



PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

**Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant**

Vol. 27

BISHO/KING WILLIAM'S TOWN
28 SEPTEMBER 2020
28 SEPTEMBER 2020

No. 4450

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-4556



04450



IMPORTANT NOTICE OF OFFICE RELOCATION**government
printing**Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICAPrivate Bag X85, PRETORIA, 0001 149 Bosman Street, PRETORIA
Tel: 012 748 6197, Website: www.gpwonline.co.za**URGENT NOTICE TO OUR VALUED CUSTOMERS: PUBLICATIONS
OFFICE'S RELOCATION HAS BEEN TEMPORARILY SUSPENDED.**

Please be advised that the GPW Publications office will no longer move to 88 Visagie Street as indicated in the previous notices.

The move has been suspended due to the fact that the new building in 88 Visagie Street is not ready for occupation yet.

We will later on issue another notice informing you of the new date of relocation.

We are doing everything possible to ensure that our service to you is not disrupted.

As things stand, we will continue providing you with our normal service from the current location at 196 Paul Kruger Street, Masada building.

Customers who seek further information and or have any questions or concerns are free to contact us through telephone 012 748 6066 or email Ms Maureen Toka at Maureen.Toka@gpw.gov.za or cell phone at 082 859 4910.

Please note that you will still be able to download gazettes free of charge from our website www.gpwonline.co.za.

We apologies for any inconvenience this might have caused.

Issued by GPW Communications

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as @gpw.gov.za

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** **2020** **EASTERN CAPE PROVINCIAL GAZETTE**

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

- **19 December 2019**, Thursday for the issue of Monday **30 December 2019**
- **27 December 2019**, Friday for the issue of Monday **06 January 2020**
- **06 January**, Monday for the issue of Monday **13 January 2020**
- **13 January**, Monday for the issue of Monday **20 January 2020**
- **20 January**, Monday for the issue of Monday **27 January 2020**
- **27 January**, Monday for the issue of Monday **03 February 2020**
- **03 February**, Monday for the issue of Monday **10 February 2020**
- **10 February**, Monday for the issue of Monday **17 February 2020**
- **17 February**, Monday for the issue of Monday **24 February 2020**
- **24 February**, Monday for the issue of Monday **02 March 2020**
- **02 March**, Monday for the issue of Monday **09 March 2020**
- **09 March**, Monday for the issue of Monday **16 March 2020**
- **16 March**, Friday for the issue of Monday **23 March 2020**
- **23 March**, Monday for the issue of Monday **30 March 2020**
- **30 March**, Monday for the issue of Monday **06 April 2020**
- **03 April**, Monday for the issue of Monday **13 April 2020**
- **09 April**, Thursday for the issue of Monday **20 April 2020**
- **20 April**, Monday for the issue of Monday **27 April 2020**
- **24 April**, Friday for the issue of Monday **04 May 2020**
- **04 May**, Monday for the issue of Monday **11 May 2020**
- **11 May**, Monday for the issue of Monday **18 May 2020**
- **18 May**, Monday for the issue of Monday **25 May 2020**
- **25 May**, Monday for the issue of Monday **01 June 2020**
- **01 June**, Monday for the issue of Monday **08 June 2020**
- **08 June**, Monday for the issue of Monday **15 June 2020**
- **12 June**, Friday for the issue of Monday **22 June 2020**
- **22 June**, Monday for the issue of Monday **29 June 2020**
- **29 June**, Monday for the issue of Monday **06 July 2020**
- **06 July**, Monday for the issue of Monday **13 July 2020**
- **13 July**, Monday for the issue of Monday **20 July 2020**
- **20 July**, Monday for the issue of Monday **27 July 2020**
- **27 July**, Monday for the issue of Monday **03 August 2020**
- **03 August**, Monday for the issue of Monday **10 August 2020**
- **07 August**, Friday for the issue of Monday **17 August 2020**
- **17 August**, Monday for the issue of Monday **24 August 2020**
- **24 August**, Monday for the issue of Monday **31 August 2020**
- **31 August**, Monday for the issue of Monday **07 September 2020**
- **07 September**, Monday for the issue of Monday **14 September 2020**
- **14 September**, Monday for the issue of Monday **21 September 2020**
- **18 September**, Friday for the issue of Monday **28 September 2020**
- **28 September**, Monday for the issue of Monday **05 October 2020**
- **05 October**, Monday for the issue of Monday **12 October 2020**
- **12 October**, Monday for the issue of Monday **19 October 2020**
- **19 October**, Monday for the issue of Monday **26 October 2020**
- **26 October**, Monday for the issue of Monday **02 November 2020**
- **02 November**, Monday for the issue of Monday **09 November 2020**
- **09 November**, Monday for the issue of Monday **16 November 2020**
- **16 November**, Monday for the issue of Monday **23 November 2020**
- **23 November**, Monday for the issue of Monday **30 November 2020**
- **30 November**, Monday for the issue of Monday **07 December 2020**
- **07 December**, Monday for the issue of Monday **14 December 2020**
- **11 December**, Friday for the issue of Monday **21 December 2020**
- **18 December**, Friday for the issue of Monday **28 December 2020**

LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

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 R1008.80 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	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

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 **R3026.32** 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

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 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working 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 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

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.
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. 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.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

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.

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 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). 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 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 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
E-mail: info.egazette@gpw.gov.za
Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za
Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 152 OF 2020

Nelson Mandela Bay Municipality (EASTERN CAPE)

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 2141 WESTERING, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that condition/s 3(a), (b), (c) and (d) in Deed of Transfer No. T7359/2015 and now held by TT8721/2019 applicable to Erf 2141, Westering are hereby removed.

PROVINCIAL NOTICE 153 OF 2020

PROVINCIAL GAZETTE NOTICE:

NELSON MANDELA BAY MUNICIPALITY (EASTERN CAPE).

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

Erf 573, HUMWOOD, Port Elizabeth, Eastern Cape.

Under section 47 of the Spatial Planning and Land use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that conditions II C(v) a & b, D(b) in Deed of Transfer No. T7013/2019 applicable for erf 573, Humewood, are hereby removed.

PROVINCIAL NOTICE 154 OF 2020

Nelson Mandela Bay Municipality (EASTERN CAPE)

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 32, UITENHAGE, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that conditions E.(b) and E.(d) in deed of Transfer No. T24332/1948, applicable to Erf 32, Uitenhage are hereby removed.

PROVINCIAL NOTICE 155 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)**

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 102, NEWTON PARK, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that conditions C4, C6, C7, C8, C9 and C10 in Deed of Transfer No. T78135/96 applicable to Erf 102, Newton Park, Port Elizabeth are hereby removed.

PROVINCIAL NOTICE 156 OF 2020

RESOLUTION ON LEVYING PROPERTY RATES IN TERMS OF SECTION 14 OF LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES, ACT 2004 (ACT NO.6 OF 2004)

Notice no. _04/2020/2021_____

MUNICIPAL NOTICE NO _____ OF 2020**WALTER SISULU LOCAL MUNICIPALITY****RESOLUTION LEVYING PROPERTY RATES FOR THE FINANCIAL YEAR 1 JULY 2020 TO 30 JUNE 2021**

Notice is hereby given in terms of section 14(1) and (2) of Local Government: Municipal Property Rates Act, 2004; that the council resolved by way of council resolution number 515/05/2020/FSC19/05/20 to levy the rates on the property reflected in schedule below with the effect 1 July 2020.

CATEGORY OF PROPERTY	CENT AMOUNT IN RAND RATE DETERMINED FOR RELEVANT PROPERTY CATEGORY
Residential properties	0,00945111
Residential properties mixed use	0,01796867
Commercial/Business properties	0,01107617
Industrial properties	0,01107617
Public Service Infrastructure properties (25% of Residential properties)	0,00236278
Public Benefits Organisation properties	0,00000000
Agriculture properties used for residential purposes	0,00000000
Agricultural properties used for agricultural purposes	0,00134776
Agricultural properties used for commercial/industrial purposes/wind farm/solar	0,00134776
Agricultural properties used for eco-tourism, conservation	0,00134776
Agriculture trading in or hunting of game	0,00512786
Agricultural properties not used for any purpose/ purpose	0,02115220
Agriculture farms used for private Towns	
unknown to the municipality	0,02115220
State-owned properties that provide local services	0,02115220
State-owned properties that provide regional or district wide services	0,02115220

State-owned properties that provide provincial or national services	0,02115220
Municipal properties	0,00000000
Formal and Informal Settlements	
Vacant properties -	0,02395955
Mining properties	0,00000000
Churches	0,00000000
Small Holding- Agriculture	0,00287319
Communal Land	0,01149136
Restitution and Redistribution Properties	0,01149136
Protected Areas	0,01149136
National Monuments/Heritage Sites	0,01149136
Protected Areas	0,01149136

Full details of council resolution and rebates, reductions and exclusions specific to each category of owners of properties or owners of a specific category of properties as determined through criteria in the Municipality's rates policy are available for inspection at the municipal offices.

F K P Ntlemeza
MUNICIPAL MANAGER
1 Jan Greyling street
Burgersdorp
9744
Tel. no: 051 653 0103

PROVINCIAL NOTICE 157 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)**

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 2225, WALMER, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that conditions B.6(b), (c) and (d) in Deed of Transfer No. T16197/2018 applicable to Erf 2225, Walmer, Port Elizabeth are hereby removed.

PROVINCIAL NOTICE 158 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)**

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 5053, UITENHAGE, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that conditions 6.(b) and 6.(d) in deed of Transfer No. T22924/1965, applicable to Erf 5053, Uitenhage are hereby removed.

