **4.4. Provision of waste bins**

- (1) The Council shall determine the type and number of containers required on a premises.
- (2) The Municipality will provide 240 litre wheelie bins to every household as a once off. Until all households has received a bin from the Municipality owners will be responsible to provide their own bins. Delmas, Sundra and Eloff will continue with the black bag system until provided with 240 litre wheelie bins.
- (3) The Council may deliver mass container units to premises if, having regard to the quantity of business waste generated on the premises concerned, the suitability of such waste for storage in bins, and the accessibility of the space provided by the owner of the premise in terms of section 4.5 to the Council's waste collection vehicles, if it considers container units more appropriate for the storage of the waste bins : Provided that mass container units shall not be delivered to the premises unless the

space provided by the owner of the premises in terms of section 4.5 is accessible to the Council's waste collection vehicles for mass container units.

#### **4.5. Placement of bins**

- (1) The owner or occupier of the premises shall on an approved place on the premises provide sufficient space for the placing of the refuse bins.
- (2) The space provided in terms of sub section (1) shall –
  - (a) be in such a position on the premises as will allow the storage of bins without their being visible from a street or public place;
  - (b) where domestic waste is generated on the premises –
    - (i) be in such a position as will allow the collection and removal of waste by the Council's employees without hindrance;
    - (ii) be not more than 20m from the entrance to the premises, used by the Council's employees;
  - (c) if required by the Council, be so located as to permit convenient access to and from such space for the Council's waste collection vehicles;
  - (d) be sufficient to house any receptacle used in the sorting and storage of the waste contemplated in subsections 4.7(1) (a) , as well as any such waste not being stored in a receptacle : Provided that this requirement shall not apply in the case of buildings erected, or the building plans whereof have been approved, prior to the coming into operation of this by-law.
- (3) The occupier of the premises, or in the case of premises, being occupied by more than one person, the owner of such premises, shall place the bins in the space provided in terms of subsection (2) and shall at all times keep them there.
- (4) Notwithstanding anything to the contrary in subsection (3) contained –
  - (a) in the case of buildings erected, or buildings the building plans whereof have been approved, prior to the coming into operation of this by-law; and
  - (b) in the event of the Council, in its opinion being unable to collect and remove business waste from the space provided in terms of subsection (1);
- (5) The Council may, having regard to the avoidance of nuisance and the convenience of collection of waste, indicate a position within or outside the premises where the bins shall be placed for the collection and removal of such waste and such bins shall then be placed in such position at such times and for such periods as the Council may prescribe.

#### **4.6. Use and care of containers and black bags**

- (1) Every occupier of premises, or in the case of premises being occupied by more than one person, the owner of such premises shall ensure that –

- (a) all the domestic or business waste generated on the premises is placed and kept in bins or black bags for removal by the Council: Provided that the provisions of this subsection shall not prevent any occupier, or owner, as the case may be –
  - (i) who has obtained the Council's prior written consent, from selling or otherwise disposing of any swill, corrugated cardboard, paper, glass or other material being an element of business waste, for recycling in a manufacturing process or, in the case of swill, for consumption;
  - (ii) from utilising such domestic waste as may be suitable for making compost.
- (b) no hot ash, unwrapped glass or other business or domestic waste which may cause damage to bins or black bags or which may cause injury to the Council's employees while carrying out their duties in terms of this by-law, is placed in bins or black bags before he/she has taken such steps as may be necessary to avoid such damage or injury;
- (c) no material, including any liquid which, by reason of its mass or other characteristics, is likely to render such bins or black bags unreasonably difficult for the Council's employees to handle or carry, is placed in such bins/black bags;
- (d) every container on the premises is covered, save when waste is being deposited therein or discharged there from, and that every container is kept in a clean and hygienic condition;
- (e) no person deposits waste in any other place than in the containers provided that purpose;
- (2) No container may be used for any purpose other than the storage of business, domestic or garden waste and no fire shall be lit in such container.
- (3) In the event of a mass container having been delivered to premises, the occupier of such premises shall, 24 hours before the container is likely to be filled to capacity, inform the Council thereof.
- (4) The owner of premises to which container units have been delivered in, shall be liable to the Council for the loss thereof and for all damage caused thereto except for such loss or damage as may be caused by the employees of the Council.
- (5) Plastic bags with domestic or garden waste, or both, shall be properly closed and be placed outside the property next to the fence and near the entrance or access road before 07h00 on the day determined by the Council for removal of waste;
- (6) It remains the responsibility of the occupant or owner of a dwelling to pick up waste as a result of a refuse bin overturned or a black bag being damaged by stray animals or persons.

**4.7. Collection and transportation**

(1) The Municipality may -

- (a) only collect waste stored in approved receptacles;
- (b) develop collection schedules for both commercial and residential properties for reasons of health, safety or environmental protection.
- (c) collect waste (mass containers) outside the set schedule on request by any person and at a fixed tariff agreed to by both parties prior to collection.
- (d) set the maximum amount of quantities of waste that will be collected;
- (e) identify waste streams which may not be collected by the Municipality or which are unsuitable for collection; and where such a case exist, advise the owner of alternatives

(2) Any person transporting waste within the jurisdiction of the Municipality must –

- (a) ensure that the receptacle or vehicle transporting waste is adequate in size and design for the type of waste transported;
- (b) remove or transport the waste in a manner that would prevent any nuisance or escape of material;
- (c) maintain the receptacle or vehicle or conveyance in a clean, sanitary condition at all times;
- (d) not permit waste transported to become detached, leak or fall from the receptacle or vehicle or conveyance transporting it;
- (e) ensure that waste is transported or deposited at a waste transfer station, recycling facility and/or disposal facility licensed to accept such waste;
- (f) ensure that the vehicle is not used for other purposes whilst transporting waste;
- (g) apply to the Municipality to register as a transporter of waste in accordance with the requirements set out by the Municipality and adhere to all the conditions attached to the registration.

## CHAPTER 5

### 5. WASTE TRANSFER STATIONS, BUY BACK CENTRES, MATERIAL RECOVERY FACILITIES OR ANY OTHER FACILITIES

- (1) Any holder of waste must –
  - (a) utilise appropriate facilities as directed by the Municipality or service provider; and
  - (b) adhere to the operational procedures of a waste facilities as set out by the Municipality.

#### 5.1 Waste disposal

- (1) Waste generated in the municipal area must be disposed of at a waste disposal facility as directed by the Municipality.
- (2) In disposing of waste the operator of the site must comply with the provisions of any other legislation regulating the disposal of waste.
- (3) Any person disposing waste at a Municipal owned disposal site must adhere to the site operational procedures approved by the Municipality.
- (4) All private waste disposal sites within the jurisdiction of the Municipality, must comply to local norms and standards and any other relevant legislation.

#### 5.2 Compaction of waste

- (1) Should the quantity of domestic or business waste generated on premises be such that, in the opinion of the Council, the major portion of such waste is compactable, or should the owner or occupier of premises wish to compact such waste, such owner or occupier, as the case may be, shall increase the density of that portion of such waste as is compactable by means of approved equipment designed to shred or compact waste and shall put the waste so treated into an approved plastic, paper or other disposable container or into a compaction unit container, and the provisions of section 4.5 shall not apply to such compactable waste, but shall remain applicable to all other waste.
- (2) The capacity of the plastic, paper or other disposable container referred to in subsection (1) shall not exceed 1 cubic metre.
- (3) After the waste, treated as contemplated in subsection (1) has been put into a plastic, paper or other disposable container, such container shall be placed in a container.
- (4) Insofar as the provisions of subsection (1) make the compaction of domestic or business waste compulsory, such provisions shall not apply until a period of 6 months has elapsed from the date of the serving of a notice to this effect by the Council.

- (5) "Approved" for the purpose of subsection (1) shall mean approved by the Council, with regard to the suitability of the equipment or container for the purpose for which it is to be used, as well as the reasonable requirements of the particular case from a public health, storage and waste collection and removal point of view.
  - (6) The containers mentioned in subsection (1) shall be supplied by the owner or the occupier, as the case may be.
  - (7) If the container referred to in subsection (1) is made of steel, such container shall, after the collection thereof and after it has been emptied by the Council, be returned to the premises.
  - (8) The Council shall remove and empty the containers referred to in subsection (1) at such intervals as the Council may deem necessary in the circumstances.
- The provisions of this section shall not prevent any owner or occupier of premises, as the case may be, after having obtained the Council's prior written consent, from selling or otherwise disposing of any swill, corrugated cardboard, paper, glass or other material being an element of business waste, for recycling in a manufacturing process or, in the case of swill, for consumption.

### **5.3 Recycling of waste: Storage, separation and collection of recyclable domestic waste**

- (1) Any person who is undertaking any activity involving reduction, re-use, recycling or recovery of waste including scrap dealers, by-back centres and formalised recycling groups must before undertaking that activity, make sure that the activity is less harmful to the environment than the disposal of such waste and must notify the Municipality of an intention to undertake such an activity in writing.
- (2) Any person undertaking the activities contemplated in subsection (1) must adhere to the requirements set out in national or provincial legislation.
- (3) The Municipality may require any person or owner of premises to separate their waste and use different receptacles provided by the Municipality or service provider.
- (4) In cases where the Municipality, service provider or industry has provided separate receptacles for recyclable material, no person may use other receptacles for recyclable material.



## CHAPTER 6

### 6. GARDEN AND BULKY GARDEN WASTE AND OTHER BULKY WASTE

#### 6.1 Removal and disposal of garden and bulky waste

- (1) The occupier or, in the case of premises occupied by more than one person, the owner of premises on which garden or bulky garden or other bulky waste is generated, shall ensure that such waste be disposed of in terms of this Chapter within a reasonable time after the generation thereof.
- (2) Any person may remove and dispose of garden or bulky garden waste or other bulky waste.
- (3) Garden or bulky garden or other bulky waste removed from the premises on which it was generated, shall be deposited on a site designated by the Council as a disposal site for such waste.

#### 6.2 The Council's special service

- (1) At the request of the owner of any occupier of any premises, the Council shall remove bulky garden and other waste from premises, provided that the Council is able to do so with its waste removal equipment and that it is paid for the service in advance according to Council's tariff structure. All such waste shall be placed in the container provided by the Municipality.
- (2) The owner or occupier of premises on which building waste is generated and person conducting an activity which causes such waste to be generated, must ensure that—
  - (a) until disposal, all building waste, together with the containers used for the storage, collection or disposal thereof, is kept on the premises on which the waste was generated;
  - (b) the premises on which the building waste is generated does not become unsightly or cause a nuisance as a result of accumulated building waste;
  - (c) any building waste which is blown off the premises is promptly retrieved; and
  - (d) pursuant to any instructions from the Municipality, any structure necessary to contain the building waste is constructed.
- (3) Any person may operate a building or garden waste removal service subject to adherence to relevant legislation.
- (4) The owner or occupier of premises may apply to the Municipality for written consent to place an appropriate receptacle for the storage and collection of building waste in the road reserve for the period of such consent.

- (5) Every receptacle, authorised in terms of subsection (4) and used for the removal of building waste, must –
  - (a) be fitted with reflecting chevrons or reflectors which must completely outline the front and the back thereof; and
  - (b) be covered at all times other than when actually receiving or being emptied of such waste so that no displacement of its contents can occur.
- (6) The owner or occupier of premises on which building waste is generated must ensure that the waste is disposed of at a facility designated for that purpose by the Municipality.
- (7) For the purpose of reclamation of land, reuse or recycling, building waste may with written consent of the Municipality, be deposited at a place other than the Municipality's waste disposal sites.
- (8) A consent given in terms of subsection (7) shall be subject to the conditions, as the Municipality may deem necessary.

### **6.3. Generation, storage, collection, reuse and disposal of building waste**

- (1) The owner or occupier of premises on which building waste is generated and person conducting an activity which causes such waste to be generated, must ensure that—
  - (a) until disposal, all building waste, together with the containers used for the storage, collection or disposal thereof, is kept on the premises on which the waste was generated;
  - (b) the premises on which the building waste is generated does not become unsightly or cause a nuisance as a result of accumulated building waste;
  - (c) any building waste which is blown off the premises is promptly retrieved; and
  - (d) pursuant to any instructions from the Municipality, any structure necessary to contain the building waste is constructed.
- (2) Any person may operate a building waste removal service subject to adherence to relevant legislation.
- (3) Should the Municipality provide such a service, it shall be done at a prescribed tariff.

## CHAPTER 7

### 7. SPECIAL WASTE

#### 7.1. Special Industrial, hazardous and health care risk Waste

- (1) Any waste generator who generates special industrial, hazardous or health care risk waste or an owner of premises where such waste is generated must contract with an accredited service provider to collect and dispose of such waste at a licensed hazardous waste disposal facility.
- (2) Subsection (1) does not apply to generators of waste who have the capacity to conduct the service.
- (3) Any person transporting industrial, hazardous or health care risk waste must ensure that the facility or place to which such waste is transported is authorised to accept such waste prior to offloading the waste from the vehicle.

#### 7.2. Storing of special industrial waste.

- (1) The person referred to section 7 shall ensure that the special industrial waste generated on the premises is kept and stored there on in terms of subsection (2) until it is removed from the premises.
- (2) Special industrial waste stored on premises shall be stored in such manner that it cannot become a nuisance or pollute the environment.
- (3) If special industrial waste is not stored in terms of subsection (2) on the premises on which it is generated, the Council may order the owner of the premises and the person and the referred to in section 7 to remove such waste within a reasonable time and, if thereafter such waste is not removed within such time, the Council may by itself or through a contractor remove it for the owner's expense.

#### 7.3 Removal of special industrial waste

- (1) No person shall remove special industrial waste from the premises on which it was generated without, or otherwise than in terms of, the written consent of the Council.
- (2) The Council may give its consent in terms of subsection (1), subject to such conditions as it may deem fit. In laying down conditions, the Council shall have regard to –
  - (a) the composition of the special industrial waste;
  - (b) the suitability of the vehicle and container to be used;
  - (c) the place where the waste shall be dumped; and
  - (d) proof to the Council of such dumping.

- (3) The Council shall not give its consent in terms of subsection (1), unless it is satisfied that the person applying for such consent is competent and has the equipment to remove the special industrial waste and to comply with the conditions laid down by the Council.
- (4) The person referred to in section 7(1) shall inform the Council, at such intervals as the Council may stipulate, having regard to the information to be given to the Council in terms of section 7(1), of the removal of special industrial waste, the identity of the remover, the date of such removal, the quantity and the composition of the special industrial waste removed.
- (5) Should any person be caught in the act of contravening the provisions of this section, such person shall dispose of the waste removed by him/her as directed by the Council.

## **CHAPTER 8**

### **8. DISPOSAL SITES**

#### **8.1. Conduct at disposal sites**

- (1) Any person who, for the purpose of disposing of waste enters a waste disposal site controlled by the Council shall –
  - (a) enter the disposal site only at an authorised access point
  - (b) give the Council all the particulars required in regard to the composition of the waste; and
  - (c) follow all instruction given to him/her in regard to access to the actual disposal point, the place where and the manner in which the waste should be deposited.
- (2) No person shall bring intoxicating liquor onto a disposal site controlled by the Council.
- (3) No person shall enter a disposal site controlled by the Council for any purpose other than the disposal of waste in terms of this by-law and then only at such times as the Council may from time to time determine.

#### **8.2. Ownership of waste**

- (1) All waste removed by the Council and all waste disposal sites controlled by the Council shall be the property of the Council and no person who is not authorised by the Council to do so, remove or interfere therewith.
- (2) Any person who wants to reclaim waste on the waste disposal site of Council should apply in writing to the Municipality and will only be allowed on the site after written consent was obtained.

- (3) Only waste which is generated on premises within the Council's area of jurisdiction may be disposed of on the Council's waste disposal sites.

## CHAPTER 9

### 9. GENERAL PROVISIONS

#### 9.1. Duty to provide facilities for litter

- (1) The Municipality, or owner of premises in the case of privately owned land, must take reasonable steps to ensure that sufficient and appropriate receptacles are provided for the discarding of litter by the public, in any place to which the public has access.
- (2) The Municipality, or owner of privately owned land, must ensure that all receptacles installed on the premises for the collection of litter are
  - (a) maintained in good condition;
  - (b) suitably weighted and anchored so that they cannot be inadvertently overturned;
  - (c) constructed in such a manner as to ensure that they are weatherproof and animal proof;
  - (d) of suitable size to contain all litter likely to be generated on the premises and by the users thereof;
  - (e) placed in locations convenient for the use by users or occupants of the premises to discourage littering or the unhealthy accumulation of waste; and emptied and cleansed periodically or when full. The emptying and cleansing of receptacles must be done frequently to ensure that no receptacle or its contents may become a nuisance or provide reasonable grounds for complaint.
- (3) In any public place where a receptacle has been placed for the depositing of litter, the Municipality may put up notices about littering.

#### 9.2. Prohibition of littering

- (1) No person may –
  - (a) cause litter;
  - (b) sweep any waste into a gutter, onto a road reserve or onto any other public place;
  - (c) disturb anything in, or remove anything from any receptacle which has been placed for the purposes of collecting litter in such a manner as to cause the contents of the receptacle to spill or fall onto the ground around it; and

- (d) allow any person under his control to do any of the acts contemplated in paragraphs (a), (b) or (c) above.
- (2) The Municipality, or owner in the case of privately owned land to which the public has access, must within a reasonable time after any litter has been discarded, dumped or left behind, remove such litter or cause it to be removed at the cost of the owner in case of a private owned land.

### **9.3. Prohibition of nuisance**

- (1) Any person handling waste within the Municipality, either through storage, collection, transportation, recycling or disposal must-
  - (a) take reasonable measures to prevent nuisance, injury, harm, damage, annoyance or inconvenience to any person and the environment;
  - (b) take measures to remedy any spillages, harm, damage or nuisance referred to in section (a) above;
  - (c) at their own cost, clean any waste causing nuisance to any person or the environment;
  - (d) ensure compliance to the notice contemplated in sub section (1) (c); the Municipality may clean or remedy waste causing nuisance to any person or the environment, at the Municipality's cost and claim such cost from the offender.

### **9.4. Burning of waste**

- (1) No person may-
  - (a) dispose of waste by burning it, either in a public or private place;
  - (b) incinerate waste either in a public or private place except in an incinerator licensed by the relevant national or provincial authorities to do so;
  - (c) Burn waste in a mass container of the Municipality. The owner will be held responsible for the damage to the mass container

### **9.5. Unauthorised disposal/dumping**

- (1) No person may except with the permission of the occupier, owner or of the person or authority having control thereof, dump, accumulate, place, deposit, leave or cause or allow to be dumped, accumulated, placed, deposited or left any waste whatsoever, whether for gain or otherwise, on or in a public place; any drain, watercourse, flood prone areas, tidal or other water in or in the vicinity of any road, highway, street, lane, public footway or pavement, roadside or other open space to which the public have access; or private or municipal land.
- (2) The local authority may at the expense of an owner of land, person in control of land or a person who occupies the land rehabilitate any damage caused to the environment as

a result of the activity or failure of the person referred to in subsection (1) to take reasonable measures to prevent unauthorised disposal or dumping.

#### **9.6. Abandoned articles**

- (1) Any article, other than a motor vehicle deemed to have been abandoned in terms of the Road Traffic Act, which, in the light of such factors as the place where it is found, the period it has been lying at such place and the nature and condition of such article, is reasonably regarded by the Municipality as having been abandoned, may be removed and disposed of by the Municipality as it may deem fit.
- (2) The Municipality may remove and dispose of any article which is chained or fastened to any pole, or any other property belonging to the council, without authorisation as it may deem fit.

#### **9.7. Liability to pay applicable tariffs**

- (1) The owner of premises where the Municipality is rendering waste services contemplated in this by-law is liable for the payment of prescribed tariffs for such services, and is not exempted from or reduction of such tariffs due to non-usage, partial or limited use of such services.
- (2) The Municipality reserves the right to review such tariffs contemplated in subsection (1) on an annual basis.
- (3) The Municipality may exempt any person or category of persons deemed to be falling in the indigent category from paying prescribed tariffs for waste management services as outlined in the Municipal Indigent Policy.

