

NDLAMBE MUNICIPALITY



AGENDA

SPECIAL OPEN NDLAMBE COUNCIL MEETING

DATE: MONDAY, 31 MARCH 2025

TIME: 14H00

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

**AGENDA OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON,
MONDAY, 31 MARCH 2025 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

NOTICE is hereby given that a SPECIAL OPEN NDLAMBE COUNCIL MEETING will be held on MONDAY, 31 MARCH 2025 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

PORT ALFRED
28 March 2025


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

TO: Councillor: A Marasi (In the Chair)

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

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

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

SNCA001/03/2025
OPENING

SNCA002/03/2025
APPLICATION FOR LEAVE OF ABSENCE
3/2/4

SNCA003/03/2025
OFFICIAL ANNOUNCEMENTS BY THE SPEAKER
3/2/1

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MONDAY, 31 MARCH 2025 AT 14H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

**SNCA004/03/2025
COMMUNICATION BY THE MAYOR**

3/2/1

**SNCA005/03/2025
DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

Attached as Annexure SC.01

**SNCA006/03/2025
DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

Attached as Annexure SC.02

**SNCA007/03/2025
REPORT DATED 27 MARCH 2025 FROM THE MAYOR TO COUNCIL: DRAFT TABLED
BUDGET - 2025/2026**

PURPOSE

For Council to consider the 2025/2026 Medium Term Revenue and Expenditure Framework (MTREF) for Council approval.

BACKGROUND

In terms of the Municipal Finance Management Act. No. 56 of 2003, a tabled budget is to be approved by Council by at least 90 days before the start of a financial year and the annual budget must be in a format as outlined in Schedule A of budget regulations in the Government Gazette No 32141 17 April 2009 issued by the Minister.

DISCUSSION

It must be stressed that the draft operating budget is based on the following important factors.

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Tariff increases as outlined in the recommendations.

Depreciation is calculated based on the rates outlined in the asset management policy. The municipality has no intention of changing these estimates; therefore, the cost model will remain consistent throughout the entire MTREF period. At the start of each financial year, it is standard practice for the municipality to review and revise the useful lives of assets.

Bulk electricity Purchase: A 10% increase in bulk electricity costs is anticipated, primarily due to a reduction in load-shedding. Over the next two years, the cost of bulk electricity purchases is projected to rise by 5% annually. This is likely based on factors such as inflation, operational costs, and potential tariff adjustments.

Bulk water purchases The costs for bulk water purchases are determined by the contract value with the current suppliers. To account for inflation CPI is applied annually to adjust the contract price. A CPI is applied annually for the two outer years.

Employee related costs: Salaries are projected to increase by 4.4%, equivalent to the CPI, from February 1, 2024, to January 2025, with an additional 0.75%. For the outer years, salaries will increase by CPI plus 0.75%, as per the collective agreement. Additionally, a 1% increase is projected for notching. The travel allowance is set at 25% in accordance with the approved travel allowance policy. The telephone allowance will be R500 per month for Task Grade 15 and above, and R200 per month for Task Grades 14 to 12.

Impairment Loss on Fixed Assets: The impairment loss on fixed assets is expected to decline in the 2026 MTREF period compared to previous years, due to additional security enforcement and maintenance routines to address wear and tear.

Long Service Expense: The long service expense is based on the actuarial valuation for the 2023/24 financial year, which has been projected.

Budgeted Expenditure and VAT: The budgeted expenditure excludes Value Added Tax (VAT) throughout the MTREF, except for exempt and zero-rated items. Supplies of goods and services are charged at a standard VAT rate of 15%, excluding zero-rated and exempted supplies, as referenced in VAT Guide 419 and other relevant legislation.

The impairment loss for debtors budget provision for the 2025/26 budget includes historical debt considering 2023/24 annual financial statements.

The following important aspects of the budget that need to be noted.

The draft for 2025/26 MTREF is reflecting an operating deficit including the two outer years. The deficits are for 2025/26 R92,076 million, 2026/27 R99,154 million and 2027/28 R113,717 million.

A cost of supply study was conducted and used to set the tariffs. The changes in the tariff structure were applied as a percentage, with adjustments over a period ranging from 1 to 5 years, rather than being implemented all at once. The 2025/26 period represents the second year of these phased adjustments.

The council should note that there are errors in Table A6 regarding Trade and Other Receivables from Exchange Transactions and Inventory. Both of these items are incorrectly reflecting as credits due to data strings alignment issues. These errors will be corrected before the draft budget is published and the corrections will also affect Table A7..