PROVINCIAL NOTICE 159 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)**

Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

ERF 2373 THEESCOMBE, PORT ELIZABETH, EASTERN CAPE

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, notice is hereby given that conditions D.(b) (c) (d) contained in Deed of Transfer Number T14635/2019 and any future Deed applicable to Erf 2373 Theescombe, Port Elizabeth, are hereby removed.

PROVINCIAL NOTICE 160 OF 2020
NTABANKULU LOCAL MUNICIPALITY
EC444



RULES STANDING ORDERS AND PROCEDURES

To provide uniform rules, standing orders and procedures governing council and all council related committees including the executive committee. To provide for procedures applicable in transacting council and committee business including prescribing, acceptable conduct of councilors, the public and staff in all meetings of council and committees.

PREAMBLE

WHEREAS the constitution establishes local government as an independent sphere of government, interdependent, and interrelated with national and provincial spheres of government

WHEREAS local government as an independent sphere of government is strategically placed to entrench democracy, development and nation-building

WHEREAS political decision-making process must be managed in a manner consistent and complimentary with the notion of developmental local government

WHEREAS the institution must synchronize the decision of its committees and the executive committee with the overall strategic direction of council. To this end, the council of Ntabankulu, through freely and democratically elected representatives, adopts the Rules, Standing Orders and Procedures as its supreme regulations, so as to govern and regulate all council and committee meetings, unless otherwise stated.

WHEREAS Councillors must fulfil their obligations to the community, support the achievement by the municipality of its objectives, must adhere to the Code of Conduct for Councillors, and comply with the Rules, Standing Orders and Procedures as a By-law of the Municipality and at all times shall respect the rule of law.

AND WHEREAS it is necessary for the Municipal Council to prescribe the Rules, Standing Orders and Procedures for its internal arrangements and to regulate the conduct of its business.

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CHAPTER 1 DEFINITIONS OF TERMS

1. Definitions

In this By-law, unless inconsistent with the context any word or expression shall have the meaning assigned thereto in the relevant legislation, unless the context indicates otherwise-

“Act” means Local Government: Municipal Structures Act, 1998 (Act117 of 1998);

“Business day” means Monday to Friday excluding a public holiday

“By-law” means legislation passed by the council of a municipality;

“Chairperson” means a councillor elected in a permanent or acting capacity to control and conduct any meeting of a committee of council;

“Council” means —

(a) a body, exercising its legislative and executive authority in a municipal jurisdiction;

(b) its successor-in-title;

“Code of Conduct” means the Code of Conduct for Councillors contained in Schedule 1 to the Systems Act;

“Contact details” means a physical address, postal address, electronic mail address, telephone number, facsimile number and cellular phone number;

“Calendar day” means a twenty-four-hour day as denoted on the calendar;

“Councillor” means a member of a municipal council;

“Day” means any ordinary working day other than a Saturday, Sunday or Public Holiday, except where otherwise stated;

“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;

“Gender and Number” – in every rule, unless the contrary intention appears, words importing the masculine gender include females and words in the singular number include the plural, and words in the plural number include singular.

“In-committee” means any council or committee meeting at which the public and some officials of the municipality are excluded;

“Integrated development plan” means a single, inclusive and strategic plan for the development of the municipality and applicable in terms of Chapter 5 of the Systems Act;

“**Mayor**” means a member of the Executive Committee of the Ntabankulu Local Municipality who is designated as its Chairperson as in terms of section 55 of the Structures Act;

“**MEC** for Cooperative Governance and Traditional Affairs means the member of the Executive Council of the province responsible for local government in the said province;

“**Meeting**” means a meeting of the council or any one of the committees;

“**Member**” means a member of the Ntabankulu Local Municipal Council, referred to as Council and councillor shall have a corresponding meaning;

“**Motions**” means any matter or proposal submitted by a member in terms of these Rules, wherein a decision or resolution is required, and includes an urgent motion;

“**Motions of course**” means a proposal that the order of matters before Council be changed;

“**Motions of exigency**” means a motion pertaining to an urgent, pressing matter;

“**Municipality**” means the Municipality established in terms of section 155(6) of the Constitution, 1996, and established by and under sections 11 and 12 of the Structures Act

“**Municipal asset**” means any movable, immovable, corporeal, incorporeal, tangible and intangible property to which the municipality holds title;

“**Municipal Manager**” means the incumbent appointed in terms of Section 82 of the Act;

“**Notice of motion**” means the instrument by which councillors may bring items on to the agenda of a Council Meeting in terms of Rule 18 of this By-law;

“**Party whips**” mean the whips of other parties participating in the municipal council, except the ruling party, this includes the whip of the traditional leaders participating in the municipal council;

“**Peace Officer**” means any person declared as a Peace Officer in terms of the Criminal Procedure Act No. 51 of 1977;

“**Point of Order**” 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;

“**Precincts**” means the council chamber and all places of meeting, the areas to which the public are allowed access and all other venues where the meetings of the council or a committee of the council are conducted;

“**Public**” includes the media and means any person residing within the Republic of South Africa;

“**Recess**” with reference to councillors in Council, means the break for members of Council during the festive season between December and January of each year;

“**Service delivery agreement**” means an agreement between a municipality and an institution or person mentioned in section 76(b) of the Systems Act in terms of which a

municipal service is provided by that institution or person, either for its own account or on behalf of the municipality;

"Speaker" means the Chairperson of the council elected in terms of section 36 of the Structures Act and includes any Acting Speaker when he or she is elected to perform the functions of the Speaker as envisaged in section 160 (1)(b) of the Constitution, 1996 and as detailed in clause 7 hereof;

"Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000); and

"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 a committee of council of which notice has been given in terms of this By-law.

"The Chairperson" means the councillor presiding over in a meeting;

"The Chief Whip" means an elected Chief Whip from the majority party of the Ntabankulu Local Municipality

"The Constitution" means the Republic of South Africa Act, 1996 (Act No. 108 of 1996) as amended.

"The Traditional Leader" means a Traditional Leader appointed in terms of section 81 of the Municipal Structures Act to represent Traditional Authorities in the municipal council as envisaged in section 212 of the Constitution, 1996.

"Venue & Virtual Venue" means a **place** where an **event** or **meeting** is happening. To accommodate extra-ordinary measure venue might include modern electronic systems and tools to include computer systems or hand-held devices (gadgets) and be held on virtual mode.

"Virtual meeting" is when people around spread geographic area, regardless of their location, use video, audio, and text to link up online. **Virtual meetings** allow people to share information and data in real-time without being physically located together.

CHAPTER 2

APPLICATION AND INTERPRETATION OF RULES AND ORDERS

2. Application

- (1) These Rules and Orders govern the proceedings of the council and committees of the council which must be compiled with by: -
 - (a) all councillors;
 - (b) any member of the public while present in the precincts;

- (c) any deputation addressing the council or a committee of the council; and
- (d) any municipal official of the municipality.

3. Interpretation of these rules and orders

- (1) Any interpretation of these rules and orders must be made having due regard to the supremacy of the Constitution, national, provincial and municipal legislation, the rule of law and the rules of natural justice.
- (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 the council shall, subject to rules 3(5) and 3(6), be final and binding.
- (3) The interpretation and 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 meeting.
- (4) The Municipal Manager must keep a register of the rulings and legal opinions.
- (5) Any councillor may request the Municipal Manager, in writing within five days from a ruling made in terms of rule 3(2), to obtain clarity on the interpretation and ruling and to report to the council or committee of the council.
- (6) The council or committee of the council may after consideration of the report in terms of rule 3(5) confirm, amend or substitute the ruling of the speaker or Chairperson, subject to any rights which any third party may 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.

4. Framing of Rules

- 4.1 The Speaker may give a ruling, or frame a rule, in respect of any eventuality for which these rules do not provide, but such a ruling or resultant framed rule may not be in conflict with any legislation or the Constitution.

4.2 Any rule framed by the Speaker will remain in force pending submission to and a decision by the Rules and Ethics committee, which decision shall in turn be submitted to the next Council sitting for consideration.

4.3 The Rules and Ethics committee must decide on any rule framed by the Speaker within 14 days from the date in which the rule was framed and the rule shall fall away if the sitting of the aforementioned Committee did not take place within a period of 14 (fourteen) business days, except if the 14 (fourteen) business days fall within a council recess period.

4.4 The Speaker may at any time submit a proposed addition or amendment to these Rules to the Rules and Ethics committee for its consideration.

5. Suspension or Supplementing of Rules

5.1 Any provision of these rules relating to the business or proceedings at a sitting of the council or committees or any other forum of the council, may be suspended by resolution of the council.

5.2 The suspension of any provision must be limited in its operation to the particular purpose and period for which such suspension has been approved.

5.3 At least 50% plus one of the members of the council must be present before a decision may be taken to suspend any provision of these rules including taking a decision to adopt or amend any rule.

5.4 The council may by resolution, subject to these rules, make an order supplementing these rules in accordance with the structures act; provided that —

(a) a standing order remains in force until amended and

(b) a sessional order identified as such by the council remains in force —

(i) until the period of its validity, as specified in the order, has expired; or

(ii) until the end of the last sitting day of the session within which it was made

and provided that a sessional order may be amended at any time.

6. Directives and Guidelines of Rules Committee

6.1 The Rules Committee may, in terms of these rules, issue directives and lay down

guidelines to assist with the implementation of these rules and orders.

6.2 Members must comply with any such directives and guidelines.

7. Rulings

7.1 The Speaker must perform the functions as provided for in these rules and may make rulings in applying and interpreting these rules and orders of the council, directives and guidelines approved by the Rules Committee.

7.2 The Speaker and other Chairpersons may make rulings in accordance with Sub-rule 7.1 (above) in respect of procedural matters that arise when presiding.