#### **9.8. On-site disposal**

- (1) The Municipality may, as it deem fit in an area where a municipal waste management service is not already provided, after consultation with the concerned community, declare an area(s) as demarcated for on-site disposal of general waste.
- (2) A declaration contemplated in subsection (1) must be published in a provincial gazette and may include but not limited to—
  - (a) time frames for such a declaration;
  - (b) minimum standards to be adhered to for on-site disposal; and
  - (c) quantity of waste that may be disposed.
- (3) The Municipality has a right to inspect the areas contemplated in subsection (1) on a regular basis

#### **9.9. Access to premises**

- (1) Where the Council provides a waste collection service, the occupier of premises shall grant the Council access to the premises for the purpose of collecting and removing waste and shall ensure that nothing obstructs, frustrates or hinders the Council in the carrying out of its service.
- (2) Where in the opinion of the Council the collection or removal of waste from any premises is likely to result in damage to the premises or the Council's property, or injury to the waste collectors or any other person, it may, as a condition of premises, require the owner or occupier to indemnify it in writing in respect of any such damage or injury or any claims arising out of either.

#### **9.8. Accumulation of waste**

- (1) When any category of waste defined in Chapter 1 of this by-law accumulates on premises so as to constitute of so as to render it likely that a nuisance will be created thereby, the Council may make a special removal of such waste and the owner shall be liable in respect of such special removal to pay the tariff charge authorized.

### **CHAPTER 10**

## **10. INFECTIOUS WASTE**

#### **10.1. Storage of infectious waste**

- (1) All infectious waste must be placed at the point of generation into a container approved by the Council.
- (2) The container used for the storage of sharp objects must be constructed of such a material that the object cannot pierce the container. The container must be fitted with a safe and hygienic lid, which must be sealed after use.
- (3) The container used for the disposal of other infectious waste must be constructed of a suitable material, preventing the leakage of the contents. The container must be fitted with a safe and hygienic lid, which must be sealed after use.
- (4) All containers must be adequately labelled and marked with the universal bio-hazardous waste symbol.

#### **10.2. Transport of infectious waste**

- (1) All containers of infectious waste must be sealed at the point of generation. The vehicle transporting infectious waste must be clearly marked indicating infectious waste in transit.
- 2) The vehicle used for the transport must be so designed that the drivers cab is separated from the load area. The load area must be enclosed with suitable sealable, lockable doors.
- (3) All loads being carried must be invoiced, indicating the premises from which the



infectious waste was generated and the premises where the waste will be disposed of.

### **10.3. Removal and disposing of infectious waste**

- (1) The Council may remove infectious waste from the premises of generation and dispose thereof in a safe, sanitary and supervised manner, and the owner of such premises shall be liable to the Council for payment of the tariff charges in respect of such services.
- (2) Approved private contractors may remove and dispose of infectious waste after written consent has been granted to such contractor by the Council.
- (3) Infectious waste may be disposed of in an approved high temperature pollution free incinerator on the premises of origin after written consent has been granted by the Council.
- (4) The burning temperatures in the primary and secondary chambers of the incinerator to exceed 800 degrees C and 1 000 degrees C respectively and also have rapid cooling to prevent carcinogenic chemicals from entering the atmosphere.

## **CHAPTER 11**

### **11. PROVISION FOR WASTE INFORMATION SYSTEM AND REGISTRATION OF TRANSPORTERS**

#### **11.1. Requirements for registration**

- (1) Any person who transports waste for gain must adhere to the requirements as set out in section 25 of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008).
- (2) Any person who is transporting waste within the Municipal jurisdiction must register with the Municipality and report to the Municipality information as set out in that notice. The notice may include but not limited to-
  - (a) the application forms
  - (b) a prescribed fee;
  - (c) renewal intervals;
  - (d) list of transporters, types and thresholds of waste transported;
  - (e) minimum standards or requirements to be complied with.
- (3) Any person conducting listed activities of hazardous generation of waste, recovery and recycling of waste, treatment of waste, disposal of waste, exportation of hazardous waste must register and report to South African waste Information System.

## **11.2 Listed Waste Management Activities**

### **Commencement, conducting or undertaking of listed waste management activities**

- (1) Any person conducting a listed waste management activity listed in terms of section 19 of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), must upon request by an official of the Municipality, provide proof of compliance with the requirements of a licence issued by the competent authority.
- (2) Any person conducting or intending to conduct any activity contemplated in section 5 must, at least sixty (60) days before commencement, conducting or undertaking such activity, inform the Municipal waste management officer in writing of the intention.

## **11.3 Waste Management Officer and Waste Management Control Officer**

- (1) Each municipality authorised to carry out waste management services by the Municipal Structures Act, 1998 (Act No. 117 of 1998), must designate in writing a waste management officer from its administration to be responsible for co-ordinating matters pertaining to waste management in that municipality.
- (2) Should a designated Waste Management Officer of the Municipality resign, transfer or any other reason of his or her leaving, the Provincial Environment Department should be notified in writing within 30 days with the name of the new designated Waste Management Officer.
- (3) A Waste Management Control Officer (WMCO) must be appointed, who will monitor and ensure compliance and correct implementation of all mitigation measures on waste management services and further report any non-compliance of National Environment Management: Waste Act to the Provincial Environment Department through means reasonably available, e.g waste information system, waste management activities and etc.

## **CHAPTER 12**

## **12 ADMINISTRATIVE MATTERS COMPLIANCE AND ENFORCEMENT**

### **12.1 Exemptions**

- (1) Any person may by means of a written application, in which the reasons are given in full, apply to the Municipality for exemption from any provision of this by-law
- (2) The Municipality may –
  - (a) grant an exemption in writing and the conditions in terms of which, if any, and the period for which such exemption is granted be stipulated therein;
  - (b) alter or cancel any exemption or condition in an exemption; or
  - (c) refuse to grant an exemption.

- (3) In order to consider an application in terms of subsection (1), the municipality may obtain the input or comments of the owners or occupants of surrounding premises.
- (4) An exemption does not take effect before the applicant has undertaken in writing to comply with all conditions imposed by the municipality under subsection (2), however, if an activity is commenced before such undertaking has been submitted to the Municipality, the exemption lapses.
- (5) If any condition of an exemption is not complied with, the exemption lapses immediately.

## **12.2 Appeals**

- (1) A person whose rights are affected by a decision taken by the Municipality in terms of these by-laws, may appeal against that decision by giving written notice of the appeal and the reasons therefore in terms of section 62 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) to the municipal manager or delegated official within 21 days of the date of the notification of the decision.

## **12.3 Offences**

- (1) Any person who –
  - (a) obstructs or hinders the Municipality in exercising the powers or performance of functions or duties as outlined in this by-laws;
  - (b) contravenes or fails to comply with any provision of these by-laws; or
  - (c) fails to comply with the terms of a notice served upon him or her in terms of these by-laws, shall be guilty of an offence.

## **12.4 Penalties**

- (1) Any person who contravenes or fails to comply with a provision of these by-laws is guilty of an offence and liable on conviction to imprisonment for a period not exceeding fifteen years or to a fine or to both such fine and imprisonment as determined by the Magistrate Court.

## **12.5 Short title and commencement**

- (1) These by-laws are called Waste Management By-laws of the Victor Khanye Local Municipality, and take effect on the date determined by the Municipality in the provincial gazette.
- (2) Different dates may be so determined for different provisions of these by-laws.

## **12.6 Repeal of by-laws**

- (1) Any by-law relating to waste management or refuse removal or disposal within the Municipality or any of its predecessors or areas formerly existing under separate Municipalities or other organs of State is repealed from the date of promulgation of these bylaws.

**LOCAL AUTHORITY NOTICE 49 OF 2017****NKANGALA DISTRICT MUNICIPALITY  
TARIFF BY-LAW**

Nkangala District Municipality, hereby, in terms of section 156 (2) of the Constitution of the Republic of South Africa read in conjunction with Section 74 and 75 of the Local Government: Municipal Systems Act, 2000, has by way of Council Resolution adopted the Nkangala District Municipality Tariffs By-Law set out hereunder.

**PREAMBLE**

**WHEREAS** Section 229(1) of the Constitution authorises a municipality to impose: rates on property and surcharges on fees for services provided by or on behalf of the municipality and if authorised by national legislation, other taxes, levies and duties.

**AND WHEREAS** Section 75A of the Systems Act requires a municipality to levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and recover collection charges and interest on any outstanding amount.

**AND WHEREAS** Section 74(1) of the Systems Act, requires that a municipal council must adopt and implement a tariff By-law on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements and which complies with the provisions of the Systems Act, the Local Government: Municipal Finance Management Act, 53 of 2003 and any other applicable legislation.

**AND WHEREAS** Section 75(1) of the Systems Act, requires a municipal council to adopt by-laws to give effect to the implementation and enforcement of its tariff By-law.

**AND WHEREAS** Section 75(2) of the Systems Act, requires that a by-laws adopted in terms of subsection 75(1) may differentiate between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.

**INDEX**

	<b>Page No.</b>
1. Interpretation	4
2. General Introduction and Objective	5
3. General Principles	5
4. Contents of the tariffs by-law	7
5. Categories of consumers	7
6. Need for Tariffs By-law	8
7. Implementation of Tariffs By-law	8
8. Miscellaneous Tariffs	9
9. Service deposit	10
10. Atmospheric Emission Licence Processing Fee	11
11. Enforcement of the tariffs by-law	11
12. Effective date	11
13. By-law adoption	11

## 1. INTERPRETATION

In this By-Law, the English text prevails in the event of any conflict with the other approved languages' texts, and, unless the context otherwise indicates—

**"Municipality"** means Nkangala District Municipality;

**"Municipality's Tariff By-Law"** means this Tariff By-Law adopted by the Municipality in terms of a Council Resolution;

**"Constitution"** means the Constitution of the Republic of South Africa;

**"Credit Control and Debt Collection By-Law and Policy"** means the Municipality's Credit Control and Debt Collection By-Law and By-Law as required by Sections 96(b), 97 and 98 of the Systems Act;

**"Systems Act"** means the Local Government: Municipal Systems Act, 32 of 2000;

**"Tariff"** means fees, charges, or any other tariffs levied by the Municipality in respect of any function or service provided by the Municipality, excluding rates levied by the Municipality in terms of the Local Government: Municipal Property Rates Act, 6 of 2004.

**"Basic Municipal Services"** mean a Municipal service that is necessary to ensure an acceptable and reasonable quality of life and, if not provided, would endanger public health or safety or the environment.

**"Council"** refers to Nkangala District Municipality and its successors in law and includes the Council of that Municipality or its Executive Committee or any other body acting by virtue of any power delegated to it in terms of legislation, as well as any official to whom the Executive Committee has delegated any powers and duties with regard to this By-law.

**"Municipal Area"** means the area in respect of which the Nkangala District Municipality has executive and legislative authority as determined by the constitution and the National legislation and demarcated in terms of the Demarcation Act (Act 27 of 1998).

**"Tariff By-Law"** means a By-Law on, the levying of fees, rates for the Municipal services provided by the Municipality itself, which complies with the Municipal Systems Act, 2000.

## 2. GENERAL INTRODUCTION AND OBJECTIVE

- 2.1 A tariff By-law must be compiled, adopted and implemented in terms of Section 74 of the Local Government: Municipal Systems Act 2000, such By-Law to cover, among other things, the levying of fees for Municipal services provided by the Municipality itself or by way of service delivery agreements.
- 2.2 The Tariffs By-Law has been compiled taking into account, where applicable, the guidelines set out in Section 74 of Municipal Systems Act, 2000 (Act No. 32 of 2000).

- 2.3 In setting its annual tariffs the Council shall at all times take due cognisance of the tariffs applicable elsewhere in the economic region, and of the impact which its own tariffs may have on local economic development.
- 2.4 The Tariffs By-Law has been compiled to ensure that Municipal services are financially sustainable, affordable and equitable.
- 2.5 And that there is consistency in how tariffs are applied throughout the Municipality.

### **3. GENERAL PRINCIPLES**

- 3.1 Service tariffs imposed by the Municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the ability to pay of the relevant consumer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion. However when setting the tariffs the Council shall consider the impact, which the proposed increases in service charges will have on the monthly Municipal accounts of users in the Municipal area. The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts. Because users have no mechanism for passing on such increases to other parties, but must fully absorb the increases concerned, the Council shall ensure that the additional impact of such increases is in keeping with the relevant increase in the consumer price index.
- 3.2 The Municipality shall ensure that its tariffs are uniformly and fairly applied throughout the Municipal region.
- 3.3 In line with the principles embodied in the Constitution and in other legislation pertaining to Local Government, the Municipality may differentiate between different categories of users and consumers in regard to the tariffs which it levies. Such differentiation shall, however, at all times be reasonable, and shall be fully disclosed in each annual budget.



- 3.4 The Municipality's Tariff By-Law shall be transparent, and the extent to which there is cross-subsidisation between categories of consumers or users shall be evident to all consumers or users of the service in question.
- 3.5 The Municipality further undertakes to ensure that its tariffs shall be easily explainable and understood by all consumers and users affected by the Tariff By-Law concerned.
- 3.6 The Municipality also undertakes to render its services cost effectively in order to ensure the most economical cost of service delivery concerned; and another directly related to the consumption of the service in question.

#### **4. CONTENTS OF TARIFF BY-LAW**

The Municipality's Tariff By-Law shall, inter alia:

- 4.1 apply to all tariffs imposed by the Municipality pursuant to the adoption of the Municipality's annual budget;
- 4.2 reflect the principles referred to in Section 74(2) of the Systems Act and specify any further principles for the imposition of tariffs which the Municipality may wish to adopt;
- 4.3 specify the manner in which the principles referred to in Section 74(2) are to be implemented in terms of the Tariff By-Law;
- 4.4 specify the basis of differentiation, if any, for tariff purposes between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination;
- 4.5 include such further enforcement mechanisms, if any, as the Municipality may wish to impose in addition to those contained in the

#### **5. CATEGORIES OF CONSUMERS**

Tariff structure may be imposed for the following categories of consumers:

- a) Domestic consumers
- b) Business consumers
  - i) Commercial consumers

- ii) Industrial consumers
- iii) Agricultural consumers
- c) Consumers with whom special agreements were made
- d) Consumers in certain geographical areas
- e) Educational institution
- f) Welfare organisations

## **6. NEED FOR A TARRIFF BY-LAW**

- 6.1 The Municipality must have access to adequate sources of revenue to enable it to carry out its functions. The Municipality must fully utilize the available sources of revenue to meet its development objective.
- 6.2 Financial sustainability requires that the Municipality must ensure that its budget balances, services are provided at affordable levels and it is able to recover the cost of services delivery.
- 6.3 Effective and efficient usage of resources, this means that Municipality must use the resources in the best possible ways to reap the maximum benefits for the community.
- 6.4 Budget and Financial affairs of the Municipality must be open to public scrutiny, in accordance with Section 22 of the Municipal Finance Management Act No 53 of 2003. The community should be part of the decision making process about how revenue is raised and spent.

## **7. IMPLEMENTATION OF TARIFFS BY-LAW**

- 7.1 The Municipality like any other business enterprise is subject to continuous price increase in the goods, material and other resources that it uses to perform its function.
- 7.2 Tariffs represent the charges levied by the council on consumers for the utilization of services provided by the Municipality. Tariffs maybe calculated in a various different ways, dependent upon the nature of the services that are provided.

- 7.3 The Municipality shall adopt and implement a tariff By-law on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements which complies with the provisions of the Systems Act, the Local Government: Municipal Finance Management Act, 53 of 2003 and any other applicable legislation.
- 7.4 The Municipality shall not be entitled to impose tariffs other than in terms of a valid tariff policy and By-law.

## **8. MISCELLANEOUS TARIFFS**

- 8.1 Where at all possible all miscellaneous tariffs relating to the Municipality will be standardised.
- 8.2 All minor tariffs shall be approved by the Council in each annual budget.
- 8.3 All minor tariffs over which the municipality has full control, and which are not directly related to the cost of a particular service, shall annually be adjusted at least in line with the prevailing consumer price index, unless there are compelling reasons why such adjustment should not be effected.
- 8.4 The following services shall be considered as community services, and no tariffs shall be levied for their use
- (a) Municipal lending library (except for fines set out below)
- 8.5 The following services shall be considered as economic services, and the tariffs levied shall cover 100% or as near as possible to 100% of the budgeted annual operating expenses of the service concerned:
- a) rentals for the use of Municipal premises
  - b) search fees
  - c) Schemes regulations
  - d) Photostat copies and fees
  - e) Issuing of compliance certificates, licenses and permits
  - f) Use of equipment
  - g) lease of municipal property;

- h) Issuing of compliance and spot fines in terms of applicable approved municipal by-laws, provincial and national legislation.

8.6 The following charges and tariffs shall be considered as regulatory or punitive, and shall be determined as appropriate in each annual budget:

- a) penalty and other charges imposed in terms of the approved By-law on credit control and debt collection;
- b) penalty charges for the submission of dishonoured, stale, post-dated or otherwise unacceptable cheques.

8.7 Lease agreements shall be entered into for the lease of municipal properties. Where possible market related rentals will be levied.

8.8 Municipal Health Services and Environmental.

8.9 Fire and Rescue Services.

## **9. SERVICE DEPOSITS**

The raising of deposits is permissible where certain levies are made in arrears and payable with application for relevant service:

- 9.1 Lease of municipal property the deposit will be equal to monthly rental.
- 9.2 Rentals for the use of Municipal premises the deposit will be as per the Rental of Facilities (use of Council Chamber, Parlour, Training Room and Committee Rooms) Policy
- 9.3 As and when required.

## **10. ATMOSPHERIC EMISSION LICENCE PROCESSING FEE**

10.1 The atmospheric emission licence processing fee will per determine and approved as per the regulations prescribing the atmospheric emission licence processing fee in terms of the National Environmental Management Air Quality Act, 2004 ( Act no.39 of 2004) as approved by the Minister of Environmental Affairs.

- 10.2 The applicant must pay the prescribed processing fees, as indicated in the regulation, before or on the date of submission of the application or as directed by the municipality.
- 10.3 The applicant must attach proof of payment to the application form submitted to the municipality
- 10.4 In the instances where the application is refused in terms of section 40(1) (b) of the National Environmental management Air Quality Act of 2004, or the application is withdrawn, the fee will not be refunded.

#### **11. ENFORCEMENT OF TARIFF BY-LAW**

The Municipality's tariff By-law shall be enforced in line with the Credit Control and Debt Collection By-Law and any further enforcement mechanisms stipulated in the Municipality's tariff By-law and other any by- laws and legislation.

#### **12. EFFECTIVE DATE**

This By-Law shall take effect on date of gazette.

#### **13. BY - LAW ADOPTION**

This By-Law has been considered and approved by the Council of **Nkangala District Municipality**.

## LOCAL AUTHORITY NOTICE 50 OF 2017

**DR. JS MOROKA LOCAL MUNICIPALITY: COUNCIL STANDING RULES AND ORDERS BY-LAW****MUNICIPAL NOTICE**

The Dr JS Moroka Local Municipality adopted Standing Rules and Orders By-Laws at its meeting held on the 18<sup>th</sup> AUGUST 2016 in terms of Section 156 (2) of the Constitution of the Republic of South Africa (Act 108 of 1996) read with Section 31 (2) of the Local Government: Municipal Structures Act, 1998 and hereby publishes the By-Laws in terms of Section 13 (a) of the Local Government: Municipal Systems Act, 2000 to come into effect on the date of publication hereof in the Mpumalanga Provincial Gazette.