There is still significant work to be done in order to effectively reduce the operating deficits over the next three years. The directorates will need to make substantial adjustments,

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either by cutting their budgets or reassessing their plans and priorities. It is imperative that prudent and decisive strategies are put in place to address the operating deficit. This requires a thorough evaluation of current expenditures, identifying areas for cost-saving, and implementing measures that will not only curb the deficit but also ensure long-term financial sustainability.

COMMENTS FROM OTHER DIRECTORATES

IDP item(NCA034/03/2025) that was discussed in the ordinary council agenda dated, 28 March 2025 must be brought to be noted together with the budget item.

RECOMMENDATIONS TO COUNCIL

1. **THAT** the draft capital budget as outlined in **Table A5** - Budgeted Capital Expenditure by vote, standard classification and funding source valued **R87,002 million** for 2025/2026, (2027 **R56,645 million**) and (2028 **R59,399 million**) be NOTED.

2. **THAT** the draft operating budget for the 2025/2026 financial year as presented in **Table A4** - Budgeted Financial Performance (revenue and expenditure) reflecting the operating deficit of **R92,076 million** (2027 **R99,154 million**) and (2028 **R59,694 million**) be NOTED.

3. **THAT** the draft tariffs be NOTED with the following increases:
 - **Property rates** tariff has been projected to increase by 5% in 2025/26 and the CPI in the subsequent two years.
 - **Environmental fee** : 4.4% CPI inflation for 2025/26 and CPI inflation for the two outer years.
 - **Water Basic Fee**: A 9.4% increase (comprising 4.4% CPI inflation plus an estimated 5% for tariff structure) over the next four years, including the two outer years for the 2026 MTREF.
 - **Water Usage**: A 4.4% increase based on CPI inflation for 2025/26, with CPI inflation applied for the outer years.
 - **Sewerage Basic Fee**: A 9.4% increase (4.4% CPI inflation plus an estimated 5% for tariff structure) for 2025/26, with further increases projected based on CPI inflation for the two outer years.
 - **Sanitation/Pump Outs**: A 9.4% increase (4.4% CPI inflation plus an estimated 5% for tariff structure) for 2025/26, with CPI inflation plus an additional 5% for the tariff structure over the remaining years, including the two outer years for the 2026 MTREF.
 - **Waste Collection**: A 4.4% increase based on CPI inflation for 2025/26, with CPI inflation applied for the outer years.
 - **Electricity tariff**: Various Electricity tariff increases can be seen from the attached tariff listing which are based on the 2023/2024 cost of supply study to be phased in over 3 years and the review thereof considering the actual costs and revenue of the

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2024/2025 financial year and the budgeted figures for the 2025/2026 financial year.

- **Miscellaneous tariffs** : A 4.4% increase based on CPI inflation for 2025/26, with CPI inflation applied for the outer years.
4. **THAT** the draft financial position for the 2025/2026 financial year as presented in Table A6- Budgeted Financial Position, reflecting the community wealth/equity of **R1,384,569 billion** for 2025/2026, **(2027 R1,348,993 billion)** and **(2028 R1,303,584 billion)** be NOTED with corrections still to be made before publishing.
5. **THAT** the draft cash flow for the 2025/2026 financial year as presented in Table A7- Budgeted Cash Flow reflecting a positive cash and cash equivalent at the end of 2025/2026 financial year **R182,375 million**, **(2027 R230,129 million)** and **(2028 R272,519 million)** be NOTED with linking corrections of Table A6
6. **THAT** budget related policies reviewed for 2025/2026 MTREF be NOTED.

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

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Small Scale Embedded Generation Policy			New	

7. **THAT** the draft procurement plans for 2025/26 budget be NOTED.

SNCA008/03/2025

**REPORT DATED 28 MARCH 2025 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON THE ADOPTION OF THE PETITIONS COMMITTEE AND
ESTABLISHMENT OF THE PETITION COMMITTEE AND**

PURPOSE

For Council to adopt the Petition Committee and further establish the Petitions Committee.

BACKGROUND

Democracy is dependent on the participation of the citizens in civil society and the political system. Moreover, this participation must be inclusive of all in society. In alignment with the principles set out for a participatory democracy the Constitution (Act of 1996) mandates that all municipalities ensure that Public Constitution (Act of 1996) mandates that all Legislative bodies ensure that Public Participation, broken up into the macro areas of public hearings, petitions, public education and outreach, occur in all their decision making and policy processes.

The Constitution of the Republic of South Africa gives the right to every citizen to participate in shaping their destiny. Local government deals directly with the citizenry on a daily basis and is the nearest sphere of government to the people where they can voice out their opinion.

