

**NORTH WEST
NOORDWES**

**PROVINCIAL GAZETTE
PROVINSIALE KOERANT**

Vol. 252

**24 MARCH
MAART 2009**

No. 6616

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IMPORTANT NOTICE

The
North West Province Provincial Gazette Function
will be transferred to the
Government Printer in Pretoria
as from 1 February 2006

NEW PARTICULARS ARE AS FOLLOWS:

Physical address:

Government Printing Works
149 Bosman Street
Pretoria

Postal address:

Private Bag X85
Pretoria
0001

New contact persons: Louise Fourie Tel.: (012) 334-4686
Mrs H. Wolmarans Tel.: (012) 334-4591

Fax number: (012) 323-8805

E-mail addresses: hester.wolmarans@gpw.gov.za
louis.fourie@gpw.gov.za

Contact persons for subscribers:

Mrs S. M. Milanzi Tel.: (012) 334-4734
Mrs J. Wehmeyer Tel.: (012) 334-4753
Fax.: (012) 323-9574

This phase-in period is to commence from **1 February 2006** (suggest date of advert) and notice comes into operation as from **1 February 2006**.

Subscribers and all other stakeholders are advised to send their advertisements directly to the **Government Printing Works**, 7 days before publication date.

*In future, adverts have to be paid in advance
before being published in the Gazette.*

AWIE VAN ZYL
Advertising Manager

IT IS THE CLIENTS RESPONSIBILITY TO ENSURE THAT THE CORRECT AMOUNT IS PAID AT THE CASHIER OR DEPOSITED INTO THE GOVERNMENT PRINTING WORKS BANK ACCOUNT AND ALSO THAT THE REQUISITION/COVERING LETTER TOGETHER WITH THE ADVERTISEMENTS AND THE PROOF OF DEPOSIT REACHES THE GOVERNMENT PRINTING WORKS IN TIME FOR INSERTION IN THE PROVINCIAL GAZETTE.

No ADVERTISEMENTS WILL BE PLACED WITHOUT PRIOR PROOF OF PRE-PAYMENT.

$\frac{1}{4}$ page **R 187.37**

Letter Type: Arial Size: 10

Line Spacing: At:
Exactly 11pt

**A PRICE
INCREASE OF
8,5% WILL BE
EFFECTIVE ON
ALL TARIFFS
FROM
1 MAY 2008**

$\frac{1}{4}$ page **R 374.75**

Letter Type: Arial Size: 10

Line Spacing: At:
Exactly 11pt

$\frac{1}{4}$ page **R 562.13**

Letter Type: Arial Size: 10

Line Spacing: At:
Exactly 11pt

$\frac{1}{4}$ page **R 749.50**

Letter Type: Arial Size: 10

Line Spacing: At:
Exactly 11pt



REPUBLIC
OF
SOUTH AFRICA

LIST OF FIXED TARIFF RATES AND CONDITIONS

FOR PUBLICATION OF LEGAL NOTICES
IN THE NORTH WEST PROVINCE
PROVINCIAL GAZETTE

COMMENCEMENT: 1 FEBRUARY 2006

CONDITIONS FOR PUBLICATION OF NOTICES

CLOSING TIMES FOR THE ACCEPTANCE OF NOTICES

1. (1) The *North West Province Provincial Gazette* is published every week on Tuesday, and the closing time for the acceptance of notices which have to appear in the *North West Province Provincial Gazette* on any particular Tuesday, is **12:00 on a Tuesday for the following Tuesday**. Should any Tuesday coincide with a public holiday, the publication date remains unchanged. However, the closing date for acceptance of advertisements moves backwards accordingly, in order to allow for 7 working days prior to the publication date.
- (2) The date for the publication of a **separate North West Province Provincial Gazette** is negotiable.
2. (1) Copy of notices received **after closing time** will be held over for publication in the next *North West Province Provincial Gazette*.
- (2) Amendment or changes in copy of notices cannot be undertaken unless instructions are received **before 14:00 on Fridays**.
- (3) Copy of notices for publication or amendments of original copy can not be accepted over the telephone and must be brought about by letter, by fax or by hand. The Government Printer will not be liable for any amendments done erroneously.
- (4) In the case of cancellations a refund of the cost of a notice will be considered only if the instruction to cancel has been received on or before the stipulated closing time as indicated in paragraph 2 (2).

APPROVAL OF NOTICES

3. In the event where a cheque, submitted by an advertiser to the Government Printer as payment, is dishonoured, then the Government Printer reserves the right to refuse such client further access to the *North West Province Provincial Gazette* until any outstanding debts to the Government Printer is settled in full.

THE GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

4. The Government Printer will assume no liability in respect of—
 - (1) any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - (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

- (3) any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.
- (4) The Government Printing Works is not responsible for any amendments.

LIABILITY OF ADVERTISER

- 5. 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.

COPY

- 6. Copy of notices must be typed on one side of the paper only and may not constitute part of any covering letter or document.
- 7. At the top of any copy, and set well apart from the notice, the following must be stated:

Where applicable

- (1) The heading under which the notice is to appear.
- (2) The cost of publication applicable to the notice, in accordance with the "Word Count Table".

PAYMENT OF COST

- 9. **With effect from 1 April 2005 no notice will be accepted for publication unless the cost of the insertion(s) is prepaid in CASH or by CHEQUE or POSTAL ORDERS. It can be arranged that money can be paid into the banking account of the Government Printer, in which case the deposit slip accompanies the advertisement before publication thereof.**
- 10. (1) The cost of a notice must be calculated by the advertiser in accordance with the word count table.
- (2) 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 **Advertising Section, Government Printing Works, Private Bag X85, Pretoria, 0001** [Fax: (012) 323-8805], *before publication*.
- 11. 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 the notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or by cheque or postal orders, or into the banking account.

12. *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.*
13. The Government Printer reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the Word Count Table, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

14. **Copies of the *North West Province Provincial Gazette* which may be required as proof of publication, may be ordered from the Government Printer at the ruling price.** The Government Printer will assume no liability for any failure to post such *North West Province Provincial Gazette(s)* or for any delay in despatching it/them.

GOVERNMENT PRINTERS BANK ACCOUNT PARTICULARS

Bank:	ABSA
	BOSMAN STREET
Account No.:	4057114016
Branch code:	632005
Reference No.:	00000050
Fax No.:	(012) 323 8805 and (012) 323 0009

Enquiries:

Mrs. L. Fourie	Tel.: (012) 334-4686
Mrs. H. Wolmarans	Tel.: (012) 334-4591

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 102 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF THE POTCHEFSTROOM TOWN-PLANNING SCHEME 2004 IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986

POTCHEFSTROOM AMENDMENT SCHEME 1592

We, TownScape Planning Solutions, being the authorised agent of the owner of, Erven 1341 and 1342, Baillie Park Extension 26, Potchefstroom, Registration Division I.Q., Province North-West, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that I have applied to the Tlokwe Local Municipality for the amendment of the town-planning scheme known as the Potchefstroom Town-planning Scheme, 1980, by the rezoning of the erven described above, situated on Thandi Street, from "Residential 3" to "Residential 3" with an Annexure for institutional uses and 50% coverage.

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Wolmarans Street for a period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Town Secretary at the above address or at P.O. Box 113, Potchefstroom, 2520, within a period of 28 days from 17 March 2009.

Address of applicant: TownScape Planning Solutions, P.O. Box 20831, Noordbrug, 2522. Tel: 082 6621 105.

Our ref: P09108-ads.

KENNISGEWING 102 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DIE POTCHEFSTROOM-DORPSBEPLANNINGSKEMA, 1980, INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986

POTCHEFSTROOM-WYSIGINGSKEMA 1592

Ons, TownScape Planning Solutions, synde die gemagtigde agent van die eienaar van Erwe 1341 en 1342, Baillie Park Uitbreiding 26, Registrasie Afdeling I.Q., Noord-Wes provinsie, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ek by die Tlokwe Plaaslike Munisipaliteit aansoek gedoen om die wysiging van die dorpsbeplanningskema, bekend as die Potchefstroom-dorpsbeplanningskema, 1980, deur die hersonering van die eiendom hierbo beskryf, geleë te Thandistraat vanaf "Residensieel 3" na "Residensieel 3" met 'n Bylae vir institusionele gebruike en 50% dekking.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Munisipale Bestuurder, Wolmaransstraat, Potchefstroom vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik tot die Munisipale Bestuurder by bovermelde adres of by Posbus 113, Potchefstroom, 2520 ingedien of gerig word.

Adres van aplikant: TownScape Planning Solutions, Posbus 20831, Noordbrug, 2522. Tel: 082 6621 105.

17-24

NOTICE 103 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

RUSTENBURG AMENDMENT SCHEME 556

I, Jan-Nolte Ekkerd of the firm NE Town Planning, being the authorised agent of the owner of Portion 1 of Erf 1168, Rustenburg, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance 1986, that I have applied to the Rustenburg Local Municipality, for the amendment of the town-planning scheme known as Rustenburg Land Use Management Scheme, 2005, by the rezoning of the property described above, situated on 50B Von Wielligh Street, Rustenburg, from "Residential 1" to "Business 1".

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Room 319, at the Missionary Mpheni House, cnr. of Nelson Mandela and Beyers Naude Drives, Rustenburg, for the period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O. Box 16, Rustenburg, 0300, within a period of 28 days from 17 March 2009.

Address of owner: C/o NE Town Planning, P.O. Box 5717, Rustenburg, 0300. Tel: (014) 592-2777. Fax: (014) 592-1640.

KENNISGEWING 103 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE (ORDONNANSIE 15 VAN 1986)

RUSTENBURG-WYSIGINGSKEMA 571

Ek, Jan-Nolte Ekkerd, van die firma NE Stadsbeplanners, synde die gemagtigde agent van die eienaar van Gedeelte 1 van Erf 1168, Rustenburg, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ek by die Rustenburg Plaaslike Munisipaliteit aansoek gedoen het om wysiging van die dorpsbeplanningskema bekend as Rustenburg Grondgebruiksbestuurskema, 2005, deur die hersonering van die eiendom hierbo beskryf, geleë te Von Wiellighstraat 50B, Rustenburg, vanaf "Residensieel 1" na "Besigheid 1".

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Munisipale Bestuurder, Kamer 319, Missionary Mpheni House, h/v Nelson Mandela- en Beyers Naudelaan, Rustenburg, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of vertoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik by of tot die Munisipale Bestuurder by bovermelde adres of by Posbus 16, Rustenburg, 0300, ingedien of gerig word.

Adres van eienaar: P/a NE Stadsbeplanners, Posbus 5717, Rustenburg, 0300. Tel: (014) 592-2777. Faks: (014) 592-1640.

17-24

NOTICE 104 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF THE KLERKSDORP TOWN-PLANNING SCHEME, 1998, IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

KLERKSDORP AMENDMENT SCHEME 509

Welwyn Town and Regional Planners, being the authorized agent of the owner of Erf 1230, situated in the town area, Stilfontein, Registration Division I.P., North West Province, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that we have applied to the City Council of Matlosana for the amendment of the town-planning scheme known as the Klerksdorp Town-planning Scheme, 1998, as amended by the rezoning of the above-mentioned property situated on 67 De Chavonnes Street, Stilfontein, from "Residential 1" to "Business 2".

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Room 107, Klerksdorp Civic Centre, for a period of 28 days from 17 March 2009.

Objection to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, City Council of Klerksdorp at the above address or posted to him at P.O. Box 99, Klerksdorp, 2570, within a period of 28 days from 17 March 2009.

Address of applicant: Welwyn Town and Regional Planners, P.O. Box 20508, Noordbrug, 2522. Tel: (018) 293-1536.

KENNISGEWING 104 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DIE KLERKSDORP-DORPSBEPLANNINGSKEMA, 1998, INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

KLERKSDORP-WYSIGINGSKEMA 509

Welwyn Stads- en Streekbeplanners, synde die gemagtigde agent van die eienaar van Erf 1230, geleë in die dorpsgebied, Stilfontein, Registrasie Afdeling I.P., Noordwes-provinsie, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ons by die Stadsraad van Matlosana aansoek gedoen het om die wysiging van die Klerksdorp-dorpsbeplanningskema, 1998, soos gewysig, deur die hersonering van bogenoemde eiendom geleë te De Chavonnesstraat 67, Stilfontein, vanaf "Residensieel 1" na "Besigheid 2".

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Munisipale Bestuurder, Kamer 107, Klerksdorp Burgersentrum, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of vertoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik tot die Munisipale Bestuurder, Stadsraad van Klerksdorp by bovermelde adres of by Posbus 99, Klerksdorp, 2570, ingedien of gerig word.

Adres van applikant: Welwyn Stads- en Streekbeplanners, Posbus 20508, Noordbrug, 2522. Tel: (018) 293-1536.

17-24

NOTICE 105 OF 2009**PERI-URBAN AREAS AMENDMENT SCHEME 2122**

NOTICE OF APPLICATION FOR AMENDMENT OF THE TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

I Hedré Dednam Town and Regional Planner, being the authorized agent of the owner of Portion 453 (portion of Portion 31), Roodekopjes 417 JQ, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that I have applied to the Madibeng Local Municipality for the amendment of the Town-planning Scheme known as Peri-Urban Areas Town-planning Scheme, 1975, by the rezoning of the property described above, situated \pm 5 km north of Brits adjacent on R511 Road (Thabazimbi Road), from "Agriculture" to "Special for a public garage and with the consent of the Local Authority any other uses related to the main use", with conditions as set out in Amendment Scheme 2122.

Particulars of the application will lie for inspection during normal office hours at the office of the Madibeng Local Municipality, Records Division, Floor 2, 53 Van Velden Street, Brits, for a period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing at the CEO at the above address or at Hedré Dednam Town and Regional Planner, P O Box 3765, Brits, 0250, Cell: 083 251 4432, within a period of 28 days from 17 March 2009.

KENNISGEWING 105 VAN 2009**BUITESTEDELIKE GEBIEDE-WYSIGINGSKEMA 2122**

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

Ek, Hedré Dednam Stads- en Streekbeplanner, synde die gemagtigde agent van die eienaar van Gedeelte 453 (gedeelte van Gedeelte 31), Roodekopjes 417 JQ, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986 (Ordonnansie 15 van 1986), kennis dat ek by die Madibeng Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die dorpsbeplanningskema bekend as Buitestedelike Gebiede-dorpsbeplanningskema, 1975, deur die hersonering van die eiendom hierbo beskryf, geleë \pm 5 km noord van Brits, aangrensend aan die R511-pad (Thabazimbi-pad), vanaf "Landbou" tot "Spesiaal vir 'n publieke garage en met die toestemming van die Plaaslike Bestuur, enige ander gebruike aanverwant aan die hoof gebruik" met voorwaardes soos uiteengesit in Wysigingskema 2122.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Madibeng Plaaslike Munisipaliteit, Rekordsafdeling, Vloer 2, Van Veldenstraat 53, Brits, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik by of tot die HUB by bovermelde adres of by Hedré Dednam Stads- en Streekbeplanner, Posbus 3765, Brits, 0250, Sel: 083 251 4432, ingedien of gerig word.

17-24

NOTICE 106 OF 2009**PERI-URBAN AREAS AMENDMENT SCHEME 2123**

NOTICE OF APPLICATION FOR AMENDMENT OF THE TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

I, Hedré Dednam Town and Regional Planner, being the authorized agent of the owner of Remainder of Portion 466, Krokodildrift 446 JQ, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that I have applied to the Madibeng Local Municipality for the amendment of the town-planning scheme known as Peri-Urban Areas Town-planning Scheme, 1975, by the rezoning of the property described above, situated \pm 1 km south of the crossing of Road R512 with R566 (Rosslyn Road), from "Agriculture" to "Special for the storing, selling and repairing of heavy vehicles, excluding scrap yard and panel-beating and with the consent of the Local Authority any other uses related to the main use", with conditions as set out in Amendment Scheme 2123.

Particulars of the application will lie for inspection during normal office hours at the office of the Madibeng Local Municipality, Records Division, Floor 2, 53 Van Velden Street, Brits, for a period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing at the CEO at the above address or at Hedré Dednam Town and Regional Planner, P O Box 3765, Brits, 0250, Cell: 083 251 4432, within a period of 28 days from 17 March 2009.

KENNISGEWING 106 VAN 2009**BUITESTEDELIKE GEBIEDE-WYSIGINGSKEMA 2123**

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

Ek, Hedré Dednam Stads- en Streekbeplanner, synde die gemagtigde agent van die eienaar van Resterende Gedeelte 466, Krokodildrift 446 JQ, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986 (Ordonnansie 15 van 1986), kennis dat ek by die Madibeng Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die dorpsbeplanningskema bekend as Buitestedelike Gebiede-dorpsbeplanningskema, 1975, deur die hersonering van die eiendom hierbo beskryf, geleë ± 1 km suid van die kruising van R512-pad met R566 (Rosslyn-pad), vanaf "Landbou" tot "Spesiaal vir die stoor, verkoop en herstel van swaar voertuie, uitgesluit skrootwerf en paneelklop en met die toestemming van die Plaaslike Bestuur enige ander gebruike aanverwant aan die hoof gebruik", met voorwaardes soos uiteengesit in Wysigingskema 2123.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Madibeng Plaaslike Munisipaliteit, Rekordsafdeling, Vloer 2, Van Veldenstraat 53, Brits, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik by of tot die HUB by bovermelde adres of by Hedré Dednam Stads- en Streekbeplanner, Posbus 3765, Brits, 0250, Sel: 083 251 4432, ingedien of gerig word.

17-24

NOTICE 107 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

RUSTENBURG LAND USE MANAGEMENT SCHEME, 2005 – AMENDMENT SCHEME 572

Maxim Planning Solutions, being the authorised agent of the owner of Portion 6 of Erf 1292, Rustenburg, hereby gives notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that we have applied to the Rustenburg Local Municipality for the amendment of the Town-planning Scheme known as Rustenburg Land Use Management Scheme, 2005, by the rezoning of the property described above, situated at 51A Brink Street, from "Residential 1" to "Special" for the purpose of offices, as well as the subsequent consolidation thereof with Portion 7 of Erf 1292, Rustenburg, in terms of section 92 of the Town-planning and Townships Ordinance, 1986.

Particulars of the application will lie for inspection during normal office hours at the office of the Director: Planning and Development, Room 313, Missionary Mpheni House, corner of Beyers Naude and Nelson Mandela Drive, Rustenburg, for the period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O. Box 16, Rustenburg, 0300, within a period of 28 days from 17 March 2009.

Address of authorised agent: Maxim Planning Solutions, 37 Von Wielligh Street, Rustenburg, P.O. Box 21114, Proteapark, 0305. Tel: (014) 592-9489. (2/1192).

KENNISGEWING 107 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

RUSTENBURG LAND USE MANAGEMENT SCHEME, 2005 – WYSIGINGSKEMA 572

Maxim Planning Solutions, synde die gemagtigde agent van die eienaar van Gedeelte 6 van Erf 1292, Rustenburg, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ons by die Rustenburg Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die Dorpsbeplanningskema bekend as Rustenburg Land Use Management Scheme, 2005, deur die hersonering van die eiendom hierbo beskryf, geleë te Brinkstraat 51A vanaf "Residensieel 1" na "Spesiaal" vir die doeleindes van kantore, asook die daaropvolgende konsolidasie met Gedeelte 7 van Erf 1292, Rustenburg in terme van artikel 92 van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Direkteur: Beplanning en Ontwikkeling, Kamer 313, Missionary Mpheni House, hoek van Beyers Naude- en Nelson Mandelarylaan, Rustenburg, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik by of tot die Munisipale Bestuurder by bovermelde adres of by Posbus 16, Rustenburg, 0300, ingedien of gerig word.

Adres van gemagtigde agent: Maxim Planning Solutions, Von Wiellighstraat 37, Rustenburg, Posbus 21114, Proteapark, 0305. Tel: (014) 592-9489. (2/1192).

17-24

NOTICE 108 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

SWARTRUGGENS TOWN-PLANNING SCHEME, 1997—AMENDMENT SCHEME 52

Maxim Planning Solutions being the authorised agent of the owner of Erf 144, Rodeon, Swartruggens, hereby gives notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that we have applied to the Kgetlengrivier Local Municipality for the amendment of the town-planning scheme known as the Swartruggens Town Planning Scheme, 1997, by the rezoning of the property described above, situated on the corner of Twist and Beyers Streets, from "Residential 1" to "Residential 2" with a density of 25 dwelling units per hectare.