7.3 Members must comply with rulings made

(a) However, a member may request that a ruling be referred to the Rules Committee for consideration and report.

(b) In considering a ruling referred to it in terms of Sub-rule 7(1), the Rules Committee must confine itself to the principle underlying, or subject of the ruling in question.

8. Conventions and Practices

8.1 Conventions and practices relating to the business of the council and its committees are established by agreement amongst political parties and may be varied by agreement amongst them and reviewed from time to time as decided by the Rules Committee.

8.2 Conventions and practices must be consistent with the provisions of the Constitution, these rules and orders, rulings, directives and guidelines of the Rules Committee.

9. Contempt

A member who wilfully fails or refuses to obey any rule, order or resolution of the council may be found guilty of contempt of council in terms of these rules and the Code of Conduct as enshrined in schedule 1 of the municipal systems act.

CHAPTER 3 GENERAL RULES

10. General Orders: General Conduct

- (1) In every council meeting, councillors, officials and the public must observe these orders to give effect to democratic and accountable local government. For these purposes the hereunder shall be applicable:
- (a) The Municipal Manager or a designated official shall inform all present at the chambers to stand and observe in silence the arrival of the Speaker
 - (b) The Speaker, whilst standing shall call upon all present in the precincts to remain standing for a solemn reflection and commitment. All persons' present shall remain standing until ordered by the Speaker to sit.
 - (c) Immediately the Council is in session a councillor shall refer to another as "Honourable Councillor or Honourable Member or *Ikhansela Elihloniphekileyo*"
 - (d) All officials shall address councillors in terms of paragraph (c) above.
 - (e) No councillor may leave a Council in session unless granted permission by the Speaker.
 - (f) Any councillor who walks out either in protest or without permission shall be dealt with in terms of these rules.
 - (g) A councillor may express him/herself in the mother tongue or either *IsiXhosa* or *English*.
 - (h) The Municipal Manager must on request provide an interpreter.

11. Duties, Powers and Functions of Speaker and Chairpersons

- (1) Over and above those duties enshrined in the structures act and the delegation framework the Speaker and or the Chairperson as the case may be shall;
- (i) Keep and maintain order during meetings
 - (ii) Ensure that at all times councillors transact the business of the meeting in terms of these rules and orders.
 - (iii) Initiate disciplinary measures in terms of the relevant code in the case of councillors misbehaving in the meeting including but not limited to
 - 1. Instructing a councillor to leave the chamber for a particular item OR

2. Instructing a councillor to leave the chamber for the duration of the proceedings.
 3. Instructing any member of the public who misbehaves during the proceedings to recuse himself either for an item under discussion or for the entire proceedings.
- (2) Over and above the powers and functions enshrined in the Structures Act and the delegation framework the Speaker and or Chairperson as the case may be shall;
- (i) Give rulings and directions according to these rules and orders and such rulings shall not be subjected to a debate
 - (ii) When interrupting any member on the floor during a meeting that member shall immediately stop speaking and await direction.
 - (iii) Exercise the "Privilege rule" by affording any person an opportunity to address a meeting on a specific subject
 - (iv) Apply the "extra-ordinary rule" by employing at own discretion extra-ordinary measures to ensure both the order of the meeting and the control of the debate.
 - (v) The extra-ordinary rule shall be revoked if the Speaker is of the opinion that the issue under consideration is controversial and the debate has the propensity to degenerate into chaos;
 - (vi) The extra-ordinary rule shall be used to ensure a fair play and to be seen to be ensuring fair play.
 - (vii) Any councillor may request the Speaker to activate the extra ordinary rule; the Speaker in turn shall make a ruling which ruling shall be final
 - (viii) The Speaker shall on record formally declare activating the extra ordinary rule and for that purpose allocate rules for the debate.
- (3) The Speaker or Chairperson may relax Rule 29 and allow a debate on any report submitted to the council or a committee of the council, at the meeting at which that report is submitted in order to do justice to the report before the council or committee.
- (4) Councillors must when interfacing with staff conduct themselves and abide by the hereunder rules.
- (a) No Councillor may approach or communicate with any officer of the municipal administration concerning the business of the municipality other than when exercising his/her rights or liberties as an ordinary member of the public provided that;

- (b) A councillor may approach and communicate with the Municipal Manager or any Head of Department or any officer of the municipal administration specifically designated by the Municipal Manager or by the Head of Department concerned for this purpose, in order to obtain such information as he may reasonably require for the proper performance of his duties as a Councillor.
- (5) Generally, council and committee meetings are open to the public unless extraordinary circumstances so warrant;
- (a) The council or a committee of council may, at any time, resolve to proceed in-committee
- (b) The public will be excluded from any in-committee meeting.
- (c) The Municipal Manager or another official exempted from this section by the Speaker or Chairperson will not be excluded from any in-committee meeting.
- (d) All in-committee proceedings must be recorded in terms of rule 18 and must be confidential until council has confirmed the minutes.
- (e) Unauthorized disclosure of any confidential matter must be dealt with in terms of the Code of Conduct.
-

CHAPTER 4 COUNCIL MEETINGS AND ADJOURNMENTS

12. Time of sittings, Notice of Meetings, Adjournments and Admission of Public

- (1) Sitting Days of council meetings
- (a) The council must hold an ordinary meeting-not less than once a quarter.
- (b) The Speaker must convene all meetings of the Council in accordance with sub-rules 12(2)(c) and (d) hereunder.
- (c) A committee must at least meet monthly on a business day at date and as time determined by the Chairperson.
- (d) All committees, which ordinarily present reports to an ordinary Council must hold their meetings to produce such reports prior to the sitting of Council in accordance with these rules.

(2) Notice of Meeting

- (a) The Municipal Manager must give notice to the public, in a manner determined by the Council, of the time, date and venue of every ordinary meeting of the council or committee of the council and any special or urgent meeting of the council or committee of the council, except when time constraints make this impossible. Council meeting venue may vary depending on the nature of situation as determined by extra-ordinary National Disaster Management Determination and Regulation.
- (b) The Municipal Manager shall convene the first sitting of the Council within 14 days after the Council has been declared elected.
- (c) The Speaker or Chairperson (as the case may be) must give at least a minimum of seven (07) business days written notice for normal Council and Committee meetings at the registered address of each political party and councilors represented in council and committee(s).
- (d) The Speaker or chairperson must give at least 48 hours' (2 business days) notice for a special Council or Committee Meetings (as the case may be).
- (e) With regard to the Special Council meetings, the speaker may at any time and own accord or shall, upon request in writing of a majority of councilors of the municipality, convene a special meeting of the council, provided that no such special council shall take place unless all councilors were given two days' notice prior to the date and time set for the meeting.
- (f) If one or more councilors fail to receive such notice, such failure does not render the convening of such meeting invalid, provided that each political party has been given notice, proof whereof shall be furnished by the Speaker's office.
- (g) Where the composition of a council has been changed as a result of the provision of items 2, 3 or 7 of scheduled 6 of the constitution, the Speaker must convene a council meeting for the purpose of dealing, amongst others, with the consequences of such a change.

(3) Interruption, Suspension or Adjournment of Proceedings

- (a) If a meeting of council has commenced, it must continue uninterrupted until it has completed the business unless it is interrupted, suspended or adjourned as provided for in these rules.
- (b) Only the Speaker may interrupt, suspend or adjourn proceedings of the council for such period or until such date and time as may be determined by the Speaker, but before holding any ordinary council meeting. At the discretion of the Speaker, s/he may discuss an adjournment of the meeting with the whips of parties.
- (c) The proceedings of an interrupted, suspended or adjourned meeting must immediately recommence on the termination of the period of interruption or suspension or at the date and time to which it was adjourned. No additional business should be submitted for consideration when the previous suspended, interrupted and or adjourned meeting recommences.
- (d) The leader or whip of a party may request an adjournment of a meeting to go into caucus. The Speaker subject to the provisions of 12(3)(f) below can either grant or refuse such request.
- (e) Parties have the right to caucus before council deals with any of the items that had not been included, on an urgent basis, in the agenda that was circulated as per Rule 12(2)(c).
- (f) The caucus timeframe shall be determined by the Speaker in consultation with the whips of political parties

(4) Admission of the Public

- (a) All meetings of the council and those of its committees must be open to the public, other than when the council or committee, due to the nature of the business being transacted or when the disclosure of any matter may be prejudicial to the interests of the municipality, deems it reasonable and justifiable to do so having due regard to the principles of an open and democratic society. **This right may be suspended as in line with National**

Disaster Management Regulations and or measures as determined from time-to-time. In such instances Council may resolve to hold the meeting(s) using virtual electronic system which may exclude the public participation and attendance.

(b) The Council or a committee of the Council, may not for any reason whatsoever, exclude the public when considering, voting or noting any of the following matters –

- (i) A draft By-law tabled in the Council;
- (ii) A budget tabled in the Council;
- (iii) The municipality's Integrated Development Plan, or any amendment of the plan, or any amendment of the plan tabled in Council;
- (iv) The municipality's performance management system, or any amendment of the system, tabled in Council;
- (v) The decision to enter into a service delivery agreement;
- (vi) Any reports on an award in terms of supply chain management policy;
- (vii) The disposal or acquisition of municipal capital asset;
- (viii) Any other matter prescribed by legislation.

(5) Council Sitting in-Committee

- (a) Notwithstanding anything to the contrary in these rules, a councilor may at any time after an item on the agenda has been called or during consideration thereof, move that the Council resolves to sit in-committee in terms of section 20 of the Systems Act for the further consideration of that item.
- (b) If the Council is in-committee, the provisions of these Rules, except insofar as they are in conflict with this rule, must apply.
- (c) If a proposal in terms of paragraph (a) is carried, the Speaker must determine when in the agenda the item/s concerned must be considered and must be considered consecutively.
- (d) At the conclusion of the consideration of items in-committee, the council must revert to the consideration of further items in open manner.