**TABLE OF CONTENTS**

<b>CHAPTER 1</b>	<b>5</b>
<b>APPLICATION, INTERPRETATION AND DEFINITIONS OF COUNCIL STANDING RULES AND OREDRS</b>	<b>5</b>
1.1. Application	5
1.5. Interpretation	5
1.6. Definitions	6
<b>CHAPTER 2</b>	<b>10</b>
<b>GENERAL PROVISIONS RELATING TO MEETINGS</b>	<b>10</b>
<b>Part 1: Determination of time and venue of meetings</b>	<b>10</b>
2. Days and venues of meetings	10
3. Determination of venue and time of ordinary council meeting	10
4. Determination of time and venue of special council meetings	11
5. Determination of venue and time of ordinary Committee and MPAC meetings	11
6. Determination of venue and time of special committee meetings	11
7. Determination of time and venue of public meetings	12
8. Meeting using telecommunications or video conferencing facilities	12
9. Public hearings	12
<b>Part 2: Notice of meetings</b>	<b>13</b>
10. Notice of Council and Committee meetings	13
11. Notice of public meetings and public hearings	13
12. Councillors to supply Municipal Manager with contact details	14
<b>Part 3: Attendance of meetings and hearings</b>	<b>15</b>
13. Absence from meetings	15
14. Appeal against refusal of application for leave of absence	16
15. Removal of Councillor and Traditional Leader from office as a result of absence from meetings without leave	16
16. Who may attend meetings	17
17. Attendance register	18
18. Documents to be available at meetings	18
<b>Part 5: Presiding at meetings and hearings</b>	<b>18</b>
19. General Powers and duties of Chairperson	18
20. Failure or refusal to exercise powers or discharge duties by Chairperson at meeting or hearing	20
21. Status of Chairperson at meeting	21
22. Presiding at the first Council meeting after a general election	22

<b>23. Presiding at Council meetings</b>	<b>22</b>
<b>24. Presiding at Council meetings when position of Speaker is vacant</b>	<b>22</b>
<b>25. Presiding at Mayoral Committee meetings</b>	<b>22</b>
<b>26. Presiding at Section 79 - Committee or other Committee meetings</b>	<b>22</b>
<b>27. Presiding at public meetings of voters and public hearings</b>	<b>23</b>
<b>Part 6: Conduct of persons at meetings</b>	<b>23</b>
<b>28. Conduct of members of public at Council or Committee meetings</b>	<b>23</b>
<b>29. Recording of proceedings at meetings</b>	<b>24</b>
<b>30. Conduct of Councillors during meetings</b>	<b>24</b>
<b>31. Dress code</b>	<b>25</b>
<b>32. Person speaking to address Chairperson</b>	<b>26</b>
<b>33. Councillor to sit while speaking</b>	<b>26</b>
<b>34. Duration and reading of speeches</b>	<b>26</b>
<b>35. Councillor to speak only once</b>	<b>27</b>
<b>36. Relevance</b>	<b>27</b>
<b>37. Councillor's right to information</b>	<b>27</b>
<b>38. Personal explanation, point of order, and clarification</b>	<b>27</b>
<b>39. Right of Municipal Manager to have advice recorded in minutes</b>	<b>28</b>
<b>Part 7: Adjournment and continuation of meetings</b>	<b>28</b>
<b>40. Quorum and adjournment of meeting in the absence of a quorum</b>	<b>28</b>
<b>41. Adjournment of meeting before it completed its business</b>	<b>29</b>
<b>42. Continuation of adjourned meeting</b>	<b>29</b>
<b>43. Temporary adjournment of meeting</b>	<b>29</b>
<b>Part 8: Agendas and minutes of meetings</b>	<b>30</b>
<b>44. Only matters included in agenda are dealt with</b>	<b>30</b>
<b>45. Minutes of meetings and summary of evidence at hearings</b>	<b>30</b>
<b>46. Declaration of personal and pecuniary interest</b>	<b>31</b>
<b>Part 9: Deputations, petitions, objections and representations</b>	<b>31</b>
<b>47. Deputations</b>	<b>31</b>
<b>48. Attendance of Council meeting by Auditor-general</b>	<b>31</b>
<b>49. Petitions</b>	<b>31</b>
<b>50. Objections and representations</b>	<b>32</b>
<b>Part 10: Questions</b>	<b>32</b>
<b>51. Questions of which notice had been given</b>	<b>32</b>
<b>52. Questions during meetings</b>	<b>33</b>
<b>Part 11: Motions</b>	<b>33</b>
<b>53. Motion to be in written form</b>	<b>33</b>
<b>54. Submission and limitation of motions</b>	<b>33</b>
<b>55. Withdrawal and amendment of motions</b>	<b>33</b>
<b>Part 12: Subject matter and consideration of motions and proposals</b>	<b>34</b>
<b>56. Right of introducer of motion to speak and reply</b>	<b>34</b>
<b>57. Motion or proposal regarding budget</b>	<b>34</b>
<b>58. Motion or proposal regarding by-laws</b>	<b>34</b>
<b>59. Eligible proposals</b>	<b>34</b>
<b>60. Amendment of motion or proposal</b>	<b>34</b>

<b>61. Referring matter back</b>	<b>35</b>
<b>62. Deferring consideration of matter</b>	<b>36</b>
<b>63. Suspending debate</b>	<b>36</b>
<b>64. Putting matter to vote</b>	<b>37</b>
<b>65. Proceeding to next business</b>	<b>38</b>
<b>Part 13: Applications by Councillors and Traditional Leaders</b>	<b>38</b>
<b>66. Interest in Council business</b>	<b>38</b>
<b>67. Disclosure of declared interests</b>	<b>39</b>
<b>68. Resignation of Councillors and vacancies in offices</b>	<b>39</b>
<b>Part 14: Full-time Councillors</b>	<b>40</b>
<b>69. Designation of full-time councillors</b>	<b>40</b>
<b>70. Report of Municipal Manager with regard to full-time Councillors</b>	<b>40</b>
<b>71. Applications by full-time Councillors to undertake other paid work</b>	<b>40</b>
<b>73. Powers, Functions and Duties of Council Whip</b>	<b>41</b>
<b>The Council Whip executes the powers, functions and duties delegated or assigned to him or her by the Council.</b>	<b>41</b>
<b>CHAPTER 3</b>	<b>41</b>
<b>LANGUAGE POLICY OF COUNCIL</b>	<b>41</b>
<b>74. Determination of language policy</b>	<b>41</b>
<b>75. Differentiation between languages for different purposes</b>	<b>41</b>
<b>76. Factors to be taken into account</b>	<b>41</b>
<b>77. Review of language policy</b>	<b>41</b>
<b>CHAPTER 4</b>	<b>41</b>
<b>ORDER OF BUSINESS AT MEETINGS</b>	<b>41</b>
<b>78. Order of business at Ordinary Council meetings</b>	<b>41</b>
<b>79. Order of business at first Council meeting after general election of Councillors</b>	<b>42</b>
<b>80. Order of business at Committee meetings</b>	<b>43</b>
<b>VOTING AND DECISION-MAKING</b>	<b>43</b>
<b>81. Public meetings or public hearings of voters</b>	<b>43</b>
<b>82. Decision only taken in certain circumstances</b>	<b>43</b>
<b>83. Voting at Council and Committee meetings</b>	<b>43</b>
<b>84. When division is called</b>	<b>44</b>
<b>CHAPTER 6</b>	<b>45</b>
<b>REMOVAL OF OFFICE-BEARERS FROM OFFICE</b>	<b>45</b>
<b>86. Removal of Speaker</b>	<b>45</b>
<b>87. Removal of Executive Mayor from office</b>	<b>46</b>
<b>88. Removal of members of Section 79 - Committee or other Committees</b>	<b>46</b>
<b>89. Removal from office of Chairperson of Section 79 - Committee or other Committees</b>	<b>46</b>
<b>CLOSING OF MEETINGS</b>	<b>47</b>
<b>90. Circumstances that must be present to close meeting</b>	<b>47</b>
<b>91. Procedure for closing meetings</b>	<b>47</b>
<b>92. Rules governing closed meetings</b>	<b>47</b>
<b>93. Opening closed meeting</b>	<b>47</b>
<b>94. Supplying information to media</b>	<b>48</b>



<b>CHAPTER 8</b>	<b>48</b>
<b>APPLICATION OF CODE OF CONDUCT</b>	<b>48</b>
95. Investigating suspected breaches of code	48
97. Implementing result of vote	51
98. Effect of appeal on resolution	51
99. Breaches of Rules of Order or legislation relating to privileges and immunities	52
<b>CHAPTER 9</b>	<b>52</b>
<b>DISSOLUTION OF COUNCIL</b>	<b>52</b>
100. Conditions for dissolution	52
101. Procedure for considering dissolution of council	52
<b>CHAPTER 10</b>	<b>53</b>
<b>COMMITTEES</b>	<b>53</b>
<b>Part 1: Section 79-committees and other committees</b>	<b>53</b>
102. Report of Municipal Manager before establishment of Committee	53
103. Consideration of Municipal Manager's report	53
104. Determining size of committee	53
105. Election system and election of members of committee	53
106. Term of Committee and filling of vacancies	54
107. Quorum and decision-making	54
108. Making decision to establish office of Executive Mayor	54
109. Report of Municipal Manager about Executive Mayor	54
110. Considering municipal manager's report	54
111. Establishment of mayoral committee	55
112. Term of Mayoral Committee and filling of vacancies	55
113. Quorum and decision-making	55
<b>Part 3: Ad hoc committees</b>	<b>55</b>
114. Establishment and disestablishment of ad hoc committees	55
115. Terms of reference of ad hoc committees	55
116. Removal from office of members of ad hoc committees	55
<b>CHAPTER 11</b>	<b>56</b>
<b>REPORTS</b>	<b>56</b>
117. Reports of Executive Mayor and Section 79-Committees	56
118. Delivery of reports of committees	56
119. Submission of Committee reports	56
120. Considering Committee report	56
121. Reports on state of budget	57
122. Report on unauthorised expenditure	57
123. Information statement on intended debt	57
124. Financial report	58
125. Report about virement	58
126. Report on inability to comply with reporting requirements or other duty	58
127. Reporting about performance	58
<b>CHAPTER 12</b>	<b>58</b>
<b>DELEGATED POWERS</b>	<b>58</b>
128. Reporting on exercise of delegated powers	58
129. Review of decisions under delegated powers	59

<b>EXERCISE OF POWERS</b>	<b>59</b>
<b>130. Exercising of Powers</b>	<b>59</b>
<b>CHAPTER 14</b>	<b>60</b>
<b>MISCELLANEOUS PROVISIONS</b>	<b>60</b>
<b>131. Revocation of by-laws</b>	<b>60</b>
<b>132. Short title and commencement</b>	<b>60</b>

## **CHAPTER 1**

### **APPLICATION, INTERPRETATION AND DEFINITIONS OF COUNCIL STANDING RULES AND ORDERS**

#### **1.1. Application**

The Rules of Order contained herein apply to all meetings of Municipal Council and any Committee of Council as well as any other Committee of Councillors established within the Municipality, unless the terms of reference for a specific structure explicitly excludes the application of Rules of Order for such structure.

- 1.2. The rules are aimed at allowing free, open and constructive debate during meetings and seeks to promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of time allocated meetings.
- 1.3. The rules endeavour to create the opportunity for Councillors serving in Council Structure to air their view on any matter of public importance.
- 1.4. Accordingly these Standing Rules and Orders are applicable to:-
  - 1.4.1 all Councillors;
  - 1.4.2 any members of Public whilst present in the Municipal Chamber and Precinct;
  - 1.4.3 Traditional Leaders participating in Council and its Committees in terms of Section 81 of the Municipal Structures Act;;
  - 1.4.4 any deputation addressing the Council or a Committee of Council; and
  - 1.4.5 any Official of the Municipality.

#### **1.5. Interpretation**

- 1.5.1 any interpretation of these Rules and Orders must be made having had due regard to the supremacy of the Constitution of the Republic of South Africa, national, provincial and municipal legislation, the rule of law and the rules of natural justice.
- 1.5.2 the ruling of the Speaker or Chairperson with regard to the interpretation of these rules and orders at a meeting of the Council or Committee of Council shall be final and binding, subject to Rules 1.2.5 and 1.2.6.
- 1.5.3 the ruling of the Speaker or Chairperson of any of these rules and orders must be recorded in the minutes of the Council or Committee of Council.
- 1.5.4 the Municipal Manager must keep a register of the rulings and legal opinions.

- 1.5.5 any Councillor may request the Municipal Manager, in writing within five (5) days from a ruling made in terms of 1.2.2, to obtain clarity on the interpretation and ruling. The Municipal Manager must thereafter report to the Council or Committee of Council.
- 1.5.6 the Council or Committee of Council may, after consideration of the report in terms of Rule 1.2.5 confirm, amend or substitute the ruling of the Speaker or a Chairperson subject to any rights which any third party have accrued as a result of the ruling and all decisions effecting the rights of others must be in writing and reasons must be recorded of such decisions.

## 1.6. Definitions

In these Standing Rules of Order the following terms and phrases used in these rules shall have the meaning assigned to them hereunder: –

- “Administration”** (a) as an entity means the municipal manager and the other employees of the council, or  
(b) as a functional activity, includes management and means the tasks that employees perform to enable the council to make and implement policies and by-laws;
- “Agenda”** means a list of matters to be considered at a meeting including reports regarding such matters;
- “Audit Report”** means any report submitted to the council by or on behalf of the Auditor-general with regard to the auditing of the council’s annual financial statements and accounting records;
- “Authorised Official”** means an official of the municipality who has been duly authorised to administer, implement and enforce the provisions of this rules or order;
- “By-Law”** means legislation passed by the municipal council and gazetted by the Government Printers;
- “Chairperson”** means a Councillor elected in a permanent or acting a capacity to control and conduct any meeting of a council committee;
- “Code of Conduct”** means the code of conduct for Councillors contained in Schedule 1 of the Local Government: Municipal Systems Act;
- “Committee”** means any Committee established in the municipality, including Committees established in terms of Section 79 or 80 of the Structures Act, including any Committee established in terms of these Rules and Orders,
- “Constituency”** means, for the purpose of a public hearing –  
(a) a political party that contested a general election for councillors in the municipal area; and  
(b) any readily identifiable group of residents in the municipal area whether they are organised or not, that share common economic or social interests or conditions;

- “Constituency Meeting”** means a meeting of the residents within a ward in the municipal area contemplated in terms of these rules of order;
- “Constitution”** means the Constitution of the Republic of South Africa Act;
- “Contact Details”** means a physical address, postal address, electronic mail address, telephone number, and facsimile number and cellular phone number;
- “Continuation Meeting”** means a council or committee meeting held in terms of rule 42 herein to complete the unfinished business standing over from a meeting that was adjourned in terms of these rules of order;
- “Council”** means the Council of the Municipality established in terms of Section 23 of the Local Government: Municipal Structures Act;
- “Councillor”** means an elected or appointed member of the Council;
- “Council Resolution”** means the recorded and written decision and/or finding of a Council;
- “Council Whip”** means a Councillor appointed as Chief Whip of the Council;
- “Day”** shall mean a day that is not a public holiday, Saturday or Sunday, and for the calculation of days the first day will be excluded and the last day included;
- “Deputation”** means a person or group of persons who wish to appear personally before the Council or a Committee of the Council in order to address the Council or Committee of the Council.
- “Division of Vote”** means that every Councillor present shall be obliged to record his/her vote for or against the Motion or proposal, abstention from the vote is not allowed and such vote shall be taken separately by name and recorded in the minutes;
- “Employee”** means an employee of the Council;
- “Executive Mayor”** means the Councillor elected by the Council as Executive Mayor in terms of Section 55 of the Local Government: Municipal Structures Act;
- “In Committee”** means the part of the meeting of Council where the meeting will be closed and members of the public and press, and such Municipal Officials as determined by the Speaker, excluding the Municipal Manager, will be excluded from the meeting, based on the nature of the business transacted;
- “Senior Manager”** means an employee of the Council appointed by the Council as Manager of a department or departments in terms of Section 57 of the Local Government: Municipal Systems Act and includes an employee acting in the stead of such a Manager;
- “Mayoral Committee”** means the Committee consisting of Councillors appointed by the Executive Mayor in terms of Section 60 of the Local Government: Municipal Structures Act;
- “MEC”** means the member of the Executive Council of the Mpumalanga Province responsible for local government;
- “Member”** means a Councillor serving in the Municipal Council of the Municipality;

<b>“Municipal Assets”</b>	means any movable, immovable, corporeal, incorporeal, tangible and intangible property to which the municipality holds title;
<b>“Motion”</b>	means a matter submitted by a Member in writing in accordance with Rule 53 herein;
<b>“Motion of Sympathy or congratulations”</b>	means a written motion of sympathy or congratulations submitted to the Municipal Manager at least six (6) hours before an ordinary Council or Committee meeting in respect of the death of a Councillor; Employee, community leader, provincial or national disaster, or of an outstanding achievement by a Councillor, Employee, community leader or an exceptional event at provincial or national level;
<b>“MPAC”</b>	means Municipal Public Accounts Committee, an Oversight Committee of Council established in terms of Section 79 of the Local Government: Municipal Structures Act with its terms of reference approved by Council through a Council Resolution;
<b>“Municipal Area”</b>	means the area of jurisdiction of the Council as demarcated in terms of the Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998);
<b>“Municipal Manager”</b>	means the head of administration and Accounting Officer appointed by the Council in terms of Section 54 A of the Local Government: Municipal Systems Act and includes any Employee of the Council who acts in her or his stead;
<b>“Newspaper”</b>	means a registered newspaper that circulates within the Municipal Area and that had been determined as a newspaper of record;
<b>“Official Announcement”</b>	means any announcement made by the Chairperson of a meeting and which may only relate to the governance, administration or management of, or in the conditions in the area of jurisdiction of the municipality or in respect of an event of provincial or national importance;
<b>“Petition”</b>	means a written statement, proposal or grievance addressed to the Council or an office-bearer or employee of the Council and signed by more than five (5) residents within the Municipal Area or a part thereof;
<b>“Point of Order”</b>	means the pointing out of any deviation from or anything contrary to, the conduct and/or any other irregularity in the proceedings of a meeting;
<b>“Precinct”</b>	means the Council Chamber and all other places of a meeting, the areas to which the public are allowed access and all other venues where the meetings of Council or Committee of Council are held.
<b>“Procedural Motion”</b>	shall mean a matter raised by a member at a meeting in terms of Rule 53 below;
<b>“Proposal”</b>	means a draft resolution submitted in writing by a councillor during a debate and is duly seconded on any matter at a meeting of the council or any structure of the council;

<b>“Public”</b>	includes the media and means any person residing within the Republic of South Africa;
<b>“Public Hearing”</b>	means a meeting arranged by the Council or Executive Mayor to solicit the views and opinions of members of the public and specific constituencies on a matter affecting the interests of the residents within the Municipal Area;
<b>“Public Holiday”</b>	means a public holiday contemplated in the Public Holidays Act, 1994 (Act 36 of 1994);
<b>“Public meeting of Voters”</b>	means a meeting of which public notice had been given and which is open for all voters registered in the municipal segment of the national common voters’ roll relating to the council;
<b>“Report”</b>	means any item appearing on the agenda for consideration by the Council or Committee;
<b>“Question”</b>	means a question in terms of rules 51 or 52 asked during a meeting of the council or any of its structures;
<b>“Quorum”</b>	means the minimum number of Councillors and other members of 50% plus 1, if any, that must be present at a meeting before it may commence or continue with its business;
<b>“Sargent-at-arms”</b>	means a person in the full time employment of the Municipality and/or a Peace Officer in the full time employment of the Municipality entrusted to assist the Speaker to maintain order during Council meetings assisted by Municipal Officials in the VIP Protection Unit of the Municipality and by any such staff members as the Speaker may direct;
<b>“Sec 79- Committee”</b>	means a committee of Council contemplated and established by Council in terms of Section 79 of the Local Government: Municipal Structures Act for purposes of carrying out effective and efficient performance of any of its functions or the exercise of any of its powers;
<b>“Sec 80- Committee”</b>	means a Committee of Council established by Council in terms of Section 80 of the Local Government: Municipal Structures Act to assist the Executive Committee and the Executive Mayor;
<b>“Speaker”</b>	means the Councillor elected as a Chairperson of the Council in terms of Section 36 of the Local Government: Municipal Structures Act and includes any Councillor who had been elected by the Council as acting Speaker during the temporary incapacity or absence of the Speaker;
<b>“Structures Act”</b>	means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);
<b>“Sub – Committee”</b>	means any other Committee, other than the Executive Committee/Mayoral Committee or Committee appointed by the Council or the Executive Committee;
<b>“Systems Act”</b>	means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

- “Table”** means to submit a report or any official document to the Council or a Committee of Council for consideration at a meeting of the Council or Committee of Council of which notice has been given in terms of these Rules and Orders;
- “Traditional Authority”** means the authority of a community within the municipal area that traditionally observes a system of customary law recognised in terms of a law; and
- “Traditional Leader”** means the leader of a traditional authority that had been identified by the MEC in terms of section 81 (2) of the Local Government: Municipal Structures Act to participate in the proceedings of the council.
- “Traditional Leadership Act”** means the Traditional Leadership and Governance Framework Act 41 of 2003.
- “Whip”** means a Chief Whip of each political party.
- In every rule, unless the contrary indicates otherwise or appears from the context therein words importing the masculine gender shall include the females and words importing the singular shall include the plural and vice versa.

## **CHAPTER 2**

### **GENERAL PROVISIONS RELATING TO MEETINGS**

#### **Part 1: Determination of time and venue of meetings**

#### **2. Days and venues of meetings**

- (1) No meeting of the Council or a Committee of the Council may be held on a Saturday, Sunday or Public Holiday.
- (2) Meetings and hearings of the Council and its Committees must be held at a suitable venue within the municipal area.
- (3) The Council shall be on recess during the period from the 16<sup>th</sup> December to 05<sup>th</sup> January of every year with both days included as part of the recess, unless a Special Council is called in terms of these rules.