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, De Wet Street, Koster, for the period of 28 days from 17 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, at the above address or at P.O. Box 66, Koster, 0348, within a period of 28 days from 17 March 2009.

Address of authorised agent: Maxim Planning Solutions, 37 Von Wielligh Street, Rustenburg; P.O. Box 21114, Proteapark, 0305. Tel: (014) 592-9489. (2/1194.)

KENNISGEWING 108 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

SWARTRUGGENS DORPSBEPLANNINGSKEMA, 1997—WYSIGINGSKEMA 52

Maxim Planning Solutions synde die gemagtigde agent van die eienaar van Erf 144, Rodeon Swartruggens, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ons by die Kgetlengrivier Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die dorpsbeplanningskema bekend as Swartruggens Dorpsbeplanningskema, 1997, deur die hersonering van die eiendom hierbo beskryf, geleë op die hoek van Twist- en Beyersstraat, vanaf "Residensieel 1" na "Residensieel 2" met 'n digtheid van 25 wooneenhede per hektaar.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Munisipale Bestuurder, De Wetstraat, Koster, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik by of tot die Munisipale Bestuurder, by bovermelde adres of by Posbus 66, Koster, 0348, ingedien of gerig word.

Adres van gemagtigde agent: Maxim Planning Solutions, Von Wiellighstraat 37, Rustenburg; Posbus 21114, Proteapark, 0305. Tel: (014) 592-9489. (2/1194.)

17–24

NOTICE 109 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—AMENDMENT SCHEME 406

Mr Frederik Barend Christoffel Lemmer, the owner of the Remaining portion of Portion 3 of the farm Oorbietjesfontein No. 293-IP, Hartbeesfontein hereby gives notice in terms of section 56 (1) (b) (i) of the Town Planning and Townships Ordinance, 1986, that he has applied to the City of Matlosana for the amendment of the town-planning scheme known as Klerksdorp Land Use Management, 2005, as amended, by the rezoning of the Remaining portion of Portion 3 of the farm Oorbietjesfontein No. 293-IP, Hartbeesfontein, from "Agricultural" to "Special" for the purposes of an accommodation enterprise/guesthouse.

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Room 128, Klerksdorp Civic Centre, for the period of 28 days from 11 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, City of Matlosana at the above address or posted to him at P.O. Box 99, Klerksdorp, 2570, within a period of 28 days from 11 March 2009.

Address of owner: Mr FBC Lemmer, JD Farm Lodge, Oorbietjesfontein Farm, Hartbeesfontein, 2600; P.O. Box 452, Hartbeesfontein, 2600. Tel: (018) 431-0584.

KENNISGEWING 109 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1)(b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—WYSIGINGSKEMA 406

Mnr Frederik Barend Christoffel Lemmer, die eienaar van die Resterende gedeelte van Gedeelte 3 van die plaas Oorbietjesfontein No. 293-IP, Hartbeesfontein, gee hiermee kennis ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat hy by die Stadsraad van Matlosana aansoek gedoen het om die wysiging van die Klerksdorp Grondgebruiks Bestuurskema, 2005, soos gewysig, deur die hersonering van die Resterende gedeelte van Gedeelte 3 van die plaas Oorbietjesfontein No. 293-IP, Hartbeesfontein, vanaf "Landbou" na "Spesiaal" vir die doeleindes van 'n gastehuis.

Besonderhede van die aansoek lê ter insae gedurende kantoorure by die kantoor van die Munisipale Bestuurder, Kamer 128, Klerksdorp Burgersentrum, vir 'n tydperk van 28 dae vanaf 11 Maart 2009.

Besware teen of vertoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 11 Maart 2009 skriftelik by of tot die Munisipale Bestuurder, Stadsraad van Matlosana, by bovermelde adres of by Posbus 99, Klerksdorp, 2570, ingedien of gerig word.

Adres van eienaar: Mnr FBC Lemmer, JD Farm Lodge, Plaas Oorbietjesfontein, Hartbeesfontein, 2600; Posbus 452, Hartbeesfontein, 2600. Tel: (018) 431-0584.

17–24

NOTICE 112 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

RUSTENBURG AMENDMENT SCHEME 561

I, Petrus Christiaan Cornelius de Jager, of the firm Towncomp BK 1995/024157/23, being the authorised agent of the owner of the Remaining Extent of Portion 14 (a Portion of Portion 5) of the farm Rietvly 271, Registration Division JQ, North West, hereby give notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that I have applied to the Rustenburg Local Municipality for the amendment of the town-planning scheme known as Rustenburg Land Use Management Scheme, 2005, by the rezoning of the property described above, situated 1 km in a southern direction from the intersection of the N4 highway and the Rustenburg/Swartruggens Road, from "Agricultural" to "Special" subject to conditions as per Annexure 854.

Particulars of the application will lie for inspection during normal office hours at the office of the Director: Planning and Development, Room 319, Missionary Mpheni House, corner Beyers Naudé and Nelson Mandela Drives, Rustenburg, for a period of 28 days from 24 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Director: Planning and Development at the above address or at P O Box 16, Rustenburg, 0300, within a period of 28 days from 24 March 2009.

Address of owner: C/o Towncomp CC, P O Box 20145, Proteapark, 0305. Tel: (014) 533-2950. Fax: (014) 533-3733.

KENNISGEWING 112 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

RUSTENBURG WYSIGINGSKEMA 561

Ek, Petrus Christiaan Cornelius de Jager, van die firma Towncomp BK 1995/024157/23, synde die gemagtigde agent van die eienaar van die Resterende Gedeelte van Gedeelte 14 ('n gedeelte van Gedeelte 5) van die plaas Rietvly, 271, Registrasie Afdeling JQ, Noordwes, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ek by Rustenburg Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die dorpsbeplanningskema bekend as Rustenburg Land Use Management Scheme, 2005, deur die hersonering van die eiendom hierbo beskryf, geleë 1 km in 'n suidelike rigting van die interseksie van die N4-hoofweg en die Rustenburg/Swartruggens-pad, vanaf "Landbou" na "Spesiaal", onderhewig aan voorwaardes soos per Bylae 854.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Direkteur: Beplanning en Ontwikkeling, Kamer 319, Missionary Mpheni House, h/v Beyers Naudé- en Nelson Mandela Rylaan, Rustenburg, vir 'n tydperk van 28 dae vanaf 24 Maart 2009.

Besware teen of vertoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 24 Maart 2009 skriftelik by of tot die Direkteur: Beplanning en Ontwikkeling by bovermelde adres of by Posbus 16, Rustenburg, 0300, ingedien of gerig word.

Adres van eienaar: P/a Towncomp CC, Posbus 20145, Proteapark, 0305. Tel: (014) 533-2950. Faks: (014) 533-3733.

24–31

NOTICE 113 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—AMENDMENT SCHEME 406

Mr Frederik Barend Christoffel Lemmer, the owner of the Remaining portion of Portion 3 of the farm Oorbietjesfontein No. 293-IP, Hartbeesfontein hereby gives notice in terms of section 56 (1) (b) (i) of the Town Planning and Townships Ordinance, 1986, that he has applied to the City of Matlosana for the amendment of the town-planning scheme known as Klerksdorp Land Use Management, 2005, as amended, by the rezoning of the Remaining portion of Portion 3 of the farm Oorbietjesfontein No. 293-IP, Hartbeesfontein, from "Agricultural" to "Special" for the purposes of an accommodation enterprise/guesthouse.

Particulars of the application will lie for inspection during normal office hours at the office of the Municipal Manager, Room 128, Klerksdorp Civic Centre, for the period of 28 days from 11 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, City of Matlosana at the above address or posted to him at P.O. Box 99, Klerksdorp, 2570, within a period of 28 days from 11 March 2009.

Address of owner: Mr FBC Lemmer, JD Farm Lodge, Oorbietjesfontein Farm, Hartbeesfontein, 2600; P.O. Box 452, Hartbeesfontein, 2600. Tel: (018) 431-0584.

KENNISGEWING 113 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1)(b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—WYSIGINGSKEMA 406

Mnr Frederik Barend Christoffel Lemmer, die eienaar van die Resterende gedeelte van Gedeelte 3 van die plaas Oorbietjesfontein No. 293-IP, Hartbeesfontein, gee hiermee kennis ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat hy by die Stadsraad van Matlosana aansoek gedoen het om die wysiging van die Klerksdorp Grondgebruiks Bestuurskema, 2005, soos gewysig, deur die hersonering van die Resterende gedeelte van Gedeelte 3 van die plaas Oorbietjesfontein No. 293-IP, Hartbeesfontein, vanaf "Landbou" na "Spesiaal" vir die doeleindes van 'n gastehuis.

Besonderhede van die aansoek lê ter insae gedurende kantoorure by die kantoor van die Munisipale Bestuurder, Kamer 128, Klerksdorp Burgersentrum, vir 'n tydperk van 28 dae vanaf 11 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 11 Maart 2009 skriftelik by of tot die Munisipale Bestuurder, Stadsraad van Matlosana, by bovermelde adres of by Posbus 99, Klerksdorp, 2570, ingedien of gerig word.

Adres van eienaar: Mnr FBC Lemmer, JD Farm Lodge, Plaas Oorbietjesfontein, Hartbeesfontein, 2600; Posbus 452, Hartbeesfontein, 2600. Tel: (018) 431-0584.

17–24

NOTICE 114 OF 2009

NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN TERMS OF SECTION 56 (1) (b) (i) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—AMENDMENT SCHEME 504

Maxim Planning Solutions being the authorised agent of the owner of the Remaining Extent of Erf 1833, Klerksdorp Extension 17, hereby gives notice in terms of section 56 (1) (b) (i) of the Town-planning and Townships Ordinance, 1986, that we have applied to the City of Matlosana for the amendment of the town-planning scheme known as the Klerksdorp Land Use Management Scheme, 2005, as amended, by the rezoning of the Remaining Extent of Erf 1833, Klerksdorp Extension 17, situated at 7 Elm Street, Klerksdorp, from "Residential 1" to "Residential 2", for the purposes of a total of fifty (50) dwelling units.

Particulars of the application will lie for inspection during normal office hours at the Records Section, Basement Floor, Klerksdorp, Civic Centre, for the period of 28 days from 27 March 2009.

Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager, City of Matlosana, at the above address or at P.O. Box 99, Klerksdorp, 2570, within a period of 28 days from 27 March 2009.

Address of authorised agent: Maxim Planning Solutions, 56 Archbishop Desmond Tutu Street, Klerksdorp, 2570; P.O. Box 10681, Klerksdorp, 2570. Tel: (018) 462-1756. (2/1190.)

KENNISGEWING 114 VAN 2009

KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA INGEVOLGE ARTIKEL 56 (1) (b) (i) VAN DIE ORDONNANSIE OP DORPSBEPLANNING EN DORPE, 1986 (ORDONNANSIE 15 VAN 1986)

KLERKSDORP LAND USE MANAGEMENT SCHEME, 2005—WYSIGINGSKEMA 504

Maxim Planning Solutions synde die gemagtigde agent van die eienaar van die Resterende Gedeelte van Erf 1833, Klerksdorp Uitbreiding 17, gee hiermee ingevolge artikel 56 (1) (b) (i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, kennis dat ons by die Stad van Matlosana aansoek gedoen het om die wysiging van die Klerksdorp Land Use Management Scheme, 2005, soos gewysig, deur die hersonering van die Resterende Gedeelte van Erf 1833, Klerksdorp Uitbreiding 17, geleë te Elmstraat 7, Klerksdorp, vanaf "Residensieel 1" na "Residensieel 2", vir die doeleindes van 'n totaal van vyftig (50) wooneenhede.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Rekords Afdeling, Kelder Verdieping, Klerksdorp Burgersentrum, vir 'n tydperk van 28 dae vanaf 27 Maart 2009.

Besware teen of vertoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 27 Maart 2009 skriftelik by of tot die Munisipale Bestuurder, Stad van Matlosana, by bovermelde adres of by Posbus 99, Klerksdorp, 2570, ingedien of gerig word.

Adres van gemagtigde agent: Maxim Planning Solutions, Archbishop Desmond Tutustraat 56, Klerksdorp, 2570; Posbus 10681, Klerksdorp, 2570. Tel: (018) 462-1756. (2/1190.)

24-31

LOCAL AUTHORITY NOTICES

PLAASLIKE BESTUURSKENNISGEWINGS

LOCAL AUTHORITY NOTICE 90**NOTICE OF APPLICATION FOR ESTABLISHMENT OF TOWNSHIP**

The Rustenburg Local Municipality hereby gives notice in terms of section 100 (a) read with sections 69 (6) (a) and 96 (3) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that it intends to revise an application to establish the township referred to in the annexure hereto.

Particulars of the application will lie for inspection during normal office hours at the office of the Director: Planning and Development, Room 313, Missionary Mpheni House, c/o Beyers Naude and Nelson Mandela Drive, Rustenburg, for the period of 28 days from 17 March 2008.

Objections to or representations in respect of the application must be lodged with or made in writing and in duplicate to the Municipal Manager at the above address or posted to him at P.O. Box 16, Rustenburg, 0300, within a period of 28 days from 17 March 2009.

ANNEXURE

Name of township: **Waterval East Extension 40.**

Full name of applicant: Maxim Planning Solutions (Pty) Ltd on behalf of Bun Malan (Pty) Ltd.

Details of the amendment: Increasing the density of the (eleven) 11 "Residential 2" stands from 25 dwelling units per hectare to 40 dwelling units per hectare in accordance with the Rustenburg Spatial Development Framework Plan. The land use rights in respect of the other erven (excluding the "Residential 2" erven) within the proposed township area will remain unchanged.

Description of land on which township is to be established: Holding 16, Waterval Small Holdings—JQ.

Situation of proposed township: Situated approximately 4 km south-east of Rustenburg and adjacent and south-east of Fourth Avenue and north-east and south-east of Short Road and Line Road respectively.

Notice Number: 29/2009.

PLAASLIKE BESTUURSKENNISGEWING 90**KENNISGEWING VAN AANSOEK OM STIGTING VAN DORP**

Die Rustenburg Plaaslike Munisipaliteit gee hiermee ingevolge artikel 100 saamgelees met artikels 69 (6) (a) en 96 (3) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986 (Ordonnansie 15 van 1986), kennis dat hy van voornemens is om die aansoek, in die Bylae hieronder genoem, te wysig.

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die kantoor van die Direkteur: Beplanning en Ontwikkeling, Kamer 313, Missionary Mpheni House, h/v Beyers Naude en Nelson Mandelarylaan, Rustenburg, vir 'n tydperk van 28 dae vanaf 17 Maart 2009.

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf 17 Maart 2009 skriftelik en in tweevoud by of tot die Munisipale Bestuurder by bovermelde adres of by Posbus 16, Rustenburg, 0300, ingedien of gerig word.

BYLAE

Naam van dorp: Waterval East Uitbreiding 40.

Volle naam van aansoeker: Maxim Planning Solutions (Edms) Bpk, namens Bun Malan (Edms) Bpk.

Besonderhede van wysiging: Deur die digtheid van elf (11) "Residensieel 2" erwe te wysig vanaf 25 wooneenhede per hektaar na 40 wooneenhede per hektaar in ooreenstemming met die Rustenburg Ruimtelike Ontwikkelingsraamwerkplan. Die grondgebruiksregte ten opsigte van die oorblywende erwe (uitgesluit die "Residensieel 2" erwe) in die voorgestelde dorp bly onveranderd.

Beskrywing van die grond waarop die dorp gestig staan te word: Hoewe 16, Waterval Kleinhoewes—JQ.

Ligging van voorgestelde dorp: Geleë ongeveer 4 km suidoos van Rustenburg en aanliggend en suidoos van Fourth Avenue en noordoos en suidwes van Short Road en Line Road onderskeidelik.

Kennisgewingsnommer: 29/2009.

17-24

LOCAL AUTHORITY NOTICE 102

CITY COUNCIL OF MATLOSANA

APPROVAL OF AMENDMENT OF LAND USE MANAGEMENT SCHEME

The City Council of Matlosana hereby in terms of the provisions of section 57 (1) of the Town-planning and Townships Ordinance, 1986, declares that it has approved an amendment scheme being an amendment of the Klerksdorp Land use Management Scheme, 2005, by the rezoning of a portion of Erf 1583, Klerksdorp, Extension 8, from "Residential 1" to "Residential 2" with a density of two (2) dwelling units.

Map 3 and the scheme clauses of this amendment scheme are filed with the Municipal Manager, Klerksdorp and the Acting Manager, Department of Developmental, Local Government and Housing, Potchefstroom, and are open for inspection at all reasonable times.

This amendment is known as Klerksdorp Land Use Management Scheme 270 and shall come into operation from the date of publication of this notice.

M M MOADIRA, Municipal Manager

Civic Centre, Klerksdorp

Notice No. 25/2009

(16/2/2/1103)

23 January 2009

PLAASLIKE BESTUURSKENNISGEWING 102

STADSRAAD VAN MATLOSANA

GOEDKEURING VAN WYSIGING VAN GRONDGEBRUIKBESTUURSKEMA

Die Stadsraad van Matlosana verklaar hierby ingevolge die bepalings van artikel 57 (1) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, dat hy 'n wysigingskema, synde 'n wysiging van die Klerksdorp Grondgebruikbestuurskema, 2005, goedgekeur het deur die hersonering van 'n Gedeelte van Erf 1583, Klerksdorp, Uitbreiding 8, van "Residensieel 1" na "Residensieel 2" met 'n digtheid van twee (2) wooneenhede.

Kaart 3 en die skemaklousules van hierdie wysigingskema word in bewaring gehou deur die Munisipale Bestuurder, Klerksdorp en die Waarnemende Bestuurder, Departement Ontwikkelende Plaaslike Regering en Behuising, Potchefstroom, en is beskikbaar vir inspeksie op alle redelike tye.

Hierdie wysiging staan bekend as Klerksdorp Grondgebruikbestuurskema 270 en tree in werking op die datum van publikasie van hierdie kennisgewing.

M M MOADIRA, Munisipale Bestuurder

Burgersentrum, Klerksdorp

Kennisgewing No. 25/2009

(16/2/2/1103)

23 Januarie 2009

LOCAL AUTHORITY NOTICE 103**LOCAL MUNICIPALITY OF MADIBENG****BRITS AMENDMENT SCHEME 1/407**

Notice is hereby given that in terms of section 49 (1) (a) (i) of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), hereinafter referred to as the "Act", the prescribed notice no. 16 of 2009, calling for inspection of the new valuation roll and lodging of objections, was published in the Provincial Gazette (North-West Province) on Tuesday, 17 February 2009 and in the Brits Pos and the Kormorant on 20 and 27 February 2009 respectively, whereby it was indicated that the new valuation roll for the financial years 2009-2013, are open for public inspection at the Municipal Offices Brits, Damonsville, Hartbeespoort, Letlhabile, Mothutlung and Oukasie, from Tuesday, 17 February 2009 to Tuesday, 31 March 2009.

Due to extraordinary interest and enquiries, especially from the registered owners of farm portions which are newly rateable property, it was decided that the deadline for the inspection of the valuation roll and submission of objections, be extended from Tuesday, 31 March 2009, until Thursday, 30 April 2009.

As indicated in the previous notice, the valuation roll is available on the Council's website www.madibeng.gov.za

An invitation is hereby made in terms of section 49 (1) (a) (ii) of the Act that any owner of property, or other person who so desires, should lodge an objection with the municipal manager in respect of any matter reflected in, or omitted from, the valuation roll before Tuesday, 30 April 2009.

Attention is specially drawn to the fact that in terms of section 50 (2) of the Act, an objection must be in relation to a specific individual property and not against the valuation roll as such.

The prescribed form for the lodging of an objection, is obtainable at the Municipal Offices, Brits, Room No. G40, Ground Floor, (Mr Lucas Tselane) and at the Municipal Offices, Hartbeespoort (Mrs Harriet Raborifi) or website www.madibeng.gov.za

For enquiries please telephone (012) 318-9416 or (012) 253-1177, or email: gawielerox@madibeng.gov.za

PM MAPULANE, Municipal Manager

Town Offices, Van Velden Street; P.O. Box 106, Brits, 0250.

GPLER

16 March 2009

Notice No. 24/2009

(Reference No. 5/3/2)

LOCAL AUTHORITY NOTICE 104**LOCAL MUNICIPALITY OF MADIBENG**

NOTICE IN TERMS OF SECTION 67 AND 68 OF THE LOCAL GOVERNMENT ORDINANCE 17 OF 1939
(ORDINANCE 17 OF 1939)

HARTBEEPOORT TOWN-PLANNING SCHEME, 1993

The Local Municipality of Madibeng, being the vested with the control and administration of public open spaces in terms of section 63 of Ordinance 17 of 1939, hereby gives a notice for closure of erf 275 (Public Open Space) Meerhof Township, in terms of section 67 and 68 of the above-mentioned Ordinance.