- (e) When the council/committee resolves that proceedings should be in-committee, all members of the public and Council officials, except those officials that he/she may require to remain, must leave the precincts and must not return for the duration for the proceedings in-committee.

(6) Ceremonial council meetings

- (a) The following shall be ceremonial council sittings provided the Speaker may declare other sittings not covered hereunder as ceremonies:

- (i) The first meeting of the council after an election;
- (ii) The State of the Municipality Address by the Mayor;
- (iii) Tabling of the IDP and Budget;
- (iv) The last Council meeting of the calendar year; and
- (v) Any designated special and extraordinary meetings, as determined by the Speaker.

- (b) All council meetings declared as ceremonial shall comply and be treated as ordinary sittings of Council provided that at the end of the ceremony the Council adjourns in terms of sub-rule 12(3) above.

(7) Service of notices and agenda

- (a) Notice to attend a meeting or any other official communication from the council, must be delivered in either of the following –

- (i) The allocated post box of a councilor or;
- (ii) A physical address within the area of jurisdiction of the municipality; or
- (iii) An e-mail address;
- (iv) A facsimile;
- (v) A short message service;
- (vi) To the Offices of the Political Party represented in council in that Municipality.

- (b) The methods above are feasible provided that contact details must be supplied by each councilor to the Municipal Manager in writing within two days of a councilor's election and, thereafter, whenever the councilor wishes to change an address the councilor will accept service and or receipt of any notice to attend a

meeting and any other official communication from the council.

- (c) All documentation relevant to any council or committee meeting, convened in terms of sub-rule 12(2)(c) and (d), must be given to all councilors at least seven (07) calendar days prior to an ordinary Council or committee meeting and one (02) calendar days prior to a special council or special committee meeting.
- (d) All councilors must inform the Speaker of any change of his/her contact details within three days of such change.
- (e) Subject to section 12(2), notice to attend a meeting must be displayed on the public notice boards of the municipality and the council annual program be advertised in the local newspaper.

(8) Non-receipt of Notice

- (a) A councilor may request an investigation regarding the non-receipt of a notice to attend a meeting.
- (b) Non-receipt of a notice to attend a meeting will not affect the validity of any meeting or proceedings of council or any of its committees.

CHAPTER 5

ABSENCE OF COUNCILORS AND QUORUM

13. Attendance of Meeting

13.1 Each councillor is required to perform the following:

13.1.1 attend all meetings of the council and

13.1.2 attend all meetings of the portfolio committee of which that councillor is a member; unless

13.1.3 an application for leave of absence has been submitted in a manner provided in 13.2 hereunder, to the Speaker or Chairperson thereof [Annexure B].

- 13.2 A leave of absence is a method by which a councillor obtains lawful absence from
an officially sanctioned meeting.
- 13.2.1. Its application must neither be used as a protest nor a tool to derail proceedings.
- 13.2.2. Such behaviour if reasonably suspected must be investigated in terms of the code of conduct.
- 13.3 A councillor who will be absent from sittings or meetings referred to in sub-rule 10.1 must submit a written application and for leave of absence stating the reason/s for such intended absence to the Speaker by no later than 24 hours prior to the date of the meeting.
- 13.4 In exceptional circumstances, including but not limited to death in the family, illness, injury or other incapacity, the councillor may upon written application to the Speaker, within three (3) days after the Council meeting, apply for condonation of his/her failure to comply with sub-rule 13.3.
- 13.5 In the event of an emergency arising less than 48 hours prior to a meeting, a councillor shall be permitted to submit an apology by any means, including telephone, fax or SMS, stating the nature of the emergency and the full reason/s for the intended absence. The Speaker shall submit the application to the council or relevant committee for consideration of whether or not the penalty should apply.
- 13.6 The Speaker receives application for leave of absence for council's approval. If an application for leave of absence is not approved, the Speaker must inform the applicant.
- 13.7 The Council will establish a specific structure to deal with any extra-ordinary matters related to dispute resolution and or the interpretation of this section, the Rules and Ethics Committee.
- 13.8 An official of the council must keep an attendance register of members at the commencement of the meeting, and at the end of the meeting.
- 13.9 A councillor who is absent without leave of absence for three or more meetings of a municipal council, or from three or more consecutive meetings of a committee,

which that councillor is required to attend in terms of items 3, Scheduled 1 (Code of Conduct, Municipal Systems Act No. 32 of 2000), must be removed from office as a Councillor in accordance with item 5, scheduled 1 of the Municipal Systems Act No. 32 of 2000.

- 13.10 A councillor removed in terms of item 5 of the Code of Conduct must lodge an appeal with the MEC in accordance with the relevant legislation.
- 13.11 A municipal council may impose a fine according to schedule 1 of these rules and orders as may be reasonable deemed fit by the Speaker of the municipal council on a councillor for;
- 13.11.1 Not attending a meeting which that councillor is required to attend in terms of item 13.1, or
- 13.11.2 Failing to remain in attendance at such a meeting
- 13.11.3 Disclosing classified information.
- 13.12 The Rules and Ethics Committee to be so established and as per delegation 8 shall in respect of minor breaches impose the listed fines on Table 1 hereunder.
- 13.13 The Speaker, shall table an Item before council indicating any allegations of a breach of code of conduct by any member or the Chief Whip in respect of the Speaker. Council shall consider and delegate the matter for further attention and consideration by the Rules and Ethics Committee. The Rules and Ethics Committee after reasonable time shall present its findings to the Municipal Council for a decision.

Table 1 Table of Fines and Penalties

Transgression	Fine / Penalty to be Imposed
Late arrival at meetings of council and Committees without informing the Speaker or Chairperson	R100.00
Absence to a meeting of council without a written apology	R500.00
Absence to a meeting of a committee without a written apology	R250.00
Absence to a meeting of a Council without an sms apology in the case of emergency	R250

Transgression	Fine / Penalty to be Imposed
Disclosure of classified information	R 500 - R5000
Non-compliance with the dress code	R500.00
Early departure from a meeting	R250.00
Absence to a workshop, conference, symposium, etc. without an apology resulting in costs being incurred for travelling and accommodation and any other related costs	To be calculated <i>pro-rata</i> . (This expenditure would be fruitless and wasteful therefore the councillor would have to repay. See section 32 of the MFMA)

14. Quorum Requirements

- 14.1 A quorum of a council or committee shall be constituted by a majority i.e. fifty percent plus one (50% + 1) of all councillors (seats) or members of that committee, as the case may be.
- 14.2 Notwithstanding sub-rule 14.1 above, and subject to Section 30 (1) of the local government municipal structures act, at least a majority of councillors, or of the members of the committee in question, must be present before a vote of any matter may be taken.
- 14.3 All questions, motions or items before the Council or a committee of the Council shall be decided by a majority of the votes cast, save for the following Matters:
- 14.3.1 the passing of by-laws
 - 14.3.2 the approval of budgets and amendments
 - 14.3.3 the imposition of rates and other taxes, levies and duties, and
 - 14.3.4 the raising of loans
- 14.4 In case of the matters specified above any motion(s) shall be decided by a majority vote of all elected Councillors.
- 14.5 A municipal council may dissolve itself at a meeting called specifically for this purpose, by adopting a resolution dissolving the council with a supporting vote of at least two-thirds of the councillors.
- 14.6 No By-law may be passed by the Council unless:
- 14.6.1 all members of the Council have been given reasonable notice thereof and

14.6.2 the proposed by-laws have been published for the public comment.

Table 2. Table of Majorities

QUESTION	MAJORITY	LEGAL REASON
The dissolution of Council.	The supporting vote of at least two thirds of Councillors. Note: Two thirds of all the elected Councillors must agree.	Local Government Municipal Structures Act, NO. 117 OF 1998, Section 34 (1)
The passing of by-laws The approval of budgets The imposition of rates and other taxes, levies and duties	The majority vote of all elected members of Council i.e. fifty percent plus one (50%+1)	Constitution, Act 108 of 1996, Section 160 (3) (b)
All questions other than the two above.	The decision will be by majority of votes cast. Here casting votes can operate as the constitutional requirement and relates to votes not councillors.	Constitution, Act 108 of 1996, Section 160 (3) (c)

14.7 Before a municipal council takes a decision on any of the following matters it must

first require its executive committee, to submit to it a report and recommendation on the matter:

- 14.17.1 Any matter mentioned in section 160 (2) of the Constitution;
- 14.17.2 The approval of an Integrated Development Plan and budget for the municipality,
- 14.17.3 The appointment and conditions of service of the municipal manager and head of a department within the municipality.

15 Absence of Quorum

15.1 If there is no quorum at the time of the beginning of the council meeting, the meeting shall not commence until a quorum is met, at which stage the Speaker must take the Chair.

15.2 If a quorum is still not present at the expiration of a period of ten minutes of the

time appointed for the meeting; the Speaker may invoke her privilege power further add more time not exceeding 30 minutes. Should still no improvement the Speaker must take the Chair and adjourn the meeting.

- 15.3 When a meeting is adjourned as a result of no quorum in terms of 15 (1) above, the meeting must be re-convened as a continuation meeting before the next ordinary sitting of council or a committee in terms of these rules.
- 15.4 If a meeting loses a quorum as a result of a walk out; councillors engaged in a walk out shall be deemed to have absented themselves without an official leave of absence.
- 15.5 Whenever a meeting of the council is adjourned owing to the absence of a quorum, the time of such adjournment, as well as the names of those councillors present and absent, must be recorded in the minutes of the proceedings of the council.