#### **3. Determination of venue and time of ordinary council meeting**

- (1) The Municipal Manager or, if there is no Municipal Manager, a person appointed by the MEC must, after a general election of Councillors for the Council, determine the date, time and venue of the first meeting of the Council, and such meeting must be held within fourteen (14) days after all the members had been appointed and details of such appointments had been furnished to the Municipal Manager.
- (2) The Speaker must, in consultation with the Municipal Manager, determine a schedule of the dates, times and venues of ordinary Council meetings, other than the meeting referred to in rule 3(1), for a period of at least twelve (12) months in advance, provided that –
  - (a) the Council must hold at least one ordinary meeting every three months; and
  - (b) not more than one ordinary council meeting may take place during any month.

- (3) The Speaker may, in consultation with the Municipal Manager, at any time change the scheduled date, time or venue of a meeting.

**4. Determination of time and venue of special council meetings**

- (1) The Council shall hold its meetings at 14:00 hours in the afternoon.
- (2) The Speaker may at the request of the Executive Mayor and/or upon a request in writing of a quorum of the Councillors of the Municipality, call a Special Council, provided that all Councillors were given at least forty eight (48) hours' notice prior to the date and time set for the meeting.
- (3) In the event the Speaker fails and/or refuses to call a Special Council when requested in accordance with Rule 4 (1) above, the Municipal Manager may call the meeting.
- (4) A request to call a special meeting must set out the matter to be dealt with at that special Council meeting and no business may be dealt with at a special Council meeting other than that specified in the notice convening a special Council meeting.

**5. Determination of venue and time of ordinary Committee and MPAC meetings**

- (1) The Speaker, in consultation with the Municipal Manager, must determine a schedule of the date, time and venue of ordinary meetings of the Section 79 - Committees or other Council Committees including MPAC.
- (2) The Executive Mayor, in consultation with the Municipal Manager, must determine a schedule of the date, time and venue of the Mayoral Committee meetings and Section 80 Committee meetings for a period of at least twelve (12) months in advance, provided that –
  - (a) the determination must take into account the schedule of ordinary council meetings referred to in Rule 3 (2);
  - (b) no Section 79 - Committee or other Committee meeting may take place during an ordinary or Special Council meeting except with the express approval of the Council; and
  - (c) no Mayoral Committee meeting may be scheduled or convened for the same time as an ordinary or Special Council meeting.
- (3) The Speaker, in consultation with the Municipal Manager and after consultation with the Chairperson of a Section 79 or other Committee, may change the date, time or venue of a scheduled meeting of such committee.

**6. Determination of venue and time of special committee meetings**

- (1) The Speaker or the Executive Mayor, as the case may be, in consultation with the Municipal Manager and after consultation with the Chairperson of a Section 79 - Committee or other Committee, may convene a special meeting of the Section 79 - Committee or other committee concerned at a venue, time and place so determined.
- (2) The Speaker or Executive Mayor must, in consultation with the Municipal Manager, if a majority of the members of a Section 79 - Committee or other Committee who are Councillors requests



him or her in writing to convene a special Section 79 - Committee or other Committee meeting convene such special 79 - Committee meeting or other Committee on a date set out in the request and at a time and venue so requested.

- (3) As soon as the date, time and meeting of such special committee meeting has been determined as provided for in rule 6 (2), the Chairperson of the relevant committee must be informed thereof.
- (4) A request to convene a special Section 79 - Committee or other committee meeting must set out the matter to be dealt with at such special meeting and no business other than that specified in the notice convening a special meeting may be dealt with at such meeting.

#### **7. Determination of time and venue of public meetings**

- (1) The Speaker, in consultation with the municipal manager, must convene a public meeting of voters within the municipal area in terms of a council resolution.
- (2) The date determined for a public meeting of voters may not be less than fourteen (14) days or more than twenty eight (28) days after the date of the Council Resolution.
- (3) A resolution to convene a public meeting of voters must set out the matter to be dealt with at that meeting, and no business other than that specified in the notice convening a public meeting of voters may be dealt with at such a meeting.

#### **8. Meeting using telecommunications or video conferencing facilities**

- (1) The Council may hold a Council or Committee meeting using telecommunications or video conferencing facilities if all the councillors and traditional leaders who are required to attend the meeting concerned have access to the required facilities.
- (2) A meeting in terms of rule 8(1) is subject to these standing Rules of Order, provided that the venue stated in the notice of the meeting must be the places where councillors and traditional leaders can access the facilities required for the meeting.

#### **9. Public hearings**

- (1) The Council or the Executive Mayor may, in consultation with the Municipal Manager, at any time convene a public hearing on any matter affecting the interests of the residents within the municipal area.
- (2) Whenever a public hearing is to be convened, the Council or the Executive Mayor must, in consultation with the Municipal Manager and subject to Rule 9 (3), determine the date, time and venue of such hearing.
- (3) If more than one public hearing is to be held at different venues in the municipal area or with different constituencies at different venues, the Council or Executive Mayor, in consultation with the Municipal Manager, must determine a schedule of hearings setting out the different venues and dates for those hearings.
- (4) No public hearing may be convened on the same day as a Council meeting.

- (5) The Council or Executive Mayor convening a public hearing must determine the subject matter of that hearing and may identify the constituencies that must be specifically invited to attend or to make representations at the hearing and supply their particulars to the Municipal Manager.
- (6) Any person invited, attending or participating in a public hearing, does so at his or her own cost except for exceptional circumstances where transport is provided by the Council.

## **Part 2: Notice of meetings**

### **10. Notice of Council and Committee meetings**

- (1) Unless otherwise provided in these rules, the Municipal Manager must give notice of at least seventy two (72) hours in writing of the date, venue and time for holding of an ordinary meeting -
  - (a) of the Council, including a continuation meeting in terms of Rule 42, to every Councillor, Traditional Leader if necessary and members of the Top Management; and
  - (b) of a Committee, including a continuation meeting in terms of Rule 42, to every member of the Committee concerned and Top Management.
- (2) The notice period referred to in Rule 10 (1) does not apply when the Executive Mayor deems it necessary to table an urgent matter for the Council's consideration.
- (3) A Councillor, Traditional Leader and members of Top Management to whom notice had been given in terms of Rule 10 (1) is, until such date, venue or time is changed and written notice of such change has been given, required to attend the meeting stipulated in the notice without further notice.
- (4) A notice referred to in Rule 10 (1) given to a Councillor, Traditional Leader and a member of Top Management must contain the agenda for the meeting concerned, except in the case of a continuation meeting in terms of Rule 42.
- (5) In the case of a special meeting in terms of Rule 4 or 6, the agenda may contain only the matter that must be dealt with at the meeting.
- (6) A notice in terms of Rule 10 given to a Councillor, Traditional Leader and Manager is deemed read for the purpose of the meeting to which it applies.
- (7) The Municipal Manager must, unless otherwise provided in these rules, at least twenty four (24) hours or the last workday before the stipulated time, whichever is the earlier, give notice in writing of the date, venue and time for the holding of a special council meeting and the provisions of Rules 10 (1) to (6) apply with the necessary changes in any such case.

### **11. Notice of public meetings and public hearings**

- (1) The Municipal Manager must, with due regard for Rule 11(3):
  - (a) by notice in the press and placed on the municipal notice board within the municipal area convene the meeting or hearing of the time, date and venue of a public meeting or hearing, and
  - (b) supply a copy of such notice to every Councillor, Traditional Leader and member of Top Management.

- (2) A notice in terms of Rule 11 (1) must state the purpose of the meeting or hearing.
- (3) A Councillor, Traditional Leader and members of the Top Management to whom notice had been given in terms of Rule 11 (1) is, until such date, venue or time is changed and notice of such change has been given, required to attend, without further notice, the meeting or hearing stipulated in the notice.
- (4) All meetings of the Council and those of its Committees, shall conduct their business in an open manner and every meeting of the Council and all Council Committees (i.e. MPAC and Section 79 Oversight), excluding the Mayoral Committee and Section 80 Committees, shall be open to the public; provided that this Section shall not apply when it is reasonable to do so having regard to the nature of the business being transacted in terms of Section 20 (1) (a) and (b) of the Local Government: Municipal Systems Act.

## **12. Councillors to supply Municipal Manager with contact details**

- (1) Every Councillor appointed in terms of Section 23 of the Local Government: Municipal Structures Act must, within seven (7) days after he or she had been declared elected or appointed, as the case may be, and thereafter as often as is necessary, supply the Municipal Manager in writing with full contact details within the municipal area to which official communications and notices must be sent.
- (2) Every Traditional Leader identified in terms of the Local Government: Municipal Structures Act who will represent that traditional authority in the council must, within fourteen (14) days after the Municipal Manager requested such particulars, supply the Municipal Manager with the full names and full details and other particulars of that traditional leader to whom official communications and notices must be delivered.
- (3) The Municipal Manager may deliver a notice contemplated in Rules 12 (1) and 12 (2) to a person that appears to be over the age of sixteen (16) at the address supplied by such Councillor or Traditional Leader.
- (4) Non-receipt of any official communication or notice sent to an address referred to in Rules 12 (1) and 12 (2) or delivered in terms of Rule 12 (3) -
  - (a) does not affect the validity of any meeting or proceedings of the Council or its Committees; and
  - (b) is not sufficient reason to be absent from the meeting concerned without leave of absence.
- (5) In the event that a Notice could not be effected and/or served in terms of Rule 12 (3) the notice shall be left or delivered at the main gate/door or at an accessible distribution point within the nominated address provided to the Municipal Manager by the Councillor and/or Traditional Leader.
- (6) Delivery by email and/or text message (sms) shall be deemed to have been received on receipt of a confirmation of successful delivery by the sender. Delivery by means of an email or text message shall be effected during Council working hours.

- (7) Accidental omission to serve on any Councillor and/or Traditional Leader a notice of a Council meeting shall not invalidate the proceedings of that meeting.

### **Part 3: Attendance of meetings and hearings**

#### **13. Absence from meetings**

- (1) A Councillor or Traditional Leader must, at least six (6) hours before the meeting, lodge with the Speaker in the case of Council, the Executive Mayor in the case of a Mayoral Committee or with the Municipal Manager in the case of a Committee written application for leave of absence from the whole or any part of the Council, Mayoral Committee or Committee meeting or hearing concerned and, at the same time, furnish reasons for his or her application for leave of absence, if he or she –
- (a) is unable to attend a meeting or hearing of which notice had been given;
  - (b) is unable to remain in attendance at a meeting or hearing; or
  - (c) will arrive after the stipulated time for a meeting or hearing.
- (2) A Councillor or Traditional Leader who did not apply for leave of absence in terms of Rule 13 (1) and who was absent from a Council, Mayoral Committee or Committee meeting or hearing or a part thereof must, after that Council, Mayoral Committee or Committee meeting or hearing and within five (5) working days, lodge with the Speaker, Executive Mayor or Municipal Manager a written application for leave of absence from that Council, Mayoral Committee or Committee meeting or hearing and such an application for leave of absence must state the reasons for the late submission of the application and the reasons for his or her absence from the Council, Mayoral Committee or Committee meeting or hearing.
- (3) The Municipal Manager or his/her delegated official must read in to the record any application for leave of absence.
- (4) An application in terms of Rules 13 (1) or 13 (2) is considered and granted or refused by –
- (a) the Speaker in the case of a Council meeting or public hearing;
  - (b) the relevant Chairperson in the case of any other Committee meeting.
  - (c) the Executive Mayor in the case of the Mayoral Committee.
- (5) Whenever an application for leave of absence in terms of Rules 13 (1) or 13 (2) was refused –
- (a) the relevant functionary must supply the reasons for the refusal; and
  - (b) the Municipal Manager must immediately after the meeting or hearing in writing inform the Councillor or Traditional Leader concerned accordingly and supply the reasons for the refusal.
- (6) A Councillor or Traditional Leader is deemed absent without leave from the meeting concerned if:–
- (a) he or she fails to apply in terms of Rule 13 (1) or 13 (2) and he or she is absent from a meeting or hearing he or she is required to attend;
  - (b) his or her application for leave of absence has been refused and he or she is absent from the meeting he or she is required to attend;

- (c) his or her application for leave of absence has been refused and he or she does not appeal in terms of Rule 14;
  - (d) his or her appeal has been turned down; or
  - (e) he or she did not sign the attendance register contemplated in Rule 17(1); and
- (7) A Councillor delegated by the Council to attend to other official duties at the time of a meeting he or she is required to attend, is deemed to have been granted leave of absence for the meeting he or she is required to attend.
- (8) The Municipal Manager must keep a record of all cases in terms of Rule 13 (6) and must submit a written report thereon to the Speaker at least once every three (3) months.
- (9) A Councillor who has failed to attend Council and did not serve a late application in terms of Rule 13 (2) or a Councillor whose appeal has been turned down shall be fined R500 (Five Hundred Rand) deducted against his/her monthly salary and/or allowance.
- (10) Female Councillors shall have be entitled to apply and take four (4) months maternity leave (NB: calendar days), the application of which shall be lodged with the Speaker who shall after approval thereof, report of such in the next ensuing Council that maternity leave has been granted to the said Councillor, with the effective and termination date mentioned in Council.

#### **14. Appeal against refusal of application for leave of absence**

- (1) A Councillor or Traditional Leader whose application for leave of absence had been refused may appeal against the refusal, and such appeal must be in writing and lodged with the municipal manager within fourteen days after the date of the decision; provided that the council or the committee who must consider the appeal may in exceptional circumstances condone the late submission of an appeal.
- (2) The Council considers an appeal in terms of Rule 14 (1) in the case of absence from a Council meeting, public meeting or public hearing, Mayoral Committee meeting or any Council Committee meeting, as the case may be.
- (3) A decision with regard to an appeal in terms of Rule 14 (1) is final.

#### **15. Removal of Councillor and Traditional Leader from office as a result of absence from meetings without leave**

- (1) Whenever a report submitted to the speaker in terms of Rule 13 (8) identifies a –
- (a) Councillor that had been absent without leave of absence from three (3) or more consecutive Council meetings or three (3) or more consecutive committee meetings which that Councillor was required to attend; or
  - (b) a Traditional Leader that had been absent without leave of absence from three or more Council meetings which such Traditional Leader was required to attend,
  - (c) the Speaker must in writing report the matter to the Council at the first ordinary Council meeting next ensuing, and must, in the case of a Traditional Leader, also report the matter in writing to the traditional authority represented by that Traditional Leader.

- (2) The Council must consider the report of the Speaker and must give the Councillor or Traditional Leader concerned an opportunity to state his or her case. As soon as a Councillor or Traditional Leader has stated his or her case, he or she must leave the meeting whilst the Council considers the matter.
- (3) If, after consideration of the matter, the Council –
  - (a) finds that the Councillor was absent without good reasons, the Executive Mayor must, in writing, request the MEC to remove the Councillor from the Council in terms of the Code of Conduct applicable to Councillors; or
  - (b) finds that the reason for the absence from any of the meetings was a good reason, the Council may issue a formal warning to the Councillor or Traditional Leader and determine the period during which the warning will be valid.
- (4) A Councillor ceases to be a Councillor in this regard on the date that the MEC informs the Executive Mayor that the Councillor has been removed from office.

#### **16. Who may attend meetings**

- (1) Until the Council or a Committee closes a meeting, and subject to Rule 16 (2), a meeting may be attended by members of the public, employees of the Council and the media.
- (2) A public meeting of voters or a constituency meeting or a public hearing may not be closed.
- (3) Every Councillor and Traditional Leader must, from the time stipulated in the notice convening the meeting, attend every meeting of the Council, committee or every public meeting of voters and public hearing and remain in attendance at such meeting or hearing, unless –
  - (a) leave of absence had been granted to him or her; or
  - (b) he or she must leave a meeting or hearing in terms of the Code of Conduct.
- (4) The Speaker and/or executive mayor, as the case may be, may by virtue of their offices, attend and participate in any committee meeting, provided that the Speaker or Executive Mayor may not vote on any matter at such a committee meeting.
- (5) Any Councillor who is not a member of a committee or any Traditional Leader may only attend a meeting of a committee with the express prior permission of the chairperson of that committee, which permission may not be unreasonably withheld.
- (6) The Speaker or the Executive Mayor or the Chairperson of a committee, as the case may be, may invite any person to attend a meeting of the Council or that committee, as the case may be.
- (7) The Municipal Manager and Municipality's Senior Managers must attend public/community meetings or hearings, Council and Committee meetings, provided that the Chairperson of a Committee may, after consultation with the Municipal Manager, exempt the Municipal Manager or any Senior Manager from attending any meeting of the committee concerned, or, if he or she is not exempted, grant leave of absence to him or her from any meeting of that committee.

**17. Attendance register**

- (1) The Municipal Manager must supply an appropriate attendance register at every meeting and hearing.
- (2) Every Councillor and Traditional Leader who is present at a meeting or hearing must sign the attendance register.
- (3) Any Councillor or Traditional Leader who had been present at a meeting or hearing but who failed to sign the attendance register, is deemed absent without leave from the meeting concerned.

**Part 4: Documents to be available at meetings****18. Documents to be available at meetings**

The Municipal Manager must ensure that a copy of the municipal code, referred to the Systems Act, is available at every meeting. The municipal code must include:

- (a) The Constitution of the Republic of South Africa;
- (b) the Municipal Finance Management Act;
- (c) the Municipal Structures Act;
- (d) the Municipal Systems Act;
- (e) these Standing Rules and Orders;
- (f) the approved and gazetted By - Laws of the Council; and
- (g) such other legislation as the council may determine from time to time.

**Part 5: Presiding at meetings and hearings****19. General Powers and duties of Chairperson**

- (1) The Chairperson of a meeting must –
  - (a) ensure that the meeting or hearing at which he or she presides is conducted in accordance with these Standing Rules of Order;
  - (b) when requested to do so, interpret these Standing Rules of Order;
  - (c) reject any motion, proposal or question which in his or her opinion –
    - (i) may lead to the discussion of a matter already contained in the agenda for that meeting;
    - (ii) contains unnecessary tactless, incriminating, disparaging or improper suggestions;
    - (iii) may encourage, engender, advocate or aggravate hatred, discrimination, exclusion, restriction, ridicule, contempt or preference based on colour, descent, race, ethnicity, gender or religion so as to cause harm, hostility, degradation, violence or which insults, degrades, defames or encourages abuse of any racial, ethnic, gender or religious group, through the uttering of words, whether in writing or orally, or the performance of deeds;

- (iv) contains unwelcome suggestions, innuendoes, remarks or hints of a sexual nature, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments of another person's body;
    - (v) contains threatening, abusive or insulting language towards an employee which causes that employee harassment, alarm or distress due to any alleged, suspected or proven act, omission or statement by that employee in the exercise of any of his or her rights or the discharge of any of his or her duties so as to harass or cause or advocate unfair treatment of that employee;
    - (vi) does not pertain to the governance, administration or management of, or the conditions in, the council;
    - (vii) is contrary to these Rules of Order or any other law;
    - (viii) may have an impracticable result or cause uneconomical, inefficient or ineffective use of resources or will be incapable of execution; or
    - (ix) may result in unauthorised expenditure;
  - (d) reject any motion, proposal or question regarding a matter –
    - (i) beyond the council's executive or legislative authority unless, on the face of it, the proposal intends to convince the meeting to make representations with regard to that matter to a body or institution which has such authority; or
    - (ii) in respect of which a decision of a judicial or quasi-judicial body is being awaited;
  - (e) reject any motion, proposal or question which –
    - (i) is not properly seconded;
    - (ii) on the face of it, may threaten or affect a fundamental right of any person; or
    - (iii) is unclear;
  - (f) reject any proposal that a part of a meeting or a meeting be closed that does not comply with Rule 92;
  - (g) call the attention of any person at the meeting to –
    - (i) irrelevance, tedious repetition or language unbecoming; or
    - (ii) any breach of order by a councillor or such other person;
  - (h) submit every motion and proposal made and seconded to the vote;
  - (i) declare the result of any vote in terms of Rule 19 (1) (h); and
  - (j) instruct any member of the public or media and any employee of the council who may be present at a meeting to leave the meeting when the meeting resolved to close any part of its session and not to return to it until the meeting continues in public.
- (2) The Chairperson's ruling with regard to a motion, proposal or question is final; provided that –
- (a) if the ruling is contested or called into question, the debate is suspended and the ruling referred to the Rules and Ethics Committee for recommendation to the council;
  - (b) the ruling of the Rules and Ethics Committee must be submitted to the Council for consideration at the next ordinary meeting at which meeting the Council must consider



the recommendation and confirm, amend or substitute the interpretation of the Chairperson where after the debate is then continued.