Particulars of the closure will lie for inspection during normal office hours at the office of the Municipal Manager, Brits Municipal Offices, 53 Van Velden Street, Brits, for a period of 30 days from date of this publication.

Objections or representation to the closure must be lodged in writing to the Municipal Manager at the above-mentioned address or posted to him at PO Box 106, Brits, on or before 8 May 2009.

File Number: 15/2/2/3/138 HBPT

Notice Number 2/2009

PLAASLIKE BESTUURSKENNISGEWING 104**PLAASLIKE MUNISIPALITEIT VAN MADIBENG**

KENNISGEWING INGEVOLGE ARTIKEL 67 EN 68 VAN DIE PLAASLIKE REGERING
ORDONNANSIE 17 VAN 1939 (ORD 17 VAN 1939)

HARTEBEEPOORT-DORPSBEPLANNINGSKEMA, 1993

Die Plaaslike Munisipaliteit van Madibeng kragtens die bevoegheid met die kontrole en administrasie van publieke oop ruimtes ingevolge artikel 63 van Ordonnansie 17 van 1939 gee hiermee kennis vir sluiting van erf 275 (publieke oop ruimte) Merhof Dorp, ingevolge artikel 67 en 68 van bogenoemde Ordonnansie.

Besonderhede van die besluiting lê ter insae vir inspeksie gedurende gewone kantoorure by die kantore van die Munisipale Bestuurder, Van Veldenstraat 53, Brits, vir 'n tydperk van 30 dae van hierdie advertensie.

Besware of verhoë ten opsigte van die sluiting moet skriftelik gerig word aan die Munisipale Bestuurder by die bogenoemde adres of pos dit na Posbus 106, Brits, 0250, op of voor 8 Mei 2009.

Leernommer: 15/2/2/3/138 HBPT

Kennisgewingnommer: 2/2009

LOCAL AUTHORITY NOTICE 105

LOCAL MUNICIPALITY OF MADIBENG

HARTBEESPOORT AMENDMENT SCHEME 310

Notice is hereby given in terms of section 57 (1) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that the Local Municipality of Madibeng has approved an amendment scheme being an amendment of the Hartbeespoort Town-planning Scheme, 1993, by the rezoning of Erf 144, Schoemansville, from "Residential 1" to "Residential 3" with Height Zone H8 (height-2 storeys, coverage-60%, FAR-1,2).

Map 3 and the scheme clauses of the amendment scheme are filed at the offices of the Local Municipality of Madibeng and are available for inspection at normal office hours.

This amendment is known as Hartbeespoort Amendment Scheme 310 and shall come into operation on the date of publication of this notice.

P. M. MAPULANE, Municipal Manager

Municipal Offices, Van Velden Street, Brits, P.O. Box 106, Brits, 0250.

(Notice No. 23/2009)

(Reference Number: 15/2/2/3/310 HBPT)

LOCAL AUTHORITY NOTICE 106

MADIBENG LOCAL MUNICIPALITY

BRITS AMENDMENT SCHEME 1/407

Notice is hereby given in terms of the provisions of section 57 (1) (a) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), that the Madibeng Local Municipality has approved the amendment of the Brits Town Planning Scheme, by the rezoning of Erf 136, Brits, from "Special Residential" to "Special" for 10 maisonettes.

The Map 3-documents and the scheme clauses of the amendment scheme are filed at the offices of the Local Municipality of Madibeng and are open for inspection at normal office hours.

This amendment is known as Brits Amendment Scheme 1/407 and shall come into operation on the date of publication of this notice.

PM MAPULANE, Municipal Manager

Municipal Offices, Van Velden Street, Brits, P.O. Box 106, Brits, 0250.

(Notice No. 25/2009)

(Ref No. 16/4/6/2/407)

LOCAL AUTHORITY NOTICE 109

TLOKWE CITY COUNCIL

POTCHEFSTROOM AMENDMENT SCHEME 1359

CORRECTION NOTICE

Local Authority notice number 18 promulgated in North West Provincial Gazette number 6587 of 2009-02-10 (local notice no. 3/2009) is hereby repealed in whole due to a consecutive publication in error. The promulgation of this notice (no. 18) on 2009-02-03, remains in force.

B G MOUMAKWE, Acting Municipal Manager

Notice No. 31/2009

PLAASLIKE BESTUURSKENNISGEWING 109**TLOKWE STADSRAAD****POTCHEFSTROOM WYSIGINGSKEMA 1359****REGSTELLINGSKENNISGEWING**

Plaaslike Bestuurskennisgewing nommer 18 afgekondig in Noordwes Provinsiale Koerant nommer 6587 van 2009-02-10 (plaaslike kennisgewing 3/2009) word hiermee kragtens die bepalings van artikel 60 van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, in geheel herroep vanweë 'n foutiewe opeenvolgende plasing. Die afkondiging van hierdie kennisgewing (nr. 18) op 2009-02-03, bly steeds van krag.

B G MOUMAKWE, Waarnemende Munisipale BestuurderKennisgewing 31/2009

LOCAL AUTHORITY NOTICE 107**TLOKWE CITY COUNCIL**

Notice is hereby given in terms of Section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that Council adopted the Informal Trading By-laws with effect from publication thereof.

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INFORMAL TRADING

1. DEFINITIONS

In this policy, unless the context otherwise indicates-

- 1.1 "**approval**" means approval by Council and "approved" has a corresponding meaning;
- 1.2 "**authorised official**" means any official of Council who has been authorised by it to administer, implement and enforce the provisions of policy;
- 1.3 "**city**" means the Potchefstroom Municipal Area;
- 1.4 "**Council**" means -
 - (a) Tlokwe City Council;
 - (b) its successor in title; or
 - (c) a structure or person exercising a delegated power or carrying out an instruction, where any power in this policy has been delegated or subdelegated, or an instruction given, or
 - (d) a service provider fulfilling a responsibility under this policy, assigned to it in terms of Section 81(2) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) or any other law, as the case may be;
- 1.5 "**Council services**" means any system conducted by or on behalf of a local authority, for the collection, conveyance, treatment or disposal of refuse, sewage, or storm-water, or for the generation, impounding, storage or purification, or supply of water, gas or electricity, or municipal services;
- 1.6 "**Council service works**" means all property or works of whatever nature necessary for or incidental to any Council services;
- 1.7 "**foodstuff**" means foodstuff as defined in Section 1 of the Foodstuff Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), perishable foodstuffs, milk, meat, fish, fruit and vegetables, as noted in the Regulations relating to Perishable Foodstuffs as set in the aforementioned Act;
- 1.8 "**garden or park**" means a garden or park to which the public has a right of access;
- 1.9 "**goods**" means any movable property and includes a living thing;
- 1.10 "**hawker**" means a person who is not registered or incorporated in terms of the corporate laws of South Africa, selling or offering for sale any goods, wares, or merchandise, including any food or beverage and engaged in informal trading and includes any employee of such a person;
- 1.11 "**informal trading**" is defined as the economic activity undertaken by entrepreneurs who sell legal goods and services within a space deemed to be public or private property within the informal sector;

- 1.12 "**intersection**" means an intersection as defined in the regulations promulgated in terms of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.13 "**litter**" includes any receptacle, container or other matter, which has been discarded, abandoned or left behind by a street trader or by his or her customers;
- 1.14 "**motor vehicle**" means a motor vehicle as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.15 "**prescribed**" means determined by resolution of the Council from time to time;
- 1.16 "**property**", in relation to a street trader, means any article, container, vehicle or structure used or intended to be used in connection with such business and includes goods in which he or she trades;
- 1.17 "**public building**" means a building belonging to or occupied solely by the State or Council;
- 1.18 "**public monument**" means any one of the "public monuments and memorials" as defined in the National Heritage Resources Act, 1999 (Act 25 of 1999);
- 1.19 "**public place**" means a public place as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.20 "**public road**" means a public road as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.21 "**roadway**" means a roadway as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.22 "**sell**" includes –
- (a) barter, exchange or hire out;
 - (b) display, expose, offer or prepare for sale;
 - (c) store on a public road or public place with a view to sell; or
 - (d) provide a service for reward;
- and "**sale**" or "**selling**" has a corresponding meaning;
- 1.23 "**sidewalk**" means a sidewalk as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- 1.24 "**street furniture**" means any furniture installed by the Council on the street for public use;
- 1.25 "**street trader**" means an authorised person who carries on the business of street trading for a period of one year or more and includes any employee of such person;
- 1.26 "**street trading**" means the selling of any goods or the supplying or offering to supply any service for reward in a public road/or public place, by a street trader and for the purpose of these By-laws, a single act of selling or offering or rendering of services in a public road or public place shall constitute street trading;
- 1.27 "**street vendor**" means a roving person who offers goods or services for sale to the public without having a permanent built up structure but with a temporary static structure or mobile stall, eg caravans, moving vehicles, bicycles, etc, and includes any employee of such a person;
- 1.28 "**temporary trader**" means any authorised person who carries on the business of street trading for a specific period/event, including seasonal traders and any employee of such a person;
- 1.29 "**trading hours**" means trading hours will be from 08:00 - 20:00, unless prior permission/approval has been granted, eg special events and functions;

1.30 "**the Act**" means the Businesses Act, 1991 (Act 71 of 1991) and includes the regulations promulgated thereunder; and

1.31 "**verge**" means a verge as defined in Section 1 of the National Road Traffic Act, 1996 (Act 93 of 1996).

2. PREAMBLE

2.1 In terms of Section 151(3) of the Constitution, the municipality has the right to govern and also in terms of Section 152(1) the Council is responsible for "trading regulations" within its area of jurisdiction. One of the Council's objectives is to promote social and economic development.

2.2 The Council recognises the key role that informal trading plays in poverty alleviation, income generation and entrepreneurial development and in particular, the positive impact that informal trading has on historically disadvantaged individuals and communities.

2.3 The Council acknowledges the need to adopt a developmental approach to the informal trading sector in order to create an environment that is conducive to the growth of businesses in the informal trading sector. In the case of developmental projects consistent with Council's strategic objectives, a model based on equitable contribution to the trading environment by Council and the traders should be adopted. The Traders' Association would manage certain informal trading sites and be the conduit for funding, managing and maintaining the sites. Council would be relieved of certain service obligations in respect of the public places involved, although normal basic minimum services that Council is obliged to render in respect of public places would continue.

2.4 The Council further acknowledges the need for a balanced relationship between the informal and formal trading sectors in order to promote social and economic development.

2.5 This By-law accordingly aims to -

- (a) consolidate in a single by-law, the by-laws passed by the predecessors of the City Council; and
- (b) govern informal trading within its area of jurisdiction.

2.6 Council will conduct a public participation process before adopting or amending this by-law.

3. COUNCIL'S APPROACH

The reasons for having an Informal Trading Policy can be summarised as follows:

- (a) It defines an integrated and holistic approach for all departments within the Tlokwe City Council.
- (b) It clarifies Council's policy to all relevant stakeholders.
- (c) It forms the basis for the By-law that will regulate informal trading in the city.
- (d) It provides a basis for resources allocation decisions.
- (e) It establishes the basis for a monitoring and evaluation process with clearly defined key objectives.

3.1 Principles of Council's approach

The key principles that govern the Council's approach to Informal Trading are economic, social and spatial.

3.1.1 Economic principles

Economic growth in the informal trading sector will be facilitated through -

- (a) linking the development and growth of trading areas to commercial zones in order to create viable hubs of business activity that mutually benefit formal and informal businesses;

- (b) providing a range of facilities, capacity building and business support services that cater for different levels of traders, from the weekly Saturday trader and small survivalist trader to larger traders;
- (c) ensuring that the buildings and property owned by Council are used for the maximum social and economic development of the community within which they are located; and
- (d) targeting highly accessible and visible locations for the promotion of tourist-related trading in order to derive benefit for informal traders from the tourism potential.

3.1.2 Social principles

The promotion of equity within the Council to create a dignified city through -

- (a) spreading public spending in an equitable manner throughout the city with an emphasis on the poorer parts of the city that have not historically benefited from public sector investment;
- (b) viewing the location of public sector investment as an opportunity to integrate communities that have historically been spatially separated;
- (c) using the development of the informal trading infrastructure as an opportunity to improve the general environmental condition of the historically disadvantaged areas of the city; and
- (d) providing basic services such as water and refuse facilities to all areas where public health and/or public safety is at risk.

3.1.3 Spatial principles

Informal trading contributes to the value of public places as amenities and places of dignity and has the potential to be a catalyst for generating positive public spaces through -

- (a) developing those areas that will have most significant impact on the largest number of people, ie areas with large flows of pedestrian and motorists.
- (b) allocating space for informal trading areas in accordance with the broad Spatial Planning Framework of the Council and the local area Spatial Development Frameworks; and
- (c) providing minimal infrastructure for informal trading, this would vary depending on the type of activity.

3.2 Four policy levels for change

The ultimate goal of this Policy and Management Framework is sustainable urban management, which plans, designs and manages the city that is able to accommodate informal trading in designated streets, public open spaces and markets. The full integration of informal trading into the planning, design and management of the city is therefore necessary in order to enhance the city, promote economic development and expand employment opportunities.

This first point of departure in the policy for the informal economy is that local government should promote the creation of job opportunities and diverse economic and trading opportunities.

The four key levers for change are planning, the allocations policy, registration process and rental policy.

3.2.1 Planning

New markets and trading opportunities must be properly planned, bearing in mind the economic needs of traders, the need for more vibrant land use and the need for orderly town, spatial and transport planning, as well as health and safety.

Existing markets should be managed properly and new market developments must be linked to emerging patterns of work in the areas they serve.

3.2.2 Registration

The policy goal is the registration of all informal traders and the sustained payment of rentals. This action gives permission to operate and provides access to services and support. Simplifying existing registration procedures and moving towards the one-stop centre concept can reduce costs. Data on registration must be kept in the centralised inter-departmental information system, which will link where traders are, the sectors they work in, rent-paying status, environmental health and the enforcement function.

3.2.3 Allocations Policy

The Allocations Policy in respect of trading (stands, markets, permits, etc.) is central to the entire policy for the informal economy as it is the lever through which local government can steer management and support of the informal economy. The aim of the Allocations Policy is to support growth and provide opportunities for new entrants, in an economically sustainable and socially useful way. It can feed directly into the tourism industry, through achieving the appropriate tenant mix at tourist-related areas. The criteria for allocations will be negotiated locally with stakeholders and the allocation of sites will then be done by officials. The Allocations Policy could be used as a tool to develop partnerships between established traders and new entrants. Stands to be identified for informal trading must be numbered and marked and a database thereof be kept by the municipality according to which stands can be allocated to informal traders.

3.2.4 Rental Policy

In the same way that built property has a value placed on it, depending on where it is located, so it is important to place value on different informal trading sites, such as pavements. Value is placed on sites through a system of differentiated rentals. A market valued price determined by a credible Valuer and rentals will be linked to site size, desirability of location and the level of services provided. Levels will be determined by considering the cost to local government of providing the facility, bearing in mind the need to subsidise new opportunities in some areas.

4. PROPOSED POLICY OBJECTIVES

4.1 The Policy on Informal Trading has the following objectives:

4.1.1 Developmental objectives

In order to encourage economic growth the informal sector has to be encouraged to develop from survivalists to more robust business enterprises. It is generally understood that various levels of trading exists within the informal trading sector, namely -

- (a) Level 1 – Survivalist Trading, which includes informal traders who make sufficient income to sustain their trade and family;
- (b) Level 2 – Informal Trading, which includes informal traders making sufficient income to support personal and family needs but also able to operate on a profit basis; and
- (c) Level 3 – Formal Trading, which includes traders who have a fixed location and run their businesses on formal business principles.

4.1.2 Integration of management and support services to the informal sector

This integrated approach to informal trading combines the management and support services necessary for all levels of informal traders as described by the Developmental Continuum. The objective in this regard shall be to integrate the provision of basic business skills and enterprise development services, economic infrastructure and services with generic business services and specialised business services along the Development Continuum.

4.1.3 Integrated service delivery

The informal trading sector requires basic economic infrastructure and municipal services as well as generic business services. The public environment requires cleaning, security and maintenance and the city needs to make provision for these services. Effective delivery of "basic municipal services" provides an environment in which business can thrive. These may include -

- (a) provision of trading areas and facilities and management thereof;
- (b) provision of electricity, cleaning services, water, sewerage services, etc depending on the type of facilities involved; and
- (c) ensuring safety and security in business areas.

Generic business services can assist less sophisticated businesses to run more efficiently and to mature (ie grow in size, revenue and sophistication). These may include -

- (i) business literacy skills and training development;
- (ii) provision of advice, information and business counselling;
- (iii) provision of management or appropriate technical training, including financial management; and
- (iv) provision of marketing and market development services.

The key service areas within the city that will be impacted upon are utilities services and cleaning. These include water, electricity, solid waste (refuse) removal and sewerage. To be consistent with Council's policy on the provision of these basic services to historically disadvantaged areas (HDAs), these services would need to be provided to formal market areas in order to ensure a trading environment that is conducive to doing business effectively and efficiently. Specifically, service level agreements need to be established around solid waste removal to ensure that all trading areas are kept hygienic and that refuse is collected on a regular basis, similar to agreements with formal businesses located in the same area.

5. ROLES AND RESPONSIBILITIES

There are basically four key components to informal trading within the city:

- (a) Policy Formulation and Revision.
- (b) Regulation and Enforcement.
- (c) Developmental Responsibilities.
- (d) Management/Operations.

Control of policy formulation and regulation should always reside directly with Council. However, external service providers that are managed directly or indirectly by the Tlokwe City Council can provide development and management services.

6. CONDUCT

6.1 General conduct

A street trader must -

- (a) not place his/her property or goods on a verge or public place except for the purpose of commencing trade;
- (b) ensure that his/her property or goods do not cover an area of a public road or public place in excess of 3m² without the written permission of the Municipality;
- (c) not place or stack his/her property and goods in such a manner that it constitutes a nuisance or danger to any person, or property, or is likely to injure any person or cause damage to property;
- (d) on concluding his/her business activities for the day, remove all his/her property and goods except any structures allowed by the Municipality to a place which is not part of a public place or public road;
- (e) on request by an employee or authorised official of the Municipality or supplier of electricity, telecommunication or other services, remove his/her property and goods so as to permit the carrying out of any work or service in relation to any maintenance work done by Council or authorised service provider;
- (f) not attach any object by any means to any building, structure, sidewalk, tree, parking meter, lamp-pole, electricity pole, telephone pole, telephone booth, post box, traffic sign, bench or any other street furniture in or on a public road or a public place;
- (g) not make a fire in any place or in circumstances where it could cause injury or loss to a person, building, vehicle or street furniture;
- (h) not store his/her property and goods in a manhole, storm-water drain or a public toilet, bus or taxi shelter or tree;

- (i) not sleep overnight at the place of such business;
- (j) not erect any structure for the purpose of providing shelter, other than a structure approved by Municipality;
- (k) not display his/her property on or in a building without the consent of the owner, lawful occupier or person in control of such building or property; and
- (l) not obstruct access to pedestrian crossings, parking or loading bays or other facilities for vehicular or pedestrians.

6.2 Prohibited conduct

6.2.1 No person shall carry on the business of a street trader –

- (a) at a place or in an area declared by Council as a place or area in which street trading is prohibited;
- (b) in a garden or a park to which the public has a right of access;
- (c) on a verge contiguous to –
 - (i) a building belonging to, or occupied solely by the State or Council;
 - (ii) a church or other place of worship;
 - (iii) a building declared as a public monument; or
 - (iv) an auto teller bank machine;
- (d) at a place where it causes an obstruction, eg in front of –
 - (i) a fire hydrant; or
 - (ii) an entrance to or exit from a building;
- (e) at a place where it could obstruct vehicle traffic;
- (f) at a place where it could substantially obstruct a pedestrian in his or her use of the sidewalk;
- (g) at a place where it will prevent a person using a sidewalk to view the goods displayed behind a shop display window or obscure such goods from view;
- (h) on that half of a public road contiguous to a building used for residential purposes if the owner or person in control or any occupier of that building objects thereto and such objection is made known to the street trader by an authorised official;
- (i) take up a position or place his or her property on a portion of a sidewalk or public place in contravention of a sign or notice erected or displayed by the Council for the purpose of these By-laws;
- (j) on a stand, or in any area demarcated by Council if he or she is not in possession of a written proof that he or she has hired such stand or area from Council, or that such stand has otherwise been allocated to him or her;
- (k) within 5 (five) metres of any intersection as defined in Regulation 322 of the National Road Traffic Act, 1996 (Act 93 of 1996);
- (l) on a sidewalk contiguous to a building in which business is being carried on by any person who sells goods of the same or of a similar nature to the goods being sold on such sidewalk by the street trader, if the goods are sold without the prior consent of such person and an authorised official has informed the street trader that such consent does not exist; and
- (m) if not within a reasonable distance from public ablution facilities, unless written proof of permission to make use of nearby private facilities can be produced.