CHAPTER 6 ADJOURNED MEETING

16 Continuation Meeting

- (1) When a meeting is adjourned a Notice of continuation shall be served in terms of rule 12(2).
- (2) No business will be transacted at a continuation meeting except such as is specified in the notice of the meeting, which was adjourned.
-

CHAPTER 7 PROCEEDINGS

17 Speaker and Chairpersons of Meetings

- (1) At every meeting of the council, the Speaker, or if absent, an acting Speaker, will perform the duties stipulated in terms of section 37 of the structures act and must ensure that each councilor when taking office is given a copy of this by-law and the

Code of Conduct.

- (2) The Speaker and Chairperson must–
 - (a) maintain order during meetings;
 - (b) ensure compliance in the council with the code of conduct for councilors; and
 - (c) ensure that meetings are conducted in accordance with this by-law.
- (3) If the Speaker or Chairperson is absent or not available to perform the functions or during a vacancy, the council or committee under the direction of the Municipal Manager or his/her nominee must elect another councilor to act as Speaker or Chairperson as the case may be.
- (4) No meeting of the council or a committee of the council may commence or continue unless a Speaker or Chairperson presides at that meeting.

18 Minutes

- (1) The proceedings of every council and committee meeting shall be accurately and electronically recorded and retained in accordance with the Archives and Record Service of South Africa Act, 43 of 1996.
- (2) Written minutes of the proceedings of each council and committee meeting must contain an accurate record of the resolutions and or recommendations adopted by council or committee at such meeting.
- (3) The approved minutes of every meeting of a Council or committee once approved must be made public unless lawfully declared confidential.
- (4) Where the Municipal Manager or the HOD as the case may be, is of the opinion that any resolution or proceeding of a council or committee meeting may be in contravention of any law or by-law, s/he must advise the council or committee accordingly and full details of such opinion must be recorded in the minutes.
- (5) The head of council support must ensure that minutes are drafted and approved in the hereunder method. Due care must be taken to ensure that each approval stage is recorded in the minutes as proof of such approval:

(a) In terms of the council meeting, minutes shall be drafted within eleven (11) days after the Council meeting as follows:

- i. Three (3) days after the sitting the drafter in council support shall complete and submit the first draft to Manager: Administration & Council Support for editing.
- ii. Within two (2) days after receiving the first draft the Manager: Administration & Council Support shall complete editing and submit to the Director: Corporate Services for initial confirmation.
- iii. The Director: Corporate Services shall complete his/her confirmation task and submit to Municipal Manager for the second confirmation within two (2) days of receiving the edited minutes.
- iv. The Municipal Manager shall complete the second confirmation within two (2) days of receipt from the Director: Corporate Services and shall submit to the Speaker.
- v. The Speaker shall perform the final confirmation of minutes within two (2) days and shall henceforth return minutes to council support who shall submit to the next ordinary sitting for approval.

(6) In terms of the meetings of the executive committee, minutes shall be drafted within

eleven (11) days after the committee meeting as follows:

- i. Three (3) days after the sitting the drafter in council support shall complete and submit the first draft to Manager: Administration & Council Support for editing.
- ii. Within two (2) days after receiving the first draft the Manager: Administration & Council Support shall complete editing and submit to the Director: Corporate Services for initial confirmation.
- iii. The Director: Corporate Services shall complete his/her confirmation task and submit to Municipal Manager for the second confirmation within two (2) days of receiving the edited minutes.
- iv. The Municipal Manager shall complete the second confirmation within two (2) days of receipt from the Director: Corporate Services and shall submit to the Mayor.
- v. The Mayor shall perform the final confirmation of minutes within two (2) days and shall henceforth return minutes to council support who shall submit to the next ordinary Executive Committee sitting for approval.

- (7) In terms of the meetings of the portfolio and other section 79 committees, minutes shall be drafted within eleven (11) days after the sitting of such committee as follows:
- i. Three (3) days after the sitting the drafter in council support shall complete and submit the first draft to Manager: Administration & Council Support for editing.
 - ii. Within two (2) days after receiving the first draft the Manager: Administration & Council Support shall complete editing and submit to the Head of the Department of the relevant portfolio Committee or the Municipal Manager if it is a section 79 committee.
 - iii. The HOD/Municipal Manager shall complete his confirmation task and submit to the Chairperson for the second confirmation within two (2) days of receiving the edited minutes.
 - iv. In the case of other committees, the Director: Corporate Services shall act as the initial confirming authority and shall complete such confirmation within two (2) days of receipt from the Manager: Administration & Council Support.
 - v. The Municipal Manager shall complete the second confirmation within two (2) days of receipt from the HOD or the Director: Corporate Services as the case may be and shall submit to the relevant Chairperson of the relevant committee.

19 Order of Council and Committee Business: The Agenda

- (1) The order of business of ordinary sittings of council and committees shall be officially standardized and adhered to in the drafting of the Agenda and the conducting the order of business in the meeting unless:
- a. Otherwise stated in these rules in terms of sub-rule 19(8)
 - b. The council or committee thereof is special in which case the special item must be allocated within the set agenda topics.

20 The Order of business of the First Council Meeting

After local government elections the Order of Business shall be as follows:

1. Notice of a Council meeting;

2. Official Prayer or Silent meditation
3. Acknowledgement of the Public, Honored Guests
4. Words of Devotion as Farewell to retiring Councilors
5. Applications for leave of absence;
6. Introduction of Councilors and Council Officials
7. Oath of office
8. Election of the Speaker
9. Declaration of Election
10. Oath of office
11. Handing Over by the Municipal Manager to the Newly elected Speaker
12. 1st Communication Statement by the Speaker
13. Designation of Executive Committee Members by the Council
 - a. Oath of Office
14. Election of the Mayor
 - a. Declaration of Election
 - b. Oath of Office
15. Election of the Chief Whip
 - a. Declaration of Election
 - b. Oath of Office
16. Election of the Chairs of Section 79 Committees
 - a. Declaration of Election
 - b. Oath of Office
17. Determination of Portfolio Committee Members
18. Election of Ntabankulu Representatives to Alfred Nzo District Municipality
19. Determination of Full-time Councilors
20. Adoption of the Rules of Order
21. Adoption of the IDP and Budget
22. Adoption of the Orders of Delegation
23. Noting of Councilor Code of Conduct
24. Noting of Councilor Allowances
25. Noting of the Declaration of Member's Interest Register
26. Address by the Mayor
27. Closure

21. The Order of Business of Ceremonial Council Meeting

The Order of Business of Ceremonial Council sittings shall be as follows:

1. Notice of a Council meeting
2. Singing of the National Anthem
2. Affirmation “a clean administration and audit”
3. Application for leave of absence
4. Purpose of Meeting by Speaker
5. Address by the Mayor
6. Business for the Day
7. Closure

22. The Order of Business Ordinary Council Meeting

The Order of every meeting of the ordinary Council shall be as follows:

1. Notice of a council meeting
2. Affirmation “a clean administration and audit”
3. Disclosure of Personal Interest
4. Official Prayer or Silent meditation
5. Applications for leave of absence
6. Communication Statement of Service Delivery Matters by the Speaker
7. Deputations
8. Confirmation of minutes of the previous meeting
9. Reports
 - (1) Statutory Reports and Recommendations of Delegated functions of the Speaker
 - a. External Audit Committee Report
 - b. Functionality of Ward Committees
 - c. Reports and Recommendations of the Rules and Ethics Committee
 - d. Reports and Recommendations of the Municipal Public Accounts Committee
 - (2) Statutory Reports and Recommendations of Delegated functions of the Mayor
 - a. Section.44 Report of the Executive Committee
 - b. Statutory Periodic Reports e.g. Section 71 Financial Reports
 - c. Status of Council Resolutions and Progress
 - d. Items from Portfolio Departments
10. Notices of Motion
11. Answers to Questions of which a notice has been given
12. In-Committee
13. Closure

23. The Order of Business at every Ordinary Executive Committee

The Order of every Ordinary Executive Committee shall be as follows:

1. Notice of Convening the meeting;
2. Affirmation “a clean administration and Audit”
3. Disclosure of Personal Interest
4. Official Prayer or Silent meditation
5. Applications for leave of absence;
6. Communication Statement of Service Delivery Matters by the Mayor
7. Deputations
8. Confirmation of minutes of the previous meeting;
9. Reports
 - a. Statutory Reports by the Municipal Manager
 - b. Recommendations from Portfolio Committees
 - i. KPA 1 &5: Corporate Services
 - ii. KPA 2: Technical Services
 - iii. KPA 2: Community Services
 - iv. KPA 3 &6: Development Planning
 - v. KPA 4: Finance
10. Notices of Motion
11. Answers to Questions of which a notice has been given
12. In-Committee
13. Closure

24. The Order of Business at Every Ordinary Portfolio Committee

The Order of every Ordinary Portfolio Committee shall be as follows:

1. Notice of Convening the meeting;
2. Affirmation “a clean administration and Audit”
3. Official Prayer or Silent meditation
4. Applications for leave of absence
5. Communication Statement of Service Delivery Matters by the Chairperson of the Portfolio
6. Deputations
7. Confirmation of minutes of the previous meeting;
8. Reports
 - a. Reports and Recommendations from the Head of Department
9. Answers to Questions of which a notice has been given
10. In-Committee

11. Closure

25. The Order of business at every ordinary Municipal Public Accounts Committee

The Order of every Ordinary Municipal Public Accounts Committee shall be as follows:

1. Notice of Convening the meeting;
2. Affirmation "a clean administration and Audit"
3. Official Prayer or Silent meditation
4. Applications for leave of absence;
5. Communication Statement by the Chairperson of the Committee
6. Deputations
7. Confirmation of minutes of the previous meeting;
8. Business of the Day
9. Answers to Questions of which a notice has been given
10. Closure

26. The Order of business of the Rules Committee

The Rules Committee shall be determined by the nature of the sitting. The Municipal Manager and the Speaker must determine the order of business without materially departing from the practise set herein, but taking into cognizance the peculiar nature of the meeting.