- (3) The Chairperson's ruling or interpretation of the Rules of Order is final; provided that –
  - (a) if the interpretation or ruling is contested or called into question, the debate is suspended and the ruling referred to the Rules and Ethics Committee for recommendation to the council;
  - (b) the ruling of the Rules and Ethics Committee must be submitted to the council for consideration at the next ordinary meeting;
  - (c) the council must upon receipt of such recommendation, consider the matter and confirm, amend or substitute the interpretation of the Chairperson where after the debate is then continued.
- (4) The Chairperson may, in performing his or her functions and powers –
  - (a) consult with the Municipal Manager or any Senior Manager in attendance;
  - (b) direct any person who is speaking to discontinue his or her speech or to desist from breaching the order or to discontinue making interjections;
  - (c) direct any person to apologise for and withdraw any allegation, statement or remark if it is unbecoming, unnecessarily tactless, incriminating, disparaging, improper, racist or sexist or inciting violence or injures or impairs the dignity or honour of a councillor or employee of the council;
  - (d) direct any person who persists in disregarding the chair or who obstructs the business at a meeting, to retire from the meeting; and
  - (e) instruct any person to leave a meeting if the meeting resolves to close its session or any part of it.
- (5) If a Councillor, Official and any other person refuses to obey the Speaker's instructions after having been directed in terms of Rule 19 (4) (d) or 19 (4) (e), the Chairperson may direct a designated Employee of the Council present at the meeting to call in Sargent-at-arms and any such staff members as the Chairperson may direct to remove that Councillor and/or member of public or cause his or her removal and to take steps to prevent that Councillor and/or member of public from returning to the meeting or hearing.
- (6) The Chairperson may change the order of business at the meeting despite any provisions to the contrary contained herein.

## **20. Failure or refusal to exercise powers or discharge duties by Chairperson at meeting or hearing**

- (1) Whenever a Councillor or Traditional Leader who attended a meeting or hearing is of the opinion that the Chairperson at that meeting or hearing failed or refused to exercise any of his or her powers or to discharge any of his or her duties properly, he or she may direct a written allegation against the Chairperson concerned to the Municipal Manager.

- (2) An allegation in terms of Rule 20 (1) must quote the relevant rule or convention that had been breached or not fulfilled and must state to what extent it had been breached or not fulfilled.
- (3) The Municipal Manager must submit the allegation to –
  - (a) the Speaker in the case of an allegation against the Executive Mayor;
  - (b) the Speaker in the case of an allegation against the Chairperson of a Section 79-Committee or other committee;
  - (c) the Council in the case of an allegation against the Speaker;and send a copy thereof to the councillor against whom the allegation had been made.
- (4) The relevant functionary or the council, as the case may be, must in consultation with the municipal manager, determine the time and place of the hearing when the matter will be considered, provided that in a case referred to in –
  - (a) Rule 20 (3) (b), the municipal manager must, after receipt of the allegation, include the matter in the agenda of the next mayoral committee meeting;
  - (b) Rules 20 (3) (a) or 20 (3) (c), the municipal manager must, after receipt of the allegation, include the matter in the agenda of the next ordinary council meeting.
- (5) The Municipal Manager must inform the Councillor who made the allegation and the Councillor against whom the allegation had been made of the time and place where the matter will be heard.
- (6) At the hearing the Councillor making the allegation and the Councillor against whom the allegation had been made must have the opportunity to state his or her case, to call witnesses, to examine any documents submitted and to cross examine any witness.
- (7) After the matter had been heard the Speaker, Executive Mayor or the Council, as the case may be, must make a ruling as to the most probable version of the event and make a finding.
- (8)
  - (a) Should it be found that an allegation against the Speaker was true, the Council must decide an appropriate penalty,
  - (b) Whenever the Speaker finds that an allegation against the executive mayor was true, he or she must submit his or her finding to the Council and recommend an appropriate penalty.
  - (c) Whenever the Executive Mayor finds that an allegation against the Chairperson of a Section 79 - Committee or other committee was true he or she must submit his or her finding to the Council and recommend an appropriate penalty.
- (9) An appropriate penalty may include a formal warning or reprimand, and whenever a formal warning is issued, the Council, the Executive Mayor or the Speaker, as the case may be, must determine the period during which the warning is valid.

## **21. Status of Chairperson at meeting**

Whenever the Chairperson at a meeting speaks, any person then speaking or offering to speak and all other persons in the meeting must remain silent and seated so that the Chairperson may be heard without interruption.

**22. Presiding at the first Council meeting after a general election**

The Municipal Manager, or if there is no Municipal Manager, a person appointed by the MEC, presides at the first meeting of a Council after a general election of Councillors until a Speaker is elected.

**23. Presiding at Council meetings**

- (1) The Speaker presides, with due regard for the provisions of these Standing Rules and Orders, at every Council meeting where he or she is present.
- (2) Whenever the Speaker is absent from or unable to preside at or during any part of a Council meeting, the Council must elect an acting speaker in terms Section 41 of the Local Government: Municipal Structures Act.

**24. Presiding at Council meetings when position of Speaker is vacant**

- (1) Whenever the office of Speaker becomes vacant, except during a Council meeting, the Municipal Manager must call a Special Council meeting for the purpose of electing a Speaker on a date and at a time and venue determined by him or her, however, such Special Council meeting must take place within fourteen (14) days after the office of the Speaker became vacant.
- (2) The Municipal Manager presides over the election of a speaker in terms of Rule 24 (1) herein read with Section 36 of the Local Government: Municipal Structures Act.
- (3) The Speaker elected at a meeting in terms of Rule 24 (1) serves as Speaker for the un-expired term of his or her predecessor.

**25. Presiding at Mayoral Committee meetings**

- (1) The Executive Mayor presides at meetings of the Mayoral Committee.

**26. Presiding at Section 79 - Committee or other Committee meetings**

- (1) The Councillor appointed by the Council as Chairperson of a Section 79 - Committee or other committee (in this rule referred to as the "chairperson"), presides at meetings of such committee where he or she is present.
- (2) Whenever the Chairperson is absent from or unable to preside at or during any part of the committee meeting, a member of that committee elected by the members of the committee present at that meeting, presides at the meetings of the committee for the duration of the chairperson's absence or inability.
- (3) The Municipal Manager or his/her delegate presides over the election of a Chairperson in terms of Rule 26(2).
- (4) The Committee may not elect the Speaker or the Executive Mayor as Chairperson in terms of Rule 26 (2).

**27. Presiding at public community meetings and public hearings**

- (1) The Speaker presides at public meetings of voters and any public hearing convened by the Council, with due regard to the provisions of Rule 27 (2).
- (2) The Executive Mayor presides at public hearings convened by him or her.
- (3) Whenever the councillor designated in terms of Rules 27 (1) or 27 (2) is absent from or unable to preside at or during any part of a public meeting of voters or constituency meeting or a public hearing, the Councillors present at such meeting or hearing must elect from amongst their number a Chairperson for the meeting or hearing for the duration of that Councillor's absence or inability.
- (4) The Municipal Manager or his/her delegate presides over the election of a Chairperson in terms of Rule 27 (3).

**Part 6: Conduct of persons at meetings****28. Conduct of members of public at Council or Committee meetings**

- (1) A member of the public or the media or an employee attending a council or committee meeting may not –
  - (a) at any time address the meeting, unless he or she is a member of a deputation in terms of Rule 47;
  - (b) obstruct the business of the meeting;
  - (c) make any interjections;
  - (d) make unwelcome suggestions, innuendoes, remarks or hints of a sexual nature, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments of another person's body;
  - (e) encourage, engender, advocate or aggravate hatred, discrimination, exclusion, restriction, ridicule, contempt or preference based on colour, descent, race, ethnicity, gender or religion so as to cause harm, hostility, degradation, violence or which insult, degrade, defame or encourage abuse of any racial, ethnic, gender or religious group, through the uttering of words, whether in writing or orally, or the performance of deeds;
  - (f) use threatening, abusive or insulting language towards an employee or display any writing, sign or other visible presentation which is threatening, abusive or insulting which causes that employee harassment, alarm or distress due to any alleged, suspected or proven act, omission or statement by that employee in the exercise of any of his or her rights or the discharge of any of his or her duties so as to harass or cause or advocate unfair treatment of that employee; or
  - (g) make unwelcome or obscene gestures.
- (2) Rule 28 (1) (a) does not apply to the Municipal Manager or a member of the Top Management.
- (3) Whenever a meeting resolves to close its session or a part thereof, any member of the public, media or employee must leave the meeting immediately and not return to that meeting until it resumes as a public meeting.

- (4) A member of the public or media attending a Council or Committee meeting is subject to the authority of the Chairperson of the meeting.

## **29. Recording of proceedings at meetings**

- (1) Except for the purpose of writing the official minutes of a meeting by an Employee, nobody may, unless the express prior approval of the Chairperson of a meeting had been obtained, make any recording, whether audio or visual or both audio and visual, of a meeting or any part thereof.
- (2) Minutes of the proceedings of every meeting of the Council and Committee, shall be electronically or otherwise recorded and be kept for that purpose by the Executive Manager Corporate Services.
- (3) Minutes of the proceedings of every meeting of the Council shall be word processed or typed and printed, and all if confirmed, be signed during the next ensuing ordinary meeting by the Chairperson. Minutes shall be bound and kept secure.
- (4) No motion or discussion shall be allowed upon the confirmation of minutes except as to its accuracy.
- (5) The minutes of every Council or Committee shall be open for inspection by every member of the Council during office hours subject to full compliance with both Promotion of Access to Information Act and Protection of Personal Information Act and provided the demands of duties of the Registry and Secretariat staff are taken into account.

## **30. Conduct during Council meetings**

- (1) The Speaker or the Chairperson of the meeting in the event of a meeting other than a Council meeting shall:
  - (a) maintain order during meetings;
  - (b) ensure compliance with the Code of Conduct for Councillors during meetings;
  - (c) ensure that the meetings are conducted in accordance with the rules;
  - (d) ensure that members of the public attending meetings are seated in areas designated for that purpose;
  - (e) ensure that members of the public attending meetings conduct themselves in an orderly manner and obey any ruling made by the Speaker or Chairperson of the meeting;
  - (f) ensure that any Councillor or member of the public refusing to comply with the ruling of the Speaker or Chairperson leaves the meeting;
  - (g) ensure that the Whip of each political party represented in the Municipal Council as well as the Council Whip or Council maintains discipline during any meeting.
- (2) There shall be no usage of a cellular phone and/or any electronic communication device except for lap tops and/or computers during Council and/or Committee meetings.
- (3) The Speaker may, in performing his or her functions and powers –
  - (a) consult with the Municipal Manager or any official delegated by the Municipal Manager;

- (b) direct any Councillor who is speaking to discontinue his or her speech or to desist from breaching the order or to discontinue making interjections;
  - (c) direct any Councillor to apologise for and withdraw any allegation, statement or remark if it is unbecoming, unnecessarily tactless, incriminating, disparaging, improper, racist or sexist or inciting violence or injures or impairs the dignity or honour of a councillor or employee of the council;
  - (d) direct any Councillor who persists in disregarding the Speaker or who obstructs the business at a meeting not to participate any further in the meeting; and
  - (e) instruct any Councillor to leave the precinct and never return until the order of the day is finished.
- (4) If a Councillor refuses to leave the meeting or hearing after having been directed by the Speaker in terms of Rule 30 (3) (d) or (3) (e), the Speaker may direct the Municipal Manager to call in Municipality's Sargent-at-arms/Peace Officers and such staff members as the Speaker may direct to remove that Councillor and/or cause his or her removal and to take steps to prevent that Councillor person from returning to the Chamber or Precinct.
- (5) Any Councillor who shall on his removal in terms of Rule 30 (4) (d) or (4) (e) and/or Rule 30 (5) removed from Council Chamber or Precinct damage and/or cause any damage of municipal assets or personal assets of any Councillor, Traditional Leader, Municipal Official and/or any other person attending Council shall be personally held liable for such damages.
- (6) The value of such damage shall be quantified and submitted to the Municipal Manager who shall prepare a report to Council advising Council of the value apportioned to the damage and method to be used in recovering the said damages against the salary of the said Councillor.
- (7) Any member of the public and/or the media willing to attend Council and/or Committee Meetings shall request accreditation from the Speaker and/or Chairperson of the Committee at least one (1) hour before the sitting.

### **31. Dress code**

- (1) The Council may by means of a policy prescribe a dress code for Councillors, Traditional Leaders, Media, Members of the Public and Officials attending meetings.
- (2) However Councillors, Traditional Leaders, Media, Members of the Public and Municipal Officials attending Council or Council Committee meetings shall pending passing of a resolution mentioned in 31 (1) above, be dressed formally and/or dress in traditional regalia.
- (3) No any other wear, clothing and/or regalia not mentioned in Rule 31 (1) and (2) shall be allowed in a Council and Committee meeting.
- (4) Notwithstanding the provisions of any resolution passed in accordance with Rule 31 (1) above, no Councillor shall be allowed to wear any clothing or accessories containing political paraphernalia to any meeting.

- (5) The Speaker or the Chairperson of the Council Committee may order any Councillor to leave the meeting if that Councillor is dressed in clothing or accessories containing political paraphernalia to any meeting contrary to Rule 31 (4).
- (6) The Councillor ordered to leave the meeting in terms of Rule 31 (5) shall be marked absent from the said meeting and fined R500 (Five Hundred Rand) deducted against his/her monthly salary and/or allowance.

### **32. Person speaking to address Chairperson**

A person addressing a meeting or hearing must address the chairperson of that meeting or hearing.

### **33. Councillor to sit while speaking**

- (1) A Councillor, Traditional Leader or person addressing a meeting or hearing must sit while speaking.
- (2) If a Councillor or Traditional Leader who is not speaking raises his or her hand on a point of order or to make a proposal and the Chairperson addresses such Councillor or Traditional Leader while another Councillor is speaking, the Councillor or Traditional Leader who speaks must remain silent until the Chairperson has made a ruling on the point of order or the proposal.

### **34. Duration and reading of speeches**

- (1) A Councillor may only speak on any matter included in the agenda of a Council Meeting if his/her name appears on a Speakers list which has been prepared by the Municipal Manager and provided to the Speaker before the commencement of the meeting.
- (2) The Speaker's list referred to in Rule 34 (1) above shall:
  - (a) Contain the name of every Councillor or Traditional Leader who wishes to speak during the Council meeting as well as the number(s) of the item(s) on the agenda on which he or she wishes to speak.
  - (b) Shall be prepared at a meeting convened by the Municipal Manager on the day of the Council meeting between herself/himself and the Chief Whips of all the political parties represented on the Council together with all independent Councillors and a representative of the Traditional Leaders.
- (3) At the meeting referred to in Rule 34 (2) (b) above any Councillor or Traditional Leader shall speak for a period to be determined by the Speaker taking into account proportional representation of the Council.
- (4) However Rule 34 (3) shall not apply to the Executive Mayor and Chairperson of a Committee if called upon to speak in terms of Rule 35 (3).
- (5) The Speaker or the Chairperson shall be entitled to, at any time, to set the limit or extend reasonable time limits for the discussion of and/or any decision or any item or group of items on the relevant agenda.

**35. Councillor to speak only once**

- (1) A Councillor or Traditional Leader may speak only once on a matter, unless permission to speak more than once is granted by the Speaker or Chairperson of the meeting concerned.
- (2) The introducer of a motion or proposal may reply in conclusion of the debate, but must confine his or her reply to answering previous speakers.
- (3) The Council may allow the Executive Mayor or the Chairperson of a Section 79 - Committee or other Committee, as the case may be, to make an explanatory statement prior to the consideration of any particular matter in the report of the Executive Mayor or Section 79 - Committee or other Committee or during the discussion of such report in reply to a specific question.

**36. Relevance**

- (1) A Councillor or Traditional Leader who speaks must confine his or her speech strictly to the matter under discussion.
- (2) No discussion may take place –
  - (a) on a matter which anticipates a matter on the agenda unless the Chairperson has granted leave to discuss two or more items at the same time or the Municipal Manager indicated in the agenda that two or more items should be considered together; or
  - (b) on any motion or proposal that had been rejected in terms of Rule 19 (1) (f).

**37. Councillor's right to information**

A Councillor has the right to request the Municipal Manager to supply such information as may be required for the proper performance of his or her duties as a councillor, including the making of a speech at a meeting or hearing, provided that –

- (a) at least three working days' written notice of the information required is given to the Municipal Manager; and
- (b) confidential information obtained in terms of this rule may not be made known by the relevant Councillor.

**38. Personal explanation, point of order and clarification**

- (1) A Councillor or a Traditional Leader may, at any time during a meeting, whether or not he or she participated in a debate underway, rise –
  - (a) on a point of order only once per matter in the event of a departure from these Rules of Order or any law;
  - (b) to explain any part of his or her speech that may have been misunderstood; or
  - (c) to request that any part of a speech that he or she may have misunderstood be explained.
- (2) A Councillor or Traditional Leader referred to in Rule 38 (1) must be heard forthwith.



- (3) The ruling of the Chairperson of the meeting on a point of order or a personal explanation is, subject to Rule 19 (2), final and may not be discussed.

**39. Right of Municipal Manager to have advice recorded in minutes**

- (1) The Chairperson at a meeting must give the Municipal Manager an opportunity to address that meeting on any matter before the meeting in order to advise the meeting as to the eligibility of any proposal or motion before the meeting.
- (2) The Municipal Manager has the right to have his or her advice regarding any motion or proposal which may –
  - (a) cause unauthorised expenditure; or
  - (b) be beyond the authority of the Council, recorded in the minutes of the meeting where the advice was given.

**Part 7: Adjournment and continuation of meetings**

**40. Quorum and adjournment of meeting in the absence of a quorum**

- (1) A majority of Councillors (i.e. 50% of Councillors plus one {1} Councillor) must be present at the start of any meeting held in accordance with this Standing Rules and Orders. If during any sitting of the Council or any Committee, the attention of the Speaker or Chairperson is called to the number of Councillors present, he/she shall count them, and if found that there is not a quorum present, the matter shall be dealt with in accordance with the provisions of this rule (Rule 40).
- (2) If there is no quorum present within thirty 30 minutes after the time stipulated in the notice of a meeting referred to in Rule 10, such meeting is not held but a continuation meeting is held in terms of Rule 42.
- (3) If at any time during the course of a council or committee meeting it is suspected that there is no quorum present –
  - (a) the Chairperson must discontinue the proceedings immediately; and
  - (b) cause the Councillors present to be counted, and if the suspicion is proved correct, the chairperson must instruct the municipal manager to ring the bell for one minute, and if there is still no quorum five minutes after the bell had been rung, the Chairperson must adjourn the meeting forthwith.
- (4) If the shortfall of Councillors contemplated in Rule 40 (2) is owing to the withdrawal of one or more Councillors in compliance with the code of conduct, the chairperson must arrange that such matter be dealt with at the first meeting next ensuing.
- (5) If a sufficient number of councillors are present after the bell had been rung, the meeting continues, and the councillor who was speaking when the proceedings were discontinued, is, in his or her own discretion, entitled to start his or her speech from afresh.
- (6) Any business, except a matter referred to in Rule 40 (3) which had not been dealt with at a meeting that had been adjourned, must be considered at a continuation meeting contemplated in Rule 42, however, any unfinished business arising from a special meeting must be considered

at the first ordinary meeting next ensuing unless the date of such ordinary meeting is later than the date contemplated in Rule 42.

**41. Adjournment of meeting before it completed its business**

- (1) A Councillor may at any time during a meeting propose that the meeting be adjourned and must state the reasons for the proposal, however, no Councillor may more than twice during the same meeting propose that it be adjourned.
- (2) A proposal in terms of Rule 41 (1) must be seconded by a Councillor present at the meeting, however, a Councillor may not more than twice during the same meeting second a proposal to adjourn, and such a proposal lapses if it is not properly seconded.
- (3) A proposal in terms of Rule 41 (1) is carried if a majority of the members present at a meeting vote in favour thereof.
- (4) Whenever a meeting adjourns in terms of Rule 41 (1) before it had finished the business stated in the agenda for that meeting, the meeting must resume as a continuation meeting in terms of Rule 42 to deal with any unfinished business, unless the date of the first ordinary meeting next ensuing is earlier than the date referred to in Rule 42, in which case the unfinished business of an adjourned meeting is dealt with at that ordinary meeting.