6.2.2 A person who has hired a stand from, or been allocated a stand by Council, may not trade in contravention of the terms and conditions of such lease or allocation.

7. CLEANLINESS

A street trader must -

- (a) keep his/her stand, property and goods for the purposes of street trading in a clean and sanitary condition;
- (b) not dispose of any litter and refuse by placing it in a manhole, storm-water drain or any other place not intended for the disposal of litter;
- (c) ensure that on completion of business for the day the area or stand occupied by him/her is clean and free of litter and refuse;
- (d) take the necessary precautions to prevent the spilling onto a public road or public place of any fat, oil or grease in the course of conducting his/her business and must further prevent smoke, fumes and odours emanating from his/her activities;
- (e) on request by an authorised official remove his/her goods and property to permit the cleaning of the stand if necessary; and
- (f) ensure that no smoke, fumes or other substance, odours or noise emanating from his or her activities causes pollution of any kind.

8. SECTOR SUPPORT LEVEL

8.1 Sector support is necessary to help small operators move along the development continuum towards greater growth and independence because each sector -

- (a) is of different economic importance to the city;
- (b) has different prospects for growth for individual operations, ranging from the limited prospects of the survivalists to the better prospects of service providers;
- (c) presents different problems of control (eg hazardous chemicals in drum selling, the seasonality of mielie-cooking); and
- (d) offers the different possibilities for support, based on all of the above.

8.2 External sources can provide this sector support and play a number of creative roles in providing for example -

- (a) economically trained sector specialists for those sectors where large numbers of traders operate or where growth prospects are more positive;
- (b) training in general business skills;
- (c) health education with regard to the handling of food sale;
- (d) legal advice about small business development;
- (e) subsidisation of selected training providers;
- (f) cooperation with formal business;
- (g) facilitation of access to financial services; and
- (h) assistance with infrastructure support for informal traders.

9. DEVELOPMENTAL CONTRIBUTION BY THE TLOKWE CITY COUNCIL

It is difficult to assess the extent of Council's contribution in general to informal trading due to the various elements of management, policing, cleaning and organisational support that are involved. However, the need for support for and creation of sustainable informal economic activity in certain areas is beyond dispute, in particular in localised community markets.

This scenario would be applicable only in certain areas and would mean providing funds to support the trading environment that would consist of -

- (a) trading fee (paid by traders in order to trade);
- (b) a clean trading environment; and
- (c) training and development contribution by Council.

10. SCOPE OF INFORMAL TRADING

The different types of informal trading that take place in the Tlokwe City Council municipal area are covered by the policy, namely -

- (a) street/kerbside trading;

- (b) trading in pedestrian malls;
- (c) markets (flea and craft markets as well as special markets, eg sector based);
- (d) trading at transport interchanges;
- (e) trading in public open spaces, rural and urban;
- (f) mobile traders (roving, caravans, LDVs);
- (g) intersection trading;
- (h) special events (including night markets and major events); and
- (i) farmer stall traders as seasonal hawkers.

11. ALLOCATION OF THE STANDS

11.1 Appropriate stands will be identified for informal trading and these stands will be numbered and marked and a database thereof will be kept by the Municipality.

11.2 When applications are considered, the following criteria should be followed:

- (a) Self-employed.
- (b) Valid South African citizenship.
- (c) Foreigners with valid work permits, provided that preference will be given to local South African citizens and if space is available, foreigners with valid work permits will be accommodated.
- (d) Should not be involved in any other business.
- (e) Continuity and period of trading.
- (f) No subletting.
- (g) One month rental payable in advance.
- (h) No children under the age of eighteen may obtain permits.

11.3 The overall monitoring of the industry lies within the Department Public Safety (Law Enforcement Section) during their routine operations and also other trained Law Enforcement Officers of Council.

Council will reserve the right to withdraw summarily the allocation of a stand in the event of evidence proving that -

- (a) a trader has wilfully supplied incorrect information related to permit conditions;
- (b) a trader has failed to update the information annually;
- (c) a trader who is allocated a stand has sublet or sold such a stand to a third party without Council's approval;
- (d) a trader does not comply with the Tlokwe City Council Policy on Informal Trading; and
- (e) if a trader does not pay the prescribed monthly rental amount for a period of ten days after the first day of the month.

11.4 When Council designated special events occur, Council will have the right to summarily cease (without any compensation for loss of earnings), all trading in places which Council deems affected by the special event.

11.5 Only one stand will be issued per trader.

11.6 In the case of foodstuffs, the trader must be in possession of the required Business License and Certificate of Acceptability issued by the Health Department.

11.7 Special circumstances for allocation of informal business stands:

Special circumstances that may warrant a variation of the above criteria are -

- (a) death of principal trader – where the inability to trade would place undue hardship on the family of the principal trader, permission may be granted to another family member/assistant trader to continue trading until the end of the trading period as stipulated on the permit for the stands;
- (b) illness of principal trader – where the trader is able to provide proof from a medical practitioner that he/she is incapable of trading. The period of incapacity must be stipulated. A family member or assistant trader may trade in his/her place but for a period that does not extend beyond that which is stipulated on the permit for the bay;

- (c) religious observances of principal trader – where the trader has to be absent in order to fulfil the duties of his/her religion, Council may decide to allow a family member/assistant trader to trade on their behalf for a period not exceeding one month or the period stipulated on the permit for the stand; and
- (d) if the principal trader or his/her family chooses not to make application for special consideration as outlined above, the permit for the stand must be returned to Council to be allocated to the next person meeting the criteria on the waiting-list.

12. PERMIT PROCESS

12.1 Application for a stand

Any person who intends to carry on a business as a street trader in terms of the provisions of the Act may apply to the Municipality in the prescribed manner for the lease or allocation of a stand.

12.2 Permits

New applicants will be required to fill in a prescribed application form if they wish to be considered for a trading permit. Permits will be issued on a "first come, first serve" basis from the waiting list, but the number of permits may not exceed the maximum number of sites allowed in any trading area. The issues of permits will be centralised and centrally based.

12.3 Intersection trading

Subject to compliance with the relevant national and provincial traffic legislation, each intersection will have a fixed number of traders permitted at an intersection. This number will be determined by Council from time-to-time. These permits will be granted against the criteria established in the section entitled "Criteria for Allocating Permits". Permits will be granted for one full year after which application must again be made.

12.4 Special events

Examples of special events: Sporting activities, night markets and major events. These events are by their nature temporary and arrangements will depend upon the type of event and the geographical area in which it is taking place. When deciding on granting permission for a special event, Council has the right to make changes to any other permission given in respect of informal trading stands or trading permits.

12.5 Transport interchanges

Any trading in the vicinity of transport interchanges may not obstruct vehicular or other traffic. The establishment of any trading zones at transport interchanges would require the approval of the interchange management, or relevant committee responsible for management and the Law Enforcement Officer and must comply with the relevant national and/or provincial legislation.

13. PROHIBITED AND RESTRICTED AREAS

13.1 The Municipality may, in terms of its By-laws, declare any area within its jurisdiction as an area where the carrying of business as a street trader is restricted or prohibited with reference to -

- (a) a specific category or categories of goods or services;
- (b) specific times or days or both; and or
- (c) where street trading is not in the interest of the general public.

13.2 The Municipality may identify and demarcate any such restricted and/or prohibited trading area in any manner it deems appropriate and fit.

14. REMOVAL AND IMPOUNDMENT

- (1) An authorised official may remove and impound any property of any informal trader and/or roving trader, hawker, street trader, vendor, etc -
 - (a) which he or she reasonably suspects is being used or is intended to be used or has been used illegally, in connection with street trading; and
 - (b) which he or she finds at a place where street trading is restricted or prohibited and which constitutes an infringement of any such restriction or prohibition whether or not such property is in possession or under the control of any person at the time of such removal or impoundment.
- (2) Any authorised official acting in terms of subsection 1 above must, except where goods have been left or abandoned, issue to the person carrying on the business of a street trader, a receipt for any property so removed and impounded, which receipt must -
 - (i) itemise the property to be removed and impounded;
 - (ii) provide the address where the impounded property will be kept, and the period thereof;
 - (iii) state the conditions for the release of the impounded property;
 - (iv) state the terms and conditions relating to the sale of unclaimed property by public auction; and
 - (v) provide the name and address of a Council official to whom any representations regarding the impoundment may be made and the date and time by which this must be done.
- (3) If any property about to be impounded is attached to any immovable property or a structure and such property is under the apparent control of a person present thereat, any authorised official of the Council may order such person to remove the property and if such person refuses or fails to comply, he or she shall be guilty of an offence.
- (4) When any person fails to comply with an order to remove the property referred to in subsection (3), any authorised official of the Council may take such steps as may be necessary to remove such property.
- (5) When goods are confiscated, a fine of R300 shall be payable to Council by the informal trader for return of goods and products.
- (6) A copy of the register indicating goods confiscated, signed by both law enforcement officer and informal trader concerned, shall be forwarded to the Department Economic Development for record purposes.
- (7) In cases where perishable goods are confiscated, goods shall be donated to a needy institution or person(s) to be identified by the Department Economic Development in conjunction with the Department Community Services.

15. RENTAL STRUCTURE

A trader (or market association) does not hold a right of reserve over any trading site. The Department Economic Development will have the final decision on the allocation of trading space.

The inherent economic value of a space/stand must be accommodated in the allocation of permits and leases and the rent to be charged. This rental must take into account where the trading space is located as well as the balance of value added by informal trading to that area. Rentals will be linked to site size, desirability of location and the level of services provided. Levels will be determined by considering the cost to local government of providing the facility, bearing in mind the need to subsidise new opportunities in some areas. For street traders, a minimum site rental should be set. Then, differentiated rentals for different levels of service provision should be introduced. Components of a basic package of services are basic shelter, solid waste removal, water, toilets, lighting and storage facilities.

In areas that are managed by parties other than the Council and where services are supplied supplementary to those provided by Council, an alternative rental structure may apply in order to reflect the value of the additional services provided in the area.

16. IMPLEMENTING AGENCY

Activity	Responsible Department
Law enforcement	Department Public Safety
Cleaning	Department Community Services and hawkers
Permit application	Department Economic Development
Permit approval	Department Economic Development
Waiting list	Department Economic Development
Termination of permit	Department Economic Development
Money collection	Department Finance
Eviction/Confiscation of goods	Department Public Safety.

17. ENFORCEMENT AND MONITORING

In order to enhance Council's image in the eyes of both its residents and visitors, the conduct to traders will be strictly monitored. Anti-social and other unruly behaviour will be viewed as misconduct.

- (a) No trader will be permitted to carry on such business in a manner which creates a nuisance, is a danger or threat to public health and safety, or damages or defaces any Council property.
- (b) Any criminal act will be dealt with through the appropriate criminal procedures.
- (c) Where a trader violates the permit conditions, he/she will be informed in writing of the violation and course of action. Permit fees will not be refunded if the permit is revoked or suspended.
- (d) Punitive measures could include a warning, a suspension for a specified period, or the total withdrawal of such trading permit.
- (e) The trader will have the opportunity to put his/her case forward on inquiry and he/she will be permitted to call any witnesses to testify on his/her behalf. Minutes will be kept of all inquiries and will be available to all interested parties. The Accounting Officer will use his/her discretion in establishing an enquiry committee.
- (f) In the case of a trader being refused a permit or having his/her permit revoked, the complaints procedure will be through the Area Informal Trading Management Committee eg Taxi Rank Informal Trading Committee and the Municipality.
- (g) In the event of traders wishing to appeal against a Council official resolution which are deemed to impact on the rights of traders, the appeals will follow the disciplinary and appeal procedure on paragraph 62 in the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

18. CONCLUSION: A PHASED APPROACH

Currently, informal trading is managed by a variety of different departments within the different administrations, including the Department Public Safety, Business Areas Management, legal services and the Department Economic Development.

In addition to this, each administration has been using its own way of managing informal trading which creates the challenge of establishing one system that will ensure uniformity and consistency throughout the city. While this process is underway, the need for immediate, effective and efficient management of informal trading remains.

In order to ensure a quick and significant progress, it is imperative that the interim management of informal trading ensures cross-functional cooperation and involvement of all Departments, focused on the end result.

This policy will be continuously monitored and reviewed every three years.

BG MOUMAKWE
ACTING MUNICIPAL MANAGER

LOCAL AUTHORITY NOTICE 108**TLOKWE CITY COUNCIL****POTCHEFSTROOM AMENDMENT SCHEME 1311.**

It is hereby notified in terms of the provisions of Section 57(1)(a) of the Town Planning and Townships Ordinance, 1986, that the Tlokwe City Council has approved the amendment of Potchefstroom Town Planning Scheme, 1980, by the rezoning of the under mentioned property from the present zoning to the new zoning, as indicated below,

subject to certain conditions:

<u>Amendment scheme</u>	<u>Description of property</u>	<u>Present zoning</u>	<u>New zoning</u>
1311	Portion 1 of erf 512, Potchefstroom.	"Residential 1"	"Special", with an annexure for a guest-house

Map 3 and the scheme clauses of this amendment scheme is filed with the Directorate, Department of Developmental Local Government and Housing, North-West Provincial Administration, Potchefstroom, and the Municipal Manager, Dan Tloome Complex, corner of Sol Plaatjie Avenue and Wolmarans Street, (P O Box 113), Potchefstroom, and is open for inspection during normal office hours.

This amendment is known as Potchefstroom Amendment Scheme 1311 and shall come into operation on the date of publication of this notice.

Notice 26/2009

R MOSIANE / MUNICIPAL MANAGER

PLAASLIKE BESTUURSKENNISGEWING 108**TLOKWE STADSRAAD****POTCHEFSTROOM WYSIGINGSKEMA 1311.**

Hierby word ooreenkomstig die bepalings van artikel 57(1)(a) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986, bekend gemaak dat die Tlokwe Stadsraad goedgekeur het dat Potchefstroom Dorpsbeplanningskema, 1980, gewysig word deur die hersonering van die ondergenoemde eiendom vanaf die huidige sonering na die nuwe sonering, soos hieronder aangetoon,

onderworpe aan sekere voorwaardes:

<u>Wysigingskema</u>	<u>Beskrywing van eiendom</u>	<u>Huidige sonering</u>	<u>Nuwe sonering</u>
1311	Gedeelte 1 van erf 512, Potchefstroom.	"Residensieel 1"	"Spesiaal", met 'n bylae vir 'n gastehuis.

Kaart 3 en die skemaklousules van hiedie wysigingskema word in bewaring gehou deur die Direktoraat, Departement van Ontwikkelende Plaaslike Regering en Behuising, Noordwes Provinsiale Administrasie, Potchefstroom, en die Munisipale Bestuurder, Dan Tloome Kompleks, hoek van Sol Plaatjielaan en Wolmaransstraat (Posbus 113), Potchefstroom, en lê ter insae te alle redelike tye.

Hierdie wysiging staan bekend as Potchefstroom Wysigingskema 1311 en tree in werking op datum van publikasie van hierdie kennisgewing.

Kennisgewing 26/2009

R MOSIANE / MUNISIPALE BESTUURDER

LOCAL AUTHORITY NOTICE 110
TLOKWE CITY COUNCIL

Notice is hereby given in terms of Section 13 of the Local Government: Municipal Systems Act, 200 (Act 32 of 2000) that Council adopted the following By-Laws on Small, Medium and Micro Enterprises with effect from date of publication thereof.

**ENHANCING COMPETITIVENESS
AND
DIVERSIFYING THE SMME SECTOR
TLOKWE CITY COUNCIL
JULY 2008**

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ACCRONYMS

ASGISA	Accelerated Shared Growth Initiative South Africa
BBBEE	Broad-Based Black Economic Empowerment
CBD	Central Business District
CC	Close Corporation
CBO	Community Based Organisations
DME	Department of Mineral and Energy
DPLG	Department of Provincial and Local Government
ED	Economic Development
EPWP	Expanded Public Works Programme
FICA	Financial Centre Intelligence Act
GEM	Global Entrepreneurial Monitor
GIS	Global Information System
GDP	Gross Domestic Product
GGP	Gross Geographical Product
GVA	Gross Value Added
HR	Human Resource
IDC	Industrial Development Corporation
ICT	Information and Communication Technology
IDP	Integrated Development Plan
ISRDP	Integrated Sustainable Rural Development Plan
IWMP	Integrated Waste Management Plan
JIPSA	Joint Initiative on Priority Skills Acquisition
MTEF	Medium Term Expenditure Framework
MMC	Member of the Mayoral Committee
MOU	Memorandum of Understanding
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
MIG	Municipal Infrastructure Grant
MSA	Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
MSA	Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
NCA	National Credit Act, 2005 (Act 34 of 2005)
NCOP	National Council of Provinces
NEF	National Empowerment Fund
NIPF	National Industrial Policy Framework
NSDF	National Spatial Development Framework
NSDP	National Spatial Development Perspective
NDPG	Neighbourhood Development Partnership Grant
NGO	Non-governmental Organisations
PGDS	North West Provincial Growth and Development Strategy
PIC	Public Investment Commission

PPP	Public Private Partnership
RDP	Reconstruction and Development Programme
RIDP	Regional Industrial Development Policy
SETA	Sector Education Training Authority
SDBIP	Service Delivery and Budget Implementation Plan
SEDA	Small Enterprise Development Agency
SMME	Small Medium and Micro Enterprises
SAMAF	South African Micro Finance Apex Fund
SANDF	South African National Defence Force
SAPS	South African Police Service
SDGDS	Southern District Growth and Development Strategy
SDF	Spatial Development Framework
SDI	Spatial Development Initiative
UYF	Umsobomvu Youth Fund
WTO	World Trade Organisation

DEFINITIONS AND TERMS

Act / Term	Definition
White Paper on National Strategy for the development and promotion of small businesses in South Africa (1995)	The document produced to assess the challenges encountered by SMMEs resulting in policy recommendation regarding a number of interventions to promote the SMME sector.
National Small Business Act, 1996 (Act 102 of 1996)	The Act which defined the SMMEs and put in place structures for the implementation of the SMME promotion policy.
Integrated Small Enterprise Development Strategy (2003)	The amended SMME strategy intended to rationalise and streamline the support structures and programmes aimed at the promotion and competitiveness of the SMME sector.
Medium enterprise	Defined in the Small Business Act as an enterprise with less than 200 employees, a turnover of more than R25m per annum and having a management team with well developed technical and business skills.
Small enterprise	Defined in the Small Business Act as an enterprise having less than 50 employees, a turnover of less than R5m per annum having a management team with well developed technical skills but limited business skills.
Micro enterprise	Defined in the Small Business Act as an enterprise having less than five employees, a turnover of less than R150 per annum and a management team having some technical skills and limited business skills.
Survivalist enterprise	Defined in the Small Business Act as an enterprise which involves individual self employment, a turnover of less than R50 per annum with the owner having limited technical and business skills.

1. INTRODUCTION AND BACKGROUND

1.1 PURPOSE OF THE DOCUMENT

Since March 1995, after the publication of the White Paper on the promotion of the SMME sector in South Africa, SMMEs have been targeted for assistance and service delivery by many stakeholders. These include government and non-governmental organisations, donors and assistance projects, and local and international development organisations. While there have been impressive successful initiatives undertaken by several actors in the field of SMME development, these efforts have largely been scattered, uncoordinated, if not conflicting and isolated. This served to minimise the benefits that accrued to the local economy and its SMME sector, allowed for market distortions, created a schism

between these efforts on the one hand and the general economic policy orientation of the government and contributed to the SMMEs' loss of faith in similar development initiatives. One of the main factors contributing to this situation is the absence of a coherent vision and a general policy framework for SMME development in Potchefstroom that is officially adopted by the local government and endorsed by the various actors.