DISCUSSION

The Ndlambe Municipality is required to have customised petitions committee using guidelines provided by SALGA and COGTA.

This function shall be performed by the Public Participation Unit (Petition Committee) and a petition's handling procedure will be guided by the Policy that will be adopted by Council
See attached Petition Policy Annexure SC.03

The Ndlambe municipality in terms of the Petition Policy, must have a Petitions' Committee which has been adopted by Council as follows;

1. **The Speaker (As Chair of the Petitions Committee)**
2. **A representative from the Office of the Mayor**

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- 3. The Portfolio Councillor: Constituency Services**
- 4. The Municipal Manager or Senior official designated by the Municipal Manager.**
- 5. A Senior Official from the affected Directorate (s) (where appropriate/application)**
- 6. Secretariat**

RECOMMENDATIONS TO COUNCIL

- 1. THAT the Draft Petitions Committee BE ADOPTED.**
- 2. THAT the Municipal Petitions Committee BE APPROVED and be composed as follows;**
 - The Speaker (As Chair of the Petitions Committee)**
 - A representative from the Office of the Mayor**
 - The Portfolio Councillor: Constituency Services**
 - The Municipal Manager or Senior official designated by the Municipal Manager.**
 - A Senior Official from the affected Directorate (s) (where appropriate/application)**
 - Secretariat**

SNCA009/03/2024
URGENT REPORTS BY THE MUNICIPAL MANAGER

SNCA010/03/2024
CLOSURE

SPECIL OPEN NDLAMBE COUNCIL MEETING

HELD ON MONDAY, 28 MARCH 2025

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

ANNEXURE SC.01

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY COUNCILLOR

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

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

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

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2025

.....
Signature of Councillor

Witnesses:

1. Signature:

2. Signature:

SPECIAL OPEN NDLAMBE COUNCIL MEETING

HELD ON MONDAY, 31 MARCH 2025

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

ANNEXURE SC.02

NDLAMBE MUNICIPALITY



DECLARATION OF INTEREST BY STAFF

In accordance with Code of Conduct for Municipal Members under Section 4 Personal Gain (1) a Staff Member of the Municipality may not:

b) take a decision on behalf of the Municipality concerning a matter in which that Staff Member's Spouse, Partner or Business Associate, has a direct or indirect personal or private business interest.

I, Identity Number

Staff Number employed by Ndlambe Council as

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

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

And I will recuse myself on the abovementioned items.

Signed at: on this day of 2025

.....
Signature of Staff

Witnesses:

1. Signature:

2. Signature:

SPECIAL OPEN NDLAMBE COUNCIL MEETING

HELD ON MONDAY, 31 MARCH 2025

**REPORT DATED 28 MARCH 2025 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REPORT ON
THE ADOPTION OF THE PETITIONS COMMITTEE
AND ESTABLISHMENT OF THE PETITION
COMMITTEE AND**

ANNEXURE SC.03

NDLAMBE MUNICIPALITY



PETITIONS POLICY

TABLE OF CONTENTS

NO.	CONTENTS	PAGE NO.
1.	Purpose	2
2.	Legislative Framework	2
3.	Objectives of the Policy	3
4.	Definitions	3
5.	Application of the policy	4
6.	General principles	4
8.	Functions of the petitions committee	6
9.	Petition's Process	7
10.	Right of appeal	8
11.	Waiving of the policy and Implementation Provisions	9
12.	Policy Approval	9

1. PURPOSE OF THE POLICY

Democracy is dependent on the participation of the citizens in civil society and the political system. Moreover, this participation must be inclusive of all in society. In alignment with the principles set out for a participatory democracy the Constitution (Act of 1996) mandates that all municipalities ensure that Public Constitution (Act of 1996) mandates that all Legislative bodies ensure that Public Participation, broken up into the macro areas of public hearings, petitions, public education and outreach, occur in all of their decision making and policy processes.

The Constitution of the Republic of South Africa gives the right to every citizen to participate in shaping their destiny. Local government deals directly with the citizenry on a daily basis and is the nearest sphere of government to the people where they can voice out their opinion.

By having this policy Ndlambe Municipality is endeavoring to ensure that this right is practiced. It aims at having the communities participate fully in the affairs of the Municipality. It is also the conviction of the Ndlambe Municipality that its social fabric .

The main purpose of this policy therefore is provision of guidelines for increasing the level of active participation, through petitions, in the decision-making process of local government and to create an enabling environment for local community and civil societies in which ordinary citizens and social groups may find platform upon which they voice out their concerns and take part in the fundamental decision making on issues that affect their lives.