**42. Continuation of adjourned meeting**

- (1) When a meeting is adjourned, notice of the adjourned meeting shall be sent out to each member of the Council or Committee, specifying the time, date and place of such adjourned meeting.
- (2) A continuation meeting is held at the same time and venue as a meeting that had been adjourned in terms of Rule 40 or 41, on a day at least seven (7) days but not more than fourteen (14) days later.
- (3) The agenda for a continuation meeting is the agenda for the meeting that had been adjourned.

**43. Temporary adjournment of meeting**

- (1) A Councillor may at any time during a meeting propose that the meeting be adjourned for a period proposed by him or her, provided that –
  - (a) not more than two such proposals may be made during the same meeting; and
  - (b) no such adjournment may exceed thirty (30) minutes.
- (2) Despite the provisions of Rule 43 (1) (a), the Chairperson at a meeting may, if he or she is of the opinion that a third temporary adjournment of a meeting may facilitate the discussion and resolution of a matter, allow a third adjournment in terms of Rule 43 (1).
- (3) A proposal in terms of Rule 43 (1) must be seconded by a Councillor present at the meeting, however, a Councillor may not more than twice during the same meeting second a proposal to adjourn, and such a proposal lapses if it is not properly seconded.
- (4) A proposal in terms of Rule 43 (1) is carried if a majority of the members present at a meeting vote in favour thereof.

- (5) The meeting resumes after the expiry of the period referred to in Rule 43 (1), and deals with any unfinished business contained in its agenda.

#### **Part 8: Agendas and minutes of meetings**

##### **44. Only matters included in agenda are dealt with**

- (1) Subject to the provisions of Rules 44 (2) and 44 (5) all meetings must be conducted in accordance with the order in which matters appear and only matters included in an agenda for a meeting may be dealt with.
- (2) The Speaker or the Chairperson may, after considering a duly motivated request, change the order of matters appearing on the agenda.
- (3) A proposal in terms of Rule 44 (1) need not be seconded and no debate about the proposal is allowed.
- (4) A proposal referred to in Rule 44 (2) is carried if the councillors present at a meeting unanimously adopt it.
- (5) An urgent report received from the Executive Mayor may be tabled and considered during a Council meeting.

##### **45. Minutes of meetings and summary of evidence at hearings**

- (1) The Municipal Manager must keep, or cause to be kept, minutes of the proceedings of every public meeting of voters, public hearing, council and committee meeting.
- (2) The minutes of a meeting must reflect –
  - (a) the names of the councillors and traditional leaders attending;
  - (b) the names of the councillors and traditional leaders absent with or without leave;
  - (c) the periods of absence during a meeting of a councillor or traditional leader;
  - (d) the names of the councillors voting respectively for and against any matter for the decision of which a division is called;
  - (e) the name of any councillor who demanded that his or her vote against any particular decision be recorded in the minutes;
  - (f) any adjournment of the meeting;
  - (g) any declaration of a personal or pecuniary interest by a councillor or a traditional leader;
  - (h) any advice of the municipal manager regarding possible unauthorised expenditure or resolutions beyond the authority of the council; and
  - (i) the resolutions taken.
- (3) The minutes of a meeting must be delivered to the councillors with the notice of the ensuing meeting or before such a notice is delivered.
- (4) Minutes delivered in terms of Rule 45 (3) are deemed read with a view to their approval.
- (5) No proposal regarding minutes, except a proposal relating to the accuracy thereof, is allowed.
- (6) The minutes of a meeting, if practically possible, must be approved at the next ordinary meeting of the council or committee, as the case may be.

- (7) The chairperson of the meeting must sign the minutes upon approval, and if the minutes are written on loose sheets, each sheet must be signed.
- (8) Any councillor or other person speaking at a meeting may request that his or her speech not be recorded, and upon receipt of such a request the municipal manager must cease such a recording.
- (9) The municipal manager must make, or cause to be made, a summary of the proceedings and evidence given at a public hearing and submit it at an ordinary meeting of the council or to the executive mayor, as the case may be.

#### **46. Declaration of personal and pecuniary interest**

- (1) A councillor or traditional leader wishing to declare a personal or pecuniary interest in terms of the code of conduct must do so at least 24 hours before the meeting when the relevant item is called the councillor or traditional leader involved must recuse himself or herself.

### **Part 9: Deputations, petitions, objections and representations**

#### **47. Deputations**

- (1) Anybody who wishes to obtain an interview with the Mayoral Committee or a Committee of Council, must lodge a written request with the Executive Mayor/Chairperson and such an application must state the representations the applicant wishes to make in detail.
- (2) In respect of such request the municipal manager must investigate and submit a comprehensive report to the Executive Mayor/Chairperson. The Municipal Manager must thereafter submit such a report to the mayoral committee or relevant committee as the case may be.
- (3) If it is deemed necessary by the municipal manager for the mayoral committee or relevant committee, as the case may, to meet such deputation the municipal manager must inform the requester of the date, time and venue where the deputation is to address the mayoral committee or other committee, as the case may be.

#### **48. Attendance of Council meeting by Auditor-general**

- (1) Whenever the audit report is included in the agenda for a Council meeting, the Municipal Manager must in writing invite the Auditor- General, the Provincial Treasury and the department responsible for local government to that meeting.
- (2) Despite any provisions to the contrary in these standing Rules of Order, the Speaker may change the order of business at a meeting referred to in Rule 48 (1) to allow the Auditor-General to address the Council and Councillors to ask questions with regard to the audit report and audit findings.

#### **49. Petitions**

- (1) A Councillor or Traditional Leader must submit in writing a petition received by him or her to the Municipal Manager within three (3) days after receiving such.

- (2) The Municipal Manager must inform the Speaker of any petition he or she has received including the petition received in terms of Rule 49 (1) above.
- (3) Any petition received in terms of Rules 49 (1) or 49 (2) must be referred to the relevant Manager for investigation and submission of a comprehensive report to the Municipal Manager within seven (7) of receipt of the petition. The Municipal Manager must thereafter submit such petition and the report to the next ensuing Council, Mayoral Committee or relevant Committee as the case may be.
- (4) If the committee or the executive mayor to whom a petition had been referred does not have the power to dispose of the matter, the committee or the executive mayor, as the case may be, must submit a report and recommendations to the council.

## **50. Objections and representations**

- (1) Whenever the Council invites public comment, representations or objections with regard to any proposed resolution before the council or a resolution the council had taken, the Municipal Manager must designate a person who will be responsible for the receipt of such comment, representations or objections.
- (2) The person designated in terms of Rule 50 (1) must make a summary of the comments, representations and comments, if any, that were received and submit it to the relevant Manager.
- (3) The Manager must consider the summary and submit it, together with his or her report and recommendations to the municipal manager who must refer it, with his or her comments, to the council or the executive mayor or the relevant committee, as the case may be.
- (4) The Executive Mayor or Committee, as the case may be, must consider the summary, report and recommendations of the manager and the comments of the municipal manager and submit the matter to the council together with his or her or their recommendations.

## **Part 10: Questions**

### **51. Questions of which notice had been given**

- (1) A Councillor or Traditional Leader may, at any time, submit to the Municipal Manager a written question he or she intends to ask during a Council meeting or a meeting of a Committee of which he or she is a member, however, such question must be submitted to the Municipal Manager at least ten (10) workdays before the meeting where the question will be asked.
- (2) The Municipal Manager must immediately upon receipt of a question in terms of Rule 51 (1), provide a copy thereof to the relevant Manager and instruct him or her to prepare a reply to the question and the Municipal Manager may direct a Manager to which he or she has sent the question to consult with any other manager before he or she prepares the answer.
- (3) If the question had been received at least ten (10) workdays before the scheduled date of the meeting where the question would be asked, the Municipal Manager must ensure that the

question and the draft answer thereto is included in the agenda for the first ordinary meeting of the Council or Committee next ensuing where the question will be asked.

- (4) Any question put in terms of this section must be answered by or on behalf of the Executive Mayor.

## **52. Questions during meetings**

- (1) A councillor or traditional leader may at a meeting of the council or a committee of which he or she is a member, ask a question regarding a matter arising from or pertaining to an item contained in the agenda.
- (2) A question –
- (a) may only be asked during a meeting to solicit factual information;
  - (b) may not deal with matters of policy, except the implementation of policy; and
  - (c) may not seek to solicit an opinion or include or amount to a statement of fact.

## **Part 11: Motions**

### **53. Motion to be in written form**

- (1) A Councillor or Traditional Leader may put a matter on the agenda of a committee of which he or she is a member or of the Council by submitting a written motion to the Speaker.

### **54. Submission and limitation of motions**

- (1) With due regard for the provisions of Rule 54 (4) a motion in terms of Rule 53 must be included in the agenda of the next ordinary meeting of Council or the Committee concerned; provided it had reached the Municipal Manager at least ten (10) working days before the date referred to in Rule 10.
- (2) Only one motion of a Councillor or Traditional Leader may be considered at a meeting and no member may move more than three (3) motions during any financial year.
- (3) If the introducer of a motion is absent during the meeting when the motion is put to the order, it lapses without further discussion.
- (4) Any motion which –
- (a) contemplates the repeal or amendment of a resolution taken during the preceding three months; or
  - (b) has the same scope as a motion that had been rejected during the preceding three months may not be included in the agenda, unless it had been signed by a majority of all the members of the council.

### **55. Withdrawal and amendment of motions**

- (1) With due regard for any provisions to the contrary in these Standing Rules of Order, the introducer of a motion may, at any time before the motion is put to order at a meeting, withdraw it, and such withdrawn motion lapses without further discussion.

- (2) The introducer of a motion may, during a meeting where the motion is considered, request permission to amend the motion, which permission must be granted or denied without discussion.

## **Part 12: Subject matter and consideration of motions and proposals**

### **56. Right of introducer of motion to speak and reply**

The introducer of a motion in terms of Rule 53 has the right, if the motion had not been rejected or withdrawn, to introduce the motion and to reply provided provision was made on the list of the Speaker as determined per Rule 34 (1).

### **57. Motion or proposal regarding budget**

The Executive Mayor, or the member of the Mayoral Committee responsible for finance, must introduce, at a council meeting which may not be closed for the public and the press –

- (a) the draft budget;
- (b) a revised draft budget; or
- (c) a draft adjustments budget.

### **58. Motion or proposal regarding by-laws**

A motion or proposal affecting the repeal, drafting or amendment of By-Laws must, before the Council considers it, be referred to and considered by the Mayoral Committee for a report and recommendations.

### **59. Eligible proposals**

- (1) With due regard for the provisions of Rules 19 (1) (c) to 19 (1) (f), the following proposals only may be made during the discussion of any motion, proposal or matter contained in an agenda, namely:
- (a) that the motion or proposal be amended;
  - (b) that the matter be referred back to the executive mayor or the relevant committee for further consideration;
  - (c) that consideration of the matter be deferred;
  - (d) that the debate be suspended;
  - (e) that the matter be put to the vote; and
  - (f) that the meeting continues to the next matter.
- (2) Any proposal in terms of Rule 59 (1) may only be put to the vote if it had been properly seconded.

### **60. Amendment of motion or proposal**

- (1) A proposal that a motion or proposal (hereafter the “original motion”) be amended, may only be made by a councillor or traditional leader during his or her speech on the original motion provided that provision was made on the speakers list as per Rule 34 (1).

- (2) No Councillor or Traditional Leader may make more than one proposal for the amendment of the same original motion.
- (3) A proposal in terms of Rule 60 (1) must be relevant to the original motion and the chairperson must clearly repeat it to the meeting before it is put to the vote.
- (4) With due regard for Rule 60 (5), more than one amendment of an original motion may be introduced, and every amendment introduced must be put to the vote at the close of the debate.
- (5) If a proposal in terms of Rule 60 (1) had been made –
  - (a) no other proposal may be made until its introducer had addressed the meeting;
  - (b) the councillor or traditional leader who made the proposal may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply; and
  - (c) the seconder may not address the meeting on the proposal.
- (6)
  - (a) When a proposal in Rule 60 (1) had been made and its introducer had spoken in terms of Rule 60 (5), the introducer of the original motion may address the meeting on that proposal for a period of one (1) minute despite any other provisions to the contrary contained in these Rules of Order without diminishing from his or her right to reply should that proposal be rejected.
  - (b) If a proposal in terms of Rule 60 (1) is rejected, a vote must be taken on the original motion without any further discussion.
- (7)
  - (a) If more than one amendment on an original motion had been introduced, they must be put to the vote in the order they were made.
  - (b) If any amendment is carried, the amended motion or proposal takes the place of the original motion and becomes the motion or proposal in respect of which any further proposed amendments must be put to the vote.

#### **61. Referring matter back**

- (1) A proposal that a motion or proposal (hereafter the “original motion”) be referred back, may only be made by a councillor or traditional leader during his or her speech on the original motion provided that provision was made on the speakers list as per Rule 34 (1).
- (2) A proposal in terms of Rule 61 (1) may only be made during a council meeting in the case of a recommendation by the executive mayor.
- (3) If a proposal in terms of Rule 61 (1) had been made –
  - (a) no other proposal may be made until its introducer had addressed the meeting;
  - (b) the councillor or traditional leader who made the proposal may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply; and
  - (c) the seconder may not address the meeting on the proposal.
- (4)
  - (a) When a proposal in terms of Rule 61 (1) had been made and after its introducer had spoken in terms of Rule 61 (3), the introducer of the original motion may address the



meeting on that proposal for a period of one (1) minute despite any other provisions to the contrary contained in these Rules of order without diminishing from his or her right to reply should that proposal be rejected.

- (b) If a proposal in terms of Rule 61 (1) is rejected, a vote must be taken on the original motion without any further discussion.
- (5) (a) A proposal in terms of Rule 61 (1) may not be put to the vote until the speaker or the executive mayor or the chairperson of the relevant committee, as the case may be, had addressed the meeting.
- (b) If such proposal is carried, the debate on the recommendation ends and the meeting proceeds to the next matter.

## **62. Deferring consideration of matter**

- (1) Any Councillor or Traditional Leader may, at the end of a speech about the original motion, propose that the matter be deferred.
- (2) The councillor or traditional leader who made the proposal in terms of Rule 62 (1) may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply, and the seconder may not address the meeting on the proposal.
- (3) A proposal similar to the proposal in terms of Rule 62 (1) may not be made within half an hour after the first proposal was defeated in respect of the same original motion.
- (4) (a) When a proposal in Rule 62 (1) had been made and its introducer had spoken in terms of Rule 62 (2), the introducer of the original motion may address the meeting on that proposal for a period of one (1) minute despite any other provisions to the contrary contained in these Rules of Order without diminishing from his or her right to reply should that proposal be rejected.
- (b) If a proposal in terms of Rule 62 (1) is rejected, a vote must be taken on the original motion without any further discussion.
- (5) If the proposal in terms of Rule 62 (1) concerns –
  - (a) a recommendation of the executive mayor, the matter must, if that proposal is carried, be included in the next report of the executive mayor to the council; and
  - (b) any other matter, the matter must be included in the agenda of the first ordinary council meeting next ensuing.

## **63. Suspending debate**

- (1) Any Councillor or Traditional Leader may at the end of a speech about the original motion propose that the debate be suspended, however, no councillor or traditional leader may move or second more than one proposal that a debate be suspended during any meeting.
- (2) The Councillor or Traditional Leader who made the proposal in terms of Rule 63 (1) may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or

her proposal, but he or she has no right of reply, and the seconder may not address the meeting on the proposal.

- (3) A proposal similar to the proposal in terms of Rule 63 (1) may not be made within thirty (30) minutes after the first proposal was defeated in respect of the same original motion.
- (4) (a) When a proposal in Rule 63 (1) had been made and after its introducer had spoken in terms of Rule 63 (2) the introducer of the original motion may address the meeting on that proposal for a period of one (1) minute despite any other provisions to the contrary contained in these Rules of order without diminishing from his or her right to reply should that proposal be rejected.  
(b) If a proposal in terms of rule 63 (1) is rejected, a vote must be taken on the original motion without any further discussion.
- (5) A proposal in terms of Rule 63 (1) must be rejected if the council or committee, as the case may be, is required by law to pass a resolution on the matter at or before a particular date.
- (6) If a proposal in terms of Rule 63 (1) is carried, the meeting must deal with the next item on the agenda, and the item, in respect of which the debate had been suspended, must be placed first on the list of motions in the next agenda of the council.
- (7) At the resumption of a suspended debate, the introducer of the motion which caused the suspension must address the meeting first.

#### **64. Putting matter to vote**

- (1) Any Councillor or Traditional Leader may, at the end of a speech about the original motion, propose that the matter be put to the vote.
- (2) The councillor or traditional leader who made the proposal in terms of Rule 64 (1) may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply, and the seconder may not address the meeting on the proposal.
- (3) A proposal similar to the proposal in terms of Rule 64 (1) may not be made within thirty minutes after the first proposal was defeated in respect of the same original motion.
- (4) (a) When a proposal in Rule 64 (1) had been made and its introducer had spoken in terms of Rule 64 (2), the introducer of the original motion may, address the meeting on that proposal for a period of one minute despite any other provisions to the contrary contained in these Rules of Order without diminishing from his or her right to reply should that proposal be rejected.  
(b) If a proposal in terms of Rule 64 (1) is rejected, a vote must be taken on the original motion without any further discussion.
- (5) The introducer of the original motion has the right to reply before the matter is put to the vote.
- (6) Where a question to be decided by the votes of individual Councillors is put to the Speaker, a Councillors may request that his or her opposition to the question be recorded.

- (7) The Municipal Manager must record in the minutes the names of all Councillors who have requested that their opposition be recorded.

**65. Proceeding to next business**

- (1) Any Councillor or Traditional Leader may, at the end of a speech about the original motion, propose that the meeting proceed to the next business.
- (2) The councillor or traditional leader who made the proposal in terms of Rule 65 (1) may address the meeting for a period as determined by the speaker's list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply, and the seconder may not address the meeting on the proposal
- (3) A proposal similar to the proposal in terms of Rule 65 (1) may not be made within thirty (30) minutes after the first proposal was defeated in respect of the same original motion.
- (4)
  - (a) When a proposal in Rule 65 (1) had been made and its introducer had spoken in terms of Rule 65 (2), the introducer of the original motion may address the meeting on that proposal for a period of one minute despite any other provisions to the contrary contained in these Rules of order without diminishing from his or her right to reply should that proposal be rejected.
  - (b) If a proposal in terms of Rule 65 (1) is rejected, a vote must be taken on the original motion or proposal without any further discussion.
- (5) A proposal in terms of Rule 65 (1) must be rejected if the council or committee, as the case may be, is required by law to pass a resolution on the matter at or before a particular date.
- (6) If the proposal in terms of Rule 65 (1) is carried, the matter under discussion lapses without further discussion.

**Part 13: Applications by Councillors and Traditional Leaders**

**66. Interest in Council business**

- (1) A Councillor or Traditional Leader may not obtain any financial interest in any Council business, irrespective of the procurement process followed.
- (2) A Councillor shall recuse himself/herself from the proceedings of the Council or Committee meeting when the matter is being considered by the Council or Committee meeting, unless the Council or the Committee decides by resolution, that the Councillor's direct or indirect interest in the matter is trivial or irrelevant. A Councillor who has so disclosed his/her interest may, with the approval of majority of the members of the Council or its Committee, address the Council or Committee on the matter prior to deliberation and vote on the matter taking place, subject always to the ruling of the Speaker or the Chairperson on the time to be allowed for such an address.
- (3) This provision does not apply to an interest or benefit which a Councillor, or a spouse, partner or business associate or close family members, has or acquired in common with other residents and ratepayers of the Municipality.

**67. Disclosure of declared interests**

- (1) The Municipal Manager must compile a register of the financial interests of Councillors and traditional leaders declared in terms of the code of conduct.
- (2) As soon as the Municipal Manager has completed the register referred to in Rule 67(1) he or she must submit it to the Council.
- (3) The Council must, on receipt of the register in terms of Rule 67(2), during a closed meeting determine which of the declared financial interests must be made public having regard to the need for confidentiality and the need for public disclosure.
- (4) A Councillor or traditional leader who has declared an interest that is recorded in the register may not be present during the consideration of the matter.
- (5) Any interest declared in terms of this rule that had not been made public, is confidential.