The purpose of this document is to develop a general policy framework that would come to constitute the broad parameters within which policies and initiatives are implemented. In doing the above, and in light of its broad purpose, it should be stressed beforehand that the document attempts neither to address *all issues* associated with SMME development, nor to offer detailed solutions to all the constraints facing *all segments* of the SMME sector. As stated above, in 1995, the DTI issued "A Draft National Policy on the SMME sector development in South Africa". The document constituted the first attempt to develop a national policy framework for SMME development in South Africa. Subsequent to the SMME promotion policy, the National Small Business Act was passed in 1996, and the Integrated Small Enterprise Development Strategy was published in 2003. The Policy, Act and Strategy published by national government up to thus far have managed to achieve the following:

- Place the issue of SMME development on the policy-making agenda.
- Influence the thinking and initiatives undertaken by various governmental and non-governmental actors.
- Inculcate a stronger awareness of and orientation towards sustainability of SMME development efforts.
- Initiate dialogues among policy makers, practitioners and opinion leaders on the issue of SMME development.

However, the fast pace of global economic developments, together with the shift in the government's orientation towards accelerating economic growth, improving the trade balance and enhancing South Africa's competitiveness combined to create a need for a new approach for SMME development both at a local and national level. The purpose of the proposed policy framework is to establish an overarching frame of reference to guide all services, programmes, incentives and policy initiatives addressing SMMEs, and situate them within the larger context of ASGISA, the provincial and district GDS, towards enhancing competitiveness of the SMME.

Accordingly, the proposed policy framework is -

- consistent with both the national economic development policy and the local economic development policy orientation, and
- responds to the challenges and opportunities created by global and local economic developments.

This document is divided into six sections. Section 1 addresses the purpose of the document, identifies the theme and vision proposed by ED, and places them against global and local developments, as well as their repercussions on the nature of competitiveness and SMME sector competitiveness in both the global economy and local economy. In Section 2, the fact analysis is performed highlighting the key constraints and opportunities from the external environment. Section 3 is an analysis of the profile of the SMME sector highlighting the characteristics of the different segments of the sector. Section 3 highlights the key challenges and constraints hindering the competitiveness of the SMME sector. Section 4 is an analysis of the financial and non-financial SMME support programmes available in the market. The analysis is done with a view of identifying key potential partners amongst the existing SMME support institutions. Section 5 is the proposed policy interventions in terms of growing and diversifying the SMME sector in Potchefstroom, enhancing the competitiveness of the SMME sector, the alignment and coordination of the SMME programmes and providing information on the SMME sector. Section 6 is a discussion of the proposed areas to focus on and lastly Section 7 is a discussion of the proposed implementation guidelines.

1.2 VISION, GOALS, MISSION AND VALUES FOR THE SMME SECTOR

The local economy and the SMME sector are not operating in a vacuum, and just like the national policies and efforts start from global economic realities, SMME development efforts should be placed in the larger context of economic developments on both the local and international levels. Choosing competitiveness as the focus and theme of the proposed policy framework, ED endorses the vision of a competitive SMME sector that can withstand competition locally and internationally. With the realisation of this aim, the SMME sector would free itself from the narrow confines of the local market and be able

to continue to deliver its socio-economic and developmental benefits in the years to come given the progressively intensifying global competition. It is through the lens of the above theme and vision that the analysis and proposals in this document are made. The choice of the theme and proposed vision is largely a product of the local and global economic contexts, as discussed in the Fact Base Analysis.

Element	Details
Vision	We envision a competitive, transformed and diversified SMME sector contributing positively to economic growth, job creation, poverty reduction and improvement of the living standards of the local community, by 2014 and beyond.
Mission	To contribute towards the creation of a friendly environment which will encourage entrepreneurship, creativity and the promotion of SMMEs.
Values and principles	We will promote creativity, innovation, productivity, efficiency, cooperative concept and sharing amongst the SMMEs and support institutions.
Strategic objectives	
Short term	Skills enhancement and creation of awareness.
Medium term	Enhance the competitiveness of the SMME sector.
Long term	Diversification of the SMME sector and contribution to economic growth, employment and poverty reduction.

2. FACT BASE ANALYSIS

2.1 EXTERNAL ENVIRONMENT ANALYSIS

The environment within which the SMMEs operate has an influence on their performance hence it is necessary to conduct an analysis of the external environment in order to identify the opportunities and threats which may have a positive or negative influence of the SMME sector.

2.1.1 Political environment analysis

Policy, Act, Strategy, Programme	Implications for the SMME sector
ASGISA	ASGISA is the main economic strategy for the Government aimed at accelerating economic growth, job creation and poverty reduction. The strategy has identified a number of constraints which need to be removed in order to attain the strategic objectives. The SMME sector has been identified as one of the key sectors to promote and attain the strategic objectives of ASGISA. Key sectors to focus on have been identified both at national and provincial level, the task at the local level will be to align the projects and interventions to priority sectors in the local economy.
Industrial Policy	The Industrial Policy of South Africa is aimed at enhancing the competitiveness of the industrial sector of the economy. This includes enhancing the performance of the manufacturing sector through supply side support such as investment in infrastructure, research and development, human capital development, technology management and development and encouraging clustering and sector specific support. Different interventions have been identified for different sectors under the Industrial Policy including natural resource based sectors, medium technology sectors, advanced manufacturing sectors, labour intensive sectors and tradable services. The SMME sector should also benefit from the restructuring taking place in terms of the manufacturing sector through contracts to supply raw materials or labour to large businesses. The manufacturing sector has also shed jobs because of the

	restructuring taking place and these retrenched employees can be absorbed by the SMME sector. The retrenched employees from the manufacturing sector have a better chance of surviving as small businesses because of the technical knowledge and experience.
Trade Policy	South Africa's Trade Policy has changed since joining the global economy. South Africa has been accepted as a member of the WTO and this has implications for the performance of the economy and the SMME sector in particular. Under the WTO agreement South Africa has committed to the removal of trade tariffs on a number of products and services. This has opened up the economy to competition from outside the country. The implication is that local companies have to become competitive in order to survive in the open economy. SMMEs are also subjected to competition from outside and they have to compete for a share of the market. South Africa has also entered into a number of bilateral and multilateral agreements which have created an opportunity for local companies to export to the trading partners of South Africa. This is an opportunity for the diversification and growth of the SMME sector especially given the small size of the local market and the depressed local demand as a result of the current high rate of inflation.
SMME Promotion Strategy	The Small Business Act identified a number of key challenges facing SMMEs and has recommended a number of interventions which are part of the National SMME Promotion Strategy. SEDA has been set up as an institution to execute a number of programmes aimed at promoting the SMME sector. This creates an opportunity for a partnership between ED and SEDA in order to develop and promote the SMME sector in Potchefstroom.
Fiscal Policy	The current infrastructure expenditure programme of the Government is intended to expand production capacity of the economy. A number of infrastructure projects are currently underway in the different cities and locations. The city of Potchefstroom has benefited from the infrastructure projects and a number of other projects have been approved for the future. SMMEs such as plumbers, carpenters, builders, brick manufacturers, transporters, electricians and painters stand to benefit from these infrastructure projects through subcontracts. On the other hand Government has also increased expenditure on social grants and this will contribute to the increase in disposable income of the members of the public and make it possible to afford basic products and services. SMMEs in the wholesale and retail sector will benefit from the increase in demand for basic commodities as a result of the social grants.
Monetary Policy	Part of the current monetary policy of the Government is aimed at cutting down on consumer expenditure, reducing inflation through raising interest rates. This has resulted in a negative effect on consumer demand and will also affect the performance of a number of SMMEs. The high interest rates will make the cost of capital excessive and exclude a lot of SMMEs from access to finance. The trade deficit has increased to 9% of the GDP as a result of the increase in imports related to infrastructure projects as a result the government will support exports as a way to minimise the current account deficit. This will present an opportunity for the diversification of the SMME sector through export promotion in South Africa as a whole and Potchefstroom included.
ED	ED offers local government, the private sector, NGOs and the local community the opportunity to work together to improve the local community. ED aims to enhance competitiveness and encourage sustainable growth that is inclusive. In line with the concept of a developmental government, the ED should enter into partnerships with other stakeholders in promoting the SMME sector instead of driving the SMME programmes individually.
MTEF	The Government's MTEF stipulates the economic outlook and provides information on the key focus areas in terms of Government programmes. Skills training, export promotion and job creation have been stated as priority areas of expenditure and SMMEs stand to benefit from Government's planned

	expenditure.
MFMA	The MFMA makes it a requirement for municipalities to implement a Supply Chain Management System. The Supply Chain Management System can be used to obtain data on the SMMEs providing goods and services to the municipality as well as collect shed light on the status of the implementation of the affirmative procurement policy.
MSA	The Municipal Systems Act stipulates the mandate of municipalities in terms of the promotion of economic development. The Act also provides guidelines in terms of the roles and responsibilities of municipal officials and politicians. The Act will be utilised as a guideline in terms of forming partnerships and strategic alliances with other key stakeholders concerning programmes to promote the SMME sector.
NIPF	The National Industrial Policy Framework has identified priorities and interventions in terms of enhancing the performance of the industrial sector. The framework encourages the establishment of industry clusters as a way of gaining economies of scale as well as balancing the spread of investment in productive capacity. The Industrial Park planned for Potchefstroom should be used as a spring board for the development of vibrant and diversified SMME sector in Potchefstroom.
SDF	The Spatial Development Framework for Potchefstroom has identified a number of areas earmarked for commercial and economic activity therefore SMMEs should be afforded opportunities to take part or play a role in the economic opportunities resulting from the planning as well as implementation of the new developments in Potchefstroom.
GDS	The Provincial Growth and Development Strategy as well as the District Growth and Development Strategy have identified the key sectors in order to accelerate economic growth, concentrate on job creation and poverty reduction. The key growth sectors for Potchefstroom include manufacturing, tourism, agricultural processing and services sector. The economy of Potchefstroom is mostly dependent on the North West University and therefore the University can be used as a resource to promote and develop the SMME sector. The GDS has also identified priority skills which will be needed to drive economic growth including entrepreneurship, technical and management skills. The ED can work in collaboration with the University and other players in the market to assist SMMEs acquire skills relevant to the current situation.
SETA	The SETAs have a number of programmes and interventions aimed at improving the skills of the companies in the various sectors. The ED Unit can work in collaboration with the SETAs well as officials at the Department of Labour to ensure that the local SMMEs are empowered with the relevant skills and competencies to make the SMME sector vibrant and competitive.
SEDA	SEDA has a number of interventions intended to provide non-financial support to SMMEs including business plan support, mentorship support and training for groups of entrepreneurs. SEDA also has programmes to assist SMMEs with marketing and installing management systems. ED should enter into an agreement with SEDA in order for more SMMEs from Potchefstroom to get access and support from SEDA.
NDPG	The primary focus of NDPG is to stimulate and accelerate investment in poor, underserved residential neighbourhoods by providing technical assistance and capital financing for municipal projects that have either a distinct private sector element or an intention to achieve this. Typical projects under the programme involve the construction and upgrading of community facilities which could be utilised as opportunities to promote and develop the SMME sector locally. SMMEs could be subcontracted to participate in major construction projects in the community.

EPWP	The Expanded Public Works Programme involves labour intensive community infrastructure projects. SMMEs in the construction and manufacturing industry will benefit from the infrastructure projects under this programme. In order for SMMEs to benefit from the EPWP, preference should be given to companies which support SMMEs when it comes to awarding tenders for infrastructure projects in the communities.
UYF	UYF like SEDA has a number of programmes aimed at the development and promotion of SMMEs mostly involving youth and women. Support programmes from UYF include business plan support, mentorship, management systems installation, marketing support, and design of policies and procedures. A partnership between ED and UYF is already in place in Potchefstroom. Perhaps more efforts should be focused on supporting more local service providers based in Potchefstroom to be accredited by UYF.
SAMAF	SAMAF has been set up to address the needs of micro businesses requiring lesser amounts of capital than offered by the commercial banks and development finance institutions. The programmes offered by SAMAF will assist SMMEs at the lower end of the sector who do not have sufficient collateral and are considered as a high risk proposition by the commercial banks. A large portion of SMMEs in Potchefstroom falls within the category of survivalists, micro and very small businesses.

2.1.2 Economic environment

2.1.2.1 Macro economic analysis

Economic indicator	Future performance	Implication for SMME sector
Slowdown in GDP and GGP	The economy is projected to slow down over the next three years but the slowdown will be moderate because of the government infrastructure expansion programme.	SMMEs in the retail and manufacturing sectors will experience a slow down, but SMMEs in construction will still enjoy growth. SMMEs in the tourism subsector will still experience growth.
High inflation rate	The high rate of inflation will have a negative impact on retail trade and manufacturing.	Most of the SMMEs are in the retail sector therefore they will be affected negatively by the high rate of inflation.
High interest rates and costs of inputs	The high rate of interest will make the cost of money high and exclude most of the SMMEs from access to funding. The cost of acquiring assets will be high in an environment of high interest rates therefore there will be few start-ups in the manufacturing sector.	A lot of SMMEs will be forced into the retail sector which requires less capital to start and most of the existing SMMEs will experience pressure in terms of working capital as a result of high costs of inputs.
Increase in exports	The government will support increasing exports as a way of minimising the adverse effect of imports on the current account.	SMMEs will benefit from government's increased support for exports in the coming few years.
Increase in imports	Imports have increased more than exports because of the need for capital equipment utilised in the capacity expansion programmes.	SMMEs can also benefit by importing cheap technology to enhance their performance.
Worsening current account balance	The current account deficit has worsened over the past few years as a result of increased imports of	The SMMEs in Potchefstroom can be diversified and developed through export promotion.

	capital equipment and imports of petroleum products, forcing the government to promote exports to counter the deficit on the current account.	
High commodity prices	High commodity prices on the world market have resulted in the good performance of platinum, coal and copper exports. This has resulted in budget surpluses in the past few years. The budget surplus has enabled government to spend more on social and infrastructure programmes.	SMMEs in retail and manufacturing will benefit from increased disposable income as a result of social grants. SMMEs in the construction sector will benefit from increased infrastructure projects in the communities.
Increase in fixed investments	The rate of fixed investments in the economy has increased over the past five years recording close to 20% of GDP. The trend is expected to peak in 2010 slow down thereafter.	SMMEs in construction and manufacturing will benefit from the fixed investment programmes in the various sectors. The telecommunications and transport sector is undergoing restructuring which will create opportunities for SMMEs.
Capacity constraints	Capacity constraints have been experienced in terms of electricity supply as well as production capacity.	SMMEs in construction and manufacturing will benefit from the capacity expansion programmes.

2.1.2.2 Economic sector performance

Economic sector / Subsector	Performance	Implications for the SMME sector
Agriculture	The contribution of the agriculture sector to the local economy has declined and this has resulted in a number of unskilled workers being released from the agriculture sector into the SMME sector.	The retrenched workers from the agriculture sector are potential candidates for the growth and development of small scale farming. The slowdown in traditional agriculture activities has created an opportunity for the promotion and development of agricultural processes.
Mining	No mining takes place in Potchefstroom, but the mining charter presents a lot of opportunities for procurement of products and services from SMMEs.	Currently only large and medium businesses in Potchefstroom have contracts with the neighbouring mines. Small business should be exposed to the opportunities in the mines through information sessions and workshops.
Manufacturing	Manufacturing industry in Potchefstroom is contributing the highest to economy of the district, but there are very few SMMEs participating in the sector. The mines are the major customers for the manufactured goods in Potchefstroom. Potchefstroom has a small market size to promote manufacturing for local consumption. Load shedding will	SMMEs should be supported to venture in manufacturing making use of the support programmes recommended in the Integrated Manufacturing Strategy and the Regional Industrial Framework. The strategy recommends clustering small businesses together in order to gain scale economies. ED can enter into partnership to establish small scale manufacturing clusters in the industrial

	have a negative impact of the performance of the manufacturing sector in future.	area or closer to the township.
Construction	The construction subsector has been one of the fastest growing sectors in Potchefstroom because of the construction of the shopping centre and residential flats within and around Potchefstroom.	The boom in the construction sector in Potchefstroom supported a lot of SMMEs but still the industry is dominated by very few big players on the top with a lot of small players at the bottom. SMMEs in the sector should be encouraged to form cooperatives in order to gain from scale economies.
Retail and trade	The retail sector experienced high growth as a result of the increase in consumer demand over the past few five years, however, the increase in interest rates will have a negative impact of consumer demand and this will influence the retail sector negatively. The high food prices and fuel prices will influence demand negatively in the retail sector.	Retailers belonging to buying clubs perform much better than independent retailers therefore ED should work hand in hand with major wholesalers and distributors to encourage SMMEs to join the buying clubs.
Finance and business services	The finance and business services sector experienced tremendous growth in the past three years as a result of low interest rates and the high demand for credit. However, the current high rate of interest will have a negative effect on the finance sector. The growth in the finance sector and the need to become more efficient has resulted in the increase in the demand for business process outsourcing.	The opportunities available to SMMEs as a result of the changes in the finance sector include business process outsourcing and preferential procurement from SMMEs as a result of the Financial Services Charter.
Telecommunications and transport	The telecommunications sector and transport sector has experienced high growth as a result of the new information communication technology and the infrastructure projects taking place.	Very few SMMEs from the disadvantaged communities are taking part in the telecommunications industry other than at the level of community telephony. A large number of SMMEs have been awarded transport contracts in the past few years. The high cost of diesel and fuel implies that most of the SMMEs in the transport sector will struggle to operate profitably.
Electricity and gas	This sector has been growing as a result of government programmes to remove backlogs in the provision of basic services.	Opportunities for SMMEs in the sector include maintenance contracts and reselling electricity units as vendors.
Government and community services	This is the largest economic sector in Potchefstroom and contributes more than 43% of the GGP.	Government departments procure huge volume of products and services from SMMEs through tendering therefore SMMEs should be assisted in understanding the tender procedures and completion of the tender documents in order to benefit from this opportunity.

2.1.3 Social environment analysis

Indicator	Analysis	Implication for SMME sector
Population size and growth	The population of Potchefstroom has grown in size as evidenced by the expansion of the informal sector. The population of the city is approximately more than 200 000 making the city the second most populous in the district after Matlosana.	A growing population will need services such as supermarkets, transport and bottle stores. The growth in the population has resulted in the expansion of the informal sector especially in the informal settlements. The lack of employment opportunities implies that most of the residents generate income from informal trading.
Population profile	More than half of the population of Potchefstroom is composed of youth.	This has an implication in terms of the availability of entertainment facilities, sports and recreation facilities which are most frequented by the youth. SMMEs providing catering and events management services have a potential to grow in Potchefstroom.
Unemployment	The rate of unemployment in Potchefstroom still remains a big challenge to the community, irrespective of the fact that a number of new jobs were created over the past three years as a result of the high growth rates recorded by most of the sectors except in the agriculture sector. The rate of unemployment is high amongst the low to semi-skilled members of the population with the result that a number of the unemployed have been forced into the informal sector.	The high rate of unemployment has a negative impact on the performance of the SMME sector as members of the community have little disposable income. On the other hand a lot of people who have been forced to start businesses in the informal sector are not necessarily entrepreneurs therefore proper selection procedures for participants in programmes to promote entrepreneurship should be observed.
Poverty	In general the rate of poverty reduced as a result of the increase in the social grants by government as well as the increase in the jobs created over the past three years. However, poverty still remains a challenge for the government in Potchefstroom.	A number of members of the community have been forced to start small businesses as a way of escaping the poverty trap and these mostly operate in the informal sector. The low levels of skills and knowledge contributes to trapping members of the community in the cycle of poverty therefore programmes aimed at improving the skills and knowledge of such members of the community should be encouraged. In terms of SMME development and promotion it is necessary to differentiate between necessity driven entrepreneurs and opportunity driven entrepreneurs. Selection criteria should be set to ensure that only the right type of entrepreneurs enrol for SMME support programmes.