27. Discretionary Powers of the Speaker or Chairperson

The Speaker may, in his/her discretion, at any stage bring forward any business that is on the agenda after consideration of a motivated motion by any Councillor on his/her volition.

CHAPTER 8 CONDUCT IN MEETINGS

28. Order of Meetings

- 28.1 All proceedings during Council meeting must be conducted in a formal manner.
- 28.2 At all meetings of the Council and committees, councillors must take their seats at least 5 minutes before the time stipulated as the commencement time for the meeting.
- 28.3 After Councillors have taken their seats, an official of the council shall call the meeting to order and announce the entrance of the Speaker or Chairperson as the case may be.
- 28.4 Councillors shall stand up, keep quiet and remain standing until the Speaker or Chairperson is completely seated and orders them to assume their seats.
- 28.5 In an ordinary council meeting every councillor must be appropriately dressed in formal attire:
- a) Males: formal shoes, formal shirt, formal pair of trousers (tie is compulsory in ordinary Council meeting) and a formal jacket
 - b) The Speaker and the Mayor must wear their gowns and collars in ordinary Council meetings
 - c) Females: formal shoes & formal attire
 - d) Traditional attire (not compulsory) can be dressed on special days e.g. Opening and Closing of Council, Heritage Day etc.
 - e) No political party regalia may be dressed
 - f) Dress code excludes the following

Table 3. Dress Code

MALE	FEMALE
Tekkies and Loafers shoes	Glittering and Long Banquet dresses
Jeans	Jean-skirts & Jean pants
T-shirts	Pumps shoes including Tekkies

Short-sleeve shirts	Leggings
Shorts	Jeggings
Overalls and any work wear including Gumboots	Shorts
	Overalls and any work wear including Gumboots

- 28.6 No councillor may converse aloud during debate.
- 28.7 No councillor may interrupt another councillor who is speaking, except to call Attention of the Speaker to a point of order or point of clarity.
- 28.8 A councillor who rises on a point of order will not be given a hearing unless he/she stipulate the applicable rule. If, in the opinion of the Speaker the rule is not applicable, the Speaker must suppress the councillor.
- 28.9 When the council adjourns, councillors must rise and remain in their places until the Speaker has left the precincts.
- 28.10 The Speaker must leave the precinct within two (2) minutes of the adjournment so as to ensure that the members of council are not unnecessarily delayed in leaving the precincts.
- 28.11 Order in a council meeting must be maintained by the Speaker, and when the Speaker rises during a debate or commences to speak, any councillor then speaking or offering to speak must sit and be silent, and the Speaker must be heard without interruption, failing which a sanction may be imposed.
- 28.12 After having called attention to irrelevance or repetition of arguments in a councillor's speech, the Speaker may direct such councillor to desist.
- 28.13 Whenever in the opinion of the Speaker a charge has made against a councillor, the Speaker must provide such councillor with an opportunity to respond to such response but may not exceed three (03) minutes. No debate on such a response shall be allowed.
- 28.14 In the event of a grave disorder at a meeting, the Speaker may adjourn the

meeting or must suspend the proceedings for a stated period.

28.15 If the Speaker is of the opinion that a member is deliberately contravening a provision of these rules or the constitution, or that a member's conduct is disruptive the Speaker may order the member to withdraw immediately from the precincts for a period specified by the Speaker, which may not exceed the current day's sitting.

28.16 Councillors must at all times address the chair and not fellow councillors.

29. Rules of Debate

29.1 The Speaker must call a councillor to speak on a question, motion or item before the council.

29.2 A councillor, after being called to speak by the Speaker, must address the chair from his or her seat, but the Speaker may require a councillor to rise or authorize a councillor to speak from the podium or another point in the chamber.

29.3 A councillor may speak to:

29.3.1 an item before the council;

29.3.2 any amendments proposed to an item;

29.3.3 a question or an amendment proposed by him or herself or

29.3.4 a point of order.

29.4 Except as provided for in these Rules, no councillor may speak twice to a question,

provided that this restriction will (not) apply:

29.4.1 Portfolio committee meetings

29.4.2 to the Mayor (or a member of the Executive Committee speaking on his/her behalf)

29.5 A councillor who has spoken on a motion may also speak on the amendment of that and on the amendment of that amendment. A Councillor may not speak more than three times on any item.

- 29.6 No councillor may call another councillor by his or her first name; but must use the title “honourable councillor” followed by the surname when referring to another councillor.
- 29.7 No councillor may use language which offends the constitution. A member may, with the prior consent of the Speaker, explain issues of languages and cultural preference which may have given offence to councillors belonging to other culture/languages groups, which explanation may not exceed three (03) minutes and may not be debated.
- 29.8 A councillor must direct his/her speech strictly to the motion or matter under discussion and may not repeat him or herself.
- 29.9 The Speaker may allow a councillor who has spoken on a question before the council, to offer an explanation when, in the opinion of the Speaker, a material part of that councillor’s speech has been misquoted or misunderstood. However, such councillor will not be permitted to introduce any new matter, and no debate will be allowed on such explanation.

30. Commencement of meetings

- 30.1 The Speaker, or Chairperson as the case may be shall order the Municipal Manager or the Head of Department as the case may be to read the notice. The relevant official must stand up and read the Notice.
- 30.2 The notice of a council meeting shall always be issued under the Speaker’s signature or the Municipal Manager’s in the case of the first council meeting after local government elections.
- 30.3 The notice of all council committee meetings shall always be issued under those committee Chairpersons.
- 30.4 The notice shall be standard and shall read as follows

“Notice is hereby given in terms of section 29 of the municipal structures act 117 of 1998 (as amended) that the Ntabankulu Local Council shall be holding its

ordinary council meeting to dispose of the items as contained in the attached agenda as follows:

Date (specify)

Time (specify)

Venue (specify)”

30.5 The Notice must specify the numerical number of the ordinary sitting or whether the sitting is Special.

30.6 All notices of committees shall specify the name of the committee whether the committee is ordinary or special and issued by the relevant Chairperson of the committee.

30.7 Affirmation of Good Governance

(a) The Speaker or Chairperson as the case may be shall instruct all councillors to stand up and remain standing until the hereunder affirmation has been recited.

“We the members of the Ntabankulu Municipal Council duly elected and sworn into office as councillors hereby affirm as follows:

That we shall conduct ourselves in line with all the provisions of Schedule 1 of the systems act; we shall honestly exercise our oversight responsibility in order to ensure that; at all times we run the legislature and administration in line with the principles of clean good governance so as to ensure the attainment and retaining of a clean audit.”

30.8 The Municipal Manager shall ensure that the recital is on record.

30.9 The Speaker or Chairperson shall ask and or enquire as to whether is/are there an Hon.

Councillors who Has/have a personal interest on any matter appearing on the agenda. If the reply is to the affirmative that/those Hon. Member(s) shall be asked to recuse himself/herself from that Item. In the case of a negative reply the Hon. Speaker shall proceed to the next item.

30.10 Official Prayer or Meditation

- (a) The Speaker or Chairperson as the case may be, shall designate a councillor or invite fraternal societal structures to pray OR
- (b) Order the meeting to observe a moment of silence for meditation.

30.11 Applications for leave of Absence

- (a) The Speaker and or Chairperson shall put on record applications received and approved in terms of these rules.
- (b) The Speaker or Chairperson shall record and put on record applications received but not approved.

30.12 Communication statement

- (a) The Speaker or Chairperson must in all ordinary sittings prepare a written communication statement. The statement must reflect on all areas so delegated. The statement is not on its own a report but merely a statement on service delivery matters.

30.13 Deputations

- (a) In the event a private party has requested to table a deputation in council the Speaker shall assess such request and may grant the opportunity provided such presentation may not be best attended by the executive Committee, portfolio or any other committee.
- (b) In the event the Speaker grants a deputation the presenter may only be afforded an opportunity provided he does not exceed a total of fifteen (15) minutes including questions of clarity.
- (c) The Speaker may not allow more than two (2) deputations per meeting.
- (d) Deputations are best preferred to be forwarded to the executive committee or the relevant portfolio provided that the Chairperson affords the presenter a maximum of forty (15) minutes including questions of clarity.

- (e) The Chairperson may not allow more than five (5) deputations per meeting in any council committee.
- (f) It is only permissible and only by advice put on record for the council or committee as the case may be to move a resolution based on a deputation and provided a written item is prepared.
- (g) Any matter requiring consideration arising from a deputation, will not be further considered by the council or committee until the deputation has withdrawn provided that questions of clarity may be permitted.
- (h) When speaking at a council or committee meeting, a member of the public and a deputation must comply with any directions or orders given by the Speaker or Chairperson.
- (i) If a member of the public or a deputation conducts himself/herself in a disorderly and unruly manner at any time, the Speaker or Chairperson must direct that that member remove himself or be removed by a peace officer from the precincts.

30.14 Confirmation of minutes from previous meetings

- (a) Minutes including of special sittings drafted and approved in terms of Rule 18 above must be approved during the next ordinary sitting of council or committee as the case may be. Upon confirmation the Speaker or Chairperson must sign the minutes.
- (b) No motion or discussion shall be allowed arising from the minutes of a previous meeting, other than relating to the accuracy of those minutes.

30.15 Reports

- (a) Each ordinary sitting shall receive reports from the Office of the Speaker on all matters delegated including the Functionality of Ward Committees.