**68. Resignation of Councillors and vacancies in offices**

- (1) A Councillor may, by written notice signed by him or her and delivered to the Municipal Manager, resign –
  - (a) as Councillor; or
  - (b) from any office he or she holds.
- (2) A Councillor may resign from office at any time during a Council or Committee meeting by making a declaration to the Council or Committee in that regard, however, he or she must immediately after such a declaration, resign in writing, and a declaration in terms of this rule may not be withdrawn.
- (3) If the resignation was that of the Speaker or Executive Mayor, the Council must as soon as the resignation of the Councillor concerned in terms of Rule 67 (2) had been reduced to writing, signed and given to the Municipal Manager, elect a Speaker or Executive Mayor despite the provisions of Rules 23 or 24.
- (4)
  - (a) A resignation in terms of Rules 68 (1) or 68 (3) may not be withdrawn and takes effect upon receipt thereof by the Municipal Manager.
  - (b) If the Executive Mayor resigns, the members of the Mayoral Committee are deemed to have resigned from the same date as the Executive Mayor.
- (5) Except when the resignation or vacancy is that of the Speaker, the Municipal Manager must immediately upon receipt of a resignation of a –
  - (a) Councillor or when a vacancy arises in the council in any other manner, report it to the Speaker; and
  - (b) member of the Mayoral Committee, report it to the Executive Mayor.
- (6) The Municipal Manager must ensure that any resignation or a report of any vacancy arising in another manner is contained in the agenda for the next ordinary Council meeting after the vacancy arose.

- (7) The Council must, except in the case of a vacancy arising in the Mayoral Committee, at the meeting where a vacancy in an office of the Council is reported, elect from amongst the Councillors a successor for the Councillor whose resignation caused the vacancy, and a Councillor elected to an office in terms of this rule serves for the un-expired term of his or her predecessor.

#### **Part 14: Full-time Councillors**

##### **69. Designation of full-time councillors**

Before the Council considers designating any Councillor identified by the MEC as a possible full-time Councillor, it must obtain and consider a report from the Municipal Manager.

##### **70. Report of Municipal Manager with regard to full-time Councillors**

A report in terms of Rule 69, must include all the relevant information to enable the Council to take an informed decision.

##### **71. Applications by full-time Councillors to undertake other paid work**

- (1) A Councillor who was designated as a full-time Councillor may apply for permission of the Council to undertake other paid work (in this rule "private work").
- (2) An application for private work must be lodged in writing with the Municipal Manager and must state all the relevant information to enable the Council to take an informed decision.
- (3) The Council may grant or refuse an application for private work on any conditions deemed necessary.
- (4) The meeting where an application for private work is considered may not be closed.
- (5) The applicant may not be present at a meeting during the discussion of the application; provided that the Speaker may request the applicant to supply such information as the Council may request during that meeting, and the applicant may supply the requested information orally during the meeting.
- (6) The Council may, before it considers an application for private work, request that additional information with regard to the intended work as may be necessary for the proper consideration of the application be submitted in writing.
- (7) The granting of permission to undertake private work is valid for only twelve (12) months after which the Councillor concerned must submit a new application.
- (8) Any permission in terms of this rule –
  - (a) does not exempt a councillor from complying with the code of conduct; and
  - (b) is not a defence against any allegation of a breach of the code of conduct.

**Part 15: Traditional Leaders****72. Traditional Leaders**

- (1) Only Traditional Leaders identified by the MEC for Local Government in the Province and in accordance with Schedule 6 and by notice in the Provincial Gazette may, participate in the proceedings of Council;
- (2) The number of Traditional Leaders that may participate in the proceedings of Council may not exceed more than 20% of the total number of Councillors in that Council;
- (3) Before Council takes a decision on any matter affecting the area of the traditional authority, the leader of that authority must be allowed to express a view on the matter.
- (4) A Traditional Leader who is entitled to participate in the proceedings of Council is entitled to the payment of out of pocket expenses which should be determined by Council.

**Part 16: Council Whip****73. Powers, Functions and Duties of Council Whip**

The Council Whip executes the powers, functions and duties delegated or assigned to him or her by the Council.

**CHAPTER 3****LANGUAGE POLICY OF COUNCIL****74. Determination of language policy**

The Council must at its first meeting after a general election for councillors review the language policy of the council in terms of rule 77 and, where such policy does not exist, instruct the Municipal Manager to develop a draft policy and submit it to the Council.

**75. Differentiation between languages for different purposes**

The Council may determine that one or more languages be used for different purposes.

**76. Factors to be taken into account**

When the council determines a language policy it must take all the relevant factors into account.

**77. Review of language policy**

The Council may at any time review and amend its language policy.

**CHAPTER 4****ORDER OF BUSINESS AT MEETINGS****78. Order of business at Ordinary Council meetings**

The order of business at an ordinary council meeting, except the first meeting of the council after a general election of councillors, is as follows:

- (a) Notice of the Meeting;

- (b) Opening and Welcome
- (c) Applications for leave of absence;
- (d) Declaration of Interests
- (e) Announcements (motions of sympathy and congratulations by the Speaker and by other Councillors);
- (f) Confirmation of Minutes from previous meetings;
- (g) Reports of the Speaker in terms of Rules 15 (1) and 96 (4);
- (h) Applications and appeals from Councillors in terms of Rules 14 (1), 66 and 71;
- (i) Reports of MPAC;
- (j) Questions of which notice has been given;
- (k) Reports of the Executive Mayor;
  - (i) Non Delegated matters
  - (ii) Delegated matters
- (l) Notice of Motions;
- (m) Deferred items;
- (n) In-Committee reports
- (o) Closure

**78. A Order of Business at a Special Council meeting**

- a) Notice of Meeting
- b) Opening and Welcome
- c) Application for Leave of Absence
- d) Reports of the Executive Mayor
- e) Closure

**79. Order of business at first Council meeting after general election of Councillors**

The order of business at the first meeting of the council after a general election of councillors is as follows:

- (a) Notice of Meeting
- (b) Opening and Welcome;
- (b) Applications for leave of absence;
- (c) Election of Speaker;
- (d) Confirmation of type of municipality;
- (e) Election of Executive Mayor;
- (f) Designation of full-time Councillors;
- (g) Review of language policy;
- (h) Review of delegated powers; and
- (i) Closure.

**80. Order of business at Mayoral Committee and Other Committee meetings**

The order of business at an ordinary Mayoral Committee meeting or at any other Committee of the Council is as follows:

- (a) Notice of the Meeting;
- (b) Opening and Welcome;
- (c) Application for leave of absence;
- (d) Confirmation of Minutes of Previous Meetings;
- (e) Declaration of Interests;
- (f) Announcements;
- (g) Presentations;
- (h) Reports of the Municipal Manager;
- (i) Reports from Audit Committee
- (j) In-Committee Reports
- (k) Closure.

**80. A Order of business at a Special Mayoral Committee**

- a) Opening and Welcome;
- b) Application of Leave of Absence;
- c) Reports of the Municipal Manager;
- d) Closure.

**CHAPTER 5****VOTING AND DECISION-MAKING****81. Public meetings or public hearings of voters**

Proposals and suggestions made at public meetings or public hearings will be considered by council.

**82. Decision only taken in certain circumstances**

- (a) No decision may be taken unless the Council or a Committee has sufficient information before it to take an informed decision.
- (b) Information contemplated in Rule 82 (a) must be contained in a written report.

**83. Voting at Council and Committee meetings**

- (1) Subject to 83 (3) below, all matters will be decided by a majority of Councillors present at the meeting.
- (2) Before a formal vote is taken on any matter before the Council, the Speaker shall cause the bells to be run for a period of one (1) minute, after which all doors shall be closed and no member or other person shall be allowed to enter or leave the chamber.



- (3) Any matter referred to in Section 160 (2) of the Constitution shall be decided on by a majority of the Councillors in the Municipal Council.
- (4) If on any question there is an equality of votes, the Speaker or Chairperson of the Committee may exercise a casting vote in addition to that particular Councillor's deliberative vote, provided that the casting of such vote shall fall within the ambit of the powers duly delegated to the relevant committee, provided that for those matters listed in Section 160 (2) of the Constitution there will be no provision for are adopted.
- (5) In the event of there being opposition to a recommendation, the proposal to be decided upon will be done by means of voting, either by show of hands or if requested and approved by the Speaker or Chairperson, by way of way of secret ballot.
- (6) The Municipal Manager or an official designated by him or her shall count the votes and declare to the Chairperson the result of the divisions. In the event of a secret ballot, the Municipal Manager shall hand to each Councillor a ballot paper bearing the official mark or logo of the Municipal Council, and having the alternates to be voted for clearly depicted thereon.
- (7) The Municipal Manager shall collect all the ballot papers and account same in the presence of a representative from each party represented on the Council or Committee and present at such meeting.
- (8) The Speaker or the Chairperson shall thereupon declare the motion carried or lost, and it shall be entered upon in the minutes.
- (9) The number of members voting will be recorded, and the general result of the vote. The outcome of the voting will be announced by the Speaker.
- (10) A member may abstain from voting without leaving the chamber.
- (11) After the Speaker or the Chairperson has declared the result of a vote a Councillor may demand –
  - (a) that his or her vote against the decision be recorded; or
  - (b) a division.
- (12) An entry of the declaration of the result of a vote in the minutes of a meeting is conclusive evidence of the result of the vote.

#### **84. When division is called**

- (1) When a division is called in terms of Rule 83 (11), the Speaker shall accede thereto and a bell shall be rung for at least one minute whereupon all entrances to the venue of the meeting must be closed and no Councillor may leave or enter the venue after the entrances had been closed until the result of the division was declared.
- (2) Immediately thereafter the Chairperson of the meeting must repeat the motion or proposal, put the motion or proposal to the vote and take the vote of each Councillor separately.
- (3) The Chairperson must declare the result of the vote after all the Councillors had been polled.
- (4) When a division is called, every councillor must vote for or against the proposal or motion in respect of which the division had been called.

- (5) A Councillor who called for a division may not leave the venue of the meeting until the result of the vote had been declared.
- (6) An entry of the declaration of the result of a vote in the minutes of a meeting is conclusive evidence of the result.

**85. Equality of votes**

- (1) Unless a specific majority had been prescribed in respect of any matter or when expressly stated otherwise in these Rules of Order, the chairperson at a meeting may cast a casting vote where there is an equality of votes on any question in addition to his or her deliberative vote.
- (2) Should there be an equality of votes after a division had been called and the chairperson refuses to use his or her casting vote, the matter must be referred back to the executive mayor.
- (3) In all cases other than those mentioned in rules 85(1) and 85(2) where there is an equality of votes and the chairperson refuses to use his or her casting vote, the matter must be referred back to the executive mayor.

**CHAPTER 6**

**REMOVAL OF OFFICE-BEARERS FROM OFFICE**

**86. Removal of Speaker**

- (1)
  - (a) A Councillor (hereafter called "the initiator") may by written motion, which must be seconded by at least three (3) other Councillors, move that the Speaker be removed from office.
  - (b) Such a motion must be submitted to the Municipal Manager and may not be sent by electronic mail, telex or telegram.
- (2) The motion must contain a brief summary of the reasons for the motion.
- (3) A motion in terms of Rule 86 (1) may not be withdrawn.
- (4) The Municipal Manager must, upon receipt of a motion in terms of Rule 86 (1), forthwith send a copy to the Speaker.
- (5)
  - (a) Unless the speaker resigns upon receipt of a motion in terms of Rule 86 (1), the municipal manager must forthwith upon receipt thereof determine the date, time and venue for a special council meeting in terms of Rule 4.
  - (b) The date of such a special meeting may not be less than fourteen (14) and not more than twenty one (21) days from the date the Speaker received a copy of the motion from the Municipal Manager.
- (6) Despite the provisions of Rule 10 at least seven (7) days' notice of a meeting in terms of Rule 86 (5) must be given to every Councillor and Traditional Leader.
- (7) If the Speaker resigns from office at any time before a meeting in terms of Rule 86 (5) takes place, the motion lapses and the meeting does not go ahead.
- (8) The meeting may not be closed for the public or the media before a vote had been taken on a motion in terms of Rule 86 (1).

- (9) The Municipal Manager presides over the proceedings on a motion in terms of Rule 86 (1) but he or she may not vote.
- (10) The Speaker has the right and must be allowed the opportunity during the proceedings to –
  - (a) respond to every allegation made in the motion and during the proceedings;
  - (b) call witnesses and to cross-examine any witnesses called by the initiator; and
  - (c) submit documents and to examine any documents submitted by the initiator,
- (11) If the Speaker is not present during the proceedings contemplated in Rule 86 (10), the Council may, in its sole discretion, continue with the proceedings, and a proposal to proceed in the absence of the Speaker is carried if a majority of the Councillors of the Council vote in favour of such proposal.
- (12) With due regard for Rules 34 and 35, the Municipal Manager must put the motion to the vote after the debate had been exhausted.
- (13) If the Speaker at any time during the proceedings, but before the motion is put to the vote, make a declaration in terms of Rule 68 (2), the proceedings are discontinued immediately and the motion lapses and the council proceeds to elect a new speaker despite any provisions to the contrary contained in these Rules of Order.
- (14) If the motion is carried, the Speaker is removed from office with immediate effect and the council proceeds to elect a new speaker despite any provisions to the contrary contained in these Rules of Order.
- (15) A Councillor elected as speaker in terms of Rule 86 (13) or 86 (14) serves for the un-expired term of his or her predecessor.
- (16) If the motion is defeated no motion, forwarding the same allegations, may be submitted within the next three months unless the council directs otherwise.

**87. Removal of Executive Mayor from office**

The provisions contained in Rule 84 apply, with the necessary changes, to the removal of the executive mayor from office.

**88. Removal of members of Section 79 - Committee or other Committees**

The provisions of Rule 84 apply, with the necessary changes, to the removal of a member of a Committee from office.

**89. Removal from office of Chairperson of Section 79 - Committee or other Committees**

The provisions of Section 84 apply, with the necessary changes, to the removal of a Chairperson of a Committee from office.

## **CHAPTER 7**

### **CLOSING OF MEETINGS**

#### **90. Circumstances that must be present to close meeting**

Recognising the need for transparency and open and accountable government, the Council or a Committee may, with due regard for any provisions to the contrary in these Rules of Order or any other law, resolve to close any part of a meeting for the public and the media.

#### **91. Procedure for closing meetings**

- (1) A Councillor may, when an item in the agenda is put to order or at any time during the debate on an item, propose that the matter be further dealt with in closed session.
- (2) No seconder is required for a proposal in terms of Rule 91 (1).
- (3) Despite anything to the contrary in these Rules of Order, only the introducer of the motion may speak on the proposal provided provision was made on the speakers list as per rule 34(1) and must during his or her speech state the reasons for the proposal.
- (4) The chairperson at the meeting, if he or she does not reject the proposal, must subject the proposal to the vote immediately after the introducer has spoken.
- (5) If the proposal is carried, the chairperson must determine when the matter concerned must be debated.
- (6) When the council or a committee, as the case may be, resolves to close a part of a meeting and subject to any determination of the chairperson in terms of rule 91(5), all members of the public and media and council employees present at the meeting, except such employees as the chairperson may require to remain, must leave the meeting and may not return for the duration of the closed proceedings.

#### **92. Rules governing closed meetings**

- (1) When a meeting is closed in terms of Rule 91, the provisions of these Standing Rules and Orders apply to that meeting.
- (2) If a proposal in terms of Rule 91 is carried, the further debate on the matter, whether in closed session or public, is deemed a continuation of the preceding debate on the matter.
- (3) At the conclusion of a closed debate, the meeting automatically reverts to a meeting in public.
- (4) The Speaker must appoint a person responsible for keeping the minutes of the Council while the council is in committee. The Speaker must announce the resolution as soon as Council comes out of committee unless the matter is of such a nature that an announcement can be to the detriment of the municipality.

#### **93. Opening closed meeting**

- (1) A Councillor may, at any time during a meeting that is closed, propose that the meeting proceed in public.
- (2) No seconder is required for a proposal in terms of Rule 93 (1).

- (3) Despite anything to the contrary in these Rules of Order, only the introducer of the motion may speak on the proposal provided that provision was made on the Speakers list as per Rule 34 (1) and must during his or her speech state the reasons for the proposal.
- (4) The chairperson at the meeting, if he or she does not reject the proposal, must subject the proposal to the vote immediately after the introducer has spoken.
- (5) If the proposal is carried, the meeting immediately resumes in public.

#### **94. Supplying information to media**

- (1) The Municipal Manager may make confirmed minutes, excluding any part of such minutes with regard to a matter dealt with in terms of Rule 91, and official agendas available to any interested person or registered newspaper at such fees as the council may determine or free of charge.
- (2) The Municipal Manager may, and, if so instructed by the council or a committee, must make the confirmed minutes, excluding any part of such minutes regarding a matter dealt with in terms of Rule 91, and official agendas available in the reference section of a public library in the municipal area.
- (3) The Executive Mayor may hold media conferences and briefings and issue media statements.
- (4) The Municipal Manager may, in respect of any matter included in the official agenda or the confirmed minutes of a meeting, issue media statements and convene media conferences and briefings.

### **CHAPTER 8**

#### **APPLICATION OF CODE OF CONDUCT**

#### **95. Investigating suspected breaches of code**

- (1)
  - (a) Whenever a written allegation is made to the Municipal Manager or when he or she has reason to believe that a Councillor or Traditional Leader has contravened or failed to comply with any provision of the code of conduct, he or she must report it in writing to the Speaker.
  - (b) Whenever a written allegation is made to a Manager, he or she must report it to the Municipal Manager.
- (2) Upon receipt of a report in terms of Rule 95 (1) (a), and when the Speaker has reason to believe that a provision of the code had been breached, he or she must refer such report to the Rules and Ethics Committee for investigation and report with sanction recommendations to the Council.
- (3) **Subject to the requirements of substantive fairness, the Councillor's Code of Conduct (Schedule 1 of the Systems Act, 2000) and the provisions of these Standing Rules, the Rules and Ethics Committee, has the powers to determine and recommend to Council a sanction to be applied and/or imposed against any Councillor, depending on the seriousness of the infringement.**

**(4) Warnings****(a) Informal oral warnings**

Where the Rules and Ethics Committee is of the opinion that the interests of justice will best be served by issuing an informal oral warning to a Councillor for an infringement, the Speaker shall-

- (i) Issue such warning to the Councillor in private; and
- (ii) Notify the party whip of the issuing of such warning.

**(b) Formal warning**

- (i) Where the Rules and Ethics Committee, is of the opinion that the interests of justice will best be served by issuing a formal warning to a councillor for an infringement, such sanction shall, after confirmation by the Municipal Council, be –

- (aa) expressed in writing; and
  - (bb) served on the Councillor concerned and on the party whip.

- (ii) Where, as a result of repeated infringements, Rules and Ethics Committee, is of the opinion that the interests of justice will best be served by issuing a formal final warning to a Councillor, such sanction shall after confirmation by the Council-

- (aa) be expressed in writing;
  - (bb) state that in the event of the Councillor infringing against the Councillor's Code of Conduct or these Standing Rules, Rules and Ethics Committee shall consider advising the Municipal Council to request the suspension or removal of such councillor in terms of the Councillor's Code of Conduct; and

- (cc) be served on the Councillor concerned and on the party whip,

**(5) Formal reprimand**

Where Rules and Ethics Committee, is of the opinion that the interest of justice will best be served by issuing a formal reprimand to a Councillor for an infringement the Speaker shall at a meeting of the Municipal Council -

- (a) call upon the Councillor concerned to stand in front of the Council; and
- (b) state the infringement and reprimand the Councillor in such language as he/she deems appropriate;

**(6) Suspension**

- (a) Where the Rules and Ethics Committee is of the opinion that the interests of justice will best be served by the suspension of a Councillor from the Municipal Council or a period for an infringement, the Rules and Ethics Committee shall so report to the Municipal Council and the Municipal Council shall report thereupon to the MEC for Local Government in terms of the Councillors code of conduct.

- (b) In the event of the MEC for Local Government imposing any suspension of a Councillor for a period in terms of the Councillor's Code of Conduct -
  - (i) the Councillor shall be suspended without any remuneration during such period; and
- (c) A suspension shall be regarded as a sanction more serious than a formal final warning or formal reprimand.

**(7) Civil fines**

- (a) Where the Rules and Ethics Committee is of the opinion that the interests of justice will best be served for an infringement listed in the Councillors Code of Conduct in Schedule 1 of the Local Government: Municipal Systems Act and/or in these Standing Rules and Orders by imposing a civil fine on that Councillor, such sanction shall be -
  - (i) expressed in writing; and
  - (ii) served on the Councillor concerned and on the party whip;
- (b) Where provision is made in these Standing rules for the fining of any councillor, and a councillor is fined, the Municipality may deduct such fine from any monies as may be owing to the councillor by the Municipality or recover such fine as a civil debt.