HIV and AIDS	The incidence of HIV and AIDS has increased in Potchefstroom and the number of deaths caused as a result of HIV/AIDS has risen.	The rate of HIV and AIDS affects SMMEs in a number of ways including depriving the sector of potential entrepreneurs and potential employees as well as potential customers. The youth and middle age are the ones who are most prone to HIV and AIDS. The youth and the middle age are the ones who are most economically active in Potchefstroom.
Human Development Index	Compared to other cities and towns in the Province, Potchefstroom has one of the highest HDIs. This is because of moderate poverty and high levels of literacy amongst the members of the community.	The high level of the HDI in Potchefstroom implies that Potchefstroom is an affluent city which supports a large number of service related businesses. However, very few SMMEs from the disadvantaged community take part in the lucrative service industry of Potchefstroom. One of the thrusts of the SMME Policy should be to support and encourage SMMEs from disadvantaged communities to enter the services sector.
Educational level	Potchefstroom has a high level of literacy amongst the residents compared to other cities and towns in the Province. This mainly because of the high portion of youth in the population and the existence of the university, colleges and a large number of secondary and primary schools in Potchefstroom.	A high level of literacy amongst the residents of Potchefstroom forms a good basis or foundation for diversifying the SMME sector from a retail base to a knowledge base. High levels of literacy can enable the members of the community to take part in new opportunities presented by the knowledge economy.

2.1.4 Technological environment analysis

Business aspect	Implication for SMME sector
Financial management	Most SMMEs do not employ information communication technology in their business operations and this is one of the major reasons for the high risk associated with SMMEs and the poor performance of most of the SMMEs. SMMEs should be assisted with the installation of accounting systems and the application of financial management principles in their businesses. Rather than attempting to train SMMEs in financial management and accounting, service providers with relevant skills and knowledge should be encouraged to set practices specifically targeting SMMEs in the townships. SMMEs should be encouraged to use simple accounting software in their businesses.
Marketing management	The Internet as a marketing tool can assist SMMEs to reach out to a wider section of the population compared to using the traditional marketing channels. SMMEs can also conduct market research and competitor analysis cheaper through desk top research on the Internet. For SMMEs in the knowledge economy, Internet skills are critical to sustainability of the business.
Operations and production management	Employing technology in the production process enhances the quality of production, the speed of delivery of products and services and enhances the efficiency and reliability of the production process. Most of the SMMEs

	in the disadvantaged communities hardly employ technology in their production processes and operations and this is one the major contributors to poor performance. SMMEs in the services and manufacturing sectors should be exposed to different types of technology which can enhance their performance.
Human resources management	SMMEs can employ technology to monitor and conduct performance assessment of employees in the business. SMMEs can be exposed to a number of systems which can be employed to improve employee morale and productivity.

2.1.5 Regulatory environment analysis

Regulation	Implication for SMME sector
Tax Review and VAT Review	The amendments in terms of streamlining and making the process of submitting tax returns easy for small businesses will contribute positively to the administrative costs of SMMEs. The exemption of business having an annual turnover of less than R1m from Value Added Tax (VAT) will have a positive impact on most of the SMMEs whose turnover is less than R1m. SMMEs should be assisted to implement the new tax regulation in their businesses through collaborations with the Receiver of Revenue.
NCA	The National Credit Act has made accessing of funds by SMMEs even tougher because of the stringent rules and requirements to be satisfied before any credit is extended from the banks to SMMEs.
FICA	The Financial Intelligence Centre Act has placed additional burden on the SMMEs when it comes to conducting business transactions with the bank. The additional costs include stationery costs and time spent at the bank verifying bank transactions. Economic Development should work in collaboration with the local banks to assist SMMEs in terms of complying with FICA regulations.
Labour Relations Act	The need to comply with the requirements of the Labour Relations Acts and the Basic Conditions of Employment has resulted in a large number of SMMEs spending a lot of unproductive time at the CCMA instead of the business issues. SMMEs are a culprit because they do not have sufficient resources to employ competent workers to handle disputes at the workplace. Economic Development can collaborate with the Department of Labour to provide assistance to SMMEs to implement the Labour Relations Act and the Basic Conditions of Employment correctly.
Occupational Health and Safety Act	This mainly poses a challenge to SMMEs involved in manufacturing activities as well as preparing food for sale. SMMEs operating butcheries are also subjected to requirements of this Act. Most of the courses presented to SMMEs ignore the technical aspects. Workshops on technical aspects will enhance the competitiveness of the SMME sector.

3. THE SMME SECTOR PROFILE

3.1 DISTRIBUTION OF SMMEs PER SECTOR

Economic sector	SMME distribution
Agriculture	A number of SMMEs have entered the agriculture sector in form of cooperatives and small scale farmers. The requirement for specialised type of knowledge, land and huge capital investment to enter into the agriculture sector acts as a barrier of entry to many SMMEs and has excluded a lot of SMMEs from the sector as a result.

Mining	Very few SMMEs from Potchefstroom participate in the mining sector because of the huge capital requirements to set up firms supplying products or services to the mining operations. Secondly, the absence of mining activities in Potchefstroom has contributed to small number of SMMEs supplying products or services to mining houses in Potchefstroom. Most of the SMMEs supplying products or services to the mining houses are medium and small businesses, with almost no micro or survivalist businesses.
Manufacturing	Manufacturing unlike retail requires investment in equipment and raw material. Secondly manufacturing also requires some technical knowledge and therefore micro and survivalists businesses are discouraged from taking part in this sector. There are very few SMMEs in this sector therefore the profitability is better and chances of survival are higher than in the retail sector.
Trade and whole-sale	Most of the SMMEs are in the retail sector because of the low barriers of entry. Establishing a business in the retail sector does not require any technical knowledge and requires minimal amounts of cash for stock. The large number of SMMEs in the retail sector has contributed to the low profitability and high risk associated with the SMMEs in the sector.
Finance and business services	The financial and business services sector is dominated by large, medium and small enterprises with very few micro and survivalists enterprises. The sector requires specialised knowledge to operate in therefore there are very few micro businesses and survivalists in the sector. Other than security services, SMMEs from disadvantaged townships play a very little role in the services subsector in Potchefstroom.
Telecommunications and transport	There is a large number of SMMEs in the telecommunications sector as evidenced by the community chart services in the township. The transport industry has traditionally been a popular sector for SMMEs in the township as represented by the large number of taxi operators in the townships. However, there are a few SMMEs from disadvantaged townships operating Internet Cafes, or operating commercial trucking or transport services.
Electricity and gas	SMMEs in this sector mainly provide maintenance services or take part in the retail distribution of electricity coupons to members of the community.
Government and community services	This sector is mostly dominated by Government institutions and community based organisations. However, SMMEs take part in terms of community projects and NGOs.

3.2 CONTRIBUTION TO THE ECONOMY

SMME	Contribution to the economy
Medium enterprises	Medium enterprises contribute the highest to GDP compared to the other players in the SMME sector. Medium enterprises contribute the highest because of the high productivity as a result of huge capital investment in equipment as well as the technical and business skills of the management teams. Most of the medium enterprises are capital intensive and less labour intensive which contribute to the high output from this segment of the SMME sector. Medium enterprises should be a key focus in terms of economic growth efforts.
Small enterprises	Small enterprises contribute the second highest after medium enterprises because they employ some form of technology but not at the same level as the medium enterprises. Small businesses are more labour intensive than capital intensive therefore the output is much less than medium enterprises. Small businesses should be a key focus for job creation. Small enterprises

	are the best candidates for promotion of entrepreneurship because of the size and level of knowledge and skills amongst the management team.
Micro enterprises	Micro enterprises contribute very little to the GDP, because of the low output which results in almost no application of technology in the business processes. However, micro enterprises contribute much more than survivalists to the growth of the economy. Micro enterprises can still be targeted for promotion of employment in the communities.
Survivalists	Survivalists contribute the least to economic growth because of the lack of both technical and business skills on the part of the owners. Survivalists should be targeted for poverty relief rather than job creations.

3.3 SMME CHALLENGES

3.3.1 General

Challenge	Description
Lack of access to market	The dichotomy between the large businesses and SMMEs implies that there is a lack of access to markets by SMMEs. In well developed countries SMMEs are connected to the large businesses through lucrative supply contracts.
Lack of access to technology	SMMEs are unable to employ technology in their business operations because of the high cost related to technology especially in terms of the manufacturing sector. The lack of technical knowledge amongst a large number of SMMEs has contributed to the lack of access to technology.
Unfriendly regulatory environment	Unfriendly legislation such as tax compliance, banking regulations and tender processes and procedures are stumbling blocks to most SMMEs.
Low levels of entrepreneurial skills and creativity	The low levels of entrepreneurial skills and creativity as a result of repressive policies of the past and the lack of a culture of entrepreneurship amongst most South Africans have been highlighted in a number of studies as a major stumbling block in the promotion of the SMME sector.
Lack of access to infrastructure	Lack of access to infrastructure especially for SMMEs attempting to enter the manufacturing sector is a stumbling block to the promotion of the SMME sector.
Lack of access to finance	Most of the SMMEs especially at the micro and survivalist levels have no collateral and therefore find it difficult to get access to funding from commercial banks.
Lack of business and management skills	The poor education system has contributed to the low levels of business and management skills amongst a large number of entrepreneurs from the disadvantaged townships.

3.3.2 Access to finance challenges

Challenge	Description
Perceived high risk of SMMEs	The SMMEs at the lower end of the sector are perceived as high risk propositions by the lenders because of the lack of technical and business skills as well as adequate financial records in most of the enterprises.
Small loan size and cost of delivery	The cost granting a loan of R100 000 is the same as the cost of granting a R1 000 000 million in terms of the paperwork involved and the time it takes to process the loan, therefore banks are inclined to rather offer larger

	amounts than smaller amounts of loans.
Lack of collateral	Most of the SMMEs do not have sufficient security on the basis of assets in the business and are therefore unable to obtain asset based finance from the financial institutions.
Information gap	The lack of management information systems amongst most of the SMMEs has contributed to the information void which is a stumbling block in terms of dealing with the SMME sector. Most of the transactions involving micro enterprises and survivalists are not captured or recorded making it difficult to understand the SMME sector.
Inadequate skills	The lack of technical and management skills amongst most of the SMMEs at the lower end of the sector makes the banks sceptical when dealing with SMMEs.
Insufficient understanding of the SMME landscape of lenders	Lenders do not understand the SMME landscape because of the lack of information on the SMME sector and the conflicting statistics on the SMME sector.

4. EXISTING SMME SUPPORT PROGRAMMES

4.1 FINANCIAL SUPPORT

Programme	Programme details
Khula Credit Guarantee	Khula Credit Guarantee provides surety to the commercial banks for advancing bank facilities to SMMEs with insufficient security. Khula Credit Guarantee provides cover for working capital as well as loan applications involving SMMEs with little collateral. Most medium enterprises have their own security, but Khula Credit Guarantee assists mainly small businesses and micro businesses.
National Empowerment Fund	The National Empowerment Fund was set up to assist SMMEs involved in empowerment transactions including buying stakes in existing companies and starting new ventures. NEF assists entrepreneurs involving transactions resulting in black economic empowerment and job creation. NEF deals mostly with medium and small businesses as opposed to micro and survivalists.
Industrial Development Corporation	The Industrial Development Corporation concentrates on deals larger than the ones handled by NEF and is more focused on specific industrial development deals. IDC mostly supports manufacturing and tourism enterprises. The target for IDC includes medium and large enterprises. IDC also assists SMMEs in financing deals involving franchises.
Venture capital	Venture capital funding is available for SMMEs involving much high risk than the commercial banks are willing to take. Venture capital is mostly targeted at small and medium enterprises, involving management teams having sound technical and business skills.
Equity funds	Equity funds are available to mostly deals involving a higher rate of return than normal commercial bank transactions. The growth potential of the business proposition involving equity finance is mostly higher than the normal commercial bank deals. Small businesses and micro businesses do not have access to this type of funding.
National Development Agency	National Development Agency provides Grant Funding targeted at community project or cooperatives. National Development Agency also supports NGOs in the disadvantaged communities.
Commercial banks	All commercial banks including ABSA, Standard Bank, Nedbank, FNB and Capitec have bank facilities targeted at the different segments of the SMME

	sector. However, most of the commercial banks perceive SMMEs as high risk propositions and only provide risked finance underwritten by Khula Credit Guarantee.
Provincial Government Fund	The North West Provincial Government in conjunction with ABSA set up a fund to assist SMMEs who would not qualify under the normal banking rules, but the fund has not been implemented.
SAMAF	This fund is meant to support micro enterprises requiring minimal finance for aspects of business operations such as working capital.
Micro lenders	A number of micro lenders in the market assist micro enterprises as well as survivalists with business finance as well as personal finance.
Parastatal	Parastatals such as Eskom assist community projects and SMMEs with funding in the form of grants.
Mining houses	Anglogold-Ashanti assists both community projects and SMMEs in obtaining access to finance as a part of the corporate and social responsibility programme.

4.2 NON-FINANCIAL SUPPORT

Programme	Programme details
SEDA District	SEDA has a range of programmes aimed at supporting SMMEs and enhancing the competitiveness of the sector. SEDA works hand in hand with service providers who provide the non-financial services to SMMEs. These services include business plans, due diligence studies, feasibility studies, project plans, marketing plans and installation of management systems. SEDA also assists SMMEs with group training in business management and cooperative governance. SEDA's target market is 80% micro enterprises and 20% small enterprises.
UYF	UYF offers similar products and services to SEDA but the target market is mostly youth and women. UYF also works through accredited service providers such as SEDA. Whereas there are a number of services providers accredited to SEDA in Potchefstroom, there are very few service providers accredited with UYF in Potchefstroom. This has contributed to the small number of SMMEs who have benefited from UYF in Potchefstroom.
SEDA National	SEDA at national level has a number of programmes aimed at enhancing the competitiveness of the SMME sector in the form of mentorship and export awareness workshops. The export awareness course for SMMEs is critical given the importance attached to exporting by government given the worsening deficit on the current account.
SETA	Each SETA has a number of training programmes developed for the various economic sectors. Very few SMMEs in Potchefstroom have benefited from SETA's programmes due to the lack of information and the absence of accredited trainers and facilitators in Potchefstroom. More resources must be made available to create awareness.
Department of Labour	The Department of Labour has conducted a number of skills training workshops in Potchefstroom mostly involving the micro and survivalist enterprises. Collaborations between Economic Development and the Department of Labour should continue in order to assist SMMEs in skills upgrading.

5. RECOMMENDED POLICY INTERVENTIONS

5.1 GROWTH AND DIVERSIFICATION OF THE SECTOR

Proposed interventions	Description
Formation of partnerships and strategic alliances	In line with the guidelines and principles of Economic Development, the municipality will enter into strategic alliances with a number of key stakeholders in the arena of SMME promotion. Potential partners or strategic alliance partners include Anglogold-Ashanti, SEDA, UYF, ABSA, FNB, North West University, Eskom, Standard Bank, Vuselela College, other government institutions and Chambers of Commerce. The partnerships and alliances will be based on clear outputs in terms of promoting the SMME sector in Potchefstroom.
Encouraging the formation of associations	The business associations in the township are not very strong therefore the views and concerns of most of the SMMEs in Potchefstroom do not come to the fore. Economic Development officials will encourage the formation of economic sector, specifically business associations in Potchefstroom.
Formation of cooperatives or buying clubs	Economic Development officials will work hand in hand with major wholesalers in Potchefstroom to encourage SMMEs to join the buying clubs or form cooperatives in order to get better terms from wholesalers and distributors.
Transformation of the SMME sector	There are few SMMEs from disadvantaged townships in the services sector and tourism sector in particular. Deliberate efforts and interventions will be employed by the Economic Development to transform all the sectors in the city which are not represented fairly.
Diversification of the SMME sector	Most of the SMMEs are in the retail sector therefore efforts will be exerted on diversifying the sector into the services sector, agricultural processing, manufacturing and telecommunications sector
Formation of SMME Forum	A forum for the SMME sector involving different representatives from different SMME groupings will be established and the forum will meet on a regular basis to deliberate on issues concerning SMMEs in Potchefstroom

5.2 ENHANCING COMPETITIVENESS OF THE SECTOR

Proposed interventions	Description
Enhancement of entrepreneurial skills and creativity	The culture on entrepreneurship will be encouraged from an early age through the schooling system. Economic Development officials will collaborate with schools in the township to inculcate the entrepreneurial spirit amongst learners. School competitions will be hosted in conjunction with Economic Development to promote the spirit of entrepreneurship amongst the school going population. The North West University will be approached to assist in this programme.
Enhancement of the competitiveness of the SMME sector	The underutilisation of technology by most of the SMMEs has contributed to low output amongst most of the SMMEs. Specific programmes will be designed by Economic Development in conjunction with other stakeholders to ensure SMMEs embrace technology in their operations.
Improving access to finance	SMMEs are perceived as a risk proposition from financial institutions, because of the lack of management skills and collateral, therefore Economic Development will assist SMMEs to minimise the business risk through the facilitation of mentorship support schemes in conjunction with

	SEDA and other institutions such as Thuso Mentorship of Khula Credit Guarantee. In addition, Economic Development will facilitate workshops exposing entrepreneurs to the various products and service offerings of the various financial institutions in the market.
Improving access to markets	Economic Development will support SMMEs to gain access to markets through providing information about market opportunities to SMMEs, supporting SMMEs to attend trade fairs and exhibitions and supporting SMMEs in terms of affirmative procurement.
Skills development	Economic Development will facilitate skills training in conjunction with SETAs, public training institutions as well as Colleges and Universities. Wherever possible the Economic Development will provide co-funding for training workshops for SMMEs.
Create an enabling environment for SMME sector to thrive in Potchefstroom	A review of all the policies and by-laws passed in Potchefstroom will be conducted regularly to ensure that SMMEs conduct their operations in a friendly environment. A number of SMMEs encounter problems pertaining to compliance and regulatory aspects of business. Economic Development will support the SMMEs through the facilitation of workshops on tendering processes and legal aspects of operating a business including Income Tax and Value Added Tax. A few selected business SMMEs will also be assisted with the registration of CC or Cooperatives depending on the merit of the individual case.

5.3 ALIGNMENT OF SUPPORT, INFORMATION AND CAPACITY

Proposed interventions	Description
Creation of database for SMMEs in Potchefstroom	Given the fact that it is difficult to improve what cannot be measured, it is necessary to develop a database for purposes of collecting data on the performance of the SMME sector in Potchefstroom. Economic Development will analyse SMME data on a regular basis and make data available to stakeholders with keen interest in the SMME sector.
Dissemination of information on the SMME sector	A website will be utilised as a vehicle to communicate important information on the status of the SMMEs in Potchefstroom. An annual report on the status of SMMEs in Potchefstroom can also be commissioned to provide information to various stakeholders.
Capacity Building of Economic Development Officers	Economic Development officials are expected to understand a broad range of programmes and services intended to assist towards the promotion of the SMMEs, therefore a series of workshops will be conducted on all the financial and non-financial services available in the market. It is therefore imperative that all Economic Development practitioners receive appropriate training.
Alignment and coordination of SMME programmes in Potchefstroom	In order to ensure that the SMME support programmes are aligned to other programmes the SMME Policy will be reviewed on a regular basis to ensure consistence. The Economic Development office will be responsible for coordinating all SMME programmes in Potchefstroom.

6. FOCUS AREAS

6.1 PRIORITY SECTORS

Economic sector	Subsector focus
Manufacturing	Labour intensive manufacturing activities and export oriented manufacturing.
Construction	Building, plumbing and carpentry.
Agriculture	Agricultural processing and small scale farming.
Wholesale and retail trade	Tourism and restaurants
Finance and business services	Business process outsourcing, security services and consulting services.
Transport and telecom-munications	Travel and tourism, Internet Cafes, ICT.
Government and commu-nity services	Cooperatives.

6.2 SECTOR FOCUS

SMME segment	Economic growth	Job creation	Poverty reduction
Medium enter-prises			
Small enterprises			
Micro enterprises			
Survivalists			

7. IMPLEMENTATION GUIDELINES

7.1 INSTITUTIONAL ARRANGEMENT

Title	Roles and responsibilities
Municipal Manager	The Municipal Manager shall be responsible for all partnership agreements between the municipality and external stakeholders.
Manager Economic Development	The Manager Economic Development shall provide the strategic direction and leadership in terms of the SMME promotion programme.
Enterprise Development Manager	The Enterprise Development Manager shall be responsible and accountable to the Manager Economic Development for the implementation of the SMME Policy.
Researcher Officer	The Researcher Officer shall assist with the compilation of all relevant data and information needed to measure and evaluate the impact of all the programmes on the SMME sector.
Enterprise Development Officer	The Enterprise Development Officer shall serve as the information officer between the members of the community and the Economic Development Unit on all issues pertaining to SMME promotion.