(b) Each ordinary sitting of council shall receive the following reports:

(i) Executive Committee report (Section 44 Report)

This report is required in terms of section 44 and entails a record of all decisions taken by the Executive Committee in the period under review. Due regard must be paid to ensure that this report does not include non-delegated functions wherein the executive committee only recommends to council.

(ii) Recommendations to Council:

The Executive Committee receives reports from Portfolio Committee on work performed on non-delegated authority. The Executive Committee resolves to recommend to council all matters that it may not be disposed of.

(c) Report of the Municipal Manager

(i) The Mayor must report on all matters delegated to him/her specifically statutory reports required periodically by the Municipal Finance Management Act, Municipal Systems Act and other relevant legislations which are to be reported directly to Council.

(ii) Under this Order the following may be included:

1. Report of the Audit Committee Chairperson
2. Report of External Audit including matters to resolve issues
3. Resolutions Register and progress on the implementation thereof for the period under review.

(d) Rules Committee report

- (i) Framed rules
- (ii) Investigations and recommendations

(e) Municipal Public Accounts report

- (i) Statutory quarterly reports
- (ii) Investigations and recommendations

30.16 Reporting format

The Municipal Manager must within 60 days of the adoption of this By-law submit to council a prescribed reporting format for the reports contemplated in this order.

CHAPTER 9 MOTIONS

31. Notice of Motion

31.1 A motion is an instrument by which councillors may bring and table any matter before council for consideration in the hereunder prescribed manner:

(a) A notice of motion must –

- (i) be in writing;
- (ii) be signed by the councilor moving it and by another councilor acting as a seconder; and
- (iii) refer to one matter only.

(b) A notice of motion must be lodged with the Municipal Manager before 12h00; fourteen (14) calendar days prior to the next ordinary meeting.

(c) On receipt of the motion the Municipal Manager must –

- (i) date and number each notice of motion;
- (ii) enter each notice of motion lodged in a register, which must be open to any councilor and public for inspection.
- (iii) enter each notice of motion on the agenda in the order received.

(d) The Speaker or Chairperson must –

- (i) read out the number of every motion and the name of the mover and seconder;
- (ii) ascertain which motions are unopposed and these shall be passed without debate; and
- (iii) call the movers of the opposed motions in the order they appear on the agenda.

- (e) A councillor submitting a motion must move such motion and shall have the right of reply.
- (f) A motion shall lapse if either the mover, seconder or both are not present at the meeting when such motion is placed on the agenda.
- (g) A councillor will be allowed not more than two notices of motion on the same agenda.
- (h) The Speaker or Chairperson may not reject a motion received by him or her in terms of this by-law unless the motion has not met the above set criteria.
- (i) If the Speaker fails to convene petitioned meeting the Rules and Ethics Committee should further instruct the Speaker to convene the meeting within two days. If the Speaker again fails to execute this directive, the Municipal Manager shall be requested to write to Provincial COGTA seeking intervention in this regard.

32. Withdrawal of Motion

A councillor who moved a motion, with or without notice may withdraw the motion standing in his or her name.

33. Matter of the Public Importance

- 33.1 A councillor may request the Speaker to place a matter of public importance on the agenda.
- 33.2 The request in sub-rule 34.1 above must be submitted to the Speaker at least 24 hours before the meeting of council.
- 33.3 A discussion on a matter of public importance may not exceed the time allocated for it by the Speaker, after consultation with the chief whip of council.
- 33.4 Questions of privilege may not be discussed under this rule.

- 33.5 Matters already discussed by the council during the preceding four months may not be discussed under this rule.

34 Answers to Questions Given Under a Notice

- 34.1 A councillor may put a written question requiring a written reply from any political office bearer or Municipal Manager of the municipality concerning any matter related to the effective performance of the municipality's functions and the exercise of its powers, provided that ***such written notice of the question has been lodged with the Speaker or Chairperson and the Municipal Manager at least ten (10) days prior to the council or committee meeting*** and the Municipal Manager must ensure that the councillor receives a written reply from that political or municipal office bearer, at the council or committee meeting.
- 34.2 If after a question has been replied to, and the councillor concerned is of the opinion that the reply is not clear or ambiguous, he or she may request a follow-up question.
- 34.3 Once the Office Bearer has in the opinion of the Speaker responded fully, there will be no further debate on the decision.
- 34.4 Should the Councillor who posed the original question ask for further clarity, such request shall be entertained by the Speaker at his/her discretion.

35 In-Committee

Items declared or issued under a notice as in-committee items shall always be discussed as the last item/s in order to lesson disruption.

36. Closure

- (a) When council has concluded the business, it was convened for the Speaker shall officially declare the sitting closed.
- (b) The time of closure shall be noted on the minutes.

CHAPTER 10 DECISION ON MATTERS

37. Decisions by voting

37.1 A quorum must be present in order for a vote to be taken.

37.2 All questions concerning the following matters must be determined by a decision taken by the council with a supporting vote of a majority of the number of councillors determined in accordance with the municipality's gazetted establishment notice: -

- (a) the passing of by-laws;
- (b) the approval of budgets;
- (c) the imposition of rates and other taxes, levies and duties;
- (d) the raising of loans;
- (e) the rescission of a council resolution within 6 months of the taking thereof;
and
- (f) any other matter prescribed by legislation.

37.3 All other questions before the council shall be decided by a majority of the votes cast by the councillors present.

37.4 If on any matter there is an equality of votes, the Speaker or Chairperson may exercise a casting vote in addition to a deliberative vote as a councillor, provided that a Speaker or Chairperson shall not exercise a casting vote during the election of any office bearer of council.

38. Voting

38.1 All council decisions and or resolutions shall be subjected to a vote in terms of the following:

- (a) voting shall always be by a show of hands unless the law prescribes otherwise, or the council or committee by resolution of a majority of the councillors present resolving to proceed with a secret written ballot.
- (b) immediately after a question has been put to a meeting of the council for the purpose of being voted on or immediately after decision upon a show of hands has been declared by the Speaker, any councillor may demand a

division and, if such demand has been seconded, the Speaker will declared a division and require the doors of the chamber to be closed.

- (c) No councillor may enter or leave the council chamber during the course of the vote on division.
- (d) Whenever a division is taken, the Municipal Manager will call out the names of all Councillors in alphabetical order. Each council must respond either “for” or “against” and the names of absentee councillors must be recorded.
- (e) The Speaker must thereafter from such record declare the decision of the council and the number of councillors who voted for or against the question.
- (f) All divisions must be recorded as such in the minutes.
- (g) Minority vote against majority decision: a party / Councillor who is in a minority can request that his/her vote be recorded against a majority decision.

38.2 Decisions shall be in terms of the **Table 2: Majorities** above.

A quorum in terms of Rule 14 above must be present in order for a vote to be taken.

39. Revocation of Council Resolutions

(1) The council shall:

- (a) Not delegate the approval to revoke or alter a resolution of council to any person/s or committee.
 - (b) Receive prior notice of an intention to move a motion for the revocation or alteration of a Council resolution in terms of Rule 31 unless it is a recommendation of a duly delegated council committee.
 - (c) Any revocation or alteration of a Council resolution must be made in terms of section 39(2)(d).
-

39.2 Decisions shall be in terms of the following table of majorities provided:

- (a) A quorum in terms of Rule 14 above must be present in order for a vote to be taken.

QUESTION	MAJORITY	LEGAL REASON
(b)The dissolution of Council.	(i)The supporting vote of at least two thirds of Councillors. Note: Two thirds of all the elected Councillors must agree. If there is a 71/27 split a deliberative vote, will not create the required two thirds.	Local Government Municipal Structures Act, NO. 117 OF 1998, Section 34 (1)
(c)The passing of by-laws The approval of budgets The imposition of rates and other taxes, levies and duties the raising of loans;	(i) The majority vote of all elected members of Council i.e. 50% plus 1	Constitution, Act 108 of 1996, Section 160 (3) (b)
(d) The rescission of a council resolution within 6 months of the taking thereof; an	(i) The majority vote of all elected members of Council i.e. 50% plus 1	Constitution, Act 108 of 1996, Section 160 (3) (c)
(d) All questions other than the above.	(i) The majority of votes cast. Here a casting votes can operate as a Constitutional requirement and relates to votes not Councillors. There is no reason why the Speaker should not have a casting vote	Constitution, Act 108 of 1996, Section 160 (3) (c)

CHAPTER 11

DECLARATION OF MEMBERS INTEREST

40. Declaration of Pecuniary Interest

40.1 Once a person has been elected a councillor he must within 60 days declare in writing to the Municipal Manager ALL financial interests and update thereafter within 30 days after a change in interests as follows:

- (a) shares and securities in any company.
- (b) membership of any close corporation
- (c) interest in any trust
- (d) directorships
- (e) partnerships

- (f) other financial interests in any business undertaking
- (g) employment and remuneration
- (h) interest in property
- (i) pension and
- (j) subsidies, grants and sponsorships by any organization

40.2 A Councillor must disclose to the Council, or to any committee of which that Councillor is a member, any direct or indirect personal or private business interest that that Councillor, or any spouse, partner or business associate of that Councillor may have in a matter before the Council or committee.

40.3 The Councillor making a declaration must withdraw from the proceedings of the Council or committee unless the Council or committee decides that the Councillor's direct or indirect interest in that matter is trivial or irrelevant.

40.4 A Councillor who, or whose spouse, partner, business associate or close family member,
acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the Councillor is aware at the first meeting of the Council at which it is possible for the Councillor to make disclosure.

40.5 The disclosure of interests in terms of this By-law and benefit does not apply to an interest or benefit which a Councillor, or a spouse, partner, business associate or close family member, has or acquires in common with other residents of the municipality.