2. LEGISLATIVE FRAMEWORK

The policy finds its basis on the following pieces of legislation:

- The Constitution of the Republic of South Africa Act 108 of 1996;
- The Promotion of Administrative Justice Act 3 of 2000;
- The Promotion of Access to Information Act 2 of 2000;
- The Municipal Finance Management Act 56 of 2003;
- The Local Government: Municipal Systems Act 32 of 2000; and
- Ndlambe Municipality Standing Rules.

3. OBJECTIVES OF THE POLICY

The objectives of the Policy on Petitions are:

- To meet the legal requirements around community participation;
- To serve as a guideline and minimum standard against which Ndlambe Municipality will attend and process petitions, which is submitted to the municipality;
-
- To develop and implement mechanisms, processes and procedures for community participation through petitions;
- To ensure full and proper accountability of the Ndlambe Municipality to the community;
- To assist vulnerable groups to participate effectively in the systems of government;
- Strengthening democracy by increasing participation of citizens in local government's decision making;
- To create an enabling environment for civil society to find a platform upon which they can voice their concerns and take part in the fundamental decision making issues that affect them and the Ndlambe community at large;
- To develop effective means to deal with all written public requests, grievances and complaints in a timeous manner.

4. DEFINITION OF TERMS

"Administrative support services" means an employee in the office of the Speaker assigned for purposes of the effective implementation of this policy

"Appeal" means an appeal contemplated in section 9

"Chairperson" means the chairperson of the committee

"Committee" means a Public Participation Sub-Committee assigned by the Speaker to be responsible for the consideration of Petitions as set out in this document, the Speaker, being the Chairperson, and consisting of councilors of NLM as determined from time to time in accordance with the Standing Rules.

"Constitution" means the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996).

"Petition" means a complaint or request or a representation or submission addressed by a petitioner/s to the Council through the

Committee in terms of the policy whether in writing or by word of mouth.

"Petitioner" means a person who submits a petition in terms of this Policy.

"Standing Rules" means the rules and orders made for the conduct of business of Council.

5. APPLICATION OF THE POLICY

This policy shall apply to all Councillors, Ndlambe Municipal employees, statutory structures like Ward Committees, interest groups, individuals, and the community.

6. GENERAL PRINCIPLES

- The Municipality shall make provision for the receipt, processing and consideration of petitions lodged by community members;
- A Petitioner may submit a petition in any of the official languages of the Republic of South Africa;
- A Committee shall be established for the purpose of dealing with petitions;
- In the case of Ndlambe Municipality this function shall be performed by the Public Participation Sub-Committee; and
- A petition's handling procedure shall be developed by the Committee.

7. PETITION

7.1 A petition may be

- a) a single petition, which is an individual submission from a single petitioner, concerning a particular complaint, concern or request
- b) an association petition, which is an individual from an association or single petitioner mandated by an association to submit that petition, concerning a particular complaint or request
- c) a collection petition, which is a collection of signatures from a number of petitioners, concerning a particular complaint, concern or request or,
- d) a mass group petition, which is made up of individual or group submissions from a number of petitioners, concerning the same or substantially similar complaints or requests

7.2 A petition may be submitted by a person acting-

- a) in his or her own interest;
- b) in the interest of another person who is not in a position for whatever reason to submit a petition in his, her or its own name;
- c) as a member of or in the interest of a group or class of persons;
or
- d) in the public interest.

7.3 A petition may address any matter-

- a) within the standing orders of the municipality.

7.4 The Committee may refuse to consider a petition

- a) falling outside the scope of matters contemplated in 7;
- b) concerning a matter pending in a court of law or other tribunal or forum contemplated in the Constitution;
- c) in connection with the conviction and sentencing by a criminal court of law of a person to a period of imprisonment; or
- d) falling outside the powers and functions of the municipality or its area of jurisdiction.

7.5 The Committee may refuse to consider a petition which-

- a) is illegible;
- b) does not state the correct name and contact details of the petitioner and, where applicable, the name of the association or group on whose behalf the petition has been submitted;
- c) has not been signed by the petitioner, except in the case of a petitioner who is unable to write and-
 - 1) who has made a mark on the petition as a symbol of his or her authority to submit the petition; and
 - 2) that mark was made in the presence of two witnesses who are able to write and who by signing that petition certify that the mark is that of the petitioner
- d) addresses a matter previously considered by the Committee except if that petition contains new information that may materially impact on the outcome of the consideration of the matter;
- e) contains defamatory statements or improper language
- f) if applicable, address a matter that the petitioner has not yet brought to the attention of the relevant authority, or if the petitioner has brought it to the attention of the relevant

authority, the relevant authority has not been afforded reasonable time to consider the matter