7.2 CORE COMPETENCIES AND SKILLS

Knowledge / Skill required	Details
Economic Development Policy	The Enterprise Development Assistant will need a have a good understanding of the current economic strategy of the nation.
Trade Promotion Policy	A good understanding of the Trade Policy and the different types of trade agreements signed between South Africa and its trading partners will be necessary in order to be aware of the programmes available.
Industrial Promotion Policy	This will be necessary in order to be aware of the types of support programmes available to enhance the competitiveness of the industrial sector especially manufacturing.
SMME Promotion Policy	The Enterprise Development Assistant will need a good understanding of the challenges confronting SMMEs and the programmes available in the market.
Entrepreneurship	The Enterprise Development Assistant must have a good understanding of the process of entrepreneurship and the different types of entrepreneurs.
Communication and presentation skills	The Enterprise Development Assistant must have good communication and presentation skills.

BG MOUMAKWE
ACTING MUNICIPAL MANAGER

Notice 20/2009
 /kl

LOCAL AUTHORITY NOTICE 111**TLOKWE CITY COUNCIL**

Notice is hereby given in terms of Section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that Council adopted the Information and Communications Technology Security By-laws with effect from publication thereof.

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**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SECURITY POLICY:
STANDARDS AND GUIDELINES
FOR ALL USERS OF THE TLOKWE CITY COUNCIL'S COMPUTING AND NETWORKING
FACILITIES**

1. PURPOSE

- 1.1 It is the intent of this policy to establish guidelines for the employees using the Tlokwe City Council's computing facilities, including computer hardware, printers, fax machines, voice-mail, software, e-mail, Internet and Intranet access, collectively called "Information and Communications Technology".
- 1.2 All employees and Councillors share the Information and Communications Technology facilities at the Tlokwe City Council. These facilities are provided to employees and Councillors for the purpose of conducting the Tlokwe City Council's business.
- 1.3 The City Council does permit a limited amount of personal use of these facilities, including computers, printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt the Tlokwe City Council's business and interfere with the work or rights of others. Therefore, all employees and Councillors are expected to exercise responsible and ethical behaviour when using the Tlokwe City Council's Information and Communications Technology facilities. Any action that may expose the Tlokwe City Council to risks of unauthorised access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.
- 1.4 The following topics are covered within this policy and referred policies:
 - (a) General Information Technology Usage Policies.
 - (b) Software Licensing Policy.
 - (c) E-mail Usage Policy.
 - (d) Internet and Intranet Usage Policy.
 - (e) Information Security Policy.
 - (f) Technology Acquisition procedures.

2. POLICY

- 2.1 The use of the Tlokwe City Council's Information and Communications Technology facilities in connection with the Tlokwe City Council's business and limited personal use is a privilege and not a right, extended to various Tlokwe City Council employees and Councillors. Users of the Tlokwe City Council's computing facilities are required to comply with all policies referred to in this document.
- 2.2 Users also agree to comply with applicable national, provincial and local government laws and to refrain from engaging in any activity that would subject the Tlokwe City Council to any liability. The Tlokwe City Council reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable national, provincial and local government laws.
- 2.3 To protect the integrity of the Tlokwe City Council's computing facilities and its users against unauthorised or improper use of those facilities and to investigate possible use of those facilities in violation of the Tlokwe City Council's rules and policies, the Tlokwe City Council reserves the

right without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorised use of any computing facility or which is used in violation of the Tlokwe City Council's rules or policies. The City Council also reserves the right periodically to examine any system and other usage and authorisation history as necessary to protect its computing facilities.

- 2.4 The Tlokwe City Council disclaims any responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause.

3. SCOPE

- 3.1 This policy applies to all Tlokwe City Council employees and Councillors. It is the responsibility of all operating units to ensure that these policies are clearly communicated, understood and followed.
- 3.2 These policies also apply to software contractors and vendors/suppliers providing services to the Tlokwe City Council that bring them into contact with the Tlokwe City Council's Information and Communications Technology infrastructure. The Tlokwe City Council employee who contracts for these services is responsible to provide the contractor/vendor/supplier with a copy of these policies before any access is given.
- 3.3 These policies cover the usage of all of the Tlokwe City Council's Information and Communications Technology and communication resources, including, but not limited to -
- (a) all computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, work stations, PDAs, wireless computing devices, telecommunication equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected;
 - (b) all electronic communications equipment, including telephones, pagers, radio communicators, voice-mail, e-mail, fax machines, PDAs, wired or wireless communication devices and services, Internet and Intranet and other on-line services;
 - (c) all software including purchased or licensed business software applications, the Tlokwe City Council-written applications, employee or vendor/supplier-written applications, computer operating systems, firmware and any other software residing on the Tlokwe City Council-owned equipment;
 - (d) all intellectual property and other data stored on Tlokwe City Council equipment; and
 - (e) all of the above are included whether they are owned or leased by the Tlokwe City Council or are under the Tlokwe City Council's possession, custody or control.
- 3.4 These policies also apply to all users, whether on the Tlokwe City Council property, connected from remote via any network connection or using the Tlokwe City Council's equipment.

4. CONDITIONS OF USE OF COMPUTING AND NETWORKING FACILITIES

- 4.1 It is the policy of the Tlokwe City Council that its computing and networking facilities are intended for use for administration and research in support of the Tlokwe City Council's mandate and mission. Although recognising the increasing importance of these facilities to the activities of staff, the Tlokwe City Council reserves the right to limit, restrict or extend access to them.
- 4.2 All persons using the computing and networking facilities shall be responsible for the appropriate use of the facilities provided as specified by the "Codes of Practice" of this policy and shall observe conditions and times of usage as published by the Administrator of the system.
- 4.3 It is the policy of the Tlokwe City Council that its computing and associated network facilities are not to be used for commercial purposes or non-organisational-related activities without written authorisation from the Tlokwe City Council. In any dispute as to whether work carried out on the computing and networking facilities is internal work, the decision of the Municipal Manager or his/her delegate shall be final.

- 4.4 The user will not record or process information which knowingly infringes any patent or breach any copyright.
- 4.5 The Tlokwe City Council will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all computing personnel to protect the confidentiality of such information and material, but the Tlokwe City Council shall be under no liability in the event of any improper disclosure.
- 4.6 The Tlokwe City Council will endeavour to safeguard the possibility of loss of information within the Tlokwe City Council's computing and networking facilities but will not be liable to the user in the event of any such loss. The user must take all reasonable measures to further safeguard against any loss of information within the Tlokwe City Council's computing and networking facilities.
- 4.7 If a loss of information within the system can be shown to be due to negligence on the part of the computing or network personnel employed by the Tlokwe City Council or to any hardware or software failure which is beyond the user's means to avoid or control, then the Information Technology Services will endeavour to help restore the information.
- 4.8 The use of the computing and networking facilities is permitted by the Tlokwe City Council on the condition that it will not involve the infringement of any patent or the breach of any copyright and the user agrees to indemnify and keep the Tlokwe City Council and every member of its staff indemnified against all actions, claims, demands for infringement of patent and or breach of copyright which may be brought or made against the Tlokwe City Council or any member of its staff arising out of or in connection with the use of the computing and networking facilities.
- 4.9 Users of the computing and networking facilities recognise that when they cease to be formally associated with the Tlokwe City Council (e.g. no longer an employee, Councillor, contractor or temporary staff), their information shall be removed from the Tlokwe City Council's computing and networking facilities without notice. Users must remove their personal information or make arrangements for its retention prior to leaving the Tlokwe City Council.
- 4.10 The Tlokwe City Council reserves the right to limit permanently or restrict any user's usage of the computing and networking facilities - to copy, remove or otherwise alter any information or system that may undermine the authorised use of the computing and networking facilities, and to do so with or without notice to the user in order to protect the integrity of the computing and networking facilities against unauthorised or improper use, and to protect authorised users from the effects of unauthorised or improper usage.
- 4.11 The Tlokwe City Council through authorised individuals reserves the right to periodically check and monitor the computing and networking facilities and reserves any other rights necessary to protect them.
- 4.12 The Tlokwe City Council disclaims responsibility and will not be responsible for loss or disclosure of user information or interference with user information resulting from its efforts to maintain the privacy, security and integrity of the computing and networking facilities and information.
- 4.13 The Tlokwe City Council reserves the right to take emergency action to safeguard the integrity and security of the computing and networking facilities. This includes, but is not limited to the termination of a program, job, or on-line session, or the temporary alteration of user account names and passwords. The taking of emergency action does not waive the rights of the Tlokwe City Council to take additional actions under this policy.
- 4.14 Users of the computing and networking facilities do so subject to applicable legislation and Tlokwe City Council policies. The Tlokwe City Council disclaims any responsibility and/or warranties for information and materials residing on non-organisational computer systems or available over publicly accessible networks, except where such responsibility is formally expressed. Such materials do not necessarily reflect the attitudes, opinions or values of the Tlokwe City Council, its management or staff.

- 4.15 The Manager of the ICT Services may suspend any person from using the computing and networking facilities for a period not exceeding thirty days (and may recommend additional penalties to the Municipal Manager), if after appropriate investigation that person is found to be -
- (a) responsible for willful physical damage to any of the computing and networking facilities;
 - (b) in possession of confidential information obtained improperly;
 - (c) responsible for willful destruction of information;
 - (d) responsible for deliberate interruption of normal services provided by ICT Services;
 - (e) responsible for the infringement of any patent or the breach of any copyright;
 - (f) gaining or attempting to gain unauthorised access to accounts and passwords;
 - (g) gaining or attempting to gain access to restricted areas without the permission of the Management;
 - (h) responsible for inappropriate use of the facilities.
- 4.16 External work or use of the computing and networking facilities shall not be undertaken which would prevent the Tlokwe City Council users from having their usual access to the facilities.
- 4.17 External users of the Tlokwe City Council computing and networking facilities must adhere to policies on access to the Internet which prohibits direct connectivity to the Internet to individuals and organisations outside of the Tlokwe City Council.

5. CODE OF PRACTICE IN THE USE OF COMPUTING AND NETWORKING FACILITIES

5.1 Introduction

Standards for the use of the Tlokwe City Council's computing and networking facilities derive directly from standards of common sense and common decency that apply to the use of any shared resource. The Tlokwe City Council staff depends on a spirit of mutual respect and co-operation to resolve differences and problems that arise from time to time. This code of practice is published in that spirit. Its purpose is to specify user responsibilities and to promote the appropriate use of ICT for the protection of all staff members of the Tlokwe City Council.

5.2 Appropriate and reasonable use

Appropriate and responsible use of the Tlokwe City Council's computing and networking facilities is defined as use that is consistent with research and administrative objectives of the Tlokwe City Council and with the specific objectives of the project or task for which such use was authorised. All uses inconsistent with these objectives are considered to be inappropriate use.

5.3 Responsibilities

Users of the Tlokwe City Council's computing and networking facilities accept the following specific responsibilities:

5.3.1 Security

- (a) To safeguard their data, personal information, passwords authorising codes and confidential data;
- (b) to take full advantage of file security mechanisms built into the computing systems;
- (c) to choose their passwords wisely and to change them periodically;
- (d) to follow the security policies and procedures established to control access to and use of administrative data; and
- (e) to take full responsibility of the computer hardware and all its components as supplied to them by ICT Services.

5.3.2 Confidentiality

- (a) To respect the privacy of other users, for example not to intentionally seek information on, obtain copies of, or modify files, tapes or passwords belonging to other users of the Tlokwe City Council;
- (b) not to represent others, unless authorised to do so explicitly by those users; and

- (c) not to divulge sensitive personal data to which they have access concerning Councillors, management or staff without explicit authorisation to do so.

5.3.3 Respect

- (a) To respect the rights of other users, for example to comply with all the Tlokwe City Council's policies regarding sexual, racial and other forms of harassment;
- (b) to respect the legal protection provided by copyright and licensing of programs and data, for example not to make copies of a licensed computer programme to avoid paying additional license fees or to share with other users;
- (c) to respect the intended usage of resources, for example to use only the account name and password, transactions, data and processes assigned by ICT Services, divisional heads or programme managers for the purposes specified, and not to access or use other account names and passwords, transactions, data or processes unless explicitly authorised to do so by the appropriate authority;
- (d) to respect the intended usage of systems for electronic exchange (such as e-mail, World Wide Web, etc.), for example not to send forged electronic mail, mail that will intimidate or harass other users, chain messages that can interfere with the efficiency of the system or promotional mail for profit-making purposes. Also, not to break into another user's electronic mailbox or read someone else's electronic mail without their permission;
- (e) to respect the integrity of the computing and networking facilities, for example not to intentionally develop or use programmes, transactions, data or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system. Alterations to any system or network software or data component are to be made only under specific instructions from authorised personnel;
- (f) to respect the security structure of the computing and networking facilities, for example not to intentionally develop or use any unauthorised mechanisms to alter or avoid authentication and identification processes put in place by ICT Services for computing, networking and data processing services;
- (g) to adhere to all general Tlokwe City Council policies and procedures including, but not limited to, policies on proper use of information resources and computing and networking facilities, the acquisition, use and disposal of Tlokwe City Council-owned computer equipment, use of telecommunications equipment, legal use of software and administrative data; and
- (h) to report any information concerning instances in which the Tlokwe City Council's ICT Security Policy or any of its standards and codes of practice has been or is being violated. In general, reports about violations should be directed initially to the immediate supervisor or divisional head where the violation has occurred whereupon it will be passed on to the custodian of the system. If it is not clear where to report the problem, it may be sent to the Information Technology Services Help Desk, which will redirect the incident to the appropriate person(s) for action or will handle it directly.

6. CODE OF PRACTICE FOR SPECIFIC ACTIVITIES

The following apply to specific activities:

6.1 Illegal activities

In general, it is inappropriate use to store and/or give access to information on the Tlokwe City Council's computing and networking facilities that could result in legal action against the City Council.

6.2 Objectionable material

The Tlokwe City Council's computing and networking facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material as defined by current censorship laws of the state, namely -

- (a) a film classified RC (refused classification), a computer game classified RC (refused classification), or a refused publication;
- (b) pornography, including but not limited to child and adult pornography;

- (c) an article that promotes crime or violence, or incites or instructs in matters of crime or violence; or
- (d) an article that describes or depicts in a manner that is likely to cause offence to a reasonable adult, e.g. -
 - (i) the use of violence or coercion to compel any person to participate in, or submit to sexual conduct;
 - (ii) sexual conduct with or upon the body of a dead person; or
 - (iii) the use of urine or excrement in association with degrading or dehumanising conduct or sexual conduct.

6.3 Bestiality

6.3.1 Acts of torture or the infliction of extreme violence or extreme cruelty.

6.3.2 Users of the facilities should be aware that there are severe penalties under the censorship laws for such activities, that the police or a person authorised for the purposes of the censorship laws may without a warrant at any reasonable time, enter any place where the operating of a computer service is carried on and inspect any articles and records kept on the premises and may seize any thing that the member reasonably suspects is connected with an offence against the censorship laws that is found on or in the place. In addition, there are penalties for delaying, obstructing or otherwise hindering the police or authorised person in the performance of their functions under the censorship laws and for giving false or misleading statements including statements which are misleading through the omission of information.

6.4 Restricted material

6.4.1 The Tlokwe City Council's computing and networking facilities must not be used to transmit or make available restricted material to a minor, restricted material being defined by the Films and Publications Act as an article that a reasonable adult, by reason of the nature of the article, or the nature or extent of references in the article, to matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena, would regard as unsuitable for a minor to see, read or hear.

6.4.2 Users of the facilities should be aware that there are severe penalties under the Act for such activities, that the police or a person authorised for the purposes of the Act may without a warrant, at any reasonable time, enter any place where the operating of a computer service is carried on and inspect any articles and records kept on the premises and may seize any thing that the member reasonably suspects is connected with an offence against the Act that is found on or in the place. In addition, there are penalties for delaying, obstructing or otherwise hindering the police or authorised person in the performance of their functions under the Act and for giving false or misleading statements including statements which are misleading through the omission of information.

6.5 Restricted software and hardware

6.5.1 Users should not knowingly possess, give to another person, install on any of the computing and networking facilities, or run programmes or other information which could result in the violation of any of the Tlokwe City Council's policies or the violation of any applicable license or contract. This is directed towards, but not limited to software known as viruses, Trojan horses, worms, password breakers and packet observers. Authorisation to possess and use Trojan horses, worms, viruses and password breakers for legitimate research or diagnostic purposes can be obtained from the Manager of the Information Technology Services.

6.5.2 The unauthorised physical connection of monitoring devices to the computing and networking facilities which could result in the violation of the Tlokwe City Council's policy or applicable licenses or contracts is inappropriate use. This includes, but is not limited to the attachment of any electronic device to the computing and networking facilities for the purpose of monitoring data, packets, signals or other information. Authorisation to possess and use such hardware for legitimate diagnostic purposes must be obtained from the Manager of the Information Technology Services Unit.

6.6 Copying and copyrights

- 6.6.1 Users of the computing and networking facilities must abide by the laws that govern copyrights.
- 6.6.2 Respect for intellectual labour and creativity is essential to protect owners of copyright material. This tenet applies to works of all authors and publishers in all media. It includes respect for the right to acknowledgment and right to determine the form, manner and terms of publication and distribution. If copyright exists, as in most situations, it includes the right to determine whether the work may be reproduced at all. Because electronic information is volatile and easily reproduced or altered, respect for the work and personal expression of others is especially critical in computing and networking environments. Viewing, listening to or using another person's information without authorisation is inappropriate use of the facilities. Standards of practice apply even when this information is left unprotected.
- 6.6.3 In particular, users should be aware of and abide by the Tlokwe City Council's Policy on Copying and Using Computer Software. Most software that reside on the computing and networking facilities is owned by the Tlokwe City Council or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on the computing and networking facilities or for distribution outside the Tlokwe City Council, against the resale of data or programs, or the use of them for non-organisational purposes or for financial gain, and against public disclosure of information about programs (eg source code) without the owner's authorisation. The Tlokwe City Council employees, who develop new packages that include components subject to use, copying or redistribution restrictions, have the responsibility to make any such restrictions known to the users of those packages.

6.7 Harassment

- 6.7.1 The Tlokwe City Council's policy prohibits sexual and discriminatory harassment.
- 6.7.2 The Tlokwe City Council's computing and networking facilities are not to be used to libel, slander or harass any other person. The following constitute examples of Computer Harassment:
- (a) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family;
 - (b) intentionally using the computer to contact another person repeatedly with the intent to annoy, harass or bother, whether or not any actual message is communicated and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
 - (c) intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
 - (d) intentionally using the computer to disrupt or damage the research, administrative or related pursuits of another;
 - (e) intentionally using the computer to invade the privacy or otherwise of another or the threatened invasion of the privacy of another; and
 - (f) the display of offensive material in any publicly accessible area is likely to violate the Tlokwe City Council's harassment policy. There are materials available on the Internet and elsewhere that some members of the Tlokwe City Council will find offensive. One example is sexually explicit graphics. The Tlokwe City Council cannot restrict the availability of such material, but it considers its display in a publicly accessible area to be inappropriate. Public display includes, but is not limited to, publicly accessible computer screens and printers.

6.8 Wasting resources

- 6.8.1 It is inappropriate use to deliberately perform any act which will impair the operation of any part of the computing and networking facilities or deny access by legitimate users to any part of

them. This includes, but is not limited to wasting resources, tampering with components or reducing the operational readiness of the facilities.

6.8.2 The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to passing chain letters, willful generation of large volumes of unnecessary printed output or disk space, willful creation of unnecessary multiple jobs or processes, or willful creation of heavy network traffic. In particular, the practice of willfully using the Tlokwe City Council's computing and networking facilities for the establishment of frivolous and unnecessary chains of communication connections is an inappropriate waste of resources.

6.8.3 The sending of random mailings ("junk mail") is discouraged but generally permitted in so far as such activities do not violate the other guidelines set out in this document. It is poor etiquette at best and harassment at worst, to deliberately send unwanted mail messages to strangers. Recipients who find such junk mail objectionable should contact the sender of the mail and request to be removed from the mailing list. If the junk mail continues, the recipient should contact the appropriate local support person.

6.9 Game playing

Limited recreational game playing that is not part of an authorised and assigned research or instructional activity is tolerated (within the parameters of each department's rules). The Tlokwe City Council's computing and networking services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in an organisational computing facility must give up that computing position when others who need to use the facility for *bona fide* activities of the Tlokwe City Council are waiting.

6.10 Commercial use

The Tlokwe City Council's computing and networking facilities are provided by the Tlokwe City Council for the support of its mission. It is inappropriate to use the computing and networking facilities for -

- (a) commercial gain or placing a third party in a position of commercial advantage;
- (b) any non-organisational related activity, including non-organisational related communications; and
- (c) commercial advertising or sponsorship except where such advertising or sponsorship is clearly related to or supports the mission of the Tlokwe City Council or the service being provided.