40.6 To give effect to this rule the Municipal Manager must within 60 days of the passing of this By-law design a register of interests and make it accessible to councillors.

CHAPTER 12 PETITION MEETING

41. Petitions

41.1 The majority of the councillors may petition the Speaker to convene a Council

Meeting in line with Section 29(1) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998).

41.2 The copy of the petition must be submitted to the Municipal Manager.

41.3 The Speaker must convene the meeting on the time and date specified in the petition.

41.4 The time and date of the meeting of which the Speaker is petitioned must be reasonable (not less than 24 hours), which is the notice given for an urgent or extra-ordinary meeting.

CHAPTER 13 GENERAL PROVISIONS

42. Adoption as By-laws

These rules and orders must be adopted as a By-law of the Municipality.

43. Repeal of existing By-laws

The council's existing By-law in respect of rules and orders are hereby repealed.

44. Privileges and Immunities

- (1) Councillors have freedom of speech in a municipal council and its committee (read section 28(1)(a) municipal Structures Act 117 or 1998.
- (2) Councillors are not liable to civil or criminal proceedings, arrest, imprisonment or damages:
 - (a) Anything that they have said is produced before or submitted to council or any of its committees
 - (b) Anything revealed as a result of anything that they have said is, produced before or submitted in council and its committees.

NB: Section 161 of Republic of South Africa Constitution Act No 108 of 1996 makes provision for Immunities and Privileges of Council members (councillors)

45. Short title and commencement

These “Rules, Standing Orders and Procedures” shall be called the “Rules and Orders” shall come into operation on the _____ 2019 after it has been approved by Council on _____ 2019.

RULES AND ORDER APPROVAL CERTIFICATE

The Rules and Order described in this document meet the requirements of all Legislation and Frameworks to regulates the holding of Ntabankulu Local Municipality Council and Committee meetings.

Approval

Document for sign-off: Rules and Order: Ntabankulu Local Municipal Council		
Approved:	APPROVED BY COUNCIL:	Date:
<p>Signed: ----- Hon. Mayor: Cllr PT Sobuthongo</p>		
Approved:	APPROVED BY COUNCIL:	Date:
<p>Signed: ----- Hon. Speaker: Cllr V. Matwasa</p>		
CONFIRMED:	APPROVED BY COUNCIL:	Date:
<p>Signed: ----- Ms. L. Nonyongo The Municipal Manager</p>		

Annexure A

APPLICATION FOR LEAVE OF ABSENCE

USE OFFICIAL LETTERHEAD

APPLICATION FOR LEAVE OF ABSENCE

To: Hon. Speaker/Hon. Mayor/Chairperson
NTABANKULU LOCAL MUNICIPALITY

I, Cllr. _____ hereby apply for leave of absence
from the meeting of the _____ scheduled to be
held on the _____.

REASONS FOR ABSENCE	TICK BOX [x]
Attending other Municipal Business	
Indisposed	
Personal Business	
Other	

Reason/s for absence:
Details

SIGNATURE OF APPLICANT

DATE

APPROVED / NOT APPROVED

SPEAKER / CHAIRPERSON

DATE

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 189 OF 2020**Enoch Mgijima Municipality (Eastern Cape)****Removal of Restrictions in terms of Spatial Planning and
Land Use Management Act 16 of 2013****ERF 8256 QUEENSTOWN, EASTERN CAPE**

Under Section 47 of the Spatial Planning and Land Management Act 16 of 2013 and upon instructions by Local Authority, a notice is hereby given that condition B. 2. as contained in Deed of Transfer No. T53922/2016 applicable to Erf 8256 Queenstown are hereby removed.

LOCAL AUTHORITY NOTICE 190 OF 2020
MUNICIPAL PROPERTY RATES BY-LAW- 2020



Great Kei Municipality, hereby, in terms of section 6 of the Local Government: Municipal Property Rates Act, 2004, has adopted the Municipality's Property Rates By-Law set out hereunder.

GREAT KEI MUNICIPALITY

MUNICIPAL PROPERTY RATES BY-LAW (S)

PREAMBLE:

1. Section 229(1) of the Constitution requires the municipality to impose rates on property and surcharges on fees for the services provided by or on behalf of the municipality.
2. In terms of Section 3 of the Property Rates Act, a municipal council must adopt a policy consistent with the Property Rates Act on the levying of rates on rate-able properties in the municipality.
3. In terms of section 6 (1),(2) of the Property Rates Act, a municipality must adopt by-laws to give effect to the implementation of its rates policy.

AND WHEREAS In terms section 12 and 13 of the Municipal Systems Act read with section 162 of the Constitution requires a municipality to adopt laws to give effect to the implementation of its property rates by-law may differentiate between the different categories of properties and different categories of owners of properties liable for the payment of rates;

NOW THEREFORE BE IT ENACTED by Council of the Great Kei Municipality, as follows:

1. DEFINITIONS

In this by-law, any word or expression to which a meaning has been assigned in the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), shall bear the same meaning unless the context indicates otherwise.

“Municipality” means (Great Kei Municipality);

“Property Rates Act” means the Local Government: Municipal Property Rates Act, 2004 (Act No 6 of 2004);

‘Rates Policy’ means the policy on the levying of rates on rateable properties of the Great Kei Municipality, contemplated in Chapter 2 of the Municipal Property Rates Act.

2. OBJECTS

The object of this by-law is to give effect to the implementation of the Rates Policy as contemplated in section 6 of the Municipal Property Rates Act.

3. ADOPTION AND IMPLEMENTATION OF RATES POLICY

3.1 The Municipality shall adopt and implement its Rates Policy consistent with the Municipal Property Rates Act on levying of rates on rateable property within the jurisdiction of municipality; and

3.2 The Municipality shall not be entitled to levy rates other than in terms of its Rates Policy.

4. CONTENTS OF RATES POLICY

The Rates Policy shall, *inter alia*:

4.1 Apply to all rates levied by the Municipality pursuant to the adoption of its Annual Budget;

4.2 Comply with the requirements for:

4.2.1 the adoption and contents of a rates policy specified in terms of section 3 of the Act;

4.2.2 the process of community participation specified in section 4 of the Act; and

4.2.3 Annual review of Rates Policy specified in section 5 of the Act.

4.3 Provide for principles, criteria and implementation measures that are consistent with the Municipal Property Rates Act for the levying of rates which the Council may adopt; and

4.4 Provide for enforcement mechanisms that are consistent with the Municipal Property Rates Act and the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

5. ENFORCEMENT OF THE RATES POLICY

The Municipality’s Rates Policy shall be enforced through the credit control and Debt Collection Policy and any further enforcement mechanisms stipulated in the Act and the Municipality’s Rates Policy.

6. SHOT TITLE AND COMMENCEMENT

This By-Law is called the Municipal Property Rates By-Law, and takes effect on 01 July 2020.

LOCAL AUTHORITY NOTICE 191 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)****Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013
(Act 16 of 2013)****ERF 61, KINI BAY, PORT ELIZABETH, EASTERN CAPE**

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that condition/s B.6. (a – d) in Deed of Transfer No. T54073/2002 applicable to Erf 61, Kini Bay is hereby removed.

LOCAL AUTHORITY NOTICE 192 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)****Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013
(Act 16 of 2013)****ERF 42, SUMMERSTRAND, PORT ELIZABETH, EASTERN CAPE**

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that condition/s 3. (a – d) and 5. in Deed of Transfer No. T25294/2003 applicable to Erf 42, Summerstrand is hereby removed.

LOCAL AUTHORITY NOTICE 193 OF 2020**Nelson Mandela Bay Municipality (EASTERN CAPE)****Removal of Restrictions in terms of the Spatial Planning and Land Use Management Act, 2013
(Act 16 of 2013)****ERF 489, KABEGA, PORT ELIZABETH, EASTERN CAPE**

Under Section 47 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and upon instructions by the Local Authority, a notice is hereby given that condition/s B.5. (a – d) in Deed of Transfer No. T14150/2018 applicable to Erf 489, Kabega is hereby removed.

LOCAL AUTHORITY NOTICE 194 OF 2020**BUFFALO CITY METROPOLITAN MUNICIPALITY****CLOSURE OF A PORTION OF PUBLIC STREET, BEING ERF 10516 MDANTSANE UNIT 2
(SG REF No. 6/1/3/5 p137)**

Notice is hereby given in terms of Section 137(1) of the Municipal Ordinance No.20 of 1974, that the Portion of Public Street, Erf 10516 Mdantsane Unit 2 is permanently closed.

UMASIPALA OMBAXA WEBUFFALO CITY**UKUVALWA KWESIQEPHU SESITRATO SIKAWONKEWONKE , ESISIZA U10516
MDANTSANE UNIT 2 (SG REF No. 6/1/3/5 p137)**

Kunikwa isaziso ngokweCandelo 137(1) loMthetho kaMasipala unombolo 20 ka 1974 , ukuba isiqephu sestrato sikawonke wonke isiza u10516 Mdantsane Unit 2 sivaliwe ngokusisigxina.

A. SIHLAHLA
CITY MANAGER

(4490)

LOCAL AUTHORITY NOTICE 195 OF 2020

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

PROVINCE OF THE EASTERN CAPE**KOUGA LOCAL MUNICIPALITY (EC108)****PROVINCIAL NOTICE 133/2018****EXTENSION OF LOCAL STATE OF DISASTER DECLARATION****DISASTER MANAGEMENT ACT NO. 57 OF 2002**

The Kouga Local Municipality hereby, in terms of Section 55(5)(c) of the Disaster Management Act No. 57 of 2002, due to the prevailing drought conditions extend the Declaration of Local State of Disaster as published in the Provincial Gazette No. 4362 of 23 December 2020 for a further month.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
Jeffreys Bay
6330

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