8. FUNCTIONS OF THE PETITIONS COMMITTEE (Public Participation Sub-Committee)

- 8.1 Receive every petition submitted in terms of this Policy
- 8.2 Subject to 7.3, 7.4 and 7.5, consider every petition properly submitted in terms of this policy
- 8.3 Record the oral submission or evidence of a petitioner;
- 8.4 If a petition has been referred to a member of the Executive Committee or Director;
 - a) direct the person or body to whom the petition was referred to consider that petition, make a decision or recommendation in respect of that petition or otherwise dispose of the request or complaint raised in that petition, and
 - b) require the person or body to whom that petition was referred to furnish the committee within four weeks of that referral in writing with a detailed report on the steps taken by that person or body to address the complaint, request, recommendation or instruction by the Committee, as the case may be, and the reasons for those particular steps
- 8.5 If it refuses to consider a petition in terms of section 7.3, 7.4 and 7.5 or because it has not been submitted in accordance with this Policy, in writing inform the petitioner of that fact as well as the reasons for its decision.
- 8.6 On a quarterly basis report to the Council on the Petitions submitted to it during that period and all its activities in respect thereof, including
 - a) the responsiveness, efficiency and timeousness with which petitions were dealt with, and
 - b) the efficacy of the petitions process and procedures.

9 PETITION'S PROCESS

9.1 Ndlambe Municipality shall handle a petition in the following process:

Activity	Responsibility	Baseline Timeline	Output
Petition received through recognised channels	Speaker or Delegated person by the Speaker	On the submission day the petition	Formal receipt of petition
Petition is acknowledged	Public Participation Unit	Within 3 working days of receipt	Formal communication acknowledging receipt of the petition is sent to the petitioner
Qualification of petition is undertaken	Public Participation Sub-Committee	Within 10 working days after Petition acknowledged	Validation of petition as per definition and scope defined within the context of 7 of this Policy; Referral for Translation where necessary; Referral to Legal Advise where relevant
Investigation	Public Participation Sub-Committee	Within 10 working days after Qualification of petition	Formal communication is sent to petitioner requesting additional information. Where necessary physical visits are undertaken to investigate the petition
Recommendation	Public Participation Sub-Committee	3 working days after Investigation	Final recommendations to either proceed or not with the petition is given
External Referral	Public Participation Sub-Committee	20 working days after Recommendation	Referred to the relevant directorate within the municipality of government department for action and report back on steps undertaken to address the petition; formal communication to petitioner informing them of the referral

Activity	Responsibility	Baseline Timeline	Output
Referral: Follow up	Public Participation Unit	10 working days after External Referral	Follow up is undertaken where no report has been received and further action instituted
Resolution of Petition	Public Participation Sub-Committee	10 working days after Referral: Follow up	Matter is concluded by the Committee and the petitioner is formally notified of the outcome Petitioner is also formally notified of the avenues to follow or appeal if the petition is not resolved

10 RIGHT OF APPEAL

10.1 A petitioner may appeal to the Speaker against –

- a) a refusal by the Committee to consider a petition;
- b) where applicable, a determination by the Chairperson to consider the petition submitted by that petitioner behind closed doors; or
- c) any recommendation, referral to another person or body or other decision of the Committee after consideration of the petition submitted by him/her.

10.2 An appeal must be submitted and processed as prescribed.

10.3 The Speaker must consider the Appeal as prescribed and may thereafter-

- a) dismiss the appeal;
- b) table the appeal document and refer it to the committee for reconsideration; or
- c) refer the appeal and the petition file with a recommendation to
 - 1) Council;
 - 2) A committee of Council;
 - 3) The Mayor and Executive Committee;
 - 4) An institution supporting constitutional democracy contemplate in Chapter 9 of the Constitution; or
 - 5) The National Prosecuting Authority; or
 - 6) Make any other determination, which he or she is competent in law to make in respect of the petition.

10.4 The Speaker must within a reasonable time after the consideration of an appeal in writing report to Council on that appeal.

11 WAIVING OF THE POLICY AND IMPLEMENTATION PROVISIONS

This policy is effective once approved by Council. The Office of the Speaker will propose amendments to the policy on an annual basis.

- This policy may be partly or wholly waived by a Council Resolution.
- This policy shall take precedence over any decision or agreement reached prior to its existence
- Notwithstanding the above clauses it shall be superseded by a collective agreement or a council resolution taken after its promulgation.

12 POLICY APPROVAL

This policy was approved by the Council **on** _____ (day) of _____ (month) _____ (year), at _____ (place), and will be of effect from _____ (date).

Ndlambe Municipal Speaker

Ndlambe Municipal Manager