This paragraph is not intended to restrict free speech or to restrict the Tlokwe City Council from setting up information servers or other services specifically designated for the purpose of fostering an "electronic community" with the wider community the Tlokwe City Council serves. These designated information servers should normally conform to the Tlokwe City Council's ICT Security Policy of which this Code of Practice is a part.

6.11 Use for personal business

6.11.1 The Tlokwe City Council's computing and networking facilities may not be used in connection with compensated outside work, nor for the benefit of organisations not related to the Tlokwe City Council, except in connection with Local Government Service Delivery promotion pursuits, in accordance with the Tlokwe City Council's Consulting Policy or in a purely incidental way. This and any other incidental use (such as electronic communications or storing data on single-user machines), must not interfere with other users' access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive.

6.11.2 To maintain the integrity of the Tlokwe City Council's computing and networking facilities, connections to the Tlokwe City Council's network are made only by specialised personnel under the direction of the Information Technology Services. Users are encouraged to attach appropriate equipment only at existing user-connection points. All requests for additional network connections or for the relocation of a connection should be directed to Information Technology Services.

6.12 Use of desktop systems

Users are responsible for the security and integrity of the Tlokwe City Council's information stored on their personal desktop system. This responsibility includes controlling physical and network access to the machine. Users should avoid storing passwords or other information that can be used to gain access to other organisational computing resources. Users should not store Tlokwe City Council passwords or any other confidential data or information on their laptops or home PCs or associated floppy disks or CDs. All such information should be secured after any dialup connection to the Tlokwe City Council network.

6.13 Use of external services

Networks, telecommunications services, administrative systems and services to which the Tlokwe City Council maintains connections (e.g. Internet), have established acceptable use standards. It is the user's responsibility to adhere to the standards of such networks. The Tlokwe City Council cannot and will not extend any protection to users should they violate the policies of an external network.

6.14 Printouts

Users are responsible for the security and privacy of printouts of Tlokwe City Council information.

7 APPROPRIATE USE OF ELECTRONIC MAIL**7.1 Preamble**

7.1.1 Electronic mail and communication facilities provided by the Tlokwe City Council are intended for research and administrative purposes. Their use is governed by Tlokwe City Council rules and policies, applicable laws and acceptable use policy of the provider.

7.1.2 Electronic mail may be used for personal communications within appropriate limits.

7.2 Scope

These Standards of Use cover all electronic mail systems used by members of the Tlokwe City Council, from the municipality's network or connecting to its network or while acting in an official Tlokwe City Council capacity.

8. APPROPRIATE USE AND RESPONSIBILITY OF USERS

8.1 Electronic mail can be both informal, such as a phone call and yet irrevocable, such as an official memorandum. Because of this, users should explicitly recognise their responsibility for the content, dissemination and management of the messages they send. This responsibility means ensuring that messages -

- (a) do not contain information that is harmful to the Tlokwe City Council or members of the municipality;
- (b) are courteous and polite;
- (c) are consistent with Tlokwe City Council policies;
- (d) protect others' right to privacy and confidentiality;
- (e) do not contain obscene, offensive or slanderous material;
- (f) are not used for purposes that conflict with the Tlokwe City Council's interests;
- (g) contain an accurate, appropriate and informative signature;
- (h) do not unnecessarily or frivolously overload the e-mail system (e.g. spamming and junk mail is not allowed); and
- (i) are not for commercial purposes unless authorised by the Tlokwe City Council.

8.2 Users should cover periods of absence by adopting an appropriate functional account, forward or vacation message strategy.

- 8.3 Electronic mail containing a formal approval, authorisation, delegation or handing over of responsibility must be copied to paper and filed appropriately for purposes of evidence and accountability.

9. DATA BACKUPS

Information Technology Services provide backup of e-mail data areas on centrally administered computers. It is the responsibility of individual users to backup their own data safely.

9.1 Confidentiality and security

- 9.1.1 Electronic mail is inherently NOT SECURE.
- 9.1.2 As the Tlokwe City Council's networks and computers are the property of the Tlokwe City Council, the Tlokwe City Council retains the right to allow authorised municipal personnel to monitor and examine the information stored within.
- 9.1.3 It is recommended that personal confidential material not be stored on or sent through municipal equipment.
- 9.1.4 Users must ensure the integrity of their password and abide by the Tlokwe City Council's policy on password security (see the relevant section on password security).
- 9.1.5 Sensitive confidential material must NOT be sent through the electronic mail system unless it is encrypted.
- 9.1.6 Confidential information must be redirected only where there is a need and with the permission of the originator, where possible.
- 9.1.7 Users must be aware that a message is not deleted from the system until all recipients of the message and of any forwarded or attached copies have deleted their copies.
- 9.1.8 Electronic mail messages can be forged in the same way as faxes and memoranda. If a message is suspect, users must verify its authenticity via telephone or fax.

9.2 Limited warranty

The Tlokwe City Council takes no responsibility and provides no warranty against the non-delivery or loss of any files, messages or data, nor does it accept any liability for consequential loss in the event of improper use or any other circumstances.

9.2.1 Guidelines on passwords and password management

- (a) Passwords should be memorised - never written down.
- (b) Passwords belong to individuals and must never be shared with anyone else.
- (c) Passwords should be changed every forty-five days or immediately if compromised.
- (d) System Administrators should regularly run password-cracking software against their password files to identify weak passwords.
- (e) New or changed passwords must be given in writing only to the identified user - never over the telephone or via email.
- (f) Password security is not just a matter of thinking up a nice word and keeping it to oneself. You must choose a password which will be difficult for someone else to guess or crack.
- (g) We often have a tendency to forget passwords, so we choose something that has particular relevance to ourselves, e.g. the name of a loved one, our favourite car, sport, or ice cream, etc. Anyone knowing a little about us can make a list of these words and easily crack the password. All-digit passwords usually fall into this category - birth dates, phone numbers.

9.2.2 Guidelines for choosing a password

- (a) A password should be at least six characters long.

- (b) NEVER make your password a name or something familiar, like your pet, your children or partner. Favourite authors and foods are also guessable.
- (c) NEVER, under any circumstances, should your password be the same as your username or your real name.
- (d) DON'T use words that can be associated with you.
- (e) Do not have a password consisting of a word from a dictionary. Most basic cracking programs contain over eighty thousand words and plenty of variations.
- (f) Try to have a password with a number or mixed case letters. Simple substitutions like a '1' for an 'i', and '0' for an 'O' are easily guessed. Add a '%' or '\$' to the middle of the password.
- (g) Choose something you can remember, that can be typed quickly and accurately and includes characters other than lowercase letters.

Examples:

- (i) Made-up "words" - chok-bel (can be "pronounced", has a punctuation character)
- (ii) Personal acronyms - ihc.alt (i Hate Coffee, And Love Tea)
- (iii) Invert syllables - sick.sea (instead of 'seasick').

10. INTERNET CONDITIONS, STANDARDS AND GUIDELINES

10.1 Scope

The new resources, new services, and inter-connectivity available via the Internet all introduce new opportunities and risks. In response to the risks, this statement describes the Tlokwe City Council's official policy regarding Internet security. It applies to all Tlokwe City Council employees, contractors and temporaries who use the Internet with municipal computing or networking resources, as well as those who represent themselves as being connected with the municipality.

10.2 Transmission of information

10.2.1 Downloading

All software downloaded from non-municipal sources via the Internet must be screened with virus detection software prior to being invoked. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

10.2.2 Suspect information

All information taken off the Internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the Internet and a considerable amount of its information is outdated or inaccurate.

10.2.3 Contacts

Contacts made over the Internet should not be trusted with the Tlokwe City Council's information unless reasonable steps have been taken to ensure the legitimacy of the contacts. This applies to the release of any internal municipal information.

10.2.4 Information security

Wiretapping and message interception is straightforward and frequently encountered on the Internet. Accordingly, municipal, proprietary or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Credit card numbers, log-in passwords and other parameters that can be used to gain access to municipal systems, networks and services, must not be sent over the Internet in readable form.

10.2.5 Software security

- (a) The Tlokwe City Council computer software, documentation and all other types of internal information must not be sold or otherwise transferred to any non-municipal party for any purposes other than for Tlokwe City Council purposes expressly authorised by the Municipal Manager or Departmental Managers.
- (b) Exchanges of software and/or data between the Tlokwe City Council and any third party may not proceed unless a written agreement has first been signed. Such an agreement must specify the terms of the exchange as well as the ways in which the software and/or data is to be handled and protected. Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.
- (c) The Tlokwe City Council strongly supports strict adherence to software vendors' license agreements. Adherence to these agreements is subject to random audits by these vendors. When the Tlokwe City Council's computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden.

10.2.6 Personnel security

(a) Right to examine

At any time and without prior notice, the Tlokwe City Council's management reserves the right to examine e-mail, personal file directories and other information stored on municipal computers. This examination assures compliance with internal policies, supports the performance of internal investigations and assists with the management of municipal information systems.

(b) Resource usage

The Tlokwe City Council is a learning organisation and therefore encourages staff to explore the Internet, but if this exploration is for personal purposes, it should be done on personal, not municipality time. Likewise, games, news groups and other non-municipal activities must be performed on personal, not working time. Use of the Tlokwe City Council's computing resources for these personal purposes are permissible so long as the incremental cost of the usage is negligible and so long as no municipal activity is pre-empted by personal use.

(c) Public representations

- (i) Staff may indicate their affiliation with the Tlokwe City Council in bulletin board discussions and other offerings on the Internet. This may be done by explicitly adding certain words or it may be implied, for instance via an e-mail address. In either case, whenever staff provides an affiliation, they must also clearly indicate the opinions expressed as their own and not necessarily those of the municipality. All external representations on behalf of the municipality must first be cleared with the Municipal Manager or Departmental Manager. Additionally, to avoid libel problems, whenever any affiliation with the municipality is included with an Internet message or posting, "flaming" or similar written attacks are strictly prohibited.
- (ii) All staff must not publicly disclose internal municipal information via the Internet that may adversely affect the municipality's relations or public image.
- (iii) Care must be taken to properly structure comments and questions posted to mailing lists, public news groups and related public postings on the Internet. If a user is working on a research and/or development project or related municipal matters, all related postings must be cleared with the Municipal Manager or Departmental Manager prior to being placed in a public spot on the Internet.

(d) **Access control**

- (i) All users wishing to establish a connection with municipal computers via the Internet must authenticate themselves at a firewall before gaining access to the internal network.
- (ii) Unless the prior approval of the Head of Information Technology Services has been obtained, staff may not establish modems, wireless network devices, Internet or other external network connections that could allow non-municipal users to gain access to the systems and/or networks and Tlokwe City Council information.
- (iii) Likewise, unless the Head of Information Technology Services has approved in advance, users are prohibited from using new or existing Internet connections to establish new communication channels. These channels include electronic data interchange (EDI) arrangements, electronic malls with on-line shopping and on-line database services.

(e) **Reporting security problems**

- (1) ICT Services must be notified immediately when -
 - (i) sensitive Tlokwe City Council information is lost, disclosed to unauthorised parties or suspected of being lost or disclosed to unauthorised parties;
 - (ii) unauthorised use of municipal information systems has taken place or is suspected of taking place;
 - (iii) passwords or other system access control mechanisms are lost, stolen or disclosed, or are suspected of being lost, stolen or disclosed;
 - (iv) there is any unusual systems behaviour such as missing files, frequent system crashes and misrouted messages; or
 - (v) unauthorised removal, disconnection of any computer equipment has taken place.
- (2) Security problems should not be discussed widely but should instead be shared on a need-to-know basis.
- (3) Users must not attempt to probe computer security mechanisms at municipal offices or other Internet sites. If users probe security mechanisms, alarms will be triggered and Council resources will needlessly be spent tracking the activity.
- (4) Unless prior written authority has been obtained from the Manager of ICT Services, files containing hacking tools or other suspicious material may be taken as *prima facie* evidence of unauthorised hacking activity and may expose the user to disciplinary procedures.

(f) **Penalties**

Violations of these computer security policies can lead to withdrawal and/or suspension of system and network privileges and/or disciplinary action.

11. GENERAL INFORMATION AND COMMUNICATIONS TECHNOLOGY USAGE POLICIES

- 11.1 Information and computer systems are important municipality assets. Without reliable information and computer systems, the competitive edge of the institution would be compromised. For this reason, computer based information must be protected. The policies summarised below are for the protection of the organisation's assets and so relate to all computer equipment and to all divisions of the Tlokwe City Council. It is the responsibility of each employee to ensure that they are adhered to and to report all violations of this policy to the Internal Audit or Information Technology Division.
- 11.2 All the rights to the software purchased or developed by the Tlokwe City Council or any of its staff or agents, are the property of the municipality. No software may be sold or traded without explicit Management or Mayoral Committee approval.

- 11.3 No software, its documentation or any related material may be copied, distributed, loaned or loaded onto the municipality computers unless by the Information Technology Division.
- 11.4 No personal software, including but not limited to games, screen savers and shareware or any software not purchased by the municipality, may be loaded onto the Tlokwe City Council computers, unless by consent of the IT Division. Temporary demonstration and free licenses are subject to the constraints of Policy 2.
- 11.5 No computer equipment may be moved or disconnected unless under the direct supervision of the ICT Division.
- 11.6 All software licenses must be lodged with the ICT Division.
- 11.7 The selection and management (copying and distribution) of software are the function of the ICT Division of the municipality. Software selection is to be based on user requirements and selection is to be performed by the ICT Division in collaboration with the users.
- 11.8 Standard software and hardware will be used in the organisation. Any non-standard software and hardware are to be tested and approved by the ICT Division before it may be used within the municipality.
- 11.9 All new ICT related projects must be brought to the attention of the ICT Division.
- 11.10 All computer-related projects must use approved project management and development tools and techniques.
- 11.11 Any changes to computer hardware or software must pass through a formal change control procedure.
- 11.12 Identification numbers and passwords must be considered secret information and may not be divulged to another person.
- 11.13 Interaction with the suppliers of computer-related equipment and software will be done in collaboration with the ICT Division and procurement must be done via ICT Division's Help Desk.
- 11.14 The purchase of computer equipment and software must be according to standards defined by the ICT Division.
- 11.15 Computer equipment and software are for business use only. No computer equipment or software may therefore be used at home or any other place outside of the municipality premises without prior approval of the Unit Manager.
- 11.16 No unauthorised modems may be used for Internet or any other system access. These devices increase the threat of viruses and unauthorised access to municipal systems.

12. CENTRAL TECHNOLOGY ACQUISITION PROCEDURE

12.1 Synopsis

This procedure outlines how new ICT equipment is centrally requested from the ICT Division and the adherence to the Supply Chain Management Policy.

12.2 Acquisition of IT related goods or services

- (a) The Municipal Manager may request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of ICT related goods or services through a competitive bidding process, should it be required.
- (b) If the transaction value of ICT related goods or services exceeds R50 million in any financial year, the Accounting Officer must notify SITA together with a motivation of the ICT needs of the municipality. If SITA comments on the submission and the municipality disagrees with such comments, the comments must be made public in

terms of Section 21A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

12.3 Objectives of the scheme

- 12.3.1 This policy is necessary to streamline computer-related purchases.
- 12.3.2 The adherence to the relevant ICT standards.
- 12.3.3 The legal status of purchases.
- 12.3.4 The cost feasibility.
- 12.3.5 The policy supports the existing policies and procedures of procurement currently in existence in the Tlokwe City Council. Thus the requisition process, budget control, asset register maintenance and ordering mechanisms stipulated by the Department Finance are still enforced.
- 12.3.6 To reduce the time that ICT Division spends on hardware support and repair, where possible new ICT equipment will be supplied with a three-year, next-business-day support package from the manufacturer.
- 12.3.7 To cut cost through standardisation and consolidation.

12.4 Considerations

- 12.4.1 This policy is applicable to the purchase of all ICT related equipment and software in the Tlokwe City Council. These resources are by definition the property of the Municipality.
- 12.4.2 The definition of ICT related equipment includes *inter alia*, but is not limited to the following: Personal computers (PCs), computer servers, laptops/notebooks, personal data assistants (PDAs), PC peripherals like PC monitors, scanners, network and other PC cards, CD-Rom drives, CD writers, tape drives and DVD writers, CPU, RAM and hard drive enhancements, copiers, faxes, printers, data projectors, computer network equipment or appliances like routers, firewalls and switches.
- 12.4.3 The respective Departmental Managers will communicate all planned replacements and new acquisitions during the annual budget cycle to the ICT Division.
- 12.4.4 All requests for equipment that is not budgeted must be authorised by the Senior Management Meeting and the Mayoral Committee.

12.5 Prerequisites

To qualify for a new computer, the following criteria must be satisfied:

- (a) Either the new equipment is required as a replacement for existing equipment, which the ICT Division has identified as being outdated and therefore cannot perform the current duties due to failure or application load; or
- (b) the equipment is for a new employee or new position for which no existing and suitable ICT equipment is available.

12.6 Specifications

Note that, to minimise configuration and support issues, variations on machine types and specifications will be kept to a minimum. Special requests for equipment will only be considered when properly motivated and approved, and budget is available.

12.6.1 Delivery and deployment

On delivery of equipment, the ICT Division will check the equipment against the original requirements and the delivery note to ensure that the equipment has been delivered as requested. The equipment will then be configured and commissioned.

12.6.2 Reallocation and relocation of equipment

It is essential that all computer equipment within the Tlokwe City Council is utilised efficiently. To this end, the following guidelines are to be enforced:

- (i) No equipment may be reallocated without the authority of the ICT Division.
- (ii) Computer equipment is allocated to the user and as such, the computer should where practical, move with the individual if he or she should take up a new role within the Council.
- (iii) If a user has left the Council and no replacement is imminent, that user's PC equipment will be returned to a centralised pool for reallocation.
- (iv) No equipment may be physically moved by anyone other than the ICT Division.
- (v) In the event that an early replacement of equipment is required or the equipment cannot perform its current duties due to failure or application load, technical assessment of the equipment will be performed by the ICT Division to verify the condition of the equipment. The ICT Division will attempt to reallocate the original equipment.

12.6.3 Modifications and care of equipment

- (a) Under no circumstances whatsoever is any individual permitted to modify or upgrade the software or hardware by him or herself. All such requests must be routed through to the ICT Division.
- (b) All individuals are expected to exercise proper care of the equipment. Any costs incurred with repairing or replacing any damage to the equipment due to negligence will be charged to the responsible user's department.

12.6.4 Procedure for the purchase of software

- (a) All non-standard software requirements (except ICT Division related issues) must be motivated. The requirement must be communicated to the ICT Division who will evaluate the appropriateness and compatibility with existing systems installed.
- (b) Once both the ICT Division and the requestor have agreed to the software, a pilot would be run to confirm the application integration into the Tlokwe City Council's existing systems and infrastructure.
- (c) If quotes have been obtained, the ICT Division will counter-approve the preferred quotation. The ICT Division will take delivery of the software in the ICT Division, since it is their responsibility to ensure that the license fees are always current and appropriate payments made.
- (d) Installation and support will generally be the responsibility of the ICT Division, however depending on the type of software and skills required, the vendor may be engaged to provide the necessary support.

12.6.5 Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Tlokwe City Council's Electronic Policy.

Complete the following steps:

- (i) Read the Software/Hardware Policy.
- (ii) Sign and date this form in the spaces provided below.
- (iii) Return this page only to the Information Technology Department.

By signing below, I agree to the following terms:

- (a) I have received and read a copy of the Software/Hardware Policy and understand and agree to the same.
- (b) I understand and agree that any software and hardware devices provided to me by the Tlokwe City Council remain the property of the Tlokwe City Council.
- (c) I understand and agree that I am not to modify, alter, or upgrade any software programmes or hardware devices provided to me by the organisation without the permission of the Information Technology Department.

- (d) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.
- (e) I understand and agree that if I leave the Tlokwe City Council for any reason, I shall immediately return to the Tlokwe City Council the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Tlokwe City Council that is either in my possession or otherwise directly or indirectly under my control.
- (f) I understand and agree I must make reasonable efforts to protect all the Tlokwe City Council-provided software and hardware devices from theft and physical damage.

Councillor / Employee Signature

Councillor / Employee Name

Councillor / Employee Title

Date

BG MOUMAKWE
ACTING MUNICIPAL MANAGER

Notice 21/2009
/kl