**(8) Expulsion**

- (a) Where the Rules and Ethics Committee is of the opinion that the interests of justice will best be served by the expulsion of a Councillor from the Council for an infringement, the Committee shall so report to the Council.
- (b) In the event where the Council after consideration of the matter and the recommendations of the Rules and Ethics Committee upholds the said recommendations, shall direct the Speaker to report the matter to the MEC for Local Government in terms of Section 14 of the Councillors 'Code of Conduct embodied in Schedule 1 of the Local Government: Municipal Systems Act.
- (c) Any expulsion confirmed and authorised by the MEC in terms of these Rules shall be with effect from the date of the determination of the MEC.

**96. Consideration of Rules and Ethics Committee's report by Council**

- (1) The Speaker must vacate the chair during any Council meeting when a report in terms of Rule 95 is put to order.
- (2) Whenever the Speaker vacates the chair in terms of Rule 96 (1), the Municipal Manager must preside over the debate on the report.
- (3) The proceedings in terms of Rule 96 (2) may not be closed to the public and the media.
- (4) After the Chairperson of the Rules and Ethics Committee has introduced his or her report, the Municipal Manager must allow the Councillor or Traditional Leader concerned to reply to the allegations and findings.

- (5) As soon as the Councillor or Traditional Leader concerned has spoken, the matter is debated in terms of these rules.
- (6) Despite any provisions to the contrary in these Rules of Order, the Councillor or Traditional Leader concerned has a right to –
  - (a) reply to all the allegations made during the debate before the speaker replies;
  - (b) examine any documents submitted by the Speaker or any other Councillor or Traditional Leader and submit documents in his or her defence; and
  - (c) call witnesses and to cross-examine any witness called by the speaker.
- (7) With due regard for the provision of Rules 34 and 35 the chairperson of the Rules and Ethics Committee must, after the debate had been exhausted, reply and propose –
  - (a) that the report, findings and recommendation be accepted; or
  - (b) that the report and findings and a different recommendation be accepted.
- (8) A proposal in terms of Rule 96 (7) need not be seconded.
- (9) After the proposal in terms of Rule 96 (7) had been made, the municipal manager must put the proposal to the vote.
- (10) If the proposal in terms of Rule 96 (7) is –
  - (a) defeated, the matter is discontinued; or
  - (b) carried, the municipal manager must forthwith implement the resolution.

#### **97. Implementing result of vote**

- (1) If a proposal in terms of Rules 96 (7)(a) or 96 (7)(b) is carried and a fine is imposed, the municipal manager must deduct the amount of such fine from the next payment of the council to the councillor or traditional leader, unless he or she has paid the fine in cash before such payment is due.
- (2) If a proposal in terms of rules 96(7)(a) or 96(7)(b) is carried that the councillor or traditional leader must be suspended or the councillor or traditional leader must be removed from the council, the municipal manager must forthwith make such an application to the MEC.
- (3) If the MEC on application of the council suspends the councillor or traditional leader concerned, he or she is, despite any rule to the contrary, deemed to be absent with leave from any meeting he or she would have been required to attend had he or she not been suspended.
- (4) Where an allegation against a traditional leader is found to be true, the municipal manager must inform the relevant traditional authority accordingly.

#### **98. Effect of appeal on resolution**

- (1) If the Councillor or traditional leader concerned appeals against the finding or the penalty imposed by the council or against both such finding and penalty as described in Rule 97 (1) before the Municipal Manager had deducted the fine, the Municipal Manager must defer the matter until the result of the appeal is known.



- (2) If the Councillor or Traditional Leader concerned appeals before the Municipal Manager could submit an application in terms of Rule 97 (2), the Municipal Manager must defer the matter until the result of the appeal is known.

**99. Breaches of Rules of Order or legislation relating to privileges and immunities**

Any alleged breach of the provisions of these Rules of Order for which a specific procedure and penalty had not been prescribed or of legislation regulating the privileges and immunities of Councillors, must be dealt with in accordance with the provisions of Rules 95 to 98.

**CHAPTER 9  
DISSOLUTION OF COUNCIL**

**100. Conditions for dissolution**

- (1) The Council may at any time after two (2) years has lapsed since it was elected, consider the dissolution of the Council.
- (2) The Council must consider the dissolution of the Council if two years has lapsed after the Council had been elected –
- (a) upon receipt of a petition proposing the dissolution signed by not less than 500 voters; or
  - (b) upon receipt of a recommendation proposing the dissolution from the speaker or executive mayor.
  - (c) when so directed by resolution of a public meeting of voters in terms of rule 9;
  - (d) upon receipt of a motion proposing the dissolution from a Councillor signed by at least one-third of the Councillors in addition to the introducer of the motion; or
  - (e) when section 139 of the Constitution is invoked in respect of the Council.

**101. Procedure for considering dissolution of council**

- (1) (a) Whenever any of the circumstances referred to in Rule 100 (2) arise, the Municipal Manager must determine the date, time and venue of a special council meeting.
- (b) The date of such a special meeting may not be less than 14 days and not more than 21 days from the date the petition was delivered, recommendation was made, resolution was taken, motion was submitted or instruction received referred to in rule 100(2), as the case may be.
- (2) Despite the provisions of Rule 10, at least seven (7) days' notice of a meeting in terms of Rule 101 (1) must be given,
- (3) A meeting in terms of Rule 101 (1) may not be closed to the public and the media.
- (4) Despite any provisions to the contrary in these Rules of Order, the municipal manager presides over the debate of the petition, recommendation, resolution or motion, as the case may be.

- (6) The proposal is carried if two-thirds of the Councillors of the Council vote in favour of such proposal.
- (7) If the proposal is carried, the council is dissolved and all Councillors must vacate their seats immediately.

## **CHAPTER 10 COMMITTEES**

### **Part 1: Section 79-committees and other committees**

#### **102. Report of Municipal Manager before establishment of Committee**

- (1) With due regard for the provisions of part 3 of this chapter, the Council must, before it establishes and elects the members of an Oversight Section 79 – Committee or other Committee, consider a report from the Municipal Manager regarding the proposed committee.
- (3) The Municipal Manager in preparing a report contemplated in Rule 102 (1) must consider the need for the proposed committee, taking into account all relevant information to enable the Council to take an informed decision.
- (4) The report of the Municipal Manager must contain recommendations with regard to the matters listed in Rule 104 and the electoral system contemplated in Rule 105, despite any recommendation that he or she may make that the proposed committee not be established.
- (5) The Municipal Manager must submit his or her report to the Executive Mayor.
- (6) The Executive Mayor must consider the report and recommendations of the Municipal Manager and submit it, together with his or her own comments and recommendations to the Council.

#### **103. Consideration of Municipal Manager's report**

If the Council decides to establish the Committee, the Council must determine all the relevant details to ensure that the Committee is able to function effectively.

#### **104. Determining size of committee**

- (1) No more than 20% of the Councillors of the Council or 10 Councillors, whichever is the least, may be elected as members of the Committee, however, the Committee must have at least three (3) members who are Councillors.
- (2) If the Council authorises the committee to appoint persons other than Councillors as members of the Committee, it must determine the upper limit of the number of appointments that may be made, provided that the number of councillors serving in a Committee must always exceed the number of persons who are not Councillors in that Committee.

#### **105. Election system and election of members of committee**

- (1) The members of the Committee who are Councillors must be elected according to a system that ensures that the parties and interests reflected in the Council are fairly represented in that committee.

- (2) The Speaker or Executive Mayor, as the case may be, may not be elected as a member of the committee.
- (3) Immediately after the council determined the election system in terms of Rule 105 (1), the Council must elect the members of the Committee.

#### **106. Term of Committee and filling of vacancies**

- (1) Subject to Rule 106 (2), the members of the Committee are elected and appointed for a term ending when the next municipal Council is declared elected.
- (2) A member of the committee vacates office during the term of the council if that member –
  - (a) resigns as a member of the committee;
  - (b) is removed from office as a member of the committee in terms of Rules 88 or 89; or
  - (c) ceases to be a councillor.
- (3) The council must, if it is deemed necessary and subject to Rule 105 (1), at the earliest opportunity after a vacancy occurred, elect and appoint another person to serve as member of the committee for the un-expired term of his or her predecessor.

#### **107. Quorum and decision-making**

- (1) A majority of the members of the Committee must be present before a decision on any matter may be taken.
- (2) If on any question there is an equality of votes, the Chairperson may exercise a casting vote in addition to his or her deliberative vote.

### **Part 2: Executive Mayor**

#### **108. Making decision to establish office of Executive Mayor**

- (1) The council must, at its first meeting after a general election of councillors, immediately after it elected the speaker, consider whether or not to elect an executive mayor.
- (2) The council takes a decision in terms of rule 108(1) only after it considered a report of the municipal manager in terms of rule 109.

#### **109. Report of Municipal Manager about Executive Mayor**

The report of the Municipal Manager in respect of the establishment of the office of Executive Mayor must contain all relevant information to enable the council to take an informed decision.

#### **110. Considering Municipal Manager's report**

The Council must consider the Municipal Manager's report and, if the Council decides to establish an office of the Executive Mayor, the Council must determine all relevant details to enable the office of the Executive Mayor to function effectively.

**111. Establishment of Mayoral Committee**

The Executive Mayor must establish the Mayoral Committee with due regard to the provisions of the Local Government: Municipal Structures Act.

**112. Term of Mayoral Committee and filling of vacancies**

- (1) Subject to Rule 112 (2), the members of the mayoral committee are appointed for a term ending when the next municipal Council is declared elected.
- (2) A member of the Mayoral Committee vacates office during the term of the Council if that member –
  - (a) resigns as a member of the Mayoral Committee;
  - (b) is removed from office as a member of the mayoral committee in terms of Rule 88; or
  - (c) ceases to be a Councillor.
- (3) The Executive Mayor must, unless he or she decides to reduce the size of the Mayoral Committee, at the earliest opportunity after a vacancy occurred, appoint another person to serve as member of the mayoral committee for the un-expired term of his or her predecessor.

**113. Quorum and decision-making**

- (1) A question before the Mayoral Committee is decided by the Executive Mayor in consultation with the member/s of the Mayoral Committee present.
- (2) Should the members of the Mayoral Committee not be present for whatever reason, the Executive Mayor may take decisions in the interest of the Council.

**Part 3: Ad hoc committees****114. Establishment and disestablishment of ad hoc committees**

- (1) The council may at any time establish an ad hoc committee to deal with or advise it with regard to a particular matter.
- (2) An ad hoc committee ceases to exist when –
  - (a) it furnishes its final report to the council; or
  - (b) the council disestablishes it.

**115. Terms of reference of ad hoc committees**

The Council must determine the terms of reference of that ad hoc committee when it establishes it.

**116. Removal from office of members of ad hoc committees**

The council may at any time remove one or more of the members from the ad hoc committee.

## **CHAPTER 11**

### **REPORTS**

#### **117. Reports of Executive Mayor and Section 79-Committees**

- (1) The Executive Mayor must, at every ordinary Council meeting, submit a report on his or her decisions and recommendations on the matters considered by him or her.
- (2) The Executive Mayor must, at every ordinary Council meeting, submit a report and recommendations on the matters, if any, considered by a **Section 80 Committee**.
- (3) The Municipal Manager may, in exceptional circumstances and with due regard to Section 55 of the Local Government: Municipal Systems Act, submit reports to the council for consideration.

#### **118. Delivery of reports of committees**

Except a report accepted by the Speaker or Chairperson in the case of a Committee as a matter of urgency, a report in terms of Rule 117 is delivered to the Council or the Executive Mayor, as the case may be, together with the agenda for the meeting where it must be considered.

#### **119. Submission of Committee reports**

- (1) The report of the Executive Mayor is submitted for the consideration of the Council by the Executive Mayor, or a member of the Mayoral Committee designated by her or him, as the case may be, by proposing: "I propose that the report of the Executive Mayor be considered".
- (2) A proposal in terms of Rule 119 (1) may not be discussed and is deemed seconded once made.

#### **120. Considering Committee report**

- (1) When a report in terms of Rule 117 is considered, the Speaker must –
  - (a) put the matters contained in that report not disposed of by the Executive Mayor in terms of his or her delegated or statutory powers, one after the other; and
  - (b) there after allow a discussion of the matters disposed of by the Executive Mayor in terms of his or her delegated or statutory powers.
- (2) The Speaker may alter the sequence of the matters dealt with in a committee report at his or her own discretion.
- (3) The section of a report referred to in Rule 120 (1) (b) is considered in terms of Rule 129.
- (4) The report and recommendation of the Executive Mayor on a matter is deemed proposed and seconded.
- (5) When a recommendation referred to in Rule 120 (4) is adopted, it becomes a council resolution.
- (6) During the consideration of a matter in terms of Rule 120 (4) –
  - (a) the Executive Mayor may speak for five (5) minutes on any matter contained in such report despite any other provisions to the contrary herein contained; and
  - (b) a Councillor may demand that his or her opposition to a recommendation or resolution be recorded in the minutes.
- (7) The Executive Mayor may at any time during the debate on a matter –

- (a) request that the matter be withdrawn and referred back to the Executive Mayor for further consideration; or
  - (b) amend a recommendation contained in such report
- (8) Permission in terms of Rule 120 (7) must be granted or denied without discussion.
- (9) A matter that is withdrawn in terms of Rule 120 (7) lapses without further discussion.
- (10) Despite anything to the contrary herein contained, the executive mayor may conclude the debate on the matter; provided that the Executive Mayor may designate a member of the mayoral committee to conclude such debate provided further, that in concluding such debate the executive mayor or the designated member of the mayoral committee may only speak for one (1) minute.

#### **121. Reports on state of budget**

- (1) The Municipal Manager must submit monthly reports on the state of the budget for that financial year to the Executive Mayor for information and consideration.
- (2) The report in terms of Rule 121 (1) must contain the particulars referred to in applicable legislation and must be in the format prescribed by legislation.
- (3) The Executive Mayor must consider the report and submit it to the council for noting.

#### **122. Report on unauthorised expenditure**

- (1) The Municipal Manager must, when a committee or a councillor of the Council contemplates taking a resolution that may result in unauthorised expenditure, advise that Committee or Councillor of the reasons why the expenditure may be unauthorised.
- (2) Any advice of the Municipal Manager given in terms of Rule 122 (1) must be recorded in the minutes of the relevant meeting.
- (3) If the advice is not given during a meeting, the Municipal Manager must confirm his or her advice at the earliest possible opportunity in writing to the Council.
- (4) Whenever it is brought to the attention of the Municipal Manager that a decision had been taken that would result in unauthorised expenditure, the Municipal Manager must refer that decision, together with his or her report there on to the Council or the Committee or the Councillor or Manager who took the resolution.
- (5) As soon as the Municipal Manager becomes aware that any unauthorised expenditure had been incurred, he or she must immediately report the matter to the Executive Mayor.
- (6) A report in terms of Rule 122 (5) must contain all the relevant details to enable the Executive Mayor to take an informed decision or to make an informed recommendation to the Council.

#### **123. Information statement on intended debt**

Whenever the council contemplates incurring debt, the Municipal Manager must submit a report containing all relevant information to the Council to enable the Council to take an informed decision.

**124. Financial report**

Financial reports in terms of applicable legislation must be incorporated into the report of the executive mayor to the council.

**125. Report about virements**

- (1) Reports about virements in terms of applicable legislation must be incorporated into the report of the executive mayor.
- (2) A report referred to in rule 125(1) must contain all relevant information to enable the executive mayor to take an informed decision or to make an informed recommendation to the council.

**126. Report on inability to comply with reporting requirements or other duty**

- (1) The Municipal Manager must report immediately to the Executive Mayor or the Council, if he or she is not able to comply with any of his or her reporting requirements or any duty in terms of –
  - (a) any legislation, including these Rules of Order; or
  - (b) his or her contract of employment.
- (2) A report in terms of rule 126(1) must state the reasons for the inability.
- (3) Whenever the reasons for the inability arise from inadequate guidance, instruction, training or counselling, the report must state the extent to which such guidance, instruction, training or counselling fell short of being adequate.
- (4) Whenever the reasons for the inability arise from a lack of co-operation from any manager or other employee of the Council, the Municipal Manager must make appropriate recommendations to prevent such an occurrence in future.

**127. Reporting about performance**

- (1) The Municipal Manager must annually submit a report on the implementation and results of the Council's performance management system to the Executive Mayor.
- (2) The report in terms of Rule 127(1) must contain all relevant information to enable the Executive Mayor to take an informed decision or to make an informed recommendation to the council.

## **CHAPTER 12 DELEGATED POWERS**

**128. Reporting on exercise of delegated powers**

A report of the Executive Mayor on decisions taken in terms of delegated powers in consultation with the Mayoral Committee, must be incorporated into the report of the Executive Mayor to the Council.

**129. Review of decisions under delegated powers**

- (1) The Speaker must, after the report of the Executive Mayor in terms of non-delegated powers have been disposed of, put the matters disposed of by the Executive Mayor in terms of delegated or statutory powers for discussion.
- (2) The Speaker may alter the sequence of the matters dealt with in a report in terms of Rule 129 (1) at his or her own discretion.
- (3) During the consideration of a matter in terms of Rule 129 (1) –
  - (a) the Executive Mayor may speak for five (5) minutes on any matter contained in such a report despite any other provisions to the contrary contained in these Rules of Order;
  - (b) no proposal other than a proposal, "That the Executive Mayor be requested to reconsider the resolution" may be made; and
  - (c) a Councillor may demand that his or her opposition to a resolution contained in such report be recorded in the minutes.
- (4) Despite anything to the contrary herein contained, the Executive Mayor may conclude the debate on the matter; provided that the Executive Mayor may designate a member of the Mayoral Committee to conclude such debate provided further, that in concluding such debate the Executive Mayor or the designated member of the Mayoral Committee may only speak for two (2) minutes.

**CHAPTER 13**  
**EXERCISE OF POWERS**

**130. Exercising of Powers**

- (1) Whenever any matter of urgency arises –
  - (a)
    - (i) during any period when it is not practicable to obtain a decision of Council, an emergency Mayoral Committee meeting may, on the recommendation of the Municipal Manager, be called; and
    - (ii) at such meeting the submission of written reports by the Municipal Manager may be renounced; and
    - (iii) a resolution of such emergency meeting shall be valid as if being a resolution by the entire Council;
  - (b) during any period when the Council is not constituted, such matter may be decided by the Municipal Manager.
- (2) The powers conferred upon the Executive Mayor or Municipal Manager in terms of Rules 130 (1) (b) and 130 (1) (c) include the power to incur expenditure, however, a certificate must be furnished by the Chief Financial Officer of the Council stating that provision has been made in the current estimates for such expenditure, before any expenditure is incurred.
- (3) All matters decided in terms of Rule 130 (1) must be reported for noting to the next ordinary meeting of the Council, however, anything done pursuant thereto in the meantime, is deemed to have been duly authorised by the council.



## **CHAPTER 14**

### **MISCELLANEOUS PROVISIONS**

#### **131. Revocation of by-laws**

All previous Dr. JS Moroka Local Municipality By- Laws on Council Standing rules and Orders are hereby repealed and revoked.

#### **132. Short title and commencement**

These Rules of Order are known as the Dr JS Moroka Local Municipality Standing Rules of Order and shall commence on the date of publication thereof in the Mpumalanga Provincial Gazette.

##### **Municipal Manager**

Dr JS Moroka Local Municipality  
2601/3 Bongimfundo Street  
Siyabuswa  
0472

**LOCAL AUTHORITY NOTICE 51 OF 2017****VICTOR KHANYE LOCAL MUNICIPALITY  
DELMAS AMENDMENT SCHEME 130/2007**

It is hereby notified in terms of the provisions of Section 57(1) of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986) that the Victor Khanye Local Municipality have approved the amendment of the Delmas Town Planning Scheme, 2007, by the rezoning of Holding 117 Eloff Agricultural Holdings from "Agricultural" to "Special" for a Transport Business, inclusive of subservient and related workshop facilities, a wash bay, offices and a dwelling house for the owner, subject to certain restrictive measures.

Map 3 and the scheme clauses of the amendment schemes are filed with the Municipal Manager of the Victor Khanye Local Municipality and the Department of Co-Operative Governance and Traditional Affairs, Nelspruit.

This amendment scheme is known as Delmas Amendment Scheme 130/2007 and shall come into operation on date of publication of this notice.

MJ MAHLANGU MUNICIPAL MANAGER

Victor Khanye Local Municipality, PO Box 6, DELMAS, 2210

(Ref No. HS 2428)